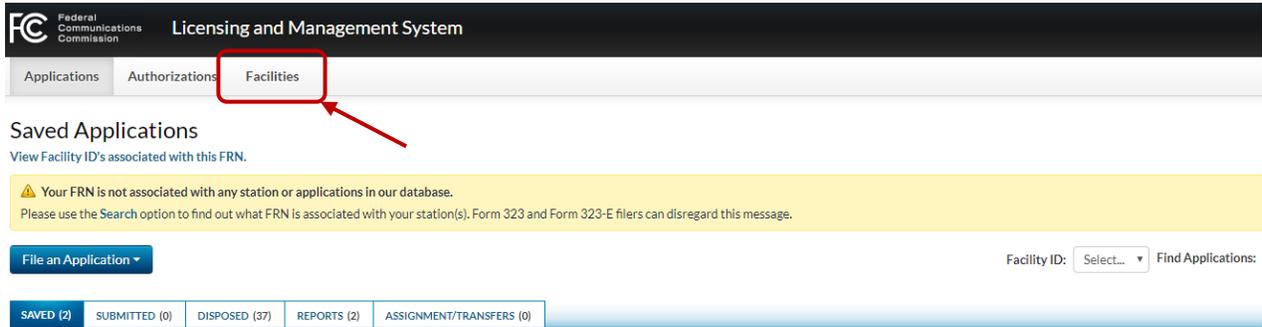
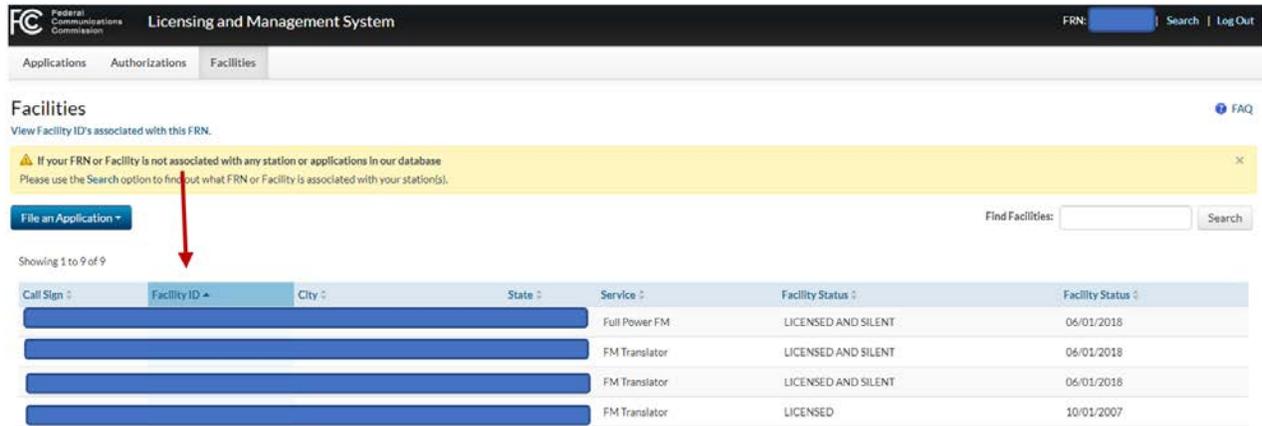


How to File an Assignment of License or Transfer of Control Application in LMS

Once logged into LMS, the system will take users to the default landing page, which is the “Saved Applications” page in LMS.

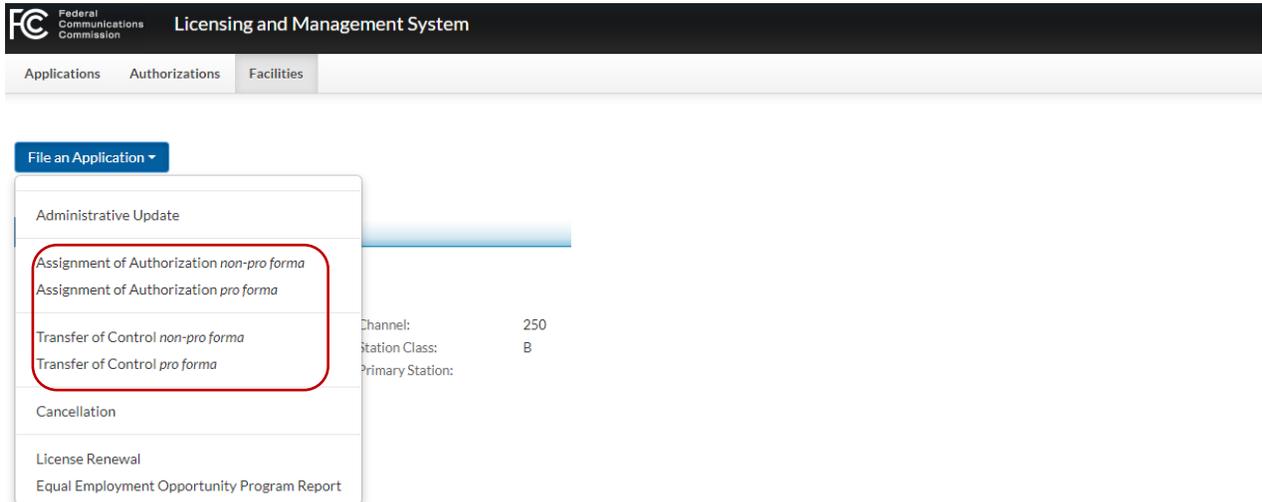


In order to submit an Assignment of License or Transfer of Control application, licensees should first click on the “Facilities” tab near the top of the page. The system will display a list of all facility IDs associated with the FRN that was used to log into LMS.

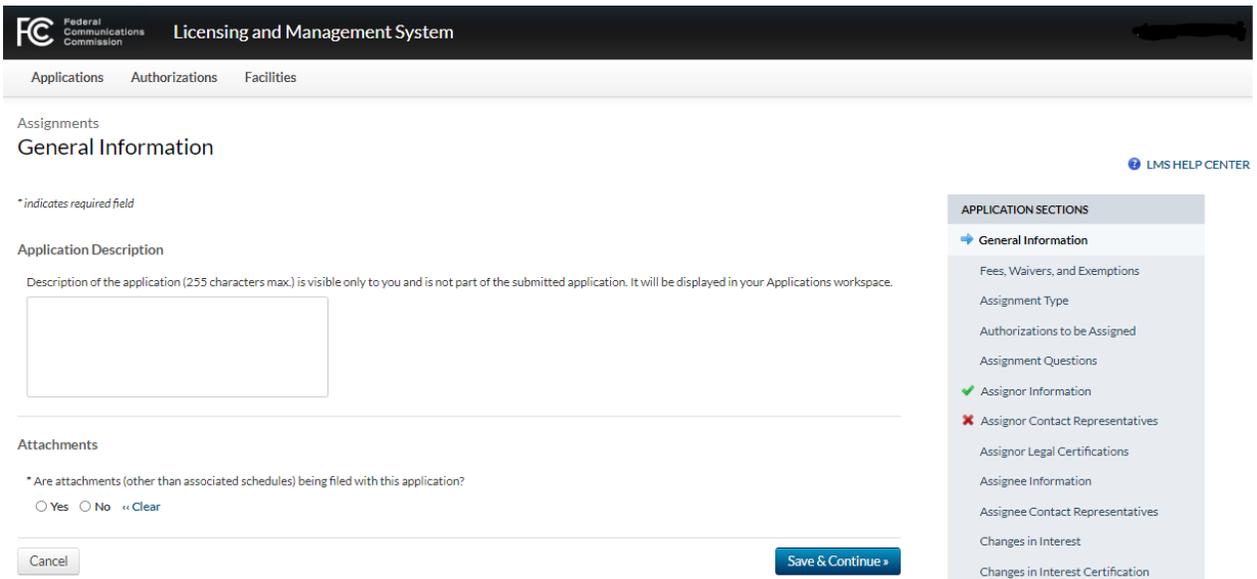


Next, click on the facility ID of the desired “lead” facility by clicking on its Facility ID number in the list (you will have the ability to add additional facilities to the application at the “Authorizations to be Assigned” section of the application).

When the Facility Detail page is displayed, click on the “File an Application” button and choose either Assignment of Authorization non-pro forma, Assignment of Authorization pro forma, Transfer of Control non-pro forma, or Transfer of Control pro forma.



This will take you to the General Information page for the Assignment of Authorization or Transfer of Control form. You can navigate through these forms by completing the information and clicking the “Save & Continue” button at the bottom of each screen to continue, or by clicking on the various application sections in the Navigation Bar at the top right of each screen.



LMS will “pre-fill” certain General Information subsections, such as the Applicant/Contact Representatives Information sections of the Assignment of Authorization or Transfer of Control form from information in the Commission’s database, although applicants will be

able to amend or update that information. **Because this information will be imported into LMS from the existing data in CDBS, the need to update information is to be expected, and applicants are strongly encouraged to carefully check the information for accuracy.**

FC Federal Communications Commission Licensing and Management System

Applications Authorizations Facilities

Assignments

Assignor Legal Certifications

LMS HELP CENTER

* indicates required field

Attachments Draft Copy

Character Issues

* Assignor certifies that neither Assignor nor any party to the application has or has had any interest in, or connection with:

(a) any broadcast application in any proceeding where character issues were left unresolved or were resolved adversely against the applicant or any party to the application or

(b) any pending broadcast application in which character issues have been raised

Yes No « Clear

Adverse Findings

* Assignor certifies that, with respect to the Assignor and each party to the application, no adverse finding has been made, nor has an adverse final action been taken by any court or administrative body in a civil or criminal proceeding brought under the provisions of any law related to any of the following: any felony; mass media-related antitrust or unfair competition; fraudulent statements to another governmental unit; or discrimination.

Yes No « Clear

APPLICATION SECTIONS

- General Information
- Fees, Waivers, and Exemptions
- Assignment Type
- Authorizations to be Assigned
- Assignment Questions
- Assignor Information
- Assignor Contact Representatives
- Assignor Legal Certifications**
- Assignee Information
- Assignee Contact Representatives
- Changes in Interest
- Changes in Interest Certification

For detailed instructions on completing the various sections of the Assignment of Authorization or Transfer of Control forms, consult the application instructions for the relevant form. Instructions for all of these forms can be found on the LMS Help Center: <https://www.fcc.gov/media/radio/lms-help-center>

Functions unique to the Assignment and Transfer forms.

For some applications such as Assignment of Authorization applications, the form can be completed by two parties. In this case, the Assignor and the Assignee can jointly prepare the application. In order to enable access to the form by the Assignee, the Assignor can enter the Assignee's FRN in the Assignee Information page, shown below.

The screenshot shows the 'Assignee Information' page in the LMS. The 'Assignee Name and Type' section is highlighted with a red box. It contains the following fields:

- * FRN: (text input field)
- * Applicant Type: (dropdown menu)
- * Company Name: (text input field)
- Doing Business As: (text input field)

A 'Pre-fill Assignee Details' button is located to the right of the FRN field. The 'APPLICATION SECTIONS' sidebar on the right lists the following sections:

- General Information
- Fees, Waivers, and Exemptions
- Assignment Type
- Authorizations to be Assigned
- Assignment Questions
- Assignor Information
- Assignor Contact Representatives
- Assignor Legal Certifications
- Assignee Information (highlighted with a blue arrow)

After the Assignor has entered the Assignee's FRN in this field and Saved the page, the Assignee will be able to access this saved form. When the Assignee logs into LMS using the FRN entered on the "Assignee Information" page of the form, the partially completed Assignment application can be located on the Applications screen under the "Assignment/Transfers" tab, shown below.

The screenshot shows the 'AssignmentTransfers Applications' screen. The 'Applications' tab is highlighted with a red box. Below the tabs, there is a table with columns for File Number, Submit Date, Call Sign, Facility ID, State, City, Service Code, Purpose, and Description. The first row shows 'Not Assigned' for File Number and 'Assignment of Authorization' for Purpose.

File Number	Submit Date	Call Sign	Facility ID	State	City	Service Code	Purpose	Description
Not Assigned						FM	Assignment of Authorization	

Note that two-party Assignment applications may only be submitted after the Assignee and the Assignor both certify the form, without any changes being made to the form between the time that they make their certifications. As an example, if one entity (Licensee A) certifies the form and

then the second entity (Licensee B) changes any answers to any form questions, or adds anything such as a new attachment, Licensee A must again certify the form before it can be submitted. Once both Licensee A and Licensee B certify the form without either party making changes to the form, the form may officially be filed. See “Final Steps,” below.

FINAL STEPS. These steps only apply after both parties have correctly completed the entire application (green check marks next to each section of the form on the Application Sections list on the right side of the screen), except for their respective “Certify and Signature” sections.

Use the following steps for reviewing the Assignment/Transfer application as completed by both parties, for signing and for submitting.

NOTE – either party can start the Certify and Signature process. In this example, the assignor/transferor goes first.

1. The assignor/transferor certifies and signs the application by completing the Assignor/Transferor “Certify and Signature” section. Click the Certify & Submit button after completing the section.
2. The assignor/transferor **immediately** logs out of its LMS account.
3. The assignee/transferee logs in to the application using its own FRN. The assignment/transfer application is located in the Assignments/Transfers Tab on the Saved Applications page.
4. The assignee/transferee reviews the application by using the Application Sections list on the right of the screen to navigate to each page of the application.
Do **NOT** click on the “Save” or “Save & Continue” buttons at the bottom of each page. Simply click on another Section from the Application Sections list to leave each page.

NOTE: Changing any data, or clicking any “Save” or “Save and Continue” button at the bottom of any page, will require the assignor/transferor to re-certify and re-submit its portion of the application.

5. If the assignee/transferee sees a green check mark next to Assignor/Transferor “Certify and Signature” on the Applications Sections list, the assignee/transferee can submit the application by completing the Assignee/Transferee “Certify and Signature” section. Click the Certify & Submit button. **This will cause the application to be filed.**
6. If the assignee/transferee does not see a green check mark next to Assignor/Transferor “Certify and Signature” on the Application Sections list, someone must have changed application data or clicked on a “Save” or “Save & Continue” button. The assignee/transferee must notify the assignor/transferor to re-certify and re-submit (Repeat Steps 1 to 5).

To summarize: the assignor/transferor and assignee/transferee should only certify, sign, and submit the application after all application data is complete and error free, and they

should not change any application data or click on any “Save” or “Save & Continue” button once either party has clicked their “Certify & Submit” button. During the review process, navigate through the application using the Application Sections list, not the “Save” or “Save & Continue” buttons.

Additional notes about Assignment and Transfer applications, effective November 18, 2020.

Applications filed and granted in CDBS:

1. **Amendments** - Amendments to pending Assignment or Transfer applications submitted initially in CDBS must be submitted as PDF files to the respective Division (Audio or Video). Any such amendments should be emailed to the analyst processing the application, if known, or to Annette Smith (Audio) or David Brown (Video), so the amendments can be uploaded into CDBS.
2. **Pleadings** – Petitions, Objections and other Pleadings must be filed in CDBS if they relate to an Assignment or Transfer application submitted in CDBS. These pleadings must be filed using the “Additional non-form filings” in CDBS. Filers can log in and file these pleadings electronically at this site:
<http://licensing.fcc.gov/cgi-bin/ws.exe/prod/cdbforms/prod/cdbsmenu.htm>
3. **Consummations** - Any Assignment or Transfer applications that were filed and granted in CDBS should be consummated using the “Additional non-form filings” in CDBS. Assignors can log in and file these consummations electronically at this site:
<http://licensing.fcc.gov/cgi-bin/ws.exe/prod/cdbforms/prod/cdbsmenu.htm>

Applications filed and granted in LMS:

1. **Amendments** - Amendments to Assignment or Transfer applications submitted initially in LMS must be submitted in LMS. Amendments can be accessed by first clicking on the Assignment/Transfers tab under “Applications.” From that page, select the desired pending Assignment or Transfer application by clicking on the file number.

Federal Communications Commission Licensing and Management System

Applications Authorizations Facilities

AssignmentTransfers Applications

View Facility ID's associated with this FRN.

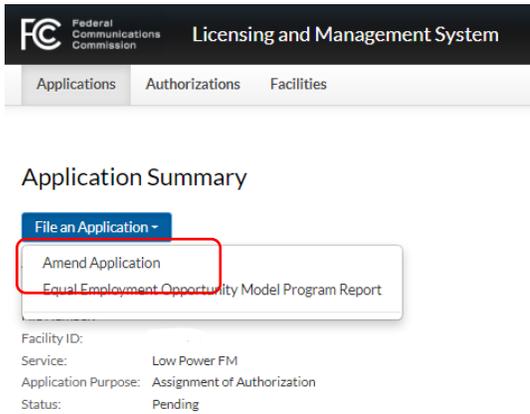
File an Application Facility ID: Select... Find Applications: Search

SAVED (25) SUBMITTED (9) DISPOSED (58) REPORTS (6) **ASSIGNMENT/TRANSFERS (45)**

Showing 1 to 10 of 45 | Display: 10 per page

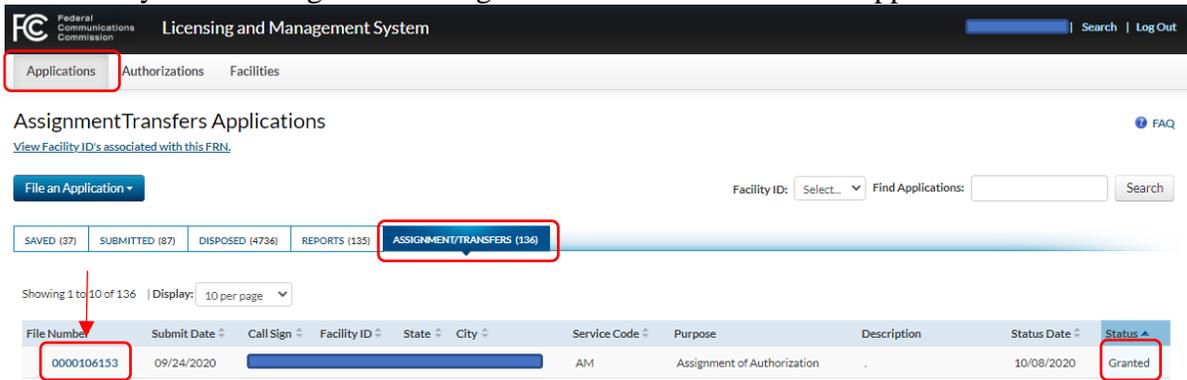
File Number	Submit Date	Call Sign	Facility ID	State	City	Service Code	Purpose	Description	Status Date	Status
0000106077	09/02/2020			FL			Assignment of Authorization	non pro forma AL	09/28/2020	Pending

This will take you to the Application Summary page. From here, click on “File an Application” and select “Amend Application.”



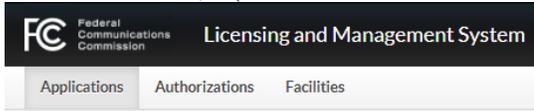
At this point you can provide the amended information for the relevant section(s) of the form and certify and submit the form in the same manner as the original application.

- Pleadings** – Petitions, Objections and other Pleadings must be filed in LMS if they relate to any Assignment or Transfer application submitted in LMS. These pleadings must be filed in LMS by selecting “Submit a Pleading” on the following page:
<https://enterpriseefiling.fcc.gov/dataentry/login.html>
- Consummations** - Any Assignment or Transfer applications that were filed and granted in LMS must be consummated electronically in LMS. These consummations can be accessed by first clicking on the Assignment/Transfers tab under “Applications.”



From that page, select the desired granted Assignment or Transfer by clicking on the file number. This will take you to the Application Summary page.

From here, click on “File an Application” and select “Notification of Consummation,” (to consummate all or some of the stations included in the granted application) “Extension of Consummation” (to request additional time to consummate the transaction) or “Non Consummation,” (to indicate that the entire transaction will not be consummated).



Application Summary

File an Application ▾
Notification of Consummation
Extension of Consummation
Non Consummation

Facility ID:
Service: Full Power AM
Application Purpose: Assignment of Authorization
Status: Granted

This version created November 2020