

# Form for Application, Amendment, \*Validation and/or Surrender of United Kingdom Amateur Radio Foundation, Intermediate, Full, Full (Club), Full (Reciprocal) and Full (Temporary Reciprocal) Licences.

Please note that Amateur Radio licence applicants for the Full, Intermediate and Foundation Licences, who have passed the RSGB examinations since June 2003 are encouraged to apply for and print their licences via the Ofcom website [www.ofcom.org.uk](http://www.ofcom.org.uk). This entitles such applicants to a free licence.

Please refer to the notes and complete in dark ink in **BLOCK CAPITALS**

All fields are mandatory unless stated otherwise. Please note that when completing the form if you do not provide a Tel. No., Fax No. and E-mail, it may delay the processing of this form. If you need to supply further information or clarification please write on a separate sheet of paper and attach it to this form, ticking  to confirm that there is an attachment.

## General information

### Conditions

Under the Wireless Telegraphy Act a licence issued by Ofcom is required before any person may establish or use any station for wireless telegraphy or install or use any apparatus for wireless telegraphy in the UK and UK territorial waters.

### Information for new applicants

To be eligible for an **Amateur Radio Full Licence** you must either:

- Have passed the City & Guilds Radio Amateurs' Examination (RAE); or
- Have obtained a pass in RSGB Advanced Exam

To be eligible for an **Amateur Radio (Intermediate) Licence** you must either:

- Have attended the Novice Licence training course, have obtained a course completion slip (NLTC) and have passed the Novice (NRAE) Radio Amateurs' Examination. The date of completion of the training course must precede that of the pass for the examination; or
- Have obtained a pass in the RSGB Intermediate exam.

To be eligible for an **Amateur Radio (Foundation) Licence** you must:

- Have obtained a pass in the RSGB Foundation exam.

To be eligible for an **Amateur Radio Full (Club) Licence** you must:

- Already have an Amateur Radio Full Licence or Full (Reciprocal) Licence; and
- Supply details of two club officials (excluding yourself).

To be eligible for a **Full (Reciprocal) Licence** you must:

- Have a Harmonised Amateur Radio Examination Certificate (HAREC) from a country which is a signatory to the CEPT T/R 61-02 Recommendation.

To be eligible for a **Full (Temporary Reciprocal) Licence** you must:

- Be a visitor to the United Kingdom. This Licence is valid for up to six months. You will not receive a UK call sign. This licence is only issued to licensees from a country that has a reciprocal licensing agreement (See Annex 1) with the U.K. You must possess a licence, the qualification (equivalent to that for a Full licence) for which is recognised by the UK. Licensees from countries which are signatories to the CEPT T/R 61-01 recommendation and possess the relevant licence do not need to apply for a UK licence if operating within the UK for less than three months.

\* Licensees are required to validate their details at least once every five years unless they have notified Ofcom that their details have changed during that period.

### **Requesting a call sign**

If you would like to request a particular call sign in the current series of call signs indicated on the Ofcom website, you may do so when completing Section 7 of this form. To avoid the disappointment of the call sign you requested not being available you can list three call signs in order of preference. Before completing Section 7, we recommend that you telephone Ofcom to check that the call sign is available. The call sign will only be issued to you once your completed application is received. Call signs are issued on a 'first come first served' basis. Please note that if you previously held a call sign, this will be re-issued to you and you will not be able to request another call sign.

Transfer of call signs are not normally permitted except under exceptional circumstances. Please note that this form cannot be

used for the transfer of call signs. Any such requests should be made separately in writing to Ofcom by letter. See Ofcom Policy Statement on the 'Transfer of amateur radio call signs' on our website [www.ofcom.org.uk](http://www.ofcom.org.uk)

### **Data Protection Act:**

The information you provide in this form and any information submitted will be used by Ofcom for the purpose of issuing, amending, validating and/or surrendering an Amateur Radio licence. See Ofcom's website for our data protection statement ([www.ofcom.org.uk](http://www.ofcom.org.uk)). We will keep your information confidential and will not disclose it to third parties, except where we are required to do so by law or where we have obtained your consent in advance.

### **Publication of name and mailing address**

Ofcom only permits publication of your name and mailing address in a call book, where you have given consent by ticking the appropriate box. If you have not consented, only your call sign will be published. If this call book is compiled, stored and published by a third party, either in written form or by 'read only' computer disks, it will be made clear to the third party that the information will be disclosed to it solely for the publication of a call book and for no other purpose.

For help contact:

#### **Ofcom Licensing Centre**

PO BOX 56373

London

SE1 9SZ

Tel: 020 7981 3131

Fax: 020 7981 3333

E-mail: [licensingcentre@ofcom.org.uk](mailto:licensingcentre@ofcom.org.uk)

Textphone: 020 7981 3043 – Please note that this number only works with special equipment used by people who are deaf or hard of hearing.

Website: [www.ofcom.org.uk](http://www.ofcom.org.uk)

## Section 1

## Purpose

Is your request for:

A new licence(s)?

Tick and go to Section 2

Amendment/Validation/Surrender of an existing licence(s)?

Tick and go to Section 9

## Section 2

## Licensee details, details of Licence(s) held and requested

2a **Title of licensee** (optional) (e.g. Mr, Mrs, Miss, Ms, Dr, other)

First name

Middle name (optional)

Last name

2b **Main station address (in the UK)**

You must detail your permanent address or in the case of a Full (Club) Licence, normal operating address of the club.

Address

  
  

Post Town

Postcode

Country

Tel. (optional)

Home/Business/Mobile delete as applicable

Fax. (optional)

Home/Business delete as applicable

E-mail (optional)

2c **Mailing address (if different from above)**

Licensing documentation and correspondence will be sent to this address.

In the case of a Full (Temporary Reciprocal) Licence indicate your UK mailing address if applicable.

Address

  
  

Post Town

Postcode

Country

Tel. (optional)

Home/Business/Mobile delete as applicable

Fax. (optional)

Home/Business delete as applicable

E-mail (optional)

2d Tick all the relevant boxes for all licences (even if not currently valid) and fill in any relevant call sign(s) you have already been issued with.

|                             | Tick if UK Amateur Radio Licence has ever been issued | Tick if licence is currently valid | Assigned call sign(s) held  | Tick if new Amateur Radio Licence is required |
|-----------------------------|---|------------------------------------|---|---|
| Foundation                  | <input type="checkbox"/>                              | <input type="checkbox"/>           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | <input type="checkbox"/>                      |
| Intermediate                | <input type="checkbox"/>                              | <input type="checkbox"/>           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | <input type="checkbox"/>                      |
| **Intermediate              | <input type="checkbox"/>                              | <input type="checkbox"/>           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | <input type="checkbox"/>                      |
| Full                        | <input type="checkbox"/>                              | <input type="checkbox"/>           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | <input type="checkbox"/>                      |
| **Full                      | <input type="checkbox"/>                              | <input type="checkbox"/>           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | <input type="checkbox"/>                      |
| Full (Club)                 | <input type="checkbox"/>                              | <input type="checkbox"/>           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | <input type="checkbox"/>                      |
| **Full (Club)               | <input type="checkbox"/>                              | <input type="checkbox"/>           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | <input type="checkbox"/>                      |
| Full (Reciprocal)           | <input type="checkbox"/>                              | <input type="checkbox"/>           | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | <input type="checkbox"/>                      |
| Full (Temporary Reciprocal) | <input type="checkbox"/>                              | <input type="checkbox"/>           | * <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>                      |

\* From own country

\*\* A second Licence of the same class will only be issued where a Class 'A' or Class 'B' equivalent licence has been previously held and has lapsed. Please note that if a licence has lapsed and you are requesting a new licence (re-applying), the same call sign already held will be re-issued.

Go to Section 3

## Section 3 Qualifications/Certification held (all Licence applicants)

Tick the box to denote the relevant qualifications held

i) City & Guilds Radio Amateurs' Examination pass

Full / Full (Club)

ii) RSGB Advanced Examination pass

Full / Full (Club)

iii) Novice Licence Training Course Completion slip pre-dated by the Novice Radio Amateur Examinations

Intermediate

iv) RSGB Intermediate Examination pass

Intermediate

v) RSGB Foundation Examination pass

Foundation

vi) Harmonised Amateur Radio Examination Certificate

Full (Reciprocal)

vii) Copy of current licence (from own country and licence renewal receipt if applicable)

Full (Temporary Reciprocal) for visitors

Foundation, Intermediate and Full Licence applicants go to Section 4

Full (Club) Licence applicants go to Section 5

Full (Reciprocal) Licence applicants go to Section 6

Full (Temporary Reciprocal) Licence applicants go to Section 8

## Section 4 Foundation, Intermediate and Full Licence applicants only

**4a** Full, Intermediate and Foundation licence applicants who have passed the relevant RSGB examination since June 2003, do not have to submit their certificates if they complete the boxes below

Candidate ID

Type of examination  
passed (e.g. Intermediate)

If you have completed this Section go to Section 7  
If you have not, go to 4b

**4b** Full, Intermediate and Foundation Licence applicants who have not completed 4a:  
Tick to confirm that you have attached the relevant copy of your certificate with your application form

(Please do not send your original certification. Photocopies and scans are acceptable.)

Go to Section 7

## Section 5 Full (Club) Licence applicants only

(Give details of two Club Officials (do not include your own name/call sign))

**5a** Club name

**1st Official of Club**

First name

Last name

Call sign of 1st Official of Club

must be a Full or Full (Reciprocal) licensee

**2nd Official of Club**

First name

Last name

Call sign of 2nd Official of Club

must be a Full or Full (Reciprocal) licensee

Please note that the call sign for the Club will be allocated.

Go to Section 7

## Section 6 Full (Reciprocal) Licence applicants only

Tick to confirm you have attached a copy of your HAREC certificate

Please do not send the original.

Go to Section 7

## Section 7 Call Sign assignment

Confirm the type of licence you have applied for

Please assign the next available call sign

 tick if appropriate

Or

Please assign (in order of preference from left to right) one of the following call signs if available

 tick if appropriate

     
     
     

(if these call signs are not available, the next available call sign will be assigned)

**NOTE:** Indicate the preferred call signs (currently five characters) without the Regional Locator. If your Main Station address is in a 'Region', the Regional Locator will be automatically added as necessary on your Licence. If you are applying for an additional licence, state relevant information similar to that indicated in this Section 7 on a separate sheet, attach to this page and tick  to confirm attachment.

Go to Section 11

## Section 8 Additional information for Full (Temporary Reciprocal) Licence

For temporary visitors from countries which are not signatories to the CEPT Recommendation T/R 61-01

8a Tick to confirm that your country has a reciprocal licensing agreement with the UK (see Annex 1)

Give your permanent (home) address in your country

Address

  
  


Post Town

Postcode

Country

Tel. (optional)

Home/Business/Mobile delete as applicable

Fax. (optional)

Home/Business delete as applicable

E-mail (optional)

8b In which country do you hold a valid amateur radio licence?

Which type or class of licence do you hold?

State the full call sign issued to you in your own country

     

8c What date do you require the UK Full (Temporary Reciprocal) Licence to start from?

  /   /    

d d m m y y y y

I wish my licence to be sent to (tick one box only)

My UK mailing address

My permanent (home) address (own country)

Tick to confirm that you have attached:

A copy of your current Licence (from own country)

and Licence renewal receipt if applicable

Go to Section 11

## Section 9

## Amendments / Validation / Surrender of existing Licence(s)

9a Indicate the licence number of any one of your licences held

| 9b  | Call sign   | I'm amending my licensing details | I'm validating my licensing details (i.e. no change since issue of last Licence or last validation date) | I'm surrendering my Licence(s)     |
|---|---|-----------------------------------|--|------------------------------------|
| (Tick only one box in any rows that are applicable) |   |                                   |  |                                    |
| Foundation  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>          | <u>or</u> <input type="checkbox"/>   | <u>or</u> <input type="checkbox"/> |
| Intermediate  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>          | <u>or</u> <input type="checkbox"/>   | <u>or</u> <input type="checkbox"/> |
| Intermediate  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>          | <u>or</u> <input type="checkbox"/>   | <u>or</u> <input type="checkbox"/> |
| Full  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>          | <u>or</u> <input type="checkbox"/>   | <u>or</u> <input type="checkbox"/> |
| Full  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>          | <u>or</u> <input type="checkbox"/>   | <u>or</u> <input type="checkbox"/> |
| Full (Club)   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>          | <u>or</u> <input type="checkbox"/>   | <u>or</u> <input type="checkbox"/> |
| Full (Reciprocal)                                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>          | <u>or</u> <input type="checkbox"/>   | <u>or</u> <input type="checkbox"/> |
| Full (Temporary Reciprocal)                         | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/>          | <u>or</u> <input type="checkbox"/>   | <input type="checkbox"/>           |

**Warning:** Please note that the licensee must ensure that correct boxes have been ticked (e.g. Ofcom will not necessarily confirm with the licensee prior to revoking a Licence in the case of the 'surrender' boxes being ticked).

If you have ticked the amendment box(es) go to Section 10  
If you have not, go to Section 11

## Section 10

## Amended licensing details

(Complete in full with the new details and ensure that Section 9 has been completed)

10a Title of licensee (optional) (e.g. Mr, Mrs, Miss, Ms, Dr, other)

First name

Middle name (optional)

Last name

Please note that a change of name must be supported by documentary evidence.

Tick  to confirm that you have enclosed a certified copy of your change of name documentation (e.g. marriage certificate or deed poll).

10b Main station address (in UK)

You must detail your permanent address

Address

  
  


Post Town

Postcode

Country

Tel. (optional)

Home/Business/Mobile delete as applicable

Fax. (optional)

Home/Business delete as applicable

E-mail (optional)



## Section 12 Payment details (applicable to new licences only)

A fee of £20 is payable for each licence applied for.

Please note that BACS transfers, Postal Orders, Visa Electron or Solo card payments and cash are not acceptable.

If paying by credit or debit card, provide the following details:

|  |   |                                     |   |   |
|--|---|-------------------------------------|---|---|
| <b>Card holder name</b> (Please print) | <input type="text"/>                        | Card holder                         | <input type="text"/>                        |   |
| <b>Card holder signature</b>           | <input type="text"/>                        | billing address                     | <input type="text"/>                        |   |
|  |   | Postcode                            | <input type="text"/>                        |   |
|  |   | Country                             | <input type="text"/>                        |   |
|  |   | Telephone                           | <input type="text"/>                        |   |
| <b>Card type:</b>                      | Visa <input type="checkbox"/>               | Mastercard <input type="checkbox"/> | Switch/UK Maestro <input type="checkbox"/>  | Visa Debit/Delta <input type="checkbox"/>       |
| <b>Card number:</b>                    | <input type="text"/>                        |                                     |   |   |
| <b>Start date:</b>                     | <input type="text"/> / <input type="text"/> | <b>End date:</b>                    | <input type="text"/> / <input type="text"/> | <b>Card verification :</b> <input type="text"/> |
|  |   |                                     |   | Last 3 digits on back of card                   |
| <b>Issue number:</b>                   | <input type="text"/>                        | (Where appropriate)                 |   |   |
| <b>Amount in £</b>                     | <input type="text"/>                        |                                     |   |   |

Tick  if paying by cheque;

The cheque must be drawn against a UK clearing bank bearing the bank's sort code, crossed 'A/C Payee' and made payable to 'Ofcom'. Please include the applicant's name and address on the reverse of the cheque.

[Go to Section 13](#)

## Section 13 Declaration

By signing this form I confirm that I have read and understood the notes and any information provided is correct and complete to the best of my knowledge and belief. I declare that I am responsible for compliance with the licence and control and supervision of the radio equipment which is the subject of the licence and have due authority to make this declaration and sign this application.

**I agree to the use of my personal data for the purposes described on page 2 of this form.**

**Signature of applicant/licensee**

**Date of application**

|                      |                      |   |                      |                      |   |                      |                      |                      |                      |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| d                    | d                    |   | m                    | m                    |   | y                    | y                    | y                    | y                    |

**Name**

## Where to send this form

When you have completed this form, send it, together with your cheque if applicable for the current fee of £20 per licence applied for (please note that there is no fee for those aged 75 years or over) made payable to Ofcom and crossed 'A/C Payee' to:

Ofcom Licensing Centre  
PO Box 56373 London  
SE1 9SZ

**Ensure that you enclose all relevant certification and any attached pages as applicable.**

In the case of licence applications, allow 14 days from posting your application for receipt of your licence.

For help, contact:

Ofcom Licensing Centre

Tel: 020 7981 3131

Fax: 020 7981 3333

Textphone: 020 7981 3043 Please note that this number only works with special equipment used by people who are deaf or hard of hearing.

E-mail: [licensingcentre@ofcom.org.uk](mailto:licensingcentre@ofcom.org.uk)

Website: [www.ofcom.org.uk](http://www.ofcom.org.uk)

### FOR OFFICIAL USE ONLY

Call sign(s)

Date issued

|                      |                      |   |                      |                      |   |                      |                      |                      |                      |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| d                    | d                    |   | m                    | m                    |   | y                    | y                    | y                    | y                    |

Type of licence(s)

Licence number(s)

Officer's signature

Officer's name

## Annex 1

Current UK reciprocal licensing agreements (please note that this is subject to change)

| UK equivalent country | Full (Temporary Reciprocal) Licence      | Full (Temporary Reciprocal Licence)   | More documentation required |
|-----------------------|--|---------------------------------------|-----------------------------|
| Australia             | Unrestricted                             | Limited                               | Amateur radio Certificate   |
| Bermuda               | Advanced                                 |                                       |                             |
| Botswana              | All licenses                             |                                       |                             |
| Brazil                | A  |                                       |                             |
| Cayman Island         | A  |                                       |                             |
| Dominican Republic    | Dominican Licence                        |                                       |                             |
| Gibraltar             | A  | B                                     |                             |
| Hong Kong             | Full Licence                             | Restricted ( <i>VS6X prefix</i> )     |                             |
| India                 | Advanced or Grade 1                      |                                       |                             |
| Kenya                 | Kenyan Licence                           |                                       |                             |
| Malaysia              | Malaysian Licence                        |                                       |                             |
| Malta                 | A  | B                                     |                             |
| Namibia               | General                                  |                                       |                             |
| Papua New Guinea      | Full ( <i>call signs in P29 series</i> ) | Limited ( <i>call signs in P29Z</i> ) |                             |
| Pitcairn Island       | Full                                     |                                       |                             |
| Qatar                 | General                                  |                                       |                             |
| Russia                | 1st, 2nd                                 |                                       |                             |
| Sierra Leone          | Class A                                  |                                       |                             |
| Sri Lanka             | Advanced, General                        |                                       |                             |
| Thailand              | Intermediate                             |                                       |                             |
| Trinidad & Tobago     | General                                  |                                       |                             |
| Vanatu                | Vanuatuan                                |                                       |                             |
| Zimbabwe              | Full                                     | Restricted                            |                             |

Licencees from countries who are signatories to the CEPT T/R 61-01 agreement do not need to apply for a temporary licence if operating within the UK for less than 3 months. For long term operating they can apply for a Full (Reciprocal) Licence.