



# APPLICATION FOR AN AMATEUR CLUB STATION LICENSE

**W5YI-VEC CCSA**  
FCC Club Call Sign Administrator

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

**SECTION 1 -- Application Purpose (All requests require additional documentation)**

- |  |  |
|--|--|
| <input type="radio"/> <b>NEW</b> License Grant           | <input type="radio"/> <b>RENEW</b> Club License              |
| <input type="radio"/> <b>CHANGE</b> Club Station Trustee | <input type="radio"/> <b>CHANGE</b> Club Name                |
| <input type="radio"/> <b>CHANGE</b> Club Mailing Address | <input type="radio"/> <b>CANCEL</b> 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: (include area code)      FAX: (include area code)      E-MAIL ADDRESS:				

**Basic Qualification Question (Regarding Trustee signing this form):**

Has the Applicant or any party to this application, or any party directly or indirectly controlling the Applicant, ever been convicted of a felony by any state or federal court?       YES       NO

**If “YES”, see “FCC BASIC QUALIFICATION QUESTION INSTRUCTIONS AND PROCEDURES” on the back of this form.**

**New:** 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:** 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

**SECTION 3 -- Club Information – If NEW, requires documentation (See Instructions)**

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/Designated License Custodian) DO NOT print, type or stamp:	Date:
Signature of responsible Club official - MUST NOT be the same as Trustee/Custodian:	Date:

# INSTRUCTIONS

## Return by Fax/ Email / USPS Mail

PO Box 200065, Arlington, TX 76006-0065 E-mail w5yi-vec@w5yi.org Fax 817-548-9594

Use this form to apply for a new **CLUB STATION** or **Military Recreation 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.

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

*PART 97—AMATEUR RADIO SERVICE §97.5 Station license required*

(2) *A club station license grant.* A club station license grant may be held only by the person who is the license trustee designated by an officer of the club. The trustee must be a person who holds an operator/primary station license grant. The club must be composed of at least four persons and must have a name, a document of organization, management, and a primary purpose devoted to amateur service activities consistent with this part.

(3) *A military recreation station license grant.* A military recreation station license grant may be held only by the person who is the license custodian designated by the official in charge of the United States military recreational premises where the station is situated. The person must not be a representative of a foreign government. The person need not hold an amateur operator license grant.

*§97.19 Application for a vanity call sign.*

(a) The person named in an operator/primary station license grant or in a club station license grant is eligible to make application for modification of the license grant, or the renewal thereof, to show a call sign selected by the vanity call sign system. Effective February 14, 2011, the person named in a club station license grant that shows on the license a call sign that was selected by a trustee is not eligible for an additional vanity call sign. (The person named in a club station license grant that shows on the license a call sign that was selected by a trustee is eligible for a vanity call sign for his or her operator/primary station license grant on the same basis as any other person who holds an operator/primary station license grant.) Military recreation stations are not eligible for a vanity call sign.

#### Renewal of Club Callsign:

There are no fees involved when renewing 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 2/14/2011 – 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

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### 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.

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### 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.

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### Section 4 -- Certification

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

#### Signatures:

This section must be signed by the licensed amateur club 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 and may, or may not hold an amateur radio license.***

#### Military Recreation Station Licenses

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 licensed as 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.

## **FCC BASIC QUALIFICATION QUESTION**

This item enables the FCC to determine whether an Applicant is eligible under §§ 310(d) and 308(b) of the Communications Act of 1934, as amended, to hold or have ownership interest in a station license. Applicants are required to answer the question only if 1) they are filing NCVEC or FCC Form 605 for one of the following purposes indicated: **New, Amendment, Modification (Upgrade or Call sign change), or Renewal/Modification**; and 2) the answer has changed from the answer previously provided. Applicants using NCVEC or FCC Form 605 for any other purpose are not required to answer this question.

### **FCC BASIC QUALIFICATION QUESTION INSTRUCTIONS AND PROCEDURES WHEN ANSWERING "YES"**

If the answer to the basic qualification question (felony question) is 'YES', submit as an exhibit a statement explaining the circumstances and a statement giving the reasons why the Applicant believes that grant of the application would be in the public interest notwithstanding the actual or alleged misconduct. If the Applicant responds 'YES' to this question and has previously provided a statement and explanation regarding the circumstances as an attachment to a prior application filed in ULS, and the facts and circumstances are unchanged, the Applicant may refer to the previous application by identifying the application file number and indicating the disposition of the prior application. Find your FCC Application file number: **<http://wireless2.fcc.gov/ULsApp/Application Search/searchAppl.jsp>**

The applicant is required to provide an explanation **within 14 days of the application data being submitted to FCC**. Failure to do so may result in the application dismissal without action. The applicant must provide sufficient information for the FCC to determine whether there exists any material and substantial question of fact regarding whether the applicant has the character qualifications to be a Commission licensee. There is no set checklist of items, but useful information includes:

- a detailed description of the conduct that resulted in the conviction or guilty plea, including time and place
- the date of the conviction or guilty plea
- the punishment that was imposed, and whether the sentence has been completed, or the applicant is still under any restriction or condition resulting from the conviction or guilty plea
- any efforts taken to remedy the wrongs committed and ensure that the applicant will not engage in such conduct in the future.

If the applicant does not request confidential treatment, the explanation will be publicly viewable in ULS. If the applicant requests that the explanation be confidential, it will not be visible to the public. However, in order to seek confidential treatment, the applicant must include a separate request that the material not be made available for public inspection. The request must contain a statement of the reasons for the request, and identify the portion(s) of the response for which confidential treatment is requested. It is not sufficient to simply mark a document as "Confidential." All attachments, confidential or non-confidential should be accompanied by an application file number, to ensure that the explanation is attached to the proper filing. The applicant must send all documents, explanations and request for confidential treatment via e-mail to **[attach605@fcc.gov](mailto:attach605@fcc.gov)** or via **USPS mail to: FCC Licensing Division, 1270 Fairfield Rd. Gettysburg, PA 17325-7245**

**Direct questions to: W5YI-VEC, 817-274-0400 or 800-669-9594 or email [w5yi-vec@w5yi.org](mailto:w5yi-vec@w5yi.org)**