

## Generating a new Amateur Radio license document.

To apply for a new repeater or renew the NoV on a current one you must provide a copy of your own Ofcom Amateur Radio Licence issued within the last 5 years.

If your licence is older than 5 years, you can trick the Ofcom website in to generating a new one by following these easy steps:

Go to the Ofcom website :

<https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/online-licensing-service>

Log in and you will see your licensing dashboard:

The screenshot displays the 'Licensing dashboard' interface. At the top right, there is a red button labeled 'Spectrum Licensing Help Centre'. Below this, a yellow banner contains the text: 'You last updated or verified your personal details on: 24/08/2020 13:43' and 'Please check and update or confirm your details.' with a red 'Verify my details' button on the right. The dashboard is divided into two main sections. The left section, titled 'Personal details', shows a list of details with some blurred out, and a red 'Manage personal details' button at the bottom. The right section, titled 'My licences', shows one licence: '1 Amateur Full Radio Licence', with a red 'View my licences' button and a blue 'Apply for a new licence' button below it.

Click on “**view my licenses**”

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Licensing   Numbering   VSP

Home / My licences

My licences Do you have a question? Chat to us online now

Live licences   Licence applications   Payments due

Filter licences: All licensees   All product types   All contact types

Bulk actions: None

Select a row to see all the actions available for that item

	Licensee	Licence Number	Product Type	Description	Issue Date	Payment Due Date		Contact Type	Status
<input type="checkbox"/>			Amateur Full Radio Licence					Individual Licence	Live

[View](#) [Amend](#) [Surrender](#) [Correspondence](#)

[Apply for a new licence](#)

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Now hover your mouse over the license you want to change – this will reveal a new set of buttons below the license – click on Amend.

# Amateur Licence

Licensee Details > Call Sign Assignment > Review

## Licensee Details

Name 

## Mailing Address

Street 

1

City

Country

UNITED KINGDOM

Postal Code

State

## Main Station Address

*Fields marked with \* are required*

Street\*

City\*

Postal Code\*

Country\*

United Kingdom

On the next screen, scroll down to the main station address boxes where you can edit your address.

Put a space after the first line of your address.

Press **save** and then **next**.

Answer the call book consent question and press **next**.

Review your answers and press **finish**.

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Home / My licences / View licence

## View licence

Do you have a question? Chat to us online now

**Amateur Full Radio Licence**

Licence number  
[REDACTED]

 Licence Document

**Licence details**

Call sign / T-Number  
[REDACTED]

Call sign book consent  
Yes

Main station address  
[REDACTED]

Original start date  
[REDACTED]

Licence status  
Active Licence

**Licensee**

Name  
[REDACTED]

Customer reference number  
[REDACTED]

Email address  
[REDACTED]

Main phone number  
[REDACTED]

Mobile number  
[REDACTED]

Address  
[REDACTED]

**Click the green cog** marked license document. Wait a few seconds and Ofcom will send you an email with your new license.