

## 2.5 Transfer of Control (FORM 703)

This form applies to stations authorized under Parts 5, 80, 87, 90, and 95 of the FCC Rules. This application must be filed where the only change is the transfer of control of the corporate license. This form should be filed before the Transfer of Control takes place. If other changes are to be made or have been made, the Modification of License application (Form 442) should also be filed.

FCC Form 703 - Consent to Transfer Control of Corporation Holding Station - Microsoft Internet Explorer

Address: <https://selsafoss.fcc.gov/oetcf/els/forms/703FilerType.cfm>

FCC Home | Search | Updates | E-filing | Initiatives | For Consumers | Find People

**Office of Engineering and Technology**

FCC > FCC E-filing > ELS > FCC Form 703 FCC Site Map

**USER ACCEPTANCE SYSTEM. This site is to be used for testing and demonstration purposes only.**

**Application for Consent to Transfer Control of Corporation Holding Station (FCC Form 703)**

Select one of the following options:

I am the licensee of the affected license(s).

I am the transferee requesting to control the affected licenses.

**Filing Options**

- [Form 405](#)
- [Form 442](#)
- [Form 702](#)
- [Form 703](#)
- [Special Temporary Authority](#)
- [Old Add Attachments](#)
- [Add Attachments](#)
- [Reply to Correspondence](#)
- [Amend/Complete Application](#)
- [Return to 158 Form](#)

**Reports**

- [Application Status](#)
- [Call Sign Search](#)
- [Generic Search](#)
- [Point Radius Search](#)

**Exhibit 2-301: Form 703**

### 2.5.1 Assignee requesting to assume ownership of the affected licenses

**Consent to Transfer Control of Corporation Holding Station License (FCC Form 703)**

(This application must be filed before Transfer of Control takes place)

1. Licensee's FCC Registration Number (FRN): \*

2. Name of Corporate Licensee: \*

3. Mailing Address: (\* Either street address or P.O. Box is required):

**Attention:**

**Street Address:**

**P.O. Box:**

**Mail Stop:**

**City:** \*

**State:**

**Zip Code:**

**Country (if not the United States):**

**E-mail Address of Corporate Licensee:** \*

\* - Indicates that this field must be completed before this page can be submitted.

**Exhibit 2-312: Consent to Transfer Control**

Field	Definition
<b><u>Licensee's FCC Registration Number (FRN)</u></b>	
FRN Number	Enter the 10 digit numeric code obtained when first registered with FCC. To obtain an FRN number, click on the <b>Get FRN Number</b> button.
<b><u>Name of Corporate Licensee:</u></b>	
Name of Corporation	Enter the name of the current corporate licensee. If your answer differs from that of the current corporate licensee, an explanation should be provided. At a minimum, the name, first address line and city must be specified. In addition, the state is required if no country is specified (assuming United States) other than the United States. If a country other than the United States is specified, the state and zip code is not required.
<b><u>Mailing Address:</u></b>	
Attention:	Enter the full name of the contact person.
Street Address	Enter the street address of the applicant.
P.O. BOX	If a post office box is provided, enter it into this field.
City	Enter the applicant's city in this field.
State	Enter the applicant's state in this field.
Zip/Postal Code	Enter the zip and/or postal code of the applicant in this field.

Field	Definition
Country	If the address is located outside the United States of America, select the country name in this field.
Email Address	Enter the applicant's e-mail address. The e-mail address format is as follows: <u>name@company.ext</u>

The following buttons appear on the form:

Button	Action
Proceed	Click this button to proceed.
Clear	Click this button to clear the current screen.

The following form appears as shown:

**Exhibit 2-33: Form 703 Call sign entry window**

Enter the call sign of each license affected by this transfer of control filing. Each license must be active and not part of another transfer of control application pending. Once each call sign is validated, a link will display and contain the following information:

- Call sign: The unique identifier of the current license.
- File Number: The identifier of the application that resulted in the grant of the current license.
- Location: This column is not applicable to the OET Experimental Licensing Branch.

- **Expiration Date:** The date in which this application is due to expire. Assignment of License applications will not be permitted containing expired licenses.

If the applicant chooses to enter additional call signs, the entry screen displayed as shown in the above exhibit will re-appear allowing the applicant to enter another call sign.

**Exhibit 2-34: Form 703 Authentication Info Page**

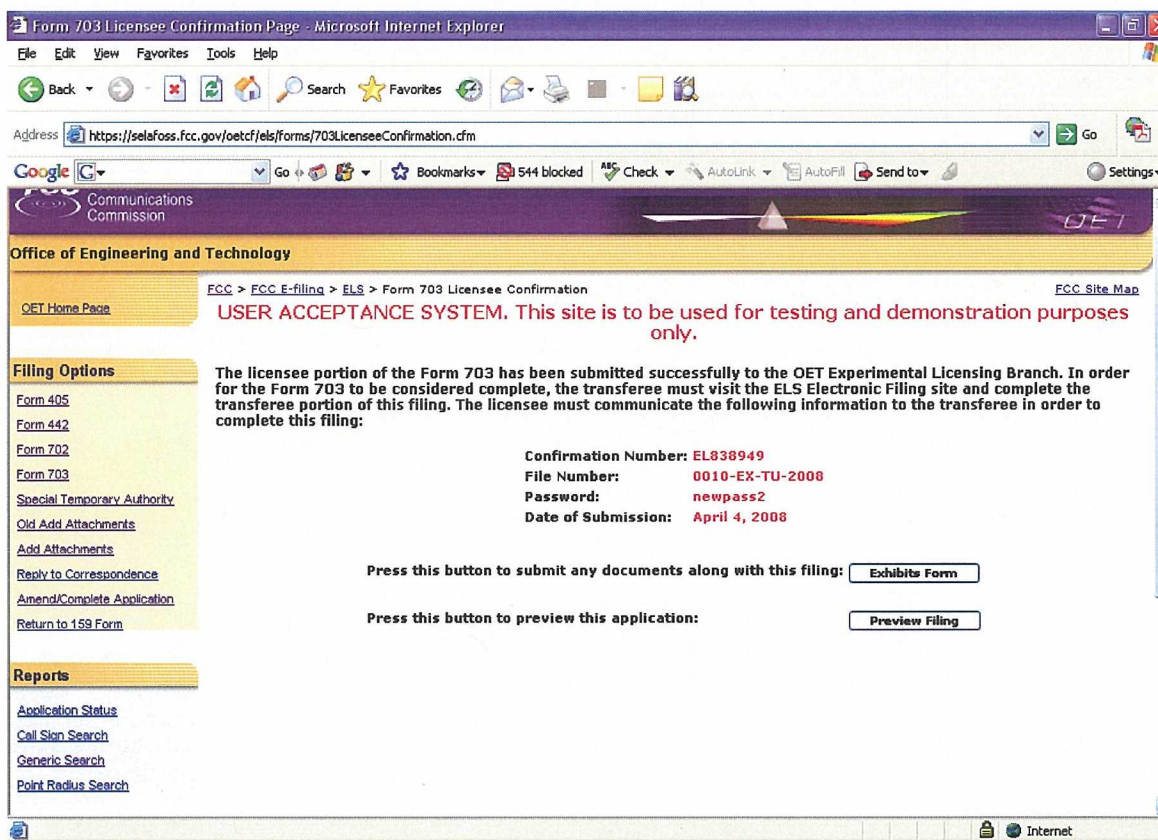
The following fields appear:

Field	Definition
<b><u>Authentication Information:</u></b>	
Authentication Information:	In order for the transferee to obtain and complete this filing, you must specify a password for this filing. The password can be any combination of characters and numbers up to 25 characters in length. It is the licensee's responsibility to inform the transferee of the following information required to complete this filing: <ol style="list-style-type: none"> <li>1. Form 703 Confirmation Number</li> <li>2. Form 703 File Number</li> <li>3. Form 703 Password</li> </ol>
<b><u>Certification:</u></b>	
Certification	By entering the information in this section, the licensee agrees to the terms listed in this section. The person signing this portion of the application must enter at minimum their first and last name. The typed signature is considered to be valid signature.

The following buttons appear on the form:

Button	Action
Proceed	Click this button to proceed.
Clear	Click this button to clear the current screen.

The following confirmation window appears as follows:



**Exhibit 3-35: Form 703 License Confirmation Window**

The following fields appear on the form:

Field	Definition
Exhibits Form	Press this button to submit any documents along with this filing.
Preview Filing	Press this button to preview the parent child applications.

2.5.2 Assignee requesting to assume ownership of the affected licenses

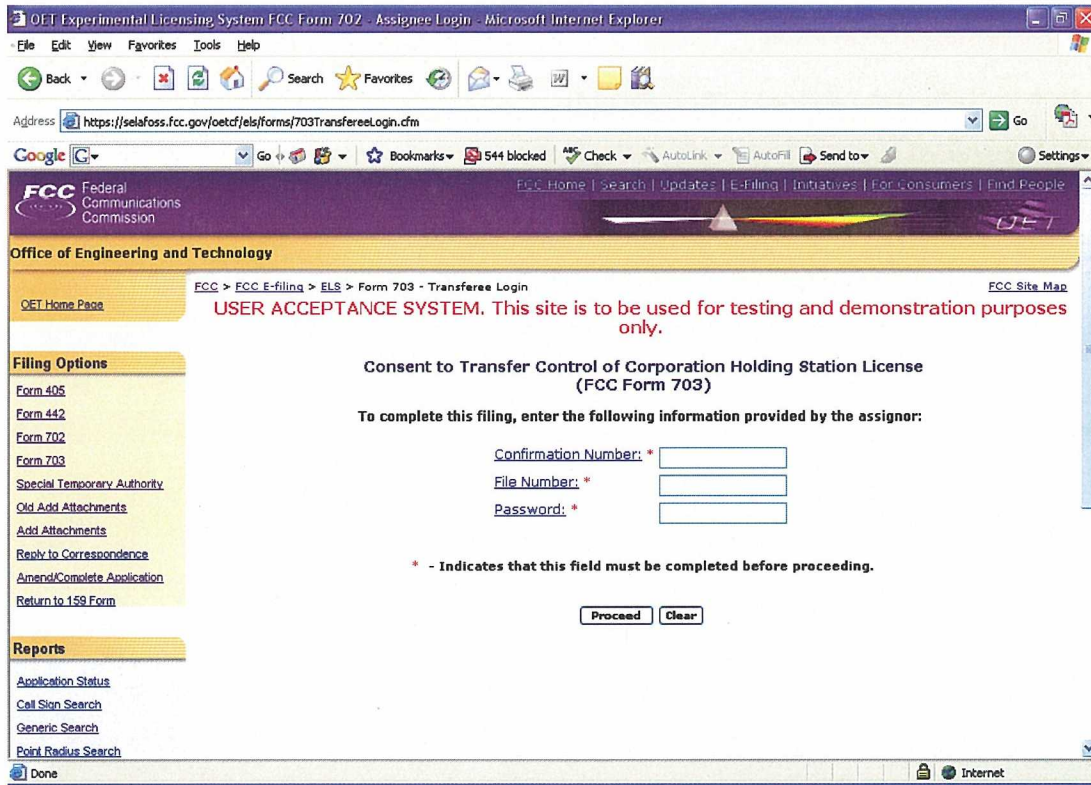


Exhibit 2-36: Form 703 Transferee Login Window

The following fields appear on the form:

Field	Definition
Confirmation Number	Enter the confirmation number for the filing that was provided by the Licensee.
File Number	Enter the file number that was provided by the Licensee.
Password	Enter the password that was provided by the Licensee. This field is case-sensitive.

The following buttons appear on the form:

Button	Action
Proceed	Click this button to proceed.
Clear	Click this button to clear the current screen.

The list of licenses of Consent to Transfer of Control holding licenses page opens as below:

FCC Form 703 - Transfer of Control (Transferee Portion) - Microsoft Internet Explorer

Address: <https://seleFoss.fcc.gov/oetcf/els/forms/703CallsignList.cfm>

FCC Federal Communications Commission

Office of Engineering and Technology

FCC > FCC E-filing > ELS > FCC Form 703 (Transferee Portion) FCC Site Map

**USER ACCEPTANCE SYSTEM. This site is to be used for testing and demonstration purposes only.**

**Consent to Transfer Control of Corporation Holding Station License (FCC Form 703)**

The following licenses were specified by the licensee. If this list is incorrect, please contact the licensee and do not proceed with this filing:

Call Sign	File Number	Location	Expiration Date
WD2XZF0007	EX-TC-2008	N/A	05/01/2008
WD2XJA 0008	EX-TC-2008	N/A	05/01/2008
KA2XYP 0009	EX-TC-2008	N/A	05/01/2008

**Exhibit 2-37: List of licenses holding of Form 703 Transferee portion**

Click proceed button if the list of licenses specified are correct. A form appears which applies to stations authorized under Part 5 of the FCC Rules. This application must be filed where the only change is the transfer of control of the corporate license. This form should be filed before the Transfer of Control takes place. If other changes are to be made or have been made, the Modification of License application (Form 442) should also be filed.

The information to be given in this section should be that information which will be true after the Transfer of Control has taken place.

**Exhibit 3-38: Form 703 Transfer Form Items 1 through 3**

The following fields appear on the form:

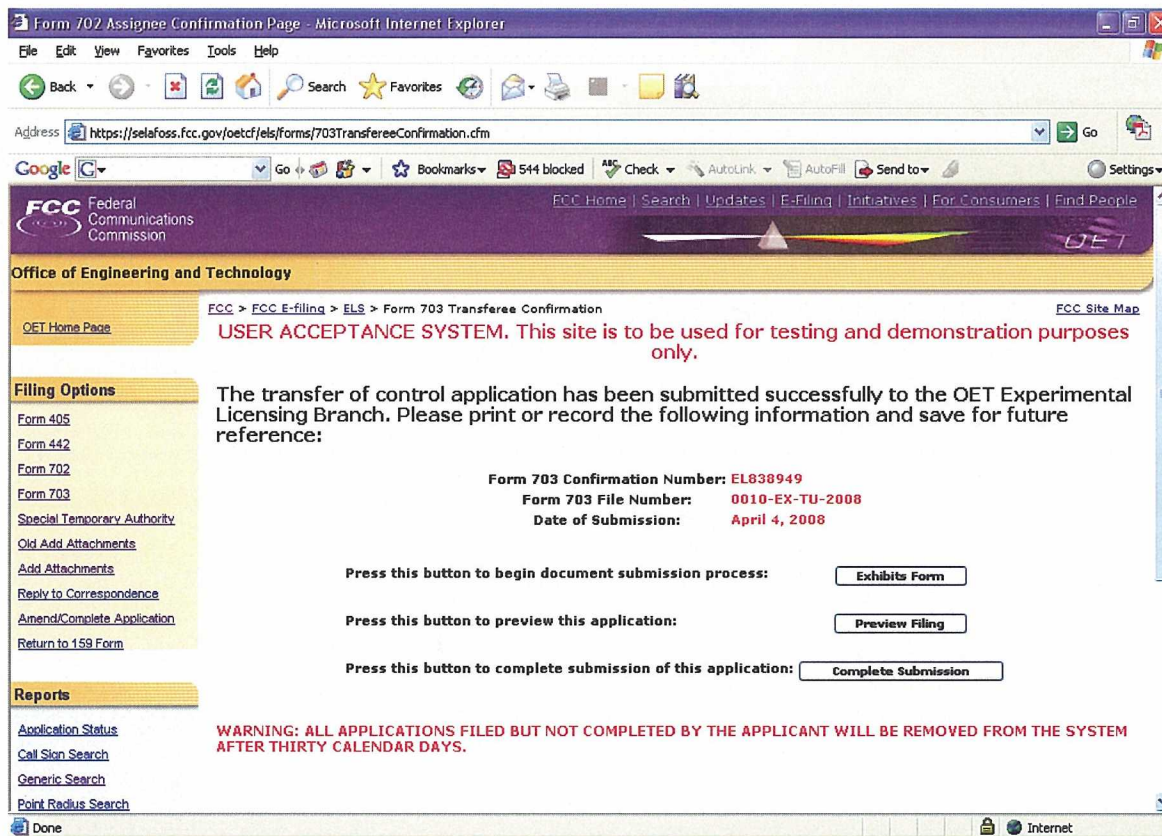
Field	Definition
Transferee FCC Registration Number (FRN):	Enter the 10 digit numeric code obtained when first registered with FCC. To obtain an FRN number, click on the <b>GET FRN</b> button.
Name of Transferee	Please enter the name of the transferee who will be assuming control of the specified license(s)
Street Address	Please enter the address of the transferee who will be assuming control of the specified license(s)
P.O. BOX	This field is displayed from the first license specified. Modify as necessary.
City	This field is displayed from the first license specified. Modify as necessary.
State	This field is displayed from the first license specified. Modify as necessary.
Zip/Postal Code	This field is displayed from the first license specified. Modify as necessary.
Email	Enter the Assignee's e-mail address. The e-mail address format is as follows: <b>name@company.ext</b>
Callsign and Radio Service of each affected License	The callsigns that have been entered on the Form 703 are displayed in this section along with their type of radio service. These fields are not modifiable by the applicant.
Transferee Name and Address	Enter the name and address of the transferee that will be assuming control of the specified license(s). If applicable, also state the e-mail address.



**Exhibit 2-329: Form 703 Items 4 through 7**

Field	Definition
Same Corporate Entity	If the licensee corporation will not remain the same corporate entity subsequent to the Transfer of Control, an exhibit in the form of a narrative statement must be submitted along with this application. This statement must indicate all details of the corporate entity change. Exhibits may be uploaded and sent to the FCC immediately after filing this application or at a later date by selecting the "Add Attachments" button. Exhibits pertaining to this application will not be permitted after the Transfer of Control has been granted.
Foreign Governments	Transfer of Controls will not be permitted if subsequent to the Transfer of Control, the licensee corporation will be a representative of a foreign government.
Question 6 is not applicable to the OET Experimental Licensing Branch. This question has been disabled.	
Transferee and Licensee Signature	The application must be signed and dated by the transferee of the control of the licensee corporation. The 'typed' name of both will be accepted as signatures.
Transferee Classification	The transferee is required to select one of the classifications that apply to their organization.

If any of the required fields (denoted by asterisks before or after the field name) are not entered in, the applicant will receive an error message when they click the **PROCEED** button. When all fields pass the validation checks, the application will be submitted to the FCC and the applicant will receive a confirmation window.



**Exhibit 2-40: Form 703 Transferee Confirmation Window**

At this point, the applicant may either proceed to the Exhibits Entry Page to upload any required exhibits or indicate the application is complete, proceeding them further to Form 159. For instructions on uploading exhibits please review Section 2.7. Adding Attachments/Exhibits.

## 2.6 Completing an Application for Special Temporary Authority (STA)

Applicants may file to receive permission to operate transmitting equipment in special circumstances where it is not feasible to wait for a license to be issued.

STA applications can either be associated with or without an existing license. To apply for an STA, click on the STA button. This will open a screen, which will allow you to either apply for a new license or request an STA to use an existing license as a template.