



# PUBLIC NOTICE

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## **NEW PROCEDURE FOR REPORTING OWNERSHIP CHANGES IN THE ANTENNA STRUCTURE REGISTRATION SYSTEM TO BE IMPLEMENTED FEBRUARY 14, 2019**

On February 14, 2019, the FCC will revise its Antenna Structure Registration System (ASR) to put into place a new process for reporting changes in ownership of towers and other structures registered in the system. Related changes will be made to FCC Form 854, Antenna Structure Registration, on the same date. **To implement these changes, the ASR online system will be unavailable as of 6:00 a.m. on February 14, 2019, until approximately 10:00 a.m. on the same day.**

The changes described below will be effective when the ASR system comes back online.

### **New Online Filing Process for Applicants**

To increase the security of the ASR system and reduce the risk of unauthorized changes being made, going forward, both the current owner and the new owner of a structure will be required to approve any change in ownership registration.

The new Ownership Change (OC) application procedure is a two-step process that requires both the assignor (current owner of record) and the assignee (new owner of record) to log into ASR, complete their respective portions of the application, and provide the signature of an authorized person.

*Part 1 (Assignor) – To complete the first part of the OC application, the assignor must:*

- (1) Log into ASR using its FCC Registration Number (FRN) and password and on “Dashboard,” select the “Ownership Change” purpose. All registrations associated with that FRN that are in “Granted” or “Constructed” status will be displayed.
- (2) Select one or more of the displayed registrations to transfer to the assignee and click “Save and Continue.”
- (3) Enter the assignee’s FRN and click “Save and Continue.”
- (4) Confirm the selected registration(s) on the “Application Summary” page and click “Sign and Send to Assignee.” ASR will then display the “Assignor Certification” page.
- (5) Enter the name and title of the individual signing for the assignor and click “Send to Assignee.” ASR will display a confirmation page with the message “Your application is ready for Assignee to complete. Please notify Assignee.” It will also provide an option for the assignor to return to the ASR dashboard.

*Part 2 (Assignee) – To complete and submit the OC application, the assignee must:*

- (1) Log into ASR using its FRN and password, and from the “Dashboard,” select “Review all Saved Applications.” The “Application Manager” will then be displayed.
- (2) Under the “Saved Applications” tab, find and select the partially completed OC application(s). ASR will display the “Application at a Glance” page.
- (3) Select “Continue Application,” complete the required fields for “Ownership Information,” and click on “Save and Continue.”
- (4) Complete the “Contact Information,” and select “Save and Continue.” The “Application Summary” will be displayed.
- (5) Clicking on “Sign and Submit” will display the “Assignee Certification” page. Enter the name and title of the individual signing for the assignee and click “Submit Application.” ASR will then display the final “Confirmation” page, showing a row for each registration number that was transferred in the OC application.

An Ownership Change letter will be sent to the assignor after the OC application is granted.

The assignor may delete a partially completed OC application at any time until it is sent to the assignee. After an application is sent to the assignee, only the assignee can delete it. The ASR system will automatically delete saved OC applications after 30 days if the assignee fails to complete the application.

### **The Paper Filing Process for Applicants**

Both the assignee’s signature (Items 52-55) and the assignor’s signature (Items 56-59) will be required when making an Ownership Change (OC) by submitting a paper FCC Form 854. The following changes were made to implement the new OC application procedures:

The FCC Form 854 was updated as follows:

- Amended instructions for Item 1, Purpose, OC;
- Amended instructions for Items 52-55 (existing signature block, to be used by assignees in OC applications);
- Added instructions for Items 56-59 (new signature block, to be used by assignors in OC applications);
- Amended the heading for Items 52-55 (existing signature block, to be used by assignees in OC applications); and
- Added Items 56-59 to provide a second signature block to be used by the assignor for OC applications.

An additional change unrelated to the new procedures for OC applications was also made to the FCC Form 854:

- Amended Item 42 (proposed marking and/or lighting) to reflect preferred lighting tiers for FAA determinations made on or after December 4, 2015.<sup>1</sup>

### **Additional Information**

For further information or assistance with the online application process, you can contact the Licensing Support Hotline at (877) 480-3201 option 2; TTY (717) 338-2824. The Hotline is available to assist with questions Monday through Friday 8:00 a.m. to 6:00 p.m. ET. In order to provide better service to the public, all calls to the Hotline are recorded.

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<sup>1</sup> *Wireless Telecommunications Bureau Announces New Federal Aviation Administration Antenna Structure Marking and Lighting Requirements*, Public Notice, 30 FCC Rcd 14025 (WTB Dec. 7, 2015).