Filing A Required Notification (NT) in Batch

Filing a Notification (NT) via Electronic Batch Filing (EBF) only requires updates to four records: HD, AD, EN and CF. The table below is an excerpt from the Standard EBF spreadsheet that is available on the ULS website. The data to send for an NT is highlighted. Only send the highlighted data. Please note some fields become Optional or Required depending on the value sent in a related field.

Following the table is a sample batch NT application. The data and fields required will be specific to your scenario, so the example may not exactly match the provided NT sample application. You are required to review all applicable form instructions and EBF documents to ensure your submitted file is accurate and complete.

APPLICATION/LICENSE HEADER

	Position	Data Element	Definition	Contents
"HD"	1	Record Type	char(2)	"HD"
"HD"	2	Unique System Identifier	numeric(9,0)	Must be Null
"HD"	3	ULS File Number	char(14)	Optional. Send a ULS file number if the application is to amend or withdraw a pending ULS application; or a Notification of Consummation of Assignment of Authorization or Transfer of Control; or an Extension of Time for Consummation of Assignment of Authorization or Transfer of Control.
"HD"	4	EBF Number	varchar(30)	Required, send a unique number to identify all records belonging to a single application
"HD"	5	Call Sign / Serial #	char(10)	Send license call sign/serial # for all 601 and 605 application purposes except new (NE). Must be null for AA/TC Form 603 applications.
"HD"	6	License Status	char(1)	Must be Null
"HD"	7	Radio Service Code	char(2)	Required, for application purposes AA and TC send as "AL' else send appropriate radio service code
"HD"	8	Grant Date	mm/dd/yyyy	Must be Null
"HD"	9	Expired Date	mm/dd/yyyy	Must be Null
"HD"	10	Cancellation Date	mm/dd/yyyy	Must be Null
"HD"	11	Eligibility Run Num	char(10)	For Land Mobile and Land Mobile Broadcast Auxiliary Radio Services, send the number and paragraph of the FCC Rule Section that describes the eligibility for the radio service

				specified in HD7. Must be null for AA/TC Form 603 applications.
"HD"	12	Application Type code	char(1)	No longer collected in HD12. Instead, send applicant type code in EN24.
"HD"	13	Alien	char(1)	Send Y or N. Must be null For NT and EX
"HD"	14	Alien Government	char(1)	Send Y or N. Must be null For NT and EX
"HD"	15	Alien Corporation	char(1)	Send Y or N. Must be null For NT and EX
"HD"	16	Alien Officer	char(1)	Send Y or N. Must be null For NT and EX
"HD"	17	Alien Control	char(1)	Send Y or N. Must be null For NT and EX
"HD"	18	Revoked	char(1)	Send Y or N. Must be null For NT and EX
"HD"	19	Convicted	char(1)	Send Y or N. Must be null For NT and EX
"HD"	20	Adjudged	char(1)	Send Y or N. Must be null For NT and EX
"HD"	21	Involved	char(1)	No longer collected for 601 or 603. Send as null.
"HD"	22	Common Carrier	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	23	Non Common Carrier	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	24	Private Comm	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	25	Fixed	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	26	Mobile	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	27	Radiolocation	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	28	Satellite	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	29	STA or Demonstration	char(1)	S = STA, M = demonstration, N = none of the above. Must be null for AA/TC Form 603 applications.
"HD"	30	Interconnected Service	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	31	Certifier First Name	varchar(20)	Required
"HD"	32	Certifier MI	char(1)	Optional

"HD"	33	Certifier Last Name	varchar(20)	Required
"HD"	34	Certifier Suffix	char(3)	Optional
"HD"	35	Certifier Title	char(40)	Optional
"HD"	36	Male or Female	char(1)	Optional, Send Y or N.
"HD"	37	Black or African-American	char(1)	Optional, Send Y or N.
"HD"	38	Native American	char(1)	Optional, Send Y or N.
"HD"	39	Hawaiian	char(1)	Optional, Send Y or N.
"HD"	40	Asian	char(1)	Optional, Send Y or N.
"HD"	41	White	char(1)	Optional, Send Y or N.
"HD"	42	Ethnicity	char(1)	Optional, Send Y or N.
"HD"	43	Effective Date	mm/dd/yyyy	Must be Null
"HD"	44	Last Action Date	mm/dd/yyyy	Must be Null
"HD"	45	Auction ID	integer	Send if this is a new application after winning an auction. Must be null for AA/TC Form 603 applications.
"HD"	46	Broadcast Services – Regulatory Status	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	47	Band Manager – Regulatory Status	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	48	Broadcast Services – Type of Radio Service	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"HD"	49	Alien Ruling	char(1)	Required if Alien Control (HD21) = Y. Send Y or N.
"HD"	50	Licensee Name Change	char(1)	A Y/N indicator to note if the licensee name change is due to sale or transfer of control. Not applicable for NE or AM to NE filings.
"HD"	51	Operation/ Performance	char(1)	Required for RO/RM renewal reform RSCs. Send null for all others.
"HD"	52	Operation/ Performance	char(1)	Required only for RO/RM renewal reform RSCs. Send Y or N or null.
"HD"	53	Discontinuation of Service	char(1)	Required only for RO/RM renewal reform RSCs. Send Y or N or null.
"HD"	54	Regulatory Compliance	char(1)	Required only for RO/RM renewal reform RSCs. Send Y or N or null.

APPLICATION DETAIL

	Position	Data Element	Definition	Contents
"AD"	1	Record Type	char(2)	"AD"
"AD"	2	Unique System Identifier	numeric(9,0)	Must be Null
"AD"	3	ULS File Number	char(1)	Must be Null
"AD"	4	EBF Number	varchar(30)	Required, send a unique number to identify all records belonging to a single application
"AD"	5	Application Purpose- NT	char(2)	Required, send valid application purpose. Refer to the form and the instructions for valid application types or to the ULS Code Definitions file.
"AD"	6	Application Status	char(1)	Must be Null
"AD"	7	Application Fee Exempt	char(1)	Send Y or N.
"AD"	8	Regulatory Fee Exempt	char(1)	Send Y or N.
"AD"	9	Source	char(1)	Must be Null
"AD"	10	Requested Expiration Date	mmdd	Send mmdd if requesting a specific month and day for an expiration date. Must be null for AA/TC Form 603 applications.
"AD"	11	Receipt Date	mm/dd/yyyy	Must be Null
"AD"	12	Notification Code	char(1)	If 601 purpose is NT/EX, send code as defined in Form 601 Schedule K or L. For EX purpose, CF6, CF8-11, and Attachment "O" required if AD12=P. 603 purpose NT/EX, send code "C". Valid codes are also listed in the ULS Code Definitions file. Must be null for AA/TC.
"AD"	13	Notification Date	mm/dd/yyyy	Send requested buildout/coverage/ construction expiration or discontinuance date that corresponds to Form 601 notification code for EX, or send date of consummation that corresponds to Form 603 for NT purpose, or send new consummation requested expiration date that corresponds to Form 603 for EX purpose, or else send as null. Must be null for AA/TC applications. Note: Form 601 Schedule K requires the Actual Date of Construction for site based licenses only.

				Note: Form 601 Schedule K requires the Actual Date of Construction for site based licenses only.
"AD"	14	Expanding Area or Contour	char(1)	Send Y or N.
"AD"	15	Major Minor Indicator	char(1)	Must be Null
"AD"	16	Original Application Purpose	char(2)	Must be Null
"AD"	17	Requesting A Waiver	char(1)	Send Y or N.
"AD"	18	How Many Waivers Requested	integer	If requesting a waiver, send the number of feeable waivers being requested - must be an integer of > 0. If not requesting a waiver, must be null.
"AD"	19	Any Attachments	char(1)	Send Y or N.
"AD"	20	Number of Requested SID	integer	Used for Cellular only. Must be null for AA/TC Form 603 applications.
"AD"	21	Fee Control Number	char(16)	Must be Null
"AD"	22	Date Entered	mm/dd/yyyy	Must be Null
"AD"	23	Reason	varchar(255)	Must be Null
"AD"	24	Frequency Coordination Indicator	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"AD"	25	Emergency STA	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications. Must be null if response to "HD" 29 (STA or Demonstration) is 'N'.
"AD"	26	Overall Change Type	char(1)	Must be Null
"AD"	27	Extended Implementation Plan	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"AD"	28	Grandfathered, Approved or Integrated	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.
"AD"	29	Waiver/Defferal of Application Fees	char(1)	Required if Application Fee Exempt (AD7) = N. Send Y or N. Must be null for Form 601 and 605 applications
"AD"	30	Has Term Pending Ind	char(1)	Send as null
"AD"	31	Use of Service	char(1)	Required for RO/RM renewal reform RSCs. Must send null. Geographic RSCs do not file EBF.

ENTITY

	Position	Data Element	Definition	Contents
"EN"	1	Record Type	char(2)	"EN"
"EN"	2	Unique System Identifier	numeric(9,0)	Must be Null
"EN"	3	ULS File Number	char(14)	Must be Null
"EN"	4	EBF Number	varchar(30)	Required, send a unique number to identify all records belonging to a single application
"EN"	5	Call Sign	char(10)	Must be Null
"EN"	6	Entity Type	char(2)	Required. Send appropriate entity type code as follows: "L" for applicant/licensee or assignee data, "CL" for applicant/licensee or assignee's contact data, "O" for real party of interest data, "R" for assignor or transferor data, "CR" for assignor or transferor contact data, "E" for transferee data, "CE" for transferee contact data. If Form 603 Purpose is AA, must send EN records with entity type codes L for assignee, CL for assignee's contact, R for assignor, CR for assignor's contact, and O for assignee real party of interest. EN types E and CE are invalid when purpose is AA. If Form 603 Purpose is 'TC', must send EN records for entity types L for licensee, CL for licensee's contact, R for transferor, CR for transferor's contact, E for transferee, CE for transferee's contact, and O for transferee real party of interest. EN types CL is invalid when purpose is TC.
"EN"	7	Licensee ID	char(9)	Required if entity type above is "L", "O", "E" or "R", send TIN or ULS assigned Licensee ID for entity indicated by entity type above.
"EN"	8	Entity Name	varchar(200)	"For 601 applications, required if application purpose is NE or data is missing in the license record.

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				For 601 and 603 applications, required if entity type is "O". For 603 applications, required if entity type is "L", "R" or "E" and entity is not an individual. Do not send entity name if the entity type is "L", "R" or "E" and the entity is an individual. For 603 applications where the entity type is CL, CR, or CE, either (the individual name and attention line) or (the individual name and the company name) is required. "
"EN"	9	First Name	varchar(20)	For 601 applications, required if application purpose is NE or data is missing in the license record. For 601 and 603 applications, do not send first name if the entity type is "O". For 601 and 603 applications, required if entity type is "L", "R" or "E" and entity is an individual. Do not send first name if the entity type is "L", "R" or "E" and the entity is not an individual. For For 603 applications where the entity type is CL, CR, or CE, either (the individual first name and attention line) or (the individual first name and the company name) is required.
"EN"	10	MI	char(1)	Send if available, else send as null. Do not send MI if entity type is "O".
"EN"	11	Last Name	varchar(20)	For 601 applications, required if application purpose missing in the license record. For 601 and 603 applications, do not send last name type is "O". For 601 and 603 applications, required if entity type and entity is an individual. Do not send last name if "L", "R" or "E" and the entity is not an individual. For applications where the entity type is CL, CR, or CE, either (the individual last name and attention line) or (the individual and the company name) is required.
"EN"	12	Suffix	char(3)	Send if available, else send as null. Do not send Suffix if entity type is "O".
"EN"	13	Phone	char(10)	Required if entity type is "L", "R", "E", "CL", "CR" or "CE". Do not send Phone if entity type is "O".

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"EN"	14	Fax	char(10)	Send if available, else send as null. Do not send Fax if entity type is "O".
"EN"	15	Email	varchar(50)	Optional. Do not send Email if entity type is "O".
"EN"	16	Street Address	varchar(60)	Required if PO Box is null. Do not send Street Address if entity type is "O".
"EN"	17	City	varchar(20)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "L", "R", "E", "CL", "CR", or "CE". Do not send City if entity type is "O".
"EN"	18	State	char(2)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "L", "R", "E", "CL", "CR", or "CE". Do not send State if entity type is "O".
"EN"	19	Zip Code	char(9)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "L", "R", "E", "CL", "CR", or "CE". Do not send Zip Code if entity type is "O".
"EN"	20	PO Box	varchar(20)	Required if Street Address is null. Do not send PO Box if entity type is "O".
"EN"	21	Attention Line	varchar(35)	Optional for 601 applications (entity type = L). For 601 applications where entity type = CL, when contact name is entered, then attention to is not required. If contact name is not present, then contact company name and attention are required. If contact company name is entered, then either contact name or attention to is required. Required for 603 applications where entity type = L, R, E. For 603 applications where entity type = CL, CR, or CE, either (the individual name and attention line) or (the individual name and the company name) is required. Do not send Attention Line if entity type is "O".
"EN"	22	SGIN	char(3)	Required if sending TIN instead of Licensee ID in position 7.
"EN"	23	FCC Registration Number (FRN)	numeric(10,0)	It is required that either the TIN/SGIN combination be send in positions 7 and 22 or the ULS Licensee ID be sent in position 7 or the FCC Registration

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				Number be sent in position 23 when the entity type is "L", "R", "E" or "O"
"EN"	24	Applicant Type Code	char(1)	Replaces HD12. Send valid applicant type. Refer to the form and the instructions or to the ULS Code Definitions file for valid applicant type codes. Must be null for NT/EX Form 601 applications.
"EN"	25	Applicant Type Code Other	char(40)	Required for applications where applicant type code (EN24) = Other.
"EN"	26	Status Code	char(1)	Send as null
"EN"	27	Status Date	datetime	Send as null

CALL SIGN/FILE NUMBER

	Position	Data Element	Definition	Contents
"CF"	1	Record Type	char(2)	"CF"
"CF"	2	Unique System Identifier	numeric(9,0)	Must be Null
"CF"	3	ULS File Number	char(14)	Must be Null
"CF"	4	EBF Number	varchar(30)	Required, send a unique number to identify all records belonging to a single application
"CF"	5	Item Type Indicator	char(1)	Required, Send "C" for call sign or "F" for ULS file number
"CF"	6	Item Type	char(14)	Required only if the partitioned call sign or partitioned and disaggregated call sign has not yet met its build out requirements.
"CF"	7	Constructed?	char(1)	Optional. Send "Y" to indicate that the facilities are constructed. Send "N" to indicate that the facilities are not constructed.
"CF"	8	Location Number	integer	Required if Frequency Assigned (CF10) or Frequency Upper Band (CF11) is provided. Must be Null if Form 603 Purpose is AA or TC.
"CF"	9	Path Number	integer	Optional. Refer to Form 601 Schedule K and L instructions to determine when to send location number. Must be Null if Form 603 Purpose is AA or TC.

"CF"	10	Frequency Assigned	numeric(16,8)	Optional. Refer to Form 601 Schedule K and L instructions to determine when to send location number. Must be Null if Form 603 Purpose is AA or TC.
"CF"	11	Frequency Upper Band	numeric(16,8)	Optional. Refer to Form 601 Schedule K and L instructions to determine when to send location number. Must be Null if Form 603 Purpose is AA or TC.
"CF"	12	Number of Mobiles	integer	Send number of operation mobile units only for Land Mobile Radio Services operating in the 470-512 MHz band or non-SMR conventional systems operating above 800 MHz. Must be Null if Form 603 Purpose is AA or TC.
"CF"	13	Action Performed	char(1)	Send "A" to add or "D" to delete. "D" may only be used for an Amendment.
"CF"	14	Actual Date of Construction	datetime	Send the actual date of construction for site based licenses only.
"CF"	15	Frequency Number	Integer	Required if Frequency Assigned (CF10) or Frequency Upper Band (CF11) is provided. Must be Null if Form 603 Purpose is AA or TC.

Note:

Several rules apply when filing a required notification (NT) application. License name changes and contact information cannot be submitted on an NT application.

For an NT (in AD5: application purpose) application, the License Name Change field (HD50) must be 'N'. If the value is 'Y', the application will be rejected 'Record Type HD- License name changes cannot be made on NT applications.'

Contact information cannot be submitted on an NT application. If the entity type (EN6) is CE, CL or CR the application will be rejected 'Record Type EN- Contact information changes cannot be made on NT applications.'

Layout Example:

HD|||ebfnumber|callsign||radioservicecode|||||||||||||||||||||||certifierfname||certifierlname|||||||||||||||||||N||||
AD|||ebfnumber|NT||N|N||||S|notificationdate||||N||N||||||||||||
EN|||ebfnumber||entitytype||entityname|||||phonenumber||emailaddress|streetaddress|city|state|zip||a
ttentionline||FRN||||
CF|||ebfnumber|C|callsign|Y||pathnumber|frequencyassigned|||A|actualdateofconstruction|frequen
cynumber