



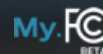
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## Help Article



### Filing Narrowbanding Applications

This article provides information on how to file a narrowbanding application in the Universal Licensing System (ULS).

The key part of filing a narrowbanding application involves the emission designator. You can either modify an existing emission designator to change it from a wideband designator to a narrowband designator, or you can add a narrowband emission designator, and keep the wideband emission designator. If you modify the existing emission designator to change it from a wideband designator to a narrowband designator, you will need to begin operating the narrowband frequencies no later than the date that the FCC grants narrowbanding application. If you add a narrowband emission designator and keep the wideband emission designator, too, you have until the narrowbanding deadline of January 1, 2013, to begin operating the narrowband frequencies.

*Note: An application that alters other technical parameters such as changing from analog to digital emissions is not a straight narrowbanding application and will require frequency coordination.*

An overview of narrowbanding can be found in the FCC's [guide to narrowbanding](#).

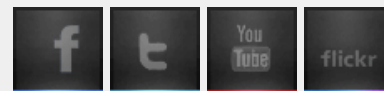
#### Steps to Filing a narrowbanding application in ULS

1. Log in to [ULS Online Filing](#) with your FCC Registration Number (FRN) and password.  
*Note: If you are taken to the My Applications page, click My Licenses to begin the steps below.*
2. Towards the bottom left of the screen, Enter the call sign of the license you want to narrowband and click Go.
3. On the top right of the screen, Click Update under Work on This License.
4. On the Select Updates screen, check the Technical Data box and click Continue.  
*Note: At this point, a screen will load in your browser.*
5. Complete the information on the Application Information screen and click Next Page.
6. Complete the General Certification Statements screen and click the Frequency tab at the top of the screen.  
*Note: By typing your first and last name in the name fields you have signed your application.*
7. On the Frequency scree, complete the following steps:
  1. Select Location

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2. Select Antenna
3. Select Frequency
4. Select Emission (from the bottom of screen)
  1. To add a narrowband emission designator and keep a wideband emission designator, select Add Emission.
  2. To add a narrowband emission designator and remove a wideband emission designator, select Delete Emission and then select Add Emission.
8. Once you are finished, click Submit.

## FAQs – Filing a narrowbanding application in ULS

### Do narrowbanding applications require frequency coordination?

No. A “straight” narrowbanding modification application does not require frequency coordination (pursuant to Section 90.175(j)(20) of the Commission’s Rules, 47 C.F.R. § 90.175(j)(20)). A straight narrowbanding modification application is an application to modify a license by deleting a wideband emission designator (occupied bandwidth in excess of 11.25 kHz) or adding one or more narrowband emission designators to or in place of a wideband emission designator – but not changing the existing frequencies, emission types (the last three characters of the emission designator), locations, or other technical parameters of the license.

*Note: An application that reduces the occupied bandwidth but also alters other technical parameters, such as changing from analog to digital emissions, is not a straight narrowbanding modification application and requires frequency coordination.*

### Do narrowbanding applications require payment of a Commission fee?

No. A “straight” narrowbanding application does not require payment of Commission fees (pursuant to Section 1.1116(a) of the Commission’s Rules, 47 C.F.R. § 1.1116(a)).

Straight narrowbanding applications are fee-exempt pursuant to Section 1.1116(a) of the Commission’s Rules, which exempts applications filed for the sole purpose of modifying a license in order to comply with new requirements of the Commission’s rules.

To file under the fee exemption, the applicant filling out FCC Form 601 must enter ‘yes’ responses to Items 9 (exempt from the application fee) and 10 (exempt from the regulatory fee). In addition, the applicant must respond ‘yes’ to Item 8 on Form 601 and submit an attachment explaining why the application is fee-exempt. The attachment type should be the ‘fee exemption’ attachment. It is recommended that licensees reference Section 1.1116(a) in the attachment explanation field and indicate that the filing was made exclusively to comply with the Commission’s narrowbanding mandate.

Additional information about fees is available at the [Fees Help page](#).

### Why don’t I see an Update link as indicated in step 3?

Make sure your license is active. Licenses with a status of expired, cancelled, or terminated cannot be modified.

### How do I know if my application is received at the FCC?

Applications will appear either the next business day in [ULS Application Search](#) or two

businesses days later for applications filed on a weekend or federal holiday. Enter the file number in the ULS Application Search to find your application.

### How can I change information on my application after I submit it?

You can file an [Amendment Application](#).



Federal Communications Commission  
445 12th Street SW, Washington, DC 20554  
Phone: 1-888-225-5322  
TTY: 1-888-835-5322  
Fax: 1-866-418-0232  
E-mail: [fccinfo@fcc.gov](mailto:fccinfo@fcc.gov)

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