

# Amateur radio licence application form - OfW346

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.

A fee of £20 is payable for each licence applied for by paper application unless the applicant is aged 75 years or over, when the licence fee is not applicable.

## Guidance for completing this form

### Who should use this form?

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

### General Information

Please note that if you have passed the RSGB examinations since June 2003, you are encouraged to apply for and print the Full, Intermediate and Foundation licences via the Ofcom licensing portal (<https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/online-licensing-service>).

### 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 new applicants

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

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

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

- Have obtained a pass in the RSGB Foundation examination.

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

- Already have an Amateur Radio (Full) Licence; and
- Supply details of two club officials (excluding yourself), each of whom must also hold an Amateur Radio (Full) Licence.

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

- Be a visitor to the United Kingdom and hold a qualifying Amateur Radio Licence issued by a country which does not participate in CEPT Recommendation T/R 61-02 but with which the UK has a bilateral reciprocal agreement for licensing radio amateurs (See Annex 1).

### 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 D 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. 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.

### 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](http://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.

### 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 in section H of this form. 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  
FAO Spectrum Licensing  
PO Box 1285  
Warrington  
WA1 9GL

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

Website: [www.ofcom.org.uk/manage-your-licence](http://www.ofcom.org.uk/manage-your-licence)

Tel: 020 7981 3131

## A. Applicant details

### A1. Name

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

First name

Middle name (optional)

Last name

### A2. Main station address

Your permanent station address (or the normal operating address of a club) **must** be in the UK, Isle of Man or the Channel Islands.

Address

Home/Business/Mobile (delete as appropriate)

Tel no.

Postcode

Email

Country

Fax no.

### A3. 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

Home/Business/Mobile (delete as appropriate)

Tel no.

Postcode

Email

Country

Fax no.

## B. Examination details (applies to all)

**B1. Full, Intermediate and Foundation licence applicants who have passed the relevant exam must provide the information below.**

Your candidate ID  
provided by the RSGB

Level of licence  
(e.g. intermediate)

## C. Full (Club) Licence applicants only

### C1. Please give details of two Club Officials (do not include your own name/call sign)

Club name

1st official of club: First name  Last name

Call sign      Must hold a full licence

2nd official of club: First name  Last name

Call sign      Must hold a full licence

## D. Call sign assignment

D1. Confirm the type of licence you are applying 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

If these call signs are not available then the next available call sign will be assigned.

## E. Additional information for Full (Temporary Reciprocal) Licence applicants

For visitors from countries which are not signatories to the CEPT Recommendations T/R 61-02

E1. Tick to confirm that your country has a reciprocal licensing agreement with the UK (See Annex 1)

Give your contact details with your permanent (home) address in your country

Address

Home/Business/Mobile (delete as appropriate)

Tel no.  optional

Postcode  Email  optional

Country  Fax no.  optional

E2. Please indicate your communication preference: Email  Letter

E3. 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:

#### E4. On what date do you require the UK Full (Temporary Reciprocal) Licence to start?

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

#### E5. Mailing details

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

My UK mailing address

My permanent (home) address in my home country

Tick to confirm you have attached:

A copy of your current licence (from your home country)

Licence renewal receipt (if applicable)

#### F. Additional details (applies to all)

##### F1. Date of birth

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

##### F2. 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

No

##### F3. (New licence applicants) Are you 75 or over?

Yes

go to section H

No

go to section G

#### G. Payment details (for applicants under 75)

An administration fee of £20 applies to this application unless the applicant is aged 75 years or over when the licence fee is not applicable. The fee is waived if the application is filed online at

[www.ofcom.org.uk/manage-your-licence](http://www.ofcom.org.uk/manage-your-licence)

##### G1. Billing address

Address

Home/Business/Mobile (delete as appropriate)

Tel no.

optional

Postcode

Email

optional

Country

Fax no.

optional

## H. Declaration

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.

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

Signature of licensee

Today's date

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Print name

## Where to send this form

**Please do not include payment with this form, as you will be invoiced at a later date.**

**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](mailto:spectrum.licensing@ofcom.org.uk)

Website: [www.ofcom.org.uk/manage-your-licence](http://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](mailto:spectrum.licensing@ofcom.org.uk).

There is also information available on our website at [www.ofcom.org.uk](http://www.ofcom.org.uk).

## 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   |                             |