

How to File STAs, Silent Notifications, Tolling Requests and other “Common Filings” in LMS

This document covers the basic steps required to start the following “Common Filings:”

- **FM Engineering Special Temporary Authorizations (STAs)¹**
- **Request for Silent STA²**
- **Extension of STA – Silent³**
- **Extension of STA – Engineering⁴**
- **Suspension of Operations Notification**
- **Resumption of Operations**
- **AM/FM Digital Notification**
- **Modulation Dependent Carrier Level (MDCL) Notification**
- **Change of Primary Station Notification**
- **Tolling Notification**
- **Reduced Power Notification**
- **Withdraw Pending Applications**

*** The filings in **red** are started by clicking on the Facilities tab, and then the Facility ID (see details on p. 1-3).

*** The filings in **blue** are started by clicking on the Authorization tab, and then the File number (see details on p. 4-5)

*** The filing in **green** is usually started by clicking on the Submitted tab, and then the File number (see details on p. 6)

Starting the Various Forms in LMS:

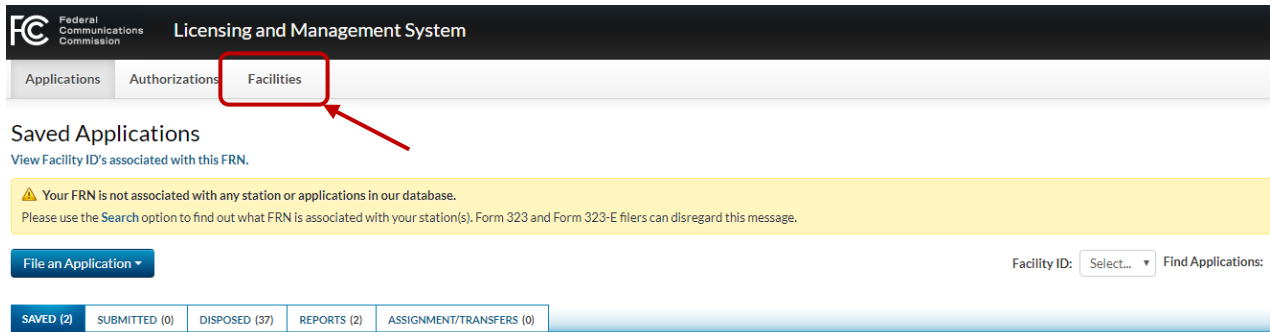
For all filings except Extensions, Primary Station Notifications, Tolling Notifications, and Withdrawals, once logged into LMS, users must start by clicking on the Facilities page, and then selecting the facility ID. Also note, specifically for users filing extensions of CDBS-filed STAs - in order to file such an extension, users should simply file an “original” request for STA and explain in the narrative that it should be treated as an extension. The method for filing extensions of LMS-filed STA requests is explained further below, starting on Page 4.

¹ FM service filings include FM stations, FM translator stations, Low Power FM stations, and FM booster stations.

² Silent filings include AM and FM services (including all other FM services).

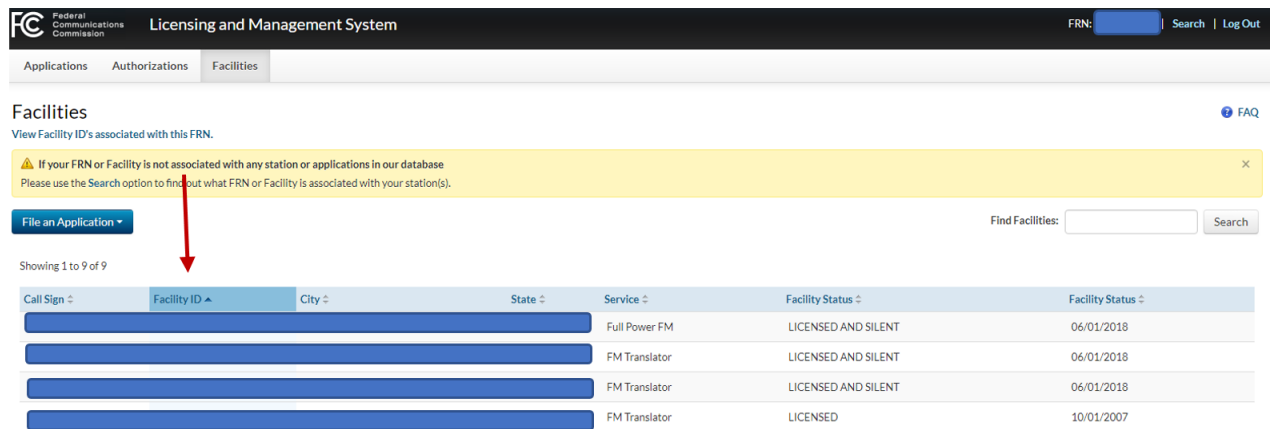
³ Users cannot file in LMS extensions of STAs originally filed in CDBS. Any such filing should be submitted in LMS as an original STA request and explained in the attachment, if necessary

⁴ *Id.*



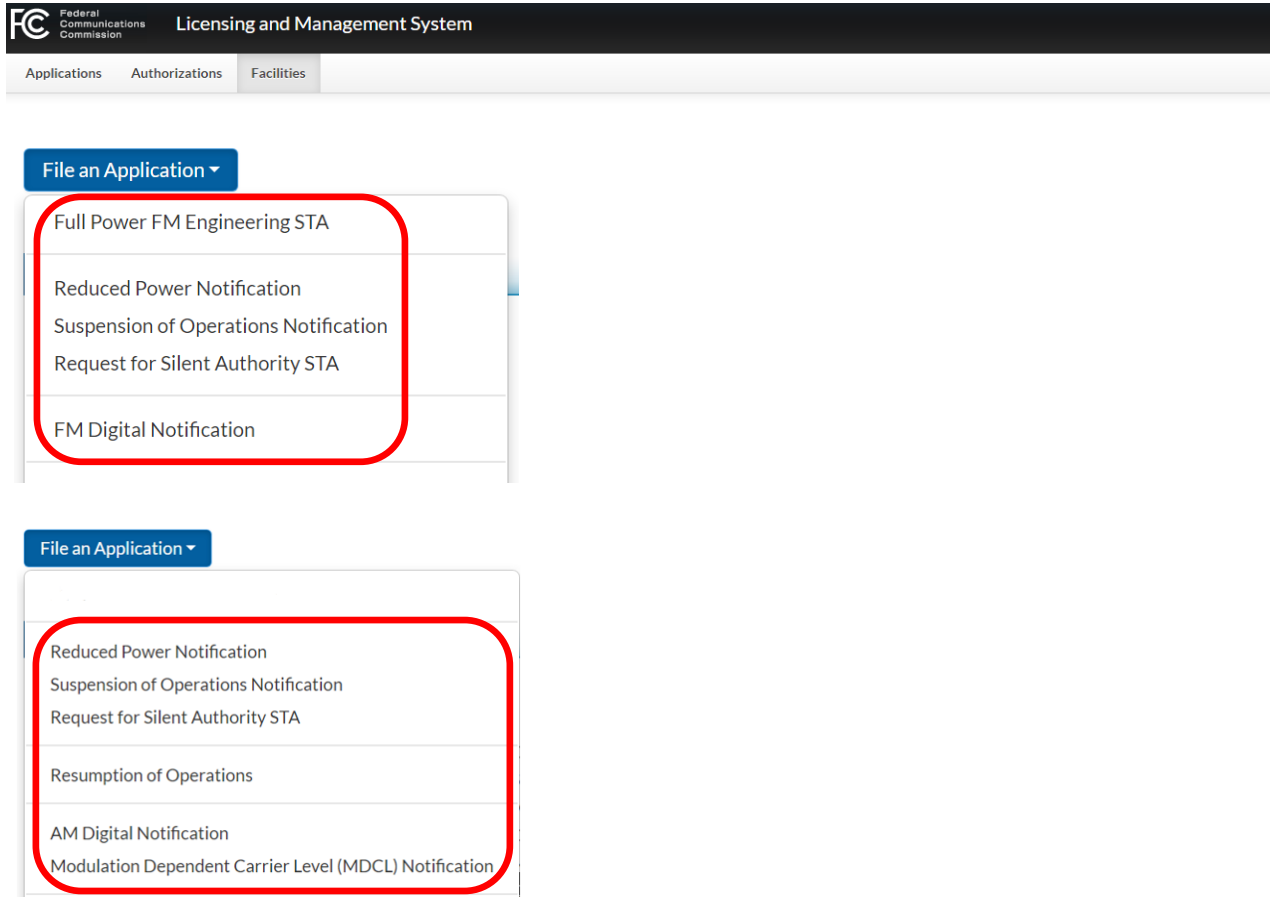
Engineering STA, Silent STA, certain STA extensions, Silent Notifications, Resumption of Operations, Digital Notifications, Modulation Dependent Carrier Level Notifications, and Reduced Power Notifications

In order to submit an Engineering STA, a Silent STA, an extension of a CDBS-filed STA, a Suspension of Operations Notification, a Resumption of Operations Notification, an AM or FM digital Notification, a Modulation Dependent Carrier Level Notification, or a Reduced Power Notification, users must 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 facility by clicking on its Facility ID number in the list.

When the Facility Detail page is displayed, click on the “File an Application” button and choose one of the options circled below.



Note that requests for extension of CDBS-filed STAs (engineering or silent), should be filed by selecting “Full Power FM Engineering STA” or “Request for Silent Authority STA.” In the attached narrative, simply explain that the request is for an extension of the CDBS-filed STA, and provide a reference to the CDBS file number. Note that AM Engineering STAs and related extensions are not currently available to be filed in LMS. They must be filed by emailing them to audiofilings@fcc.gov. See DA 22-29, January 11, 2022, Public Notice entitled, “Media Bureau Announces New Procedures for all Filings Currently Submitted in the Consolidated Database System (CDBS).”

Tolling Notifications, Change in FM Translator Primary Station Notifications and Extensions of LMS-filed STAs

In order to submit a Tolling Notification, a Change in Primary Station Notification for an FM Translator, or an Extension of an LMS-filed STA, users must first click on the “Authorizations” tab near the top of the page. The system will display a list of all active authorizations.

Active Authorizations

[View Facility ID's associated with this FRN.](#)

To file an application against an active authorization, please click on the file number, then select file an application.

File an Application Facility ID: Find Authorizations:

ACTIVE (1028) INACTIVE MAIN DTV LICENSE (0) INACTIVE FM MAIN STATION (1110)

Showing 1 to 10 of 1028 | Display: 10 per page

Call Sign	File Number	Submit Date	Facility ID	State	City	Service Code	Authorization Type	Granted Date
[Redacted]								
[Redacted]								

The user must then select a File Number of the relevant Authorization. When the Authorization Detail page is displayed, click on the “File an Application” button and choose Tolling Notification or Primary Station Notification, as needed. Extensions of LMS-filed STAs are shown on the next page.

FM Construction Permit

File an Application

- License to Cover (Full Power FM)
- Minor Modification of Construction Permit (Full Power FM)
- FM Auxiliary Construction Permit
- FM Booster Construction Permit
- Tolling Notification**

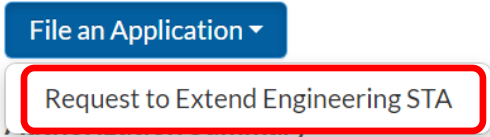
FX License

File an Application

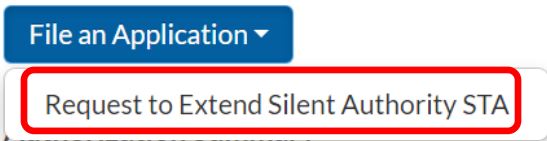
- Modification of License (FM Translator)
- Minor Modification of Licensed Facility (FM Translator)
- Primary Station Notification**

For extensions of LMS-filed Engineering STAs or extensions of LMS-filed Silent Authority STAs, first select the authorized STA under the Authorizations tab. When the Authorization Detail page is displayed, click on the “File an Application” button and choose Request to Extend Engineering STA or Request to Extend Silent Authority STA, as needed.

FM Special Temporary Authority



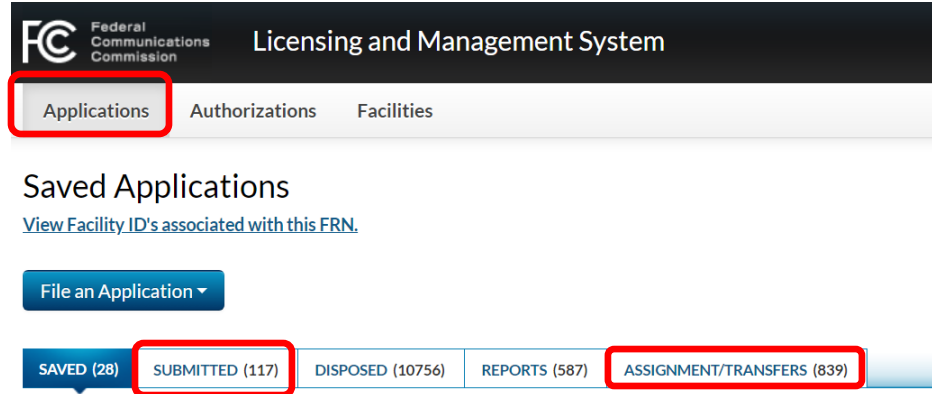
FM Special Temporary Authority



NOTE – Extensions of STAs filed in CDDBS may not be filed in this manner. See page 3 for a description for how to file such extensions.

Withdrawal of Pending Application

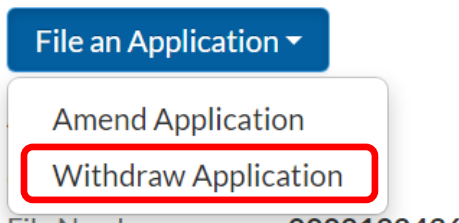
In order to submit a Withdrawal request for a pending application, users must first click on the “Applications” tab near the top of the page, and then click on the “Submitted” sub-tab or the “Assignments/Transfers” sub-tab.



The Submitted tab can be used for Withdrawals of most purposes, such as Construction Permits, Licenses, Renewals, etc. The Assignments/Transfers tab is only used for Withdrawals of Assignments and Transfers. Under the Submitted tab, the system will display a list of various types of pending applications (not Assignments and Transfers). The Assignments/Transfers tab will display pending Assignments and Transfers, in addition to saved and granted Assignments and Transfers. The Withdrawal only works for applications in pending status.

When the Application Detail page is displayed, click on the “File an Application” button and choose “Withdraw Application.”

Application Summary



Completing all Common Filings

Once you have launched a form from the File an Application button, it will take you to the General Information page for the selected 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 right of each screen.

The screenshot shows the FCC Licensing and Management System interface. At the top, the FCC logo and "Federal Communications Commission" are on the left, and "Licensing and Management System" is in the center. Below this is a navigation bar with "Applications", "Authorizations", and "Facilities". The main content area is titled "Full Power FM Engineering STA Application" and "General Information". A note indicates that asterisks mark required fields. There are links for "Attachments" and "Draft Copy". The "Application Description" section contains a text box with the text "Engineering STA for Wxyz". On the right, a sidebar titled "Application Sections" lists: "General Information" (selected with a blue arrow), "Fees, Waivers and Exemptions", "Applicant Information", "Contact Representatives", "STA Purpose", "Application Summary", and "Certify". At the bottom, there are "Cancel" and "Save & Continue" buttons.

For more information about the completion of these types of filings, and general information about filing applications in LMS, please visit the FCC LMS Help Center (www.fcc.gov/media/radio/lms-help-center) and check out the FAQ document (<https://www.fcc.gov/sites/default/files/lms-faq-for-radio.pdf>).

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