



# PUBLIC NOTICE

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## PUBLIC SAFETY AND HOMELAND SECURITY BUREAU REMINDS PUBLIC SAFETY LICENSEES WITH MULTIPLE LICENSES TO UPDATE CONTACT INFORMATION WITH AN EMAIL ADDRESS

### WT Docket 19-212

By this Public Notice, the Public Safety and Homeland Security Bureau (PSHSB or the Bureau) reminds part 90 and part 101 public safety licensees to update their license contact information with an email address. To promote customer service to public safety licensees, and as a supplement to the current courtesy email process, the Bureau will send a reminder email to licensees associated with multiple licenses to update this vital piece of information for each of their licenses. Licensees without valid or updated email addresses will not receive courtesy electronic reminders regarding license expiration or construction deadlines.<sup>1</sup> Failure to timely file renewal applications and construction notifications may lead to license cancellation, regardless of whether the licensee has received a courtesy reminder.<sup>2</sup>

*Background.* In 2020, the Federal Communications Commission (Commission) issued rules to finalize the transition to electronic interactions for licenses in the Wireless Radio Services.<sup>3</sup> In particular, the Commission eliminated the mailing of paper courtesy reminder notices and other Universal Licensing System (ULS) correspondence to licensees and adopted rules mandating electronic delivery for all ULS compulsory and courtesy correspondence.<sup>4</sup> On June 29, 2021, electronic filing for all Wireless Radio Service applications began.<sup>5</sup> On January 20, 2022, the Bureau encouraged licensees without a valid email address to update their email address in ULS and reminded licensees to file timely renewal applications and construction notifications.<sup>6</sup>

*Outreach.* Currently, the Bureau emails public safety licensees on an individual license basis. To supplement that process, the Bureau will email current licensees with multiple licenses or associated licenses a courtesy reminder to update all licenses with an email address. In addition, the Bureau encourages

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<sup>1</sup> *Electronic Filing Report and Order* at 10793, para. 42; *Reminder: Electronic Filing Required For All Wireless Radio Service Applications Beginning June 29, 2021*, WT Docket No. 19-212, Public Notice, 36 FCC Rcd 9472, 9473 (WTB/PSHSB 2021) (2021 Reminder Notice).

<sup>2</sup> *Electronic Filing Report and Order* at 10793, para. 42; 47 CFR § 1.955(a)(1)-(2).

<sup>3</sup> *Completing the Transition to Electronic Filing, Licenses and Authorizations, and Correspondence in the Wireless Radio Services*, WT Docket No. 19-212, Report and Order, 35 FCC Rcd 10781 (2020) (*Electronic Filing Report and Order*).

<sup>4</sup> *Id.* at 10793, para. 43; *see also* 47 CFR § 1.47. Notices sent to email addresses on file with the Commission will be deemed to have been served. 47 CFR §§ 1.5(a), 1.923(i).

<sup>5</sup> *2021 Reminder Notice*, 36 FCC Rcd 9472.

<sup>6</sup> *Reminder: Electronic Filing Required For All Wireless Radio Service Applications Beginning June 29, 2021*, WT Docket No. 19-212, Public Notice, 37 FCC Rcd 424 (WTB/PSHSB 2022) (2022 Reminder Notice).

licensees to use an email address associated with an agency title in lieu of a personal email, as job duties and personnel changes can lead to outdated or invalid email addresses.

*Licensees Without A Valid Email Address.* For licenses without a valid or updated email address, the Bureau reminds such licensees that they will not receive courtesy electronic reminders regarding license expiration or construction deadlines.<sup>7</sup> This is important because failure to timely file renewal applications and construction notifications may lead to license cancellation, regardless of whether the licensee has received a courtesy reminder.<sup>8</sup>

*How to Update License with Email Address.* Licensees can find instructions on how to file free administrative updates directly in ULS at: <https://www.fcc.gov/wireless/support/universal-licensing-system-uls-resources/updating-administrative-information>. Additional filing instructions in ULS on renewals and construction notifications can be found in Public Notice DA 22-65 at <https://docs.fcc.gov/public/attachments/DA-22-65A1.pdf>. Licensees may also contact a FCC public safety coordinator at <https://www.fcc.gov/general/public-safety-frequency-coordinators> that will be able to update your administrative information or renew a license for a fee.

**For assistance filing your application(s) electronically, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call the FCC Licensing Support Center at (877) 480-3201, the hours of operation are 8:00 AM- 6:00 PM ET, Monday to Friday.** Interested Parties who have questions concerning this *Public Notice* may contact Tracy Simmons of the Public Safety and Homeland Security Bureau, Policy and Licensing Division, (717) 338-2657, [Tracy.Simmons@fcc.gov](mailto:Tracy.Simmons@fcc.gov).

Action by the Chief, Public Safety and Homeland Security Bureau.

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<sup>7</sup> *Electronic Filing Report and Order* at 10793, para. 42; *2021 Reminder Notice*, 36 FCC Rcd at 9473.

<sup>8</sup> *Electronic Filing Report and Order* at 10793, para. 42; 47 CFR § 1.955(a)(1)-(2).