



# APPLICATION FOR AN AMATEUR CLUB STATION LICENSE

## W5YI-VEC

BE SURE TO READ ALL INSTRUCTIONS. PLEASE TYPE OR PRINT LEGIBLY!

### SECTION 1 -- Application Purpose (All requests require additional documentation -- See Page 2)

- NEW** License Grant - (Not applicable to RACES)
- RENEW** Club License - (Not applicable to RACES)
- CHANGE** Club Station Trustee
- CHANGE** Club Name
- CHANGE** Club Mailing Address
- CANCEL** the Club Station License

### SECTION 2 -- Trustee Info -- Must include a signed copy of Trustee's license

LAST NAME	SUFFIX	FIRST NAME	MI	CALL SIGN
DAYTIME TELEPHONE NUMBER (include area code)		FAX NUMBER (include area code)		E-MAIL ADDRESS

CLUB NAME	CALL SIGN (If none, write new)
CLUB MAILING ADDRESS	CLUB FRN (If new or unknown leave blank)
CITY	STATE ZIP CODE E-MAIL ADDRESS

### SECTION 4 -- Certification (All requests require additional documentation -- See Page 2)

**We certify that:**

- The information provided on this application is true and accurate, to the best of our knowledge;
- We are not representatives of a foreign government;
- The construction of the station for which this application is being submitted will NOT be an action which is likely to have a significant environmental effect (See 47 CFR Sections 1.301 1.319 and Section 97.13(a));
- We have READ and WILL COMPLY with Section 97.13(c) of the Commission's Rules regarding RADIOFREQUENCY (RF) RADIATION SAFETY and the amateur service section of OST/OET Bulletin Number 65.
- We waive any claim to the use of any particular frequency regardless of prior use or otherwise;
- The station to be licensed will be inaccessible to unauthorized persons.

Signature of Applicant (Trustee) <b>DO NOT</b> print, type or stamp:	Date:
Signature of responsible club official - <b>MUST NOT</b> be the same as Trustee:	Date:

# INSTRUCTIONS

To return by fax – (817) 548-9594

Use this form to apply for a new **CLUB STATION** license, renew and/or modify an existing **CLUB STATION** license.

- Complete all applicable fields on this form - telephone numbers, fax number and e-mail addresses are optional, but supplying this information recommended.
- The application must be **signed in ink** by **two different** individuals.

\*\*\*\*\*

## Section 1 -- Application Purpose – ALL requests require documents to be submitted

**Renewal of Club Callsign:** There are no fees involved when renewing regular Club Callsign.

**New:** There are no fees involved. Applications require a copy of **ALL** the following to be included with application:

1. Document of organization containing the purpose devoted to amateur service activities consistent with Part 97 Rules.
2. Copy of By-Laws
3. Minutes from 1st meeting and election of the Club Officers. Minutes must be signed by the Secretary and 2<sup>nd</sup> Club Officer (other than Trustee)
4. Signed copy of Trustee's license

**\*\*\* Effective 2/19/2011 – a Trustee can be the Trustee of only ONE Club Callsign \*\*\***

**Changes/Modification:** There are no fees involved. Applications require a copy of the following to be included:

1. Minutes from Club meeting when changes were made with Club Officers approval. Minutes must be signed by the Secretary and 2<sup>nd</sup> Club Officer (other than Trustee). ALL changes **MUST** be discussed and mentioned in the Meeting Minutes. **Including just a change of address.**
2. Signed copy of Trustee's license

**Cancel Callsign:** There are no fees involved. Applications require a copy of the following to be included:

1. Minutes from Club meeting when the decision to disband and have the call cancelled by the FCC, was made with Club Officers approval. Minutes must be signed by the Secretary and 2<sup>nd</sup> Club Officer (other than Trustee).
2. Signed copy of Trustee's license

\*\*\*\*\*

## Section 2 -- Trustee Information

Fill in the proposed or new trustee's name and call sign information; optionally, include telephone, fax and e-mail information. Include a signed copy of Trustee's license with application.

\*\*\*\*\*

## Section 3 -- Club Information

Fill in the name of the club, club station call sign (unless the application is for a new license) and the US Mail address to which the license will be mailed. If the club has already been issued a Federal Registration Number (FRN) in the CORES program, include FRN in the space provided. If the club **has not** been issued either an FRN, leave this space blank. **DO NOT** enter a personal Social Security Number, or personal FRN number.

\*\*\*\*\*

## Section 4 -- Certification

The applicant and responsible party should read the certification (including the RADIOFREQUENCY (RF) RADIATION SAFETY certification) before signing the application document.

### Club Station Licenses

This section must be signed by the club license trustee **and** by another responsible club official. The trustee must hold an FCC issued amateur license of any class except Novice. **The responsible club official must be an officer of the club.**

### Races Station Licenses – Modification ONLY. Cannot be renewed

The signature for the RACES station **applicant** must be that of the civil defense official responsible for the coordination of all civil defense activities in the area concerned. The applicant need not be an amateur radio operator. The signature of the **responsible official** for a RACES application must be that of the official responsible for the governmental entity served by the civil defense organization. **The responsible official MUST NOT be the same as the applicant.**

### Military Recreation Station Licenses

The signature of the **applicant** for a military recreation station must be that of the official in charge of a station provided for the recreational use of amateur radio operators, under the military auspices of the Armed Forces of the United States. The applicant need not be an amateur radio operator. The signature of the **responsible official** for a military recreation license must be that of the official in charge of the United States Government premises where the military recreation station is located. **The responsible official MUST NOT be the same as the applicant.**

Direct questions to: W5YI VEC – PO Box 200065, Arlington, Tx 76006-0065 – (1-800-669-9594) - E-mail [w5yi-vec@w5yi.org](mailto:w5yi-vec@w5yi.org)