



BATCH FILING GUIDE VEC

Version 2.0
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Batch Process Overview

Volunteer Exam Coordinators (VECs) send files containing information about examinations as well as amateur applications. The files are transmitted to the Wireless Telecommunications Bureau of the Federal Communications Commission using a https. The processing of these files entails entering information into the Universal Licensing System (ULS). ULS creates a response file for each data file received. The response file contains data informing the VEC what happened when ULS processed each of the applications in the data file. The response file is placed on a ULS batch server to be picked up either manually or using an application executing https commands.

The VEC is responsible for ensuring that each application file sent is uniquely named and correctly formatted. A VEC can send multiple application files per day. Files can be posted at any time of the day, seven days a week.

Processing

ULS processes application files received from VECs every hour on the half-hour (i.e., 3:30 AM, 4:30 AM, 5:30 AM, etc.) except when the ULS nightly batch process is running. On FCC business days, ULS will auto-grant each application that it can. If there is an issue with an application, an appropriate error code will be returned indicating to the VEC why the application was not granted. Application files received on non-business days (i.e., weekends and federal holidays) will be submitted to ULS but not granted. The application is not granted until the next business morning.

The first step ULS takes with each application file is to verify the file format. If there is any problem with the format of the file, e.g., an unprintable character contained in the data, the file is not processed. A response file is created with an appropriate error code indicating the file could not be processed.

Assuming the format is acceptable; the file is processed. When ULS has finished processing the file, the response file is available on a ULS batch server for pick up. The response file contains either positive confirmation, including file number, FCC Registration Number (FRN), status of the application and the call sign or appropriate error messages.

Application File

File Definition

The application file is a variable length ASCII file being sent to the FCC must be a uniquely named file utilizing the naming convention provided.

File Name Convention	vmmddnn.dat	v – the VEC code mmdd – the month and day the file is sent nn – unique sequential number
File Type	ASCII MS DOS Text or Text Only	
File Extension	.dat	

The *mmdd* is not used to determine the receipt date, it is simply a mechanism for naming files, so if a file is created one day and sent on another, there is no need to change the *mmdd*. The receipt date of the applications within the file will be determined by the date and time the file is physically received at the FCC, i.e., the date it is received by a ULS batch server.

File Record Types

There are two possible record types per file with the contents of each record delimited by a pipe “|”. Each record type starts with the unique two-character record code. The length of each record is dependent upon the actual data contents of the fields in that record. The last data field of the record **is not** followed by “|”.

VEC Record Type	VE	Identifies the VEC and will usually contain exam information
Application Record Type	VA	Contains the applicant’s information
Order of Record Types	VE VA VA VA	Identifies the VEC First applicant’s data Second applicant’s data Third applicant’s data

Sample VEC Record Type - VE

VE|L|02/28/2017|WOODSFIELD|OH|1|1|3|3|3

VEC Record Type - VE

Position	Data Element	Definition	Content
1	Record Type	char(2)	VE
2	VEC Code	char(1)	Assigned by FCC
3	Session Date	date	mm/dd/yyyy
4	Exam Session City	char(20)	
5	Exam Session State	char(2)	
6	Number of Applicants Tested	integer	
7	Number of Applicants That Passed	integer	
8	Number of Applicants That Failed	integer	
9	Number of Elements Passed	integer	
10	Number of Elements Failed	integer	

Sample Application Record Type - VA

VA|||William|A|Brown|II||5 Main Street||Hartford|CT|06335
 |0000000000||billb@mynet.com|NE|N|Y|N||N|||I|0004283453|10/06/1969||1|Favor
 ite Color|Blue|N

Application Record Type - VA

Position	Data Element	Definition	Content
1	Record Type	char(2)	VA
2	Pending File Number for Withdrawals or Amendments	char(14)	Form 605 box 4
3	Call Sign	char(6)	Form 605 box 5
4	* Social Security Number (or Licensee ID)	char(9)	Form 605 box 9a If sending FRN in Position 31, Do Not send SSN
5	Entity Name (e.g., club, military rec, and races)	varchar(200)	Form 605 box 12
6	First Name	char(20)	Form 605 box 11
7	MI Name	char(1)	Form 605 box 11
8	Last Name	char(20)	Form 605 box 11
9	Name Suffix	char(3)	Form 605 box 11
10	Attention To	char(35)	Form 605 box 14
11	Street Address	char(60)	Form 605 box 16
12	PO Box	char(20)	Form 605 box 15
13	City	char(20)	Form 605 box 17
14	State	char(2)	Form 605 box 18
15	Zip Code	char(9)	Form 605 box 19

VEC Electronic Batch Filing Guide

Position	Data Element	Definition	Content								
16	Telephone Number	char(10)	Form 605 box 21								
17	Fax Number	char(10)	Form 605 box 22								
18	Email Address	char(50)	Form 605 box 23								
19	Application Purpose Code	char(2)	Form 605 box 2								
20	Operator Class	char(1)	<table border="0"> <thead> <tr> <th><u>Definition</u></th> <th><u>Code</u></th> </tr> </thead> <tbody> <tr> <td>Technician</td> <td>T</td> </tr> <tr> <td>General</td> <td>G</td> </tr> <tr> <td>Extra</td> <td>E</td> </tr> </tbody> </table>	<u>Definition</u>	<u>Code</u>	Technician	T	General	G	Extra	E
<u>Definition</u>	<u>Code</u>										
Technician	T										
General	G										
Extra	E										
21	Valid Signature	char(1)	Y/N; based on content of Form 605 Schedule D Signature block								
22	Physician Certification	char(1)	Y/N; based on content of Form 605								
23	Requested Expiration date	mmdd	Form 605 box 6								
24	Waiver Request	char(1)	Form 605 box 7								
25	Attachments	char(1)	Form 605 box 8 Form 605 box 28								
26	Attachment File Name	char(12)	Do Not Use. Always send null.								
27	Attachment to be Faxed	char(1)	Do Not Use. Always send null.								
28	Change Call Sign Systematically?	char(1)	Form 605 Sched D box 1								
29	Trustee/Custodian Call Sign	char(10)	only send if a club, etc.; no corresponding form location								
30	Applicant Type	char(1)	<table border="0"> <thead> <tr> <th><u>Definition</u></th> <th><u>Code</u></th> </tr> </thead> <tbody> </tbody> </table>	<u>Definition</u>	<u>Code</u>						
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VEC Electronic Batch Filing Guide

Position	Data Element	Definition	Content												
			Individual I Races R Amateur Club B Military Recreation M												
31	FCC Registration Number (FRN)	numeric (10,0)	Form 605 box 9c <i>Note:</i> value must be a valid FRN in CORES; the FRN must be 10 digits, use leading zeroes if necessary												
32	Date of Birth	datetime	Form 605 box 11a mm/dd/yyyy												
33	** Licensee Name Change	char(1)	If the licensee name in position 5 or 6-9 is different than what is on the license, this field must be sent as N. If you are not changing the name, send this as Null. Form 605 box 13												
34	Personal Security Question Code	varchar(4)	<table border="0"> <thead> <tr> <th><u>Definition</u></th> <th><u>Code</u></th> </tr> </thead> <tbody> <tr> <td>Custom PSQ</td> <td>1</td> </tr> <tr> <td>Original City of Birth</td> <td>2</td> </tr> <tr> <td>Pet's Name</td> <td>3</td> </tr> <tr> <td>Corp Internal Employee ID</td> <td>4</td> </tr> <tr> <td>Mother's Maiden Name</td> <td>5</td> </tr> </tbody> </table>	<u>Definition</u>	<u>Code</u>	Custom PSQ	1	Original City of Birth	2	Pet's Name	3	Corp Internal Employee ID	4	Mother's Maiden Name	5
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Custom PSQ	1														
Original City of Birth	2														
Pet's Name	3														
Corp Internal Employee ID	4														
Mother's Maiden Name	5														
35	Custom Personal Security Question	varchar(60)	If the applicant chooses to use a custom security question, it will be sent in this position.												

Position	Data Element	Definition	Content
36	PSQ Answer	varchar(60)	The answer to the applicant's security question will be sent in this position.
37	Felony Question	char(1)	Form 605 box 28 Send Y/N for NE, MD, RM and AM for NE, MD, RM. Send null for all other application purposes.

* If an applicant does not want to provide a social security number to the VEC, the applicant is responsible for registering with the Commission Registration System (CORES) prior to filing in order to be assigned an FCC Registration Number (FRN). To register, the applicant should go to <http://www.fcc.gov> and click on the link labeled "Commission Registration System".

** In ULS, a name change indicates a sale (or transfer of control) of the license(s) to another party and for which proper FCC approval has not been received or proper notification provided and this is what this field is used for. This is why this field is sent as **N**. For example, a name change due to marriage does not meet this criteria.

Attachments

If an applicant requests a waiver by answering yes to question #8 on Form 605, the applicant must provide an attachment file to the VEC. That attachment must be faxed to the Wireless Telecommunications Bureau in Gettysburg, PA or emailed to attach605@fcc.gov. Please write the applicant's FRN and file number or call sign, if available, on the fax or emailed attachment to identify it.

If an applicant answers yes to question #28 on Form 605 the applicant must fax an attachment to the Wireless Telecommunications Bureau in Gettysburg, PA or email the attachment to attach605@fcc.gov. Please include the applicant's FRN and file number or call sign, if available, on the fax or within email attachment to identify it.

Response File File Definition

The response file is a variable length ASCII file containing only printable characters.

File Type	ASCII MS DOS Text or Text Only	
File Extension	.rsp	

File Record Types

There are two possible record types per file with the contents of each record delimited by a pipe "|". Each record type starts with the unique two-character record code. The length of each record is dependent upon the actual data contents of the fields in that record. The last data field of the record **is not** followed by "|".

The file always starts with an RS Record. (If ULS could not process the file at all, then the response file will only contain an RS record.) Following the RS record will be one RA record per application received.

Session Response Record Type	RS	Contains exam information to identify the contents
Status Record Type	RA	Contains the status of the application
Order of Record Types	RS RA RA RA	Identifies the VEC First applicant's data Second applicant's data Third applicant's data

Sample Session Response Record Type - RS

RS | L | 02/28/2017 | WOODSFIELD | OH | 0

Session Response Record Type - RS

Position	Data Element	Definition	Content
1	Record Type	char(2)	RS
2	VEC Code	char(1)	From the application file
3	Session Date	date	mm/dd/yyyy
4	Exam Session City	char(20)	From the application file
5	Exam Session State	char(2)	From the application file
6	File Status	integer	Indicates if the file was successfully processed. If there is a problem this field will contain an appropriate error code.

Sample Status Record Type – RA

Granted

RA|0000162008|Jane|Q|Public||21532|WZ6ZAA|T|000123546|G|||

Filed on Weekend

RA|0000162009|John|Q|Public|Jr|21403||E|000123547|0|||

File Rejected

RA||Milo||Public||78729|KA2FXE|||9480|||

Status Record Type - RA

Position	Data Element	Definition	Content
1	Record Type	char(2)	RA
2	ULS File Number	char(14)	Assigned by ULS if status code is 0 (zero), G, D, R, 1 or 2
3	Applicant First Name	varchar(20)	
4	Applicant Middle Initial	char(1)	
5	Applicant Last Name	varchar(20)	
6	Applicant Suffix	char(3)	
7	Applicant Zip Code	char(9)	
8	Call Sign	char(6)	
9	Operator Class Code	char(1)	
10	FRN	numeric(10,0)	
11	Status Code	char(5)	Indicates that the application was accepted for filing (0), the processing status of the application (G, D, R, 1, 2) or the error that kept the application from being accepted for filing.
12	Payment Type Code	char(4)	
13	Quantity	integer	

Position	Data Element	Definition	Content
14	Fee Amount	money	

Status Codes

Assuming the file format has the correct file format and therefore could be processed, there is at least one “RA” record per “VA” record received. For application files received on FCC business days, if the application data on the “VA” record is complete, a “G” is returned to indicate that the application was received and granted. The call sign is also returned in the response file. For application files received on weekends and holidays, if the application data on the “VA” record is complete, a zero is returned to indicate that the application was created and is accepted for filing, i.e., has been entered into ULS but is not yet processed. These applications are processed the morning of the next business day. If the application is accepted for filing, it can be downloaded in the daily Amateur data file from fcc.gov. It is also available in the following weekend’s complete database download file. It can also be accessed online using ULS Application Search to check its status. If it has been granted, it can be accessed online using ULS License Search.

Status Code	Definition
G	The application was granted
R	The application was created but was returned to the applicant
D	The application was created and dismissed by ULS
W	The application was successfully withdrawn
0	The application was filed on a non-business day (weekend or federal holiday). The application will be processed on the next business day.
2	The application is off-lined for processing by FCC staff.

Error Codes

A listing of current error code can be found at <https://www.fcc.gov/uls-ebf/error-codes>