

Amateur Radio Station Licence

Application Form (March 2023)

CA/F/FSM/02

A: This application should be completed in English.

Further, any submitted document not in English must be accompanied by a certified translation (by Notary Public) as a true English translation.

B: Who should use this form?

You may use this form to apply for an Amateur Radio (Foundation, Intermediate, Club, Temporary or Full licence).

C: General Information

Please note that if you have successfully passed the radio amateur examinations for the respective radio licence category i.e. Foundation, Intermediate, Club, Temporary or Full licence, you are encouraged to apply for the Amateur radio licence on the CA website:

[\(https://www.ca.go.ke/industry/frequency-spectrum/licence-application-forms/\)](https://www.ca.go.ke/industry/frequency-spectrum/licence-application-forms/)

D: The application shall be submitted with the following: -

1. For Kenyan applicants,
 - 1.1 A sworn affidavit by a commissioner for oaths of clear copies of the following documents;
 - a) Kenyan National Identity Cards or Kenyan passports of the applicant.
 - b) Both sides of the ID should be copied onto the same side of an A4 size paper.
 - c) Passports copies should include pages showing the date of issue and expiry, holders name, photograph.
2. For Foreign applicants,
 - 2.1 Clear copies of the following documents notarised by a Notary public;
 - a) Valid passport of the applicant.
 - b) Passports copies should include pages showing the nationality, date of issue and expiry, holders name, photograph and Kenyan Visa for foreigners.
3. Certificate of a recognized Radio Amateur Examination or valid and current licence.
4. Non-refundable Amateur Application and Licence fee.

Information regarding the amateur fee, is available at:

<https://www.ca.go.ke/document/frequency-spectrum-fees-schedule-2/>

5. The Authority does not accept cash payments for Amateur fees, please use the mobile cash payments or bank transfers.

E. Information for new applicants

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

- Have passed and been issued with the equivalent of a full examination certificate from a recognized certification body.

To be eligible for an Amateur Radio (Intermediate) Licence you must have passed the intermediate examination from recognized certification bodies.

To be eligible for an Amateur Radio (Foundation) Licence you must have passed the foundation examination from recognized certification bodies.

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

- Already have an Amateur Radio Licence; and
- Submit details of two club members (excluding the applicant), each of whom must also hold an Amateur Radio Licence.
- The applicant shall be responsible for the licence and operation of the equipment.

To be eligible for a Temporary Licence:

- The applicant should meet Kenyan licence qualifications and standards.

F. How we use your data

The Authority requires the above information in order to carry out its mandate under the; Kenya Information and Communications Act, 1998 and Data Protection Act, 2019¹.

¹ https://www.abpateladvocates.com/data_protection_act_2019_kenya.php

G. Point of contact

CA prefers to communicate electronically. Please provide email addresses wherever possible. Note that as the licensee you can opt out of email correspondence in the declaration section. All other contacts whose emails are provided will receive communications electronically. If you have any queries please contact: info@ca.go.ke / fsm@ca.go.ke

H. The completed form should be submitted to:

Director

Frequency Spectrum Management

Communications Authority of Kenya

1st Floor, CA Centre, Waiyaki Way

P. O. Box 14448 Nairobi 00800

Tel: +254-20- 4242000 / +254 703 042000

E-mail: info@ca.go.ke

Website: www.ca.go.ke



Section A:

Applicant details

A.1 Particulars of Applicant

Applicant Name

Kenya National Identity Card Number

Or Passport Number

A.2 Main Station Address

*Your permanent station address (or the normal operating address of a club) **must** be in Kenya.*

In case of a Temporary Licence indicate your Kenya mailing address where applicable

Physical Address

P.O. Box

Postcode

Post Office

City & Country

Tel / Mobile

E-mail

A.4 Amateur Licence Category, please select applicable category:

Category	Category Name	Tick (one only)
1	Foundation Licence	<input type="checkbox"/>
2	Intermediate Licence	<input type="checkbox"/>
3	Full Licence	<input type="checkbox"/>
4	Club Licence	<input type="checkbox"/>
5	Temporary Licence	<input type="checkbox"/>

Section B:

Requirements for Applicants

B.1 Examination details (applies to all)

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

Level of licence
(e.g. intermediate)

B.2 Club Licence applicants

Please give details of two club members (do not include your own name /call sign)

1st Member of Club:

First name

Last name

Call Sign

2nd Member of Club:

First name

Last name

Call Sign

B.3 Temporary Licence applicants

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 country:

Section C:

Declaration

C.1 Declaration

I hereby certify the information I have provided in this application is true and correct to the best of my knowledge. I understand that it is an offence under the laws of Kenya to give false information in support of any application. I further understand that any authorization granted based on untrue/ incorrect information may be revoked by the Authority.

The Communications Authority of Kenya will not give anyone my information except:

where the Communications Authority of Kenya is required or permitted to do so by law;

Name of Applicant	Date	Position/ Designation	Signature

Section D:

Official Use Only

No.	Application Requirements	Receiving Officer	Checking Officer
1.	Declaration of Applicant with name, designation, signature and date.		
2.	Duly executed affidavit submitting copies of the documents (no erasures). <i>(For foreign applicants, the documents must be notarised)</i>		
3.	Application Fees paid.		

No.	Application Requirements (Identification Documents)	Receiving Officer	Checking Officer
4.	Clear copies of the Kenyan National Identity Cards. Both sides of the ID should be copied onto the same side of an A4 size paper.		
5.	Or Kenyan passports of the applicant. Passports copies should include pages showing the date of issue and expiry, holders name, photograph.		
6.	For Foreigners, clear copies of valid passport of the applicant. Passports copies should include pages showing the nationality, date of issue and expiry, holders name, photograph and Kenyan Visa for foreigners.		
7.	Certificate of a recognized Radio Amateur Examination or valid and current licence.		

The Receiving and Checking Officers MUST confirm submission of all requirements by checking against each requirement before accepting and logging an application.

Receiving Officer	Checking Officer
Comments: Name:	Comments: Name:
Signature: Date:	Signature: Date:

The application MEETS/ DOES NOT MEET the Authority's Requirements and is hereby APPROVED/NOT APPROVED as follows: -

The reasons for not approving the application are as follows: -

Name of Approving Officers:	
Designation:	
Signature:	Date:
Official Stamp	

