

Amateur Radio Licence Amendment Form - OfW346a

For a quicker service you can make changes directly online at <https://ofcom.force.com/licensingcomlogin>. Registering is easy and we have published guidance to help you.

Who should use this form?

You may use this form to amend or surrender a UK (including the Channel Islands and Isle of Man) Amateur Radio (Foundation), (Intermediate) or (Full) Licence, including a Full (Club) and Full (Temporary Reciprocal) Licence.

Conditions

Under the Wireless Telegraphy Act 2006, you must have a licence issued by Ofcom before you establish or use any amateur radio station or apparatus.

Communication preference

Where possible, we send correspondence to licensees electronically. This is quicker for you and cheaper for us. By applying on-line and providing your email address, we assume that you wish to receive correspondence and notifications relating to Wireless Telegraphy Act licences electronically and not on paper.

If you do not wish to receive documents electronically, you must opt out by ticking the box in the declaration.

Completing this form

When completing this application please refer to the notes and complete in dark ink in BLOCK CAPITALS

All fields are mandatory unless stated otherwise. If you do not provide a telephone number 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.

Information for existing licensees

This application form may be used to amend or surrender any of the following licences:

- Foundation Licence
- Intermediate Licence

- Full Licence
- Full (Club) Licence
- Full (Temporary Reciprocal) Licence

Publication of name and mailing address

Ofcom only makes your details available for publication in a call book, where you have given consent by ticking the appropriate box in section H of this form. If you have not consented, only your call sign will be published. We make clear to anyone who publishes a call book (either in written form or CD-ROM) that the information is disclosed to them solely for the purpose of publishing a call book and for no other purpose.

How we use your data

We require this information in order to carry out our spectrum licensing duties under the Wireless Telegraphy Act 2006.

Please see Ofcom's General Privacy Statement www.ofcom.org.uk/about-ofcom/foi-dp/general-privacy-statement for further information about how Ofcom handles your personal information and your corresponding rights.

For help contact:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL

Email: spectrum.licensing@ofcom.org.uk

Website: www.ofcom.org.uk/manage-your-licence

Phone: 020 7981 3131

A. Licensee details

Title of licensee (optional) (eg. Mr, Ms, Dr, Other)

Customer reference number

First name

Middle name (optional)

Last name

B. Amendment/surrender of existing licence(s)

	Call Sign	Amending licence details	Surrendering licence	
Foundation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Tick only one box in any rows that are applicable)
Intermediate	<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"/>	
Full (Club)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Warning: You must ensure that the correct box(es) have been ticked. For example, we will not confirm with the licensee before revoking a licence if you have ticked the 'surrender' boxes.

If you have ticked the amendment box(es) go to Section C, otherwise go to Section D

C. Change of licence details

C1. Change of licensee name

Title of licensee (optional) (eg. Mr, Ms, Dr, Other)

First name

Middle name (optional)

Last name

Please note: a change of name must be accompanied by documentary evidence.

Tick to confirm that you have enclosed a copy of your change of name documentation (eg marriage certificate or deed poll). Do not send originals.

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C2. Change of main station address

Your permanent station address **must** be in the UK, Isle of Man or the Channel Islands.

Address	<input type="text"/>		Home/Business/Mobile (delete as appropriate)
	<input type="text"/>	Tel no.	<input type="text" value="optional"/>
	<input type="text"/>		
Postcode	<input type="text"/>	Email	<input type="text" value="optional"/>
Country	<input type="text"/>	Fax no.	<input type="text" value="optional"/>

C3. Change of postal address (if different from C2)

Licensing documentation and correspondence will be sent to this address.

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

Address	<input type="text"/>		Home/Business/Mobile (delete as appropriate)
	<input type="text"/>	Tel no.	<input type="text" value="optional"/>
	<input type="text"/>		
Postcode	<input type="text"/>	Email	<input type="text" value="optional"/>
Country	<input type="text"/>	Fax no.	<input type="text" value="optional"/>

C4. List below any other additional licence changes (e.g. amended club name or new club address)

If this is a Full (Club) Licence, you must have authority from the club to request these changes.

D. Additional details (applies to all)

D1. Date of birth

D	D	M	M	Y	Y	Y	Y
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D.2 Do you consent to your name and mailing address being published in a call sign book?

(see 'Publication of name and mailing address' on Page 1 and tick accordingly)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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E. Declaration

Please read the declaration and sign the form where indicated. If you do not have authority to request the changes in this form (for example if you change a Full (Club) Licence without the agreement of the club) or if any information is incorrect, we may subsequently undo those changes.

By signing this form, I confirm that I have read and understood the notes. 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 consent to my name and mailing address being published in a call book and disclosed to third parties for this purpose.

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As the licensee I prefer not to receive electronic correspondence and all licence documentation should be sent to me by post

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Signature of licensee

Today's date

D	D	M	M	Y	Y	Y	Y
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Where to send this form

Ensure that you enclose all relevant certification and any attached pages as applicable and send to:

Ofcom
FAO Spectrum Licensing
PO Box 1285
Warrington
WA1 9GL
Email: spectrum.licensing@ofcom.org.uk
Website: www.ofcom.org.uk/manage-your-licence
Phone: 020 7981 3131

Allow 14 days from posting your application for receipt of your licence.

If you need assistance, then please email spectrum.licensing@ofcom.org.uk.

There is also information available on our website at www.ofcom.org.uk.

Annex 1

Current UK reciprocal licensing agreements for Full (Temporary Reciprocal) Licences

(please note that this is subject to change)

Country or territory	Foreign licence needed to get a UK Full (Temporary Reciprocal) Licence	Foreign licence issued to holders of the UK Full (Temporary Reciprocal) Licence (if different)	More Documentation required
Bermuda	Advanced		
Botswana	All Licences		
Brazil	A		
Cayman Islands	A		
Dominican Republic	Dominican Licence		
Gibraltar	A	B	
India	Advanced or Grade 1		
Kenya	Kenyan Licence		
Malaysia	Malaysia Licence		
Namibia	General		
Papua New Guinea	Full (call signs in P29 series)	Limited (call signs in P29Z)	
Pitcairn Island	Full		
Qatar	General		
Sierra Leone	Class A		
Sri Lanka	Advanced, General		
Thailand	Intermediate		
Trinidad & Tobago	General		
Vanuatu	Vanuatuan		
Zimbabwe	Full	Restricted	