

Paperless License Highlights

FCC no longer mails you a license grant when you renew, upgrade, relocate, or change your name.

With an internet connection, anyone can view and print copies of the public information concerning a license grant.

Obtaining OFFICIAL "watermarked" FCC copy of your license:
Reset your *Set Paper Authorization Preferences* in your License Manager while viewing your license grant page. The default setting to *Receive Paper Authorizations* is "No". Change it to "Yes" and click on the screen "Save" button.

Key Point! You can also request by phone (1-877-480-3201) or in writing that you want licenses mailed to you.

Wireless Telecommunications Bureau
Technologies, Systems & Innovation Bureau
1270 Fairfield Road
Gettysburg, PA 17325-7245

Q: Must I have a paper copy of my license in my possession whenever I am operating a ham station?

A: No you don't. Having your license grant showing in the FCC ULS is the prerequisite. Regardless of your paper/no paper choice, your permissions are – and have been for years now – codified in the rules. See Section 97.5, Station License Required.

Always rely upon the FCC ULS. It will show your most current license grant. It will be more dependable than any paper copy. Even if authentic, paper copies may not always be current.

Q: Why would anyone want to have a paper license copy?

- A:
1. Required when requesting element credit for an examination session
Where the VEs do not have examination ULS access.
 2. Posting requirements for telecommand (one-way transmissions to initiate, modify or terminate functions of a device some distance away such as space communications and repeaters.)
license application.
 3. Usually "official" watermarked license is required for CEPT operation.

FCC Public Notice WT Docket No. 14-161

Overview:

Once final procedures become effective, when a license is granted, ULS will generate an official electronic authorization. The Bureau, however, will NO LONGER print out the license on paper or mail it to the licensee unless a licensee notifies the Bureau that it wishes to receive its official authorization on paper.

FCC will work with VECs and Frequency Coordinators to educate new and existing licensees about the new procedures. (Current testing procedure is to provide the VEC with the original and a copy of the license prior to taking the license upgrade exam.)

Highlights:

A. All licensees and registrants can access their official authorization in Active status by securely logging into License Manager in ULS. Once accessed, the license or registrant can download, save and print official authorizations, to the extent needed.

B. A licensee or registrant can also obtain an electronic version of its authorization through email once its application is granted if the licensee or registrant voluntarily includes a valid email address in the application that it files through ULS, or that it provides to a private organization through which the applicant files applications, e.g., Frequency Coordinator or a Volunteer Examiner Coordinator (VEC).

C. Each official authorization includes a watermark "Official Copy" imprinted across the face of each page of the authorization to authenticate the official status of the license or registration. (This item important for those requesting ham radio call plates.)

D. If a licensee or registrant chooses to notify the Bureau that it wishes to receive its official authorization(s) on paper through the mail, it may do so electronically, by telephone, or in writing. The Commission also retains the process by which licensees and registrants may apply through ULS to have duplicate paper copies of the official authorizations mailed through the U.S. Postal Service.

E. Finally, the Commission continues to provide unofficial reference copies of authorizations online through ULS. The unofficial copies include the watermark "Reference Copy" imprinted on the face of each page of the authorization.

Several avenues of help are available:

A licensee may contact the Licensing Support Center via web page, phone, or mail to request a paper license authorization.

FCC “Paperless” Amateur Radio License Policy Goes into Effect on February 17

[UPDATED 2015-01-29 1939 UTC] Starting February 17, the FCC no longer will routinely issue paper license documents to Amateur Radio applicants and licensees. The Commission has maintained for some time now that the official Amateur Radio license authorization is the electronic record that exists in its Universal Licensing System (ULS), although the FCC has continued to print and mail hard copy licenses. In mid-December the FCC adopted **final procedures** to provide access to official electronic authorizations, as **proposed** in WT Docket 14-161 as part of its “process reform” initiatives.

Under the new procedures, licensees will access their current official authorization (“Active” status only) via the ULS License Manager. The FCC will continue to provide paper license documents to all licensees who notify the Commission that they prefer to receive one. Licensees also will be able to print out an official authorization — as well as an unofficial “reference copy” — from the ULS License Manager.

“We find this electronic process will improve efficiency by simplifying access to official authorizations in ULS, shortening the time period between grant of an application and access to the official authorization, and reducing regulatory costs,” the FCC Wireless Telecommunications Bureau (WTB) said. According to the WTB, the new procedures will save at least \$304,000 a year, including the cost of staff resources.

In **comments** filed November 5, the ARRL had strongly recommended that the FCC “give serious consideration to continuing a default provision for sending an initial paper license document to new licensees in the Amateur Radio Service, along with detailed, simple instructions for how to make the elections set forth in the notice relative to future modified or renewed licenses.”

Under the new procedures, a new license applicant who already has an FCC Registration Number (FRN) and provides a valid e-mail address under “Applicant Information” in the ULS will receive an official ULS-generated electronic authorization via e-mail. New license applicants lacking an FRN will receive in the mail an FRN and a temporary

password to access the Commission Registration System (CORES).

New applicants will no longer automatically receive a license document and must request one by changing their "Paper Authorization Preference" in the ULS License Manager.

The ARRL and other Amateur Radio commenters also worried that unless a license document is printed on distinctive paper stock, its authenticity could be questioned in such situations as obtaining vanity call sign license plates. To address this, the FCC said the watermark "Official Copy" will be printed on each page of an official authorization that a licensee prints out from the ULS. The WTB recently stopped using distinctive paper stock to produce hard copy licenses and has been printing these on "standard, white recycled paper." The Bureau noted that the distinctive paper stock it had used was six times more expensive than the plain recycled paper it now uses.

The ULS License Manager now includes settings that allow licensees to notify the WTB that they prefer to receive official authorizations on paper. Once the final procedures go into effect designating electronic access as the default, licensees can change the ULS License Manager setting so that the Bureau will print and mail a license document. Licensees also may contact **FCC Support** via the web, telephone or mail to request paper licenses.

FCC 'Reference Copy' License

If you DO NOT have your FCC FRN linked to a password and you still want to receive a paper license when you renew your FCC Ham Radio License.

Go to:

<http://wireless.fcc.gov/uls/index.htm?job=home>

Under the "SEARCH" section, click on "LICENSES"

Enter your call, K4xxx, in the window LICENSE SEARCH, By Call Sign, Hit <enter> or the "Search" button

On the Search Results page your call sign data should have come up.

Click on your call sign, this will bring up the "MAIN - ADMIN" window.

Click on the ADMIN tab.

Under "Automated Letters and Authorizations" click on "Authorization - Licensee".

This will download a "Reference Copy" (water marked license) that meets the FCC requirements for a legal license. You can print it out or save it to a file.

ULS License

Amateur License - K9UQN - BACKYS, DONALD J

Administration

FCC 'Reference Copy' License

Call Sign K9UQN Radio Service HA - Amateur

Applications

Receipt Date	File Number and Type	Status
10/22/2013	0005978446 RO - Renewal Only	Granted
01/10/2011	0004567339 AU - Administrative Update	Granted
07/06/2006	0002673869 AU - Administrative Update	Granted

All Applications (4)

Automated Letters and Authorizations

10/23/2013	Authorization
01/12/2011	Authorization

Comments

None

History

10/22/2013	License Renewed
01/12/2011	Administrative Update Applied
07/08/2006	Administrative Update Applied

All History (4)

Special Conditions

None

Attachments

Type	Description	Date Entered
None		

FCC Paper License

If you DO NOT have your FCC FRN linked to a password and you still want to receive a paper license when you renew your FCC Ham Radio License.

Go to:

<http://wireless.fcc.gov/uls/index.htm?job=home>

Click on: "ONLINE FILING"

Have your FRN 10-digit number handy

Answer the "security question"

You will get back an FCC Tracking Number (should something go wrong)

Within 24 hours you will receive back via email a "PSQ RESET NOTIFICATION"

Click on "FRN PASSWORD RESET"

Under the License Manager you will get the "My Licenses" page.

At the very first line, "Change your paper authorization preference [here](#)."

The next page is "Paper Authorization Preferences"

Check "Yes" under Receive Paper Authorization?

Click on "SAVE" and you are good to go in the future.

If all else fails.....

Contact the FCC Licensing Support Center via phone, web or email. All requests must include the registrant's FRN.

Phone: (877) 480-3201

Web: <https://esupport.fcc.gov/request.htm>

Mail: Send a letter to the Wireless Telecommunications Bureau, Technologies, Systems and Innovation Division, 1270 Fairfield Road, Gettysburg, PA 17325-7245.

Logged In: 0002867281 ([Log Out](#))

[?](#) [Help](#)

Paper Authorization Preferences

Receive Paper Authorizations?

Select one of the options below and then click **SAVE**:

Yes

No

By selecting Yes, you will continue to receive paper authorizations printed and mailed by the FCC. By selecting No, you will not receive authorizations printed and mailed from the FCC. This preference will affect all granted authorizations on this FRN.

[← BACK](#)

[SAVE](#)

Common Questions

[What are these options exactly for?](#)

[Can I still receive a printed Authorization by mail?](#)

[If I click **SAVE** without choosing options, will that count as leaving options blank?](#)

ATTACHMENT A – HOW TO OBTAIN OFFICIAL AUTHORIZATIONS (ULS)

The following instructions explain methods by which a licensee can access in ULS its current authorizations in Active status that are authorized under Parts 1, 13, 20, 22, 24, 26, 27, 74, 80, 87, 90, 95, 97 and 101 of the Commission's rules. Authorizations in any status other than "Active," including, for example, current authorizations in "Expired," "Cancelled," or "Terminated" status, as well as authorizations archived in ULS cannot be accessed electronically. We note that the Bureau will continue to process, on a manual basis, spectrum subleases and private commons arrangements.

INSTRUCTIONS FOR DOWNLOADING OFFICIAL AUTHORIZATIONS

The Commission currently provides both temporary and permanent links on the License Manager homepage to download current authorizations in Active status. The temporary link, "download your official electronic authorizations now," can be found on a green bar across the top of the License Manager homepage. The permanent link, "Download Electronic Authorizations," can be found in the navigation bar on the left side of the License Manager homepage.

INSTRUCTIONS FOR ACCESSING ELECTRONIC-ONLY OFFICIAL AUTHORIZATIONS

The Commission also provides both temporary and permanent links on the License Manager homepage to access the default setting that allows licensees and registrants to notify the Commission whether they wish to receive authorizations on paper through the U.S. Postal Service. The temporary link, "Change your paper authorization preferences here," can be found on a green bar across the top of the License Manager homepage. The permanent link, "Set Paper Authorization Preferences," can be found in the navigation bar on the left side of the License Manager homepage. Once final procedures become effective, the default setting will look like this:

"Receive Paper Authorizations? _ Yes No"

If licensees wish to obtain official authorizations only electronically through ULS, they do not need to make any changes to the setting in License Manager. If the licensee does not change the setting, the Commission will no longer print and mail out official authorizations on paper through the U.S. Postal Service.

INSTRUCTIONS FOR RECEIVING OFFICIAL PAPER AUTHORIZATIONS

If a licensee or registrant wishes to receive official authorizations on paper, the licensee can change the setting described above by checking the "Yes" box. Licensees using multiple FCC Registration Numbers (FRNs) must choose the setting for each FRN.

OR

The licensee may contact the Licensing Support Center via phone, web or mail. All requests must include the licensee's FRN(s).

Phone: (877) 480-3201, Option 2; TTY (888) 225-5322, Option 2.

Web: <https://esupport.fcc.gov/request.htm>.

Mail: Send a letter to the Wireless Telecommunications Bureau, Technologies, Systems and Innovation Division, 1270 Fairfield Road, Gettysburg, Pennsylvania, 17325-7245.

If a licensee changes the setting described above to "Yes" or uses any of these other options, once an application is granted, the Commission will print and mail out on paper the resulting official authorization(s) associated with the licensee's FRN(s). If a licensee elects to receive paper authorizations, the licensee can also continue to access its authorizations electronically through License Manager or by email where the applicant includes a valid email address in its application.