



Federal Communications Commission
Washington, D.C. 20554

Office of Native Affairs and Policy

Date: December 5, 2024

Subject: Reminder to Licensees to Update Contact Information in the FCC's Universal Licensing System

Greetings from the Federal Communications Commission.

We are reaching out to remind Tribes of the importance of having current contact information on all your FCC licenses. All communications from the Commission with respect to important license requirements and deadlines (including construction deadline and renewal notices) are sent to the point(s) of contact that you designate on your license records in the FCC's Universal Licensing System (ULS). It also ensures that the public and Commission staff can reach an authorized Tribal representative whenever the need arises, and having current contact information is also a requirement under the FCC's rules.

Contact information includes entity name, individual name, address, phone number and email address. ULS permits the identification of two contacts of record for each FCC license, so licensees are strongly encouraged to include information for two separate individuals as contacts in ULS. In the alternative, licensees could create a general email inbox with multiple recipients (such as FCCLicenseManager@TribeDomainName.com) for important communications concerning their licenses.

Contact information can be updated through the filing of an Administrative Update in ULS. Instructions for filing an Administrative Update can be found [here](#). Please note, however, that an Administrative Update cannot be used to notify the Commission that a license has been leased or assigned and instead require the filing of an application on FCC Form 603.

Please contact RuralTribalWindow@fcc.gov if you have any questions, or need assistance in identifying the various FCC licenses that your Tribe directly holds.

Bambi Kraus
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