National Telecommunications Regulatory Commission

GUIDELINES FOR AMATEUR RADIO APPLICATIONS

The Current Fees for Amateur Radio Licence:

Application Fee:	**EC$25.00** (US$10.00)
Initial Fee:	**EC$50.00** (US$20.00)
The surcharge for cheque payment:	**EC$10.10** (US$4.00)
The surcharge for Wire Transfer payment:	**EC$20.00** (US$8.00)

When paying by cheque or wire transfer, the surcharge fee should be added to the relevant fees.

Cheques Payments to the National Telecommunications Regulatory Commission should be made payable to the **N.T.R.C.**

If paying by wire transfer, our bank information is as follows:

Bank Account No: 115002939

Bank Name: National Bank of Dominica

Branch Name: Main Branch

Address of Bank: 64 Hillsborough Street, Roseau, Commonwealth of Dominica

Swift Code: NCDMDMDM

Routing #: 020

Beneficiary: National Telecommunications Regulatory Commission

Address of Beneficiary: P.O. Box 649, 20 Cork Street, 2nd Floor, Roseau, Commonwealth of Dominica

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Revised Licence Policy:

Nationals will be issued an Amateur Radio Licence for a period of five (5) years. Such applicants will still be required to renew their licence successively.

Non-nationals and applicants requesting a Special Call Sign will be issued an Amateur Radio Licence for a period of one (1) year. Notwithstanding, such applicants will still have the privilege to renew their licence.

Call Sign configuration and Licence duration:

	Number	Group of Letters	Purpose	Duration
J7	0	A – ZZZ	Special Events	1 Month
J7	1	A – ZZZ	Emergency Response	1 Year
J7	2	A – ZZZ	Novice Class - Nationals	5 Years
J7	3	A – ZZZ	General Class - Nationals	5 Years
J7	4	A – ZZZ	Advanced Class - Nationals	5 Years
J7	5	AA - ZZZ	Clubs/Groups (Nationals or Visitors)	1 Year
J7	6	A – ZZZ	Resident Non-Nationals or Visitors - Novice	1 Year
J7	7	AA – ZZZ	Station/Repeater	5 Years
J7	8	AA – ZZZ	Resident Non-Nationals or Visitors - General	1 Year
J7	9	A – ZZZ	Resident Non-Nationals or Visitors - Advanced	1 Year

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The following particulars must be submitted with the completed application form:

Nationals

(1) First Time Applicants:

I. A copy of an ID with photo (passport or driver's licence).
II. Passport sized photographs should be attached.
III. Documentary proof that applicant has passed the Radio Amateur Examination.
IV. Recommendation from an Amateur Radio Club or Testimonials of applicant from two referees who are not relatives of the applicant.
V. Certificate of Character (Police Record).
VI. Copies of the technical specifications of equipment, where necessary.

(2) Licenced Applicants/Renewals:

I. A copy of an ID with photo (passport or driver's licence).
II. Passport sized photographs should be attached.
III. Copies of the technical specifications of their equipment, where necessary.

Non-Nationals

I. A copy of an ID with photo (passport or driver's licence).
II. Passport sized photographs should be attached.
III. A copy of your current amateur radio licence
IV. A copy of an ID with photo (passport or driver's licence).
V. Copies of the technical specifications of their equipment.

Delivery of Licence:

The original licence can be collected at NTRC's office and a copy is available in the Spectrum-E system for viewing, printing, and downloading.

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Contact Information:

National Telecommunications Regulatory Commission
20 Cork Street, 2nd Floor, P O Box 649, Roseau, Commonwealth of Dominica
Tel: 1.767.440.0627 /440.0835
Cell: 1.767.275.0627/767.616.0627

Email:secretariat@ntrc.dm

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