

## **LICENSE AUDIT LETTER**

Date

Licensee Inc  
445 12<sup>th</sup> Street SW  
Washington, DC 20554

Reference Number: 462011  
FRN: 1234567

**WARNING: This letter requires a timely response from you to avoid the possible cancellation of your license(s) and the imposition of administrative sanctions, including monetary forfeiture. You must respond to this letter within thirty (30) calendar days from the above date.**

Dear Licensee:

The Wireless Telecommunications Bureau of the Federal Communications Commission (FCC) is conducting an audit of the operational status of licenses authorized in the 220 – 222 MHz band in the following radio services: **QT** – non-nationwide 5-channel trunked systems, **QD** – non-nationwide data, and **QO** – non-nationwide other. Under Section 90.157 of the Commission’s Rules, if a licensee allows a constructed facility to discontinue operations for one year or more, the license cancels automatically.<sup>1</sup> Our records indicate that you hold authorizations in one or more of these services. We hereby direct you to respond to this audit letter as described below and certify whether or not your authorized station(s) has discontinued operations for one year or more.

To comply with this audit request, you must file your response electronically using the Bureau’s internet site at <http://wireless.fcc.gov/licensing/audits/220>. Electronic filing requires an FCC Registration Number (FRN). If you do not have an FRN, you must register with the Commission Registration System (CORES). Instructions for registering in CORES are included in the “**Note**” section below.

At the internet site above, you will be asked to enter your FRN, audit reference number, and certifier information. Then, as explained below, you will be provided with a list of your call signs that are included in this audit. For your convenience we are providing a copy of audit call sign list with this letter. If some of your QT, QD, and/or QO authorizations are not listed with this letter, you may receive another letter(s) with those call signs shortly. If you do not receive an audit letter(s) accounting for all licenses you hold in these radio services, you may still be

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<sup>1</sup> See 47 C.F.R. Section 90.157.

required to respond to the audit. Use *Audit Search* at <http://wireless.fcc.gov/licensing/audits/220> to determine if a particular license is part of this audit. If the *Audit Search* shows an audit letter was mailed, you are required to respond to the audit even though the letter wasn't received. For instructions on how to proceed when an audit letter was not received for a particular call sign, call the Commission as provided under the "**Additional Information**" section below.

By completing the certification, you are representing to the Commission that all responses are true, correct, and made in good faith, and that you are duly authorized to sign for the licensee in these matters. A response can be made for all stations under a call sign, a specific location, or a discrete frequency. Your response options are limited to "operational" or "cancel." You can confirm that all stations licensed under a call sign have (1) not permanently discontinued operations for a period of one year or more and are, therefore, operational or (2) discontinued operations for a period of one year or more and, therefore, the license has cancelled automatically. The options for responding to a specific location or a discrete frequency are the same as the options for a call sign. The location or frequency is either (1) operational as defined above or (2) it is not operational as defined above and has cancelled automatically and is deleted from the license.

**The Commission may assume by your failure to timely respond to this audit letter that your license(s) has not been operational for one year or more. As a consequence, your license(s) may be considered to have cancelled automatically. In addition to the cancellation of your license(s), your failure to timely respond to this audit letter may lead to the imposition of administrative sanctions, such as a monetary forfeiture, pursuant to Section 503(b)(1)(B) of the Communications Act and Section 1.80(a)(2) of the Commission's Rules.<sup>2</sup>**

**Additional Information** - For assistance in responding to the audit in ULS, call 717-338-2888 or 888-CALLFCC (888-225-5322) and select option #2. For additional information about this license audit, you can reference the Public Notice announcing the audit.<sup>3</sup> You can also access the web page for the 220 – 222 MHz license audit at <http://wireless.fcc.gov/licensing/audits/220> for answers to your questions and access to audit statistics and the audit database.

**NOTE - Registering in CORES.** As of December 1, 2001, all parties and entities doing business with the Commission must obtain a unique identifying number called the FCC Registration Number (FRN) and supply it when doing business with the Commission. An FRN can be obtained when entering the response module for the license audit or before you begin responding to the audit. To register before responding to the audit, go to <http://wireless.fcc.gov/uls>, select *CORES/Call Sign Registration*, and then click on *Register Now*. Provide all the information requested by CORES and print the page containing your 10-digit FRN for future reference. At the bottom of this page, click on *FCC Universal Licensing System* which will take you back to ULS so that you can associate your call signs with the new FRN. Select *Call Sign/ASR Number Registration* and enter your FRN and password. Follow the instructions to associate the call signs with the new FRN. If you elect to register with CORES at the same time you respond to the audit, the audit system will automatically register the call signs associated with this audit reference number with your FRN.

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<sup>2</sup> See 47 U.S.C. Section 503(b)(1)(B); 47 C.F.R. Section 1.80(a)(2).

<sup>3</sup> See Wireless Telecommunications Bureau Announces an Audit of the Operational Status of Certain 220 – 222 MHz Band Licenses, *Public Notice*, DA 03-1089, rel April 9, 2003.

**FCC Notice Required by the Paperwork Reduction Act**

The public reporting for this collection of information is estimated to average .50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Project (3060-0979), Washington, D.C. 20554. We will also accept your comments regarding the Paperwork Reduction Act aspect of this collection via the internet if you send them to [PRA@fcc.gov](mailto:PRA@fcc.gov).

Remember – You are not required to respond to a collection of information sponsored by the Federal Government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number. The OMB control number for this collection is 3060-0979.

THIS NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. SECTION 552A(E)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507.

**Your call sign list is on the back of this page.**

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Below is a list of your call signs that are included in this audit under the reference number above. If you are not sure of the parameters licensed under a particular call sign or the licensed parameters of a particular station, it is recommended that you review your licenses in ULS at <http://wireless.fcc.gov/uls> prior to responding to the audit.

**You must respond to the audit electronically at <http://wireless.fcc.gov/licensing/audits/220> within thirty (30) calendar days from the date on the audit letter.**

**Note:** You cannot use the audit module to renew or modify a license. To request a license renewal or modification, you must electronically submit an application using ULS.

Call Sign  
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