

Application for an ACMA recognition certificate



Information for applicants

The information being collected in this form is to confirm that you have the adequate qualifications to be issued with an ACMA recognition certificate.

Information in this form will be used by the ACMA to administer call signs and facilitate call sign applications and assignments.

The ACMA publishes an online call sign register that lists all call signs and qualification levels associated with assigned call signs. The call sign register does not contain any other information about a licence holder.

Refer to www.acma.gov.au/amateur-radio for full information.

Send your completed form and supporting documents to

The Manager
Spectrum Licensing and Policy Section
Australian Communications and Media Authority
PO Box 13112 Law Courts
Melbourne VIC 8010

Enquiries

Call 1300 850 115 or email: info@acma.gov.au

Print clearly. Illegible, unclear or incomplete applications may delay processing.

Applicant's details

Title

Contact phone

Name

FIRST NAME
LAST NAME
OTHER NAME

Contact address

POSTCODE

Date of birth

Client number (if known)

Email address

Organisation (if applying on behalf of an amateur radio club)

Qualification and exam details

Qualification level attained (please tick)

Foundation Standard Advanced

Was any component of the examination completed following a 'recognition of prior learning' assessment?
(please tick)

Yes No

Date the examination was completed, or qualification attained

Name of Accredited Assessor who supervised the examination

Fees

Current application fees are listed on the [ACMA website](#).

We will send you an invoice after we receive your application – do not send payment now – and will process your application once the invoice is paid.

Applicants will be required to pay the administration fee even if the ACMA refuses the application.

Note – if any component of the examination was completed following a 'recognition of prior learning' assessment, there is no cost to apply for an ACMA recognition certificate.

Declaration

I declare that:

The information provided in this application is true and correct.

Privacy information

The ACMA will not use any of the personal information in this form for any other purpose, nor will we disclose it, unless we have your consent or we are otherwise permitted to do so under the [Privacy Act 1988](#).

Further information on the Privacy Act and the ACMA's Privacy Policy is available at www.acma.gov.au/privacypolicy. Our Privacy Policy contains details about how you may access or correct your personal information held by the ACMA, how you can complain about a breach of the Privacy Act and how we deal with these complaints.