

Filing a Renewal Only (RO) in Batch

Filing a renewal only (RO) via EBF is very simple. Only three records are needed: HD, AD and EN. No other record types need to be filed if the application purpose is RO (AD 5).

The table below is an excerpt from the Standard EBF spreadsheet that is available on the ULS website. The data to send for an RO is listed below. Following the list of tables is a sample batch RO application.

<u>APPLICATION/LICENSE HEADER</u>					
	Position	Data Element	Definition	Contents	Form Reference
"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.	Main Form 601 box 4, Main Form 603 box 2, Main Form 603 Schedule D, Main Form 603 Schedule E Main Form 605 box 4
"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.	Main Form 601 box 5, Main Form 605 box 5
"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	Main Form 601 box 1, Main Form 605 box 1
"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 Rule 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.	Form 601 Schedule H box 1
"HD"	12	Applicant Type Code	char(1)	No longer collected in HD12. Instead, send applicant type code in EN24.	Main Form 601 box 11, Main Form 603 box 44,

						Main Form 605 box 40
"HD"	13	Alien	char(1)	Send Y or N.		Main Form 601 box 44, Main Form 603 box 95
"HD"	14	Alien Government	char(1)	Send Y or N.		Main Form 601 box 45, Main Form 603 box 94
"HD"	15	Alien Corporation	char(1)	Send Y or N.		Main Form 601 box 46 Main Form 603 box 96
"HD"	16	Alien Officer	char(1)	Send Y or N.		Main Form 601 box 47 Main Form 603 box 97
"HD"	17	Alien Control	char(1)	Send Y or N.		Main Form 601 box 48a Main Form 603 box 98a
"HD"	18	Revoked	char(1)	Send Y or N.		Main Form 601 box 49 Main Form 603 box 99
"HD"	19	Convicted	char(1)	Send Y or N.		Main Form 601 box 50 Main Form 603 box 100
"HD"	20	Adjudged	char(1)	Send Y or N.		Main Form 601 box 51 Main Form

"HD"	21	Involved	char(1)	No longer collected for 601 or 603. Send as null.	603 box 101 Main Form 601 box 48, Main Form 603 box 77
"HD"	22	Common Carrier	char(1)	Send Y or null. Must be null for AA/TC Form 603 applications.	Main Form 601 box 41
"HD"	23	Non Common Carrier	char(1)	Send Y or null. Must be null for AA/TC Form 603 applications.	Main Form 601 box 41
"HD"	24	Private Comm	char(1)	Send Y or null. Must be null for AA/TC Form 603 applications.	Main Form 601 box 41
"HD"	25	Fixed	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.	Main Form 601 box 42
"HD"	26	Mobile	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.	Main Form 601 box 42
"HD"	27	Radiolocation	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.	Main Form 601 box 42
"HD"	28	Satellite	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.	Main Form 601 box 42
"HD"	29	Developmental or STA or Demonstration	char(1)	D = developmental, S = STA, M = demonstration, N = none of the above.	Main Form 601 box 3a, Main Form 605 box 3

"HD"	30	Interconnected Service	char(1)	Must be null for AA/TC Form 603 applications. Send Y or N. Must be null for AA/TC Form 603 applications.	Main Form 601 box 43
"HD"	31	Certifier First Name	varchar(20)	Required	Main Form 601 box 56 Main Form 603 box 105, Main Form 605 box 26
"HD"	32	Certifier MI	char(1)	Optional	Main Form 601 box 56 Main Form 603 box 105, Main Form 605 box 26
"HD"	33	Certifier Last Name	varchar(20)	Required	Main Form 601 box 56 Main Form 603 box 105, Main Form 605 box 26
"HD"	34	Certifier Suffix	char(3)	Optional	Main Form 601 box 56 Main Form 603 box 105, Main Form 605 box 26
"HD"	35	Certifier Title	char(40)	Optional	Main Form 601 box 57 Main Form

						603 box 106, Main Form 605 box 27
"HD"	36	Male or Female	char(1)	Optional, Send Y or N.		Main Form 601 box 27 Main Form 603 box 81
"HD"	37	Black or African- American	char(1)	Optional, Send Y or N.		Main Form 601 box 27 Main Form 603 box 81
"HD"	38	Native American	char(1)	Optional, Send Y or N.		Main Form 601 box 27 Main Form 603 box 81
"HD"	39	Hawaiian	char(1)	Optional, Send Y or N.		Main Form 601 box 27 Main Form 603 box 81
"HD"	40	Asian	char(1)	Optional, Send Y or N.		Main Form 601 box 27 Main Form 603 box 81
"HD"	41	White	char(1)	Optional, Send Y or N.		Main Form 601 box 27 Main Form 603 box 81
"HD"	42	Ethnicity	char(1)	Optional, Send Y or N.		Main Form 601 box 27 Main Form 603 box 81
"HD"	<u>43</u>	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 null. Must be null for AA/TC Form 603 applications.	Main Form 601 box 41
"HD"	47	Band Manager - Regulatory Status	char(1)	Send Y or null. Must be null for AA/TC Form 603 applications.	Main Form 601 box 41
"HD"	48	Broadcast Services - Type of Radio Service	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.	Main Form 601 box 42
"HD"	49	Alien Ruling	char(1)	Required if Alien Control (HD21) = Y. Send Y or N.	Main Form 601 box 48b, Main Form 603 box 98b.
"HD"	50	Licensee Name Change	char(1)	An 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.	Main Form 601 box 15

APPLICATION DETAIL

	Position	Data Element	Definition	Contents	Form Reference
"AD"	1	Record Type	char(2)	"AD"	
"AD"	2	Unique System	numeric(9,0)	Must be Null	

"AD"	3	Identifier ULS File Number	char(14)	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	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.	Main Form 601 box 2, Main Form 603 box 1, Main Form 605 box 2
"AD"	6	Application Status	char(1)	Must be Null	
"AD"	7	Application Fee Exempt	char(1)	Send Y or N.	Main Form 601 box 9, Main Form 603 box 5a, Main Form 605 box 24
"AD"	8	Regulatory Fee Exempt	char(1)	Send Y or N. No longer collected for 603 applications. Send as Null.	Main Form 601 box 10, Main Form 603 box 80, Main Form 605 box 25
"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.	Main Form 601 box 6, Main Form 605 box 6
"AD"	11	Receipt Date	mm/dd/yyyy	Must be Null	
"AD"	12	Notification Code	char(1)	If 601 application purpose is NT or EX, send valid code as defined in Form 601 Schedule K or L. If 603 application purpose is NT or EX, send	Form 601 Schedule K box 1 Form 601 Schedule L box 1

				code "C". Valid codes are also listed in the ULS Code Definitions file. Must be null for AA/TC applications.	
"AD"	13	Notification Date	mm/dd/yyyy	Send buildout/coverage/construction requested expiration 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.	Form 601 Schedule L box 2, Form 601 Schedule K box 2, Main Form 603 Schedule D, Main Form 603 Schedule E
"AD"	14	Expanding Area or Contour	char(1)	Send Y or N.	Main Form 601 box 7
"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.	Main Form 601 box 11a, Main Form 603 box 6a, Main Form 605 box 7

"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.	Main Form 601 box 11b Main Form 603 box 6b
"AD"	19	Any Attachments	char(1)	Send Y or N.	Main Form 601 box 8, Main Form 603 box 4, Main Form 605 box 8
"AD"	20	Number of Requested SID	integer	Used for Cellular only. Must be null for AA/TC Form 603 applications.	Form 601 Schedule F box 6
"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.	Form 601 Schedule H box 7, Form 601 Schedule I box 7
"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 (Development or STA or Demonstration) is 'N'.	Main Form 601 box 3b
"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.	Form 601 Schedule H box 8
"AD"	28	Grandfathered, Approved or Integrated	char(1)	Send Y or N. Must be null for AA/TC Form 603 applications.	Main Form 601 box 12

"AD"	29	Waiver/Deferral 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	603 Main Form box 5b
"AD"	30	Has Term Pending Ind	char(1)	Send as null	

ENTITY

	Position	Data Element	Definition	Contents	Form Reference
"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)	Send as null
------	---	-------------	---------	--------------

"EN"	8	Entity Name	varchar(200)	<p>For 601 applications, required if application purpose is NE or data is missing in the license record.</p> <p>For 601 and 603 applications, required if entity type is "O".</p> <p>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.</p> <p>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.</p>	<p>Main Form 601 box 17,28,31</p> <p>Main Form 603 box 20, 32, 45, 56, 69, 72, 83</p> <p>Main Form 605 box 12</p>
"EN"	9	First Name	varchar(20)	<p>For 601 applications, required if application purpose is NE or data is missing in the license record.</p> <p>For 601 and 603 applications, do not send first name if the entity type is "O".</p> <p>For 601 and 603 applications, required if entity type is "L", "R" or "E" and entity is an</p>	<p>Main Form 601 box 16,30</p> <p>Main Form 603 box 19, 31, 44, 55, 68, 82</p> <p>Main Form 605 box 11</p>

				individual. Do not send first name if the entity type is "L", "R" or "E" and the entity is not an individual. 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".	Main Form 601 box 16,30 Main Form 603 box 19, 31, 44, 55, 68, 82 Main Form 605 box 11
"EN"	11	Last 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 last 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 last name if the entity type is "L", "R" or "E" and the entity is not an individual. For 603 applications where the entity type is CL, CR, or CE,	Main Form 601 box 16,30 Main Form 603 box 19, 31, 44, 55, 68, 82 Main Form 605 box 11

either (the individual last name and attention line) or (the individual last name 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".	Main Form 601 box 16,30 Main Form 603 box 19, 31, 44, 55, 68, 82 Main Form 605 box 11
"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".	Main Form 601 box 24,38 Main Form 603 box 27, 39, 52, 63, 78, 90 Main Form 605 box 20
"EN"	14	Fax	char(10)	Send if available, else send as null. Do not send Fax if entity type is "O".	Main Form 601 box 25,39 Main Form 603 box 28, 40, 53, 64, 79, 91 Main Form 605 box 21
"EN"	15	Email	varchar(50)	Optional. Do not send Email if entity type is "O".	Main Form 601 box 26,40 Main Form 603 box 29, 41, 54, 65, 80, 92 Main Form 605 box 22
"EN"	16	Street Address	varchar(60)	Required if PO Box is null. Do not send Street Address if entity type is "O".	Main Form 601 box 20,34 Main Form 603 box 23, 35, 48, 59, 74, 86 Main Form 605 box 15
"EN"	17	City	varchar(20)	Required if application purpose is NE or data is missing in the	Main Form 601 box 21,35 Main Form 603 box 24, 36, 49, 60, 75,

"EN"	18	State	char(2)	license record. Required if entity type is "L", "R", "E", "CL", "CR" or "CE". Do not send City if entity type is "O".	87 Main Form 605 box 16
"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 State if entity type is "O".	Main Form 601 box 22,36 Main Form 603 box 25, 37, 50, 61, 76, 88 Main Form 605 box 17
"EN"	20	PO Box	varchar(20)	Required if Street Address is null. Do not send PO Box if entity type is "O".	Main Form 601 box 19,33 Main Form 603 box 22, 34, 47, 58, 73, 85 Main Form 605 box 14
"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,	Main Form 601 box 18,32 Main Form 603 box 21, 33, 46, 57, 70, 84 Main Form 605 box 13

"EN"	22	SGIN	char(3)	<p>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". Send as null</p>	
"EN"	23	FCC Registration Number (FRN)	numeric(10,0)	<p>The FCC Registration Number is required for entity type codes of "L", "R", "E" and "O".</p>	<p>Main Form 601 box 10, Main Form 603 box 18, 43, 67 and 71. Main Form 605 box 9</p>
"EN"	24	Applicant Type Code	char(1)	<p>Note: EBF doesn't validate the FRN for the entity types CL, CR & CE. So, FRN can be NULL for entity types CL, CR, & CE.</p> <p>Replaces HD12. Send valid applicant type. Refer to the form and the instructions</p>	<p>Form 601 box 14 Main Form 603 box 17, 42, 66 Main Form 605 box 10</p>

				or to the ULS Code Definitions file for valid applicant type codes.	
"EN"	25	Applicant Type Code Other	char(40)	Required for applications where applicant type code (EN24) = Other.	Main Form 603 box 17, 42, 66 Main Form 601 box 14
"EN"	26	Status Code	char(1)	Send as null	
"EN"	27	Status Date	datetime	Send as null	

Example:

```

HD|||callsign||radio service code|||||||||||||||||||||||||||||||||||||
AD|||RO|||||||||||||||||||||
EN|||||||||||||||||

```