

## How to Register online

### New Registration

Visit <https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/online-licensing-service>

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- Click on the **Register as a new user** link
- Complete all mandatory fields (marked with an asterisk\*)

- Click **Register**
- You will be sent a verification link to your registered email to create your password and complete the registration process.

## How to login

### Existing Users

Visit <https://ofcom.force.com/licensingcomlogin>

- Enter username (email address) and password
- Click the **Login** button

## Forgotten your Password?

### Password Reset

- Click on the **Forgotten your password?** link
- Enter your **Email address** and click **Submit**

## Ofcom Online Services

Change my password

Fields marked with \* are required

- You will be sent a verification link to your registered email address to reset your password
- **Enter a New password** and then **Confirm** the new password

## Managing your personal details online

### Changing personal details

- When you log in click on **Manage personal details** found on the left side of the screen

Manage personal details

In this section you have the ability to:

- Change your password
- Change your email address (which becomes your new username)
- Change/add your address and Telephone number

When you have made the necessary changes, click on **Update**

## Generation of Licence documentation

- If you hold a valid licence which was issued prior to August 2016 you will need to generate your licence document.
- Click on the **View my Licences** button and hover over the licence and click **View**

Licence #	Licence Number	Licence Type	Issue Date	Equipment Base Date	Standard Type	Status
1	00000000000000000000000000000000	Ship Radio Licence	01/08/2016		Ship Radio Licence	Valid
2	00000000000000000000000000000000	Amateur Full Radio Licence	15/08/2016		Individual Licence	Valid
3	00000000000000000000000000000000	Amateur Full Radio Licence	15/08/2016		Individual Licence	Valid
4	00000000000000000000000000000000	Ship Radio Licence	01/08/2016		Individual Licence	Valid
5	00000000000000000000000000000000	Ship Radio Licence	01/08/2016		Individual Licence	Valid
6	00000000000000000000000000000000	Ship Radio Licence	01/08/2016		Individual Licence	Valid
7	00000000000000000000000000000000	Ship Radio Licence	01/08/2016		Individual Licence	Valid
8	00000000000000000000000000000000	Ship Portable Radio Licence	01/08/2016		Individual Licence	Valid
9	00000000000000000000000000000000	Ship Portable Radio Licence	01/08/2016		Individual Licence	Valid
10	00000000000000000000000000000000	Ship Portable Radio Licence	01/08/2016		Individual Licence	Valid

- Click the **i** button and refresh your screen after a few minutes. The licence document will be emailed to you as well as viewable online.

## What you can do online

### Amateur Radio

- Apply for Amateur Foundation, Intermediate and Full Radio Licences
- Apply for an Amateur Club Radio Licence
- Manage your personal information
- Amend and surrender all Amateur Radio Licences
- Apply for and issue Special Event Station Notice of Variations

### Ship Radio

- Manage your personal information
- Apply for Ships Radio and Ships Portable Radio Licences
- Apply online on behalf of an Organisation for a Ship/Ship Portable Radio Licence

*If you require an ATIS number, this can now be added to your Ship Radio Licence. All you need to do is amend your licence and add one or more pieces of ATIS equipment.*

## What you cannot do online

The Online Licensing Service **does not allow you to:**

- Change your name
- Change your organisation name

## Things to Remember

### Helpful tips

- Keep your online password in a safe place
- Ensure your licence detail is kept up to date
- Ensure you have a copy of Section 2 (associated Terms and Conditions) to your licence
- If you have forgotten your email address you will need to contact Spectrum Licensing for assistance
- If you have forgotten your password, you will need to click on the 'Forgotten your password' hyperlink and enter your email address which will send you a verification link via email.

## Contacting Ofcom

### By post:

Spectrum Licensing  
Ofcom  
Riverside House  
2a Southwark Bridge Road  
London SE1 9HA  
[www.ofcom.org.uk](http://www.ofcom.org.uk)

### By telephone:

0300 123 1000  
020 7981 3131

### By email:

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



Using the  
Ofcom  
Online  
Licensing  
System for  
Amateur  
and Ship  
Radio  
Licences