

GUIDELINES FOR AMATEUR RADIO APPLICATIONS

The current fees for Amateur Radio Licence:

Application Fee for Nationals and Non-Nationals: **EC\$25.00** (US\$9.33) - cash

Initial and Annual Fee for Nationals and Non-Nationals: **EC\$50.00** (US\$18.66) - cash

If the payment is being made by cheque, there is a surcharge of EC\$5.10 (US\$1.90 ≈ **US\$2.00**)

Hence, the total cost of any payment by a foreign cheque must include an additional cost of **US\$2.00**.

All Cheques for payments to the National Telecommunications Regulatory Commission should be made payable to the N.T.R.C

If paying by wire transfer, please contact our office for wire transfer/bank details.

Renewals:

If an amateur radio licence has expired for more than one year, a new application will be required.

The following particulars must be submitted with the completed application form

Nationals:

- (1) First Time Applicants:
 - (i) Two (2) passport sized photographs should be attached.
 - (ii) Testimonials of applicant from two referees who are not relatives of the applicant.
 - (iii) Documentary proof that applicant has passed the Radio Amateur Examination.
 - (iv) Photocopies of the technical specifications of the equipment.
 - (v) Certificate of Character (Police Record)

- (2) Renewals:
 - (i) A copy of your current licence.

Non-Nationals:

- (1) A copy of your current amateur radio licence
- (2) A copy of an ID (passport or driver's licence).
- (3) Photocopies of the technical specifications of the equipment.

Delivery of Licence:

Please note the original "J7" licence can be faxed or emailed to you, or picked up at any port of entry on the island upon your arrival. If such service is required, the NTRC should be informed of the port of entry and the date of arrival.

In order to pick up the original "J7" licence at the port of entry, your payment should be made prior to your arrival. Otherwise the licence should be collected at the National Telecommunications Regulatory Commission, Top Floor, 26 King George V Street, Roseau, Commonwealth of Dominica.

Feel free to contact our office for any additional information or clarification.