



PUBLIC NOTICE

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MEDIA BUREAU AND INCENTIVE AUCTION TASK FORCE
URGE TELEVISION LICENSEES TO UPDATE CONTACT INFORMATION
AND IDENTIFY A STREET ADDRESS

MB Docket No. 16-306
GN Docket No. 12-268

1. The Media Bureau and the Incentive Auction Task Force again remind all television licensees that it is essential that they ensure that their contact information on file with the Commission is accurate and current. Also, we notify licensees that important communications may reach recipients more quickly if their contact information is a street address rather than a post office box.

2. Licensees are obligated to keep current the contact information for each of their stations so that the Commission can provide them important updates and announcements.¹ On October 13, 2016, we issued a public notice stating that we anticipate communicating directly with stations about channel reassignments (repacking) resulting from the ongoing broadcast television spectrum incentive auction (Auction 1000).² We will send such communications approximately three to four weeks after the final stage rule is met in the forward auction and the Commission's systems have identified new post-auction channel assignments for all stations that will remain broadcasting. Sending the communications will provide stations with information as early as possible concerning their channel assignments so they can begin planning for the channel changes.³

3. We will send the communications by overnight mail to all stations that have contact information on file with the Commission that identifies a street address. Due to the limitations of overnight delivery options available to the Commission, such communications will be sent by regular U.S. Mail to stations that have contact information on file with the Commission that identifies a post office box.

4. The Commission will need up-to-date contact information for all stations, including both those that were selected by a licensee in an FCC Form 177 (Form 177) application for potential participation in the incentive auction and those that were not. If a station was selected by a licensee on a

¹ See 47 C.F.R. § 1.5 ("Each licensee shall furnish the Commission with an address to be used by the Commission in serving documents or directing correspondence to that licensee. Unless any licensee advises the Commission to the contrary, the address contained in the licensee's most recent application will be used by the Commission for this purpose.")

² See *Media Bureau and Incentive Auction Task Force Urge Television Licensees to Update Contact Information*, Public Notice, DA 16-1173 (rel. Oct. 13, 2016).

³ These communications will be sent before the broadcast incentive auction closes. The auction will not officially close until after the forward auction assignment rounds are complete and the Commission releases a public notice announcing auction results.

Form 177 application for the incentive auction, the Commission will use the contact information currently contained in the Form 177 to communicate with the licensee about that station and any channel reassignment for it, regardless of subsequent events affecting that station's participation in the auction (e.g., whether the application was deemed complete with respect to the station, whether the licensee made an initial commitment with respect to the station, whether any initial commitment made could be accommodated, or whether the station exits the auction, voluntarily or involuntarily). Stations selected by a licensee on a Form 177 application for the incentive auction will receive the Commission's communication regarding repacking via overnight delivery. All other stations will receive the communication about channel reassignments by overnight delivery or U.S. mail, depending on the contact information currently contained in the Licensing and Management System (LMS). Any station that is not identified on a Form 177 and has contact information including a street address in LMS will receive the Commission's communication regarding repacking by overnight mail. Any such station that has contact information including a post office box in LMS will receive the Commission's communication regarding repacking by regular U.S. Mail.

5. Updating Station Contact Information in LMS. Contact information in LMS should reflect the most recent contact information filed for a station. For example, commercial full service and Class A stations filed contact information in LMS as part of their most recent quarterly Children's Television Programming Report. All licensees should immediately verify the current status of their contact information in LMS for each of their stations and update such information if necessary, particularly for stations that were not selected by a licensee on a Form 177 application for the incentive auction, since the Commission will use the LMS contact information contained in LMS for the Commission's communication regarding repacking. Stations that wish to receive the Commission's communications regarding repacking by overnight mail that currently have a post office box as contact information in LMS are urged to update their contact information to identify a street address. To view and edit a station's contact information in LMS follow the instructions in Attachment A.

6. Updating Applicant Contact Information in FCC Form 177. Each licensee that submitted a Form 177 application in the Commission's auction application system for the incentive auction has a continuing obligation to maintain the accuracy and completeness of information furnished.⁴ Therefore, each reverse auction applicant must keep the contact information contained in its FCC Form 177 accurate and current throughout the incentive auction process. To view and edit a station's contact information in the auction application system follow the instructions in Attachment B.

ADDITIONAL INFORMATION

7. For additional information or questions concerning LMS, contact Hossein Hashemzadeh (technical) or Shaun Maher (legal) at (202) 418-1600. For technical assistance with using the auction application system, contact the FCC Technical Support Hotline at (877) 480-3201, option nine; (202) 414-1250; or (202) 414-1255 (TTY). Additional information concerning the reverse auction is available at the Auction 1001 web page (www.fcc.gov/auctions/1001).

⁴ See 47 C.F.R. §§ 1.65 and 1.2204(d)(5). An applicant's FCC Form 177 and associated attachments will remain pending until the release of the *Channel Reassignment Public Notice*. See *Application Procedures for Broadcast Incentive Auction Scheduled to Begin on March 29, 2016; Technical Formulas for Competitive Bidding*, Public Notice, 30 FCC Rcd 11034, 11052-53, n.100 (WTB 2015) (*Auction 1000 Application Procedures Public Notice*). If for any reason a particular party filed more than one application to participate, e.g., with respect to multiple stations using different FCC Registration Numbers, that party must keep its contact information accurate and current on all its applications.

ATTACHMENT A**Updating Station Contact Information in the
Licensing and Management System (LMS)**

To view a station's contact information in LMS follow these instructions

1. Access the LMS public search home page here:
<https://enterpriseefiling.fcc.gov/dataentry/public/tv/publicSearchLanding.html>
2. Click on "Facility Search."
3. Enter the call sign or facility ID number for the station and click search.
4. Click on the station's facility ID number.
5. Review the Licensee and Contact Representative information (name, address, telephone number and e-mail address) that appears under on the "Facility Details" tab.

If it is necessary to update the station's Licensee or Contact Representative information, file an "Administrative Update" in LMS following the below instructions:

1. Access the LMS applicant data entry home page here:
<https://enterpriseefiling.fcc.gov/dataentry/>
2. Log in using the FRN associated with the station.
3. Click on the "Facilities" tab on the left top of the page.
4. Click on the facility ID number of the station.
5. Click on the "File an Application" button.
6. Select the "Administrative Update" option from the drop down menu.
7. Input appropriate changes in contact information and click "Submit."

After the contact information has been submitted a confirmation page will display an application file number associated with the submission time and date. A copy of the confirmation page should be printed for the applicant's records. As soon as the update is filed, the records for the facility will be updated. Licensees are reminded that whenever they file a report or application for one of their stations they should insure the accuracy and completeness of the address and contact representative identified.

ATTACHMENT B

Updating Station Contact Information in the
Auction Application System

Any reverse auction applicant that needs to make permissible administrative or minor changes, including updating its contact information, must do so using the procedures described in the *Auction 1000 Application Procedures Public Notice*.⁵ Please note that to access its FCC Form 177, a reverse auction applicant must log in to the auction application system via the Internet through different links than those previously provided in the *Auction 1000 Application Procedures Public Notice*.⁶ Reverse auction applicants should now use auctionsignon.fcc.gov (primary location) or auctionsignon2.fcc.gov (secondary location).

Reverse auction applicants may view and/or edit their respective contact information in the auction application system by following the steps below. Any party with multiple applications must follow these steps with respect to each application separately.

1. Access the auction application system log in screen at auctionsignon.fcc.gov or auctionsignon2.fcc.gov.
2. Enter the applicant's FRN and password and click on the **LOG IN** button, which will take the applicant to the *My Auctions Page* screen.
3. Click on the **Click here to file FCC Form 177** link, which is under the "Incentive Auctions" heading.
4. Click on the **Auction 1001** link, which will produce the application's *Summary* screen in a view/edit mode.
5. There will be a navigation pane on the right side of the screen that displays the various sections of the FCC Form 177. Click on the **Applicant Information** link to view the subsections within that section of the application. Next, click on the **Contact Details** link.
6. An applicant may view and/or edit its contact information on the *Contact Details* screen. If an applicant edits its contact information, it must navigate to the *Certify & Submit* screen and click on the **CERTIFY & SUBMIT** button to submit any changes made to its FCC Form 177.
7. After the revised application has been submitted, a confirmation page will display the application's file number and submission time and date. A copy of the confirmation page should be printed for the applicant's records.

Any applicant that has difficulty updating its contact information in the auction application system should contact the FCC Auctions Technical Support Hotline at (877) 480-3201, option nine, or at (202) 414-1250.⁷

⁵ See *Auction 1000 Application Procedures Public Notice*, 30 FCC Rcd at 11053, para. 52. Additionally, each applicant must also submit a letter briefly summarizing the changes to its FCC Form 177 by email to auction1001@fcc.gov. See *Clearing Target of 84 Megahertz Set for Stage 4 of the Broadcast Television Spectrum Incentive Auction; Stage 4 Bidding in the Reverse Auction Will Start on December 13, 2016*, Public Notice, DA 16-1354, para.37 n.49 (WTB Dec. 9, 2016).

⁶ The FCC previously notified reverse auction applicants of this change in a confidential attachment included with their respective final confidential status letters. The links are included in this Public Notice as a reminder of the change.

⁷ The hours of operation for the Technical Support Hotline are 8:00 a.m. – 6:00 p.m. Eastern Time, Monday through Friday (TTY: (202) 414-1255), except on federal holidays.