

# W5YI-VEC CCSA APPLICATION FOR AN AMATEUR CLUB STATION LICENSE



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

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

- |  |   |
|--|---|
| <input type="radio"/> NEW Club License Grant - <b>\$35 FCC Fee required</b>                                  | <input type="radio"/> RENEW Club License - <b>\$35 FCC Fee required</b> |
| <input type="radio"/> NEW Mil Rec License Grant (Must be a Government entity) - <b>\$35 FCC Fee required</b> |   |
| <input type="radio"/> CHANGE Club Station Trustee - <b>\$35 FCC Fee required</b>                             | <input type="radio"/> CHANGE Club Name                                  |
| <input type="radio"/> CHANGE Club Mailing Address  | <input type="radio"/> 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
PHONE NUMBER (include area code)		E-MAIL ADDRESS – <b>MUST provide – FCC REQUIRED</b>		

**\*\*\*\*\*Basic Qualification Question (Regarding Trustee & 2<sup>ND</sup> Club Official 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: **FCC now charges a \$35 fee. You will receive full instructions by email from the FCC once the application is submitted.**

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 \*\*\***
5. **You will need to register the Club in CORES and obtain a FRN to provide to us for this application. <https://apps.fcc.gov/coresWeb/publicHome.do>**  
**DO NOT use your personal SSN to register for the Club's FRN.**

**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 - <b>MUST provide – FCC REQUIRED</b>  If new - <b>MUST Register at <a href="https://apps.fcc.gov/coresWeb/publicHome.do">https://apps.fcc.gov/coresWeb/publicHome.do</a></b>
CITY	STATE
	ZIP CODE
	E-MAIL – <b>FCC REQUIRED</b>

## 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 be the same as Trustee:</b>	Date:

# INSTRUCTIONS

## Return by Dropbox /Email / Us Mail

DropBox: <https://www.dropbox.com/request/AX8hdZ1EI4VKdVFcNEpn>

PO Box 260916, Plano, TX 75026-0916 E-mail [w5yi-vec@w5yi.org](mailto:w5yi-vec@w5yi.org)

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, 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 \*\*\*

#### Renewal:

**FCC now charges a \$35 fee.** You will receive full instructions by email from the FCC once the application is submitted.

Please include a signed copy of Trustee's license

#### New:

**FCC now charges a \$35 fee.** You will receive full instructions by email from the FCC once the application is submitted.

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
5. Due to recent FCC changes, we can no longer submit applications to the FCC without an FRN. You will need to register the Club in CORES and obtain a FRN to provide to us for this application. <https://apps.fcc.gov/coresWeb/publicHome.do> DO NOT use your personal SSN to register for the Club's FRN.

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

#### Changes/Modification:

There are no fees involved for an Address Change only. **FCC now charges a \$35 fee for Trustee Change.** You will receive full instructions by email from the FCC once the application is submitted. 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. 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 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.***

### **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.***

## **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 NVEC 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.

## **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>

Applicants can send the explanation and the application file number via e-mail to [attach605@fcc.gov](mailto:attach605@fcc.gov) or **via postal mail at: FCC, 1270 Fairfield Rd. Gettysburg, PA 17325-7245.**

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.

**Direct questions to:  
W5YI VEC 1-972-412-5221 or [w5yi-vec@w5yi.org](mailto:w5yi-vec@w5yi.org)**