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Introduction
This document is an aid to using the eLicensing system for Amateur Station Licences showing screenshots as to what to expect.
Login to eLicensing

Before applying for any Licence all new licensees will be required to create an eLicensing account. All existing Licensees already have an account. If you are unsure of your account details please contact – licensing@comreg.ie

Once logged in you should complete all the steps as detailed below by clicking where indicated by a red circle.

Across the top of the screen you will see appropriate steps to let your know where you are in the process. The path that will be followed is specific to the licence type being applied for.
CEPT Class 1 with Irish Qualifications

Welcome to eLicensing

Areas of Interest
- Change eLicensing Membership Email
- 5 Year Notifications
- Pay an Invoice
- Apply for a Licence
- View Invoices

Today's Tip
You can download an Excel spreadsheet containing a listing of your current licences by selecting the “Licence -> My Licences” screen and clicking on the Excel icon.

Apply

Select a licence type to apply for:

- Aircraft Radio Licence
- Amateur Station Licence
- Business Radio Licence
- Fixed Links Licence
- Premium Rate Service Licence
- PMSE Licence (Program Making and Special Events)
- Satellite Earth Station Licence
- Trial Licence
  Download a paper version of the Trial Licence application form here
- Test Licence
  Download a paper version of the Test Licence application form here

Page 3 of 48
Landing Page

Take a moment to read the notes / instructions and when ready, hit “next” to proceed
The type of Application that can be submitted is based on the qualifications recorded by ComReg or licence currently held.

If you hold qualifications, to the appropriate standard, or a Licence outside Ireland these may be uploaded as part of the process. See the section for Non Irish Qualifications for details of submitting your application and documents.
At certain points going back will cause the loss of submitted information and you will need to enter any required information again.
If Age or Disability Allowance has been selected the reduced fee of €30 will apply, if not the full fee of €100 will apply.
Once you click ‘Finish’ the details of your application will be submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is ready to be downloaded.
CEPT Class 2 with Irish Qualifications

Welcome to eLicensing

Areas of Interest
- Change eLicensing Membership Email
- 5 Year Notifications
- Pay an Invoice
- Apply for a License
- View My Licences

Today's Tip
You can download an Excel spreadsheet containing a listing of your current licences by selecting the "Licence → My Licences" screen and clicking on the Excel icon.

Apply

Select a license type to apply for:
- Aircraft Radio Licence
- Amateur Station Licence
- Business Radio Licence
- Fixed Link Licence
- Premium Data Service Licence
- PMSE Licence
  (Program Making and Special Events)
- Satellite Earth Station Licence
- Trial Licence
  Download a paper version of the Trial Licence application form here
- Test Licence
  Download a paper version of the Test Licence application form here

Landing Page

Take a moment to read the notes/instructions and when ready, hit "next" to proceed
Application: Amateur Stations

Select Application Type

I wish to apply for a [Select Application Type...]

Previous  Next
ComReg will only issue a CEPT Class 1 licence to those applicants who provide proof of having sat and passed an examination in Morse code to the appropriate standard or greater (currently 5 words per minute). If you have sat an exam to the appropriate standard outside the jurisdiction you can upload a copy of your qualifications.
The Commission for Communications Regulation, like any other national regulator, may only grant a licence for wireless telegraphy equipment that is installed for use within their jurisdiction. As such, it is only possible to grant a licence for wireless telegraphy to those who have a station address within the jurisdiction of Ireland.
If Age or Disability Allowance has been selected the reduced fee of €30 will apply, if not the full fee of €100 will apply.
Once you click ‘Finish’ the details of your application are submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is available for download.
Amend an existing Licence

Welcome to eLicensing

Areas of Interest
- Change eLicensing Membership Email
- 5 Year Notifications
- Pay an Invoice
- Apply for a Licence
- View My Licences

Today's Tip
You can download an Excel spreadsheet containing a listing of your current licences by selecting the 'Licence > My Licences' screen and clicking on the Excel icon.

Apply

Select a licence type to apply for:

- Aircraft Radio Licence
- Amateur Station Licence
- Business Radio Licence
- Fixed Link Licence
- Premium Rate Service Licence
- PMSE Licence (Program Making and Special Events)
- Satellite Earth Station Licence
- Trial Licence
  Download a paper version of the Trial Licence application form here.
- Test Licence
  Download a paper version of the Test Licence application form here.

Application: Amateur Stations

Select Application Type

I wish to apply for: [select from options]
- Amateur Station Amend
- Social Event
- Additional Station

View My Qualifications
View My Licences

Previous
Next
Application: Amateur Station Amend

Station

Please enter the proposed station co-ordinates (WGS 84 - 00° 00' 00.00" N; 00° 00' 00.00" W) and address.
The Commission for Communications Regulation can only grant an Amateur Station Licence to those who have a
station address within the jurisdiction of Ireland.

Coordinates*
Address Line 1*
Address Line 2
Address Line 3
Address Line 4
Eircode
County*

Mandatory Fields *

Publication

The Commission for Communications Regulation provides licensee details for the update of the Call Sign Book,
published periodically by the Irish Radio Transmitter Society (IRTS).

Call signs are provided automatically, however your name and station address will be withheld in all instances –
unless you indicate your consent below.

Please publish my information

Declaration

I hereby certify that the information provided in this application is to the best of my knowledge true and complete
and understand that I may be liable for breaches of the Wireless Telegraphy Act based on the provision of
inaccurate information or misdeclarations contained in this application.

In accordance with the Wireless Telegraphy Act of 1926, I accept responsibility for the installation, maintenance and
operation of system if approved.

I accept to abide by all conditions of the licence and any direction made by the Commission from time to time.
I confirm that no change will be made in any of the foregoing without prior approval of the Commission for
Communications Regulation.

I agree that the Commission may publish / make available information relating to Amateur Station Licences and
certain information relating to this application may be contained in such publications.

Please check this box to confirm the above declaration.
Once you click ‘Finish’ the details of your application are submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is available for download.
Club Licence

Before applying for a Club Licence an account will need to be created in the correct name of the Club. See the end of this document for details of that process.
### Application: Club

**Linked Licence Holder**

A holder of a current Amateur Station CEPT Class 1 or 2 licence must be linked to this licence application. Please enter the Contact name and Call sign of that licence holder.

- **Licence Holder Contact Name**
- **Licence Holder Call Sign**

### Application: Club

**Station**

Please enter a Station Keeper Name (optional), Station Keeper Call sign (optional), the proposed station coordinates (WGS 84 - 00° 00' 00.00" N; 00° 00' 00.00" W) and the station address. The Commission for Communications Regulation can only grant an Amateur Station Licence to those who have a station address within the jurisdiction of Ireland.

- **Station Keeper Name**
- **Station Keeper Call Sign**
- **Coordinates**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**Address Line 4**

**Eircode**

**County**

**Mandatory Fields**
**Application: Club**

Callsign

Please enter the proposed call sign for the club licence.

**Proposed Call Sign:** [Dropdown]

**Mandatory Fields**

Callsigns for Amateur Club Licences can be requested by individual clubs and the call-sign format must follow the format that is set by the ITU.

The call-sign begins with EI and then is followed by a single number followed by up to four characters the last of which must be a letter.

<table>
<thead>
<tr>
<th>National</th>
<th>Number</th>
<th>CallSignLetter1</th>
<th>CallSignLetter2</th>
<th>CallSignLetter3</th>
<th>CallSignLetter4</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI</td>
<td>0-9</td>
<td>0-9 or A-Z</td>
<td>0-9 or A-Z</td>
<td>0-9 or A-Z</td>
<td>A-Z</td>
</tr>
</tbody>
</table>

[Next] Button

**Application: Amateur Station**

Publication

The Commission for Communications Regulation provides licenses details for the update of the Call Sign Book, published periodically by the Irish Radio Transmitter Society (IRTS).

Call signs are provided automatically, however your name and station address will be withheld in all instances – unless you indicate your consent below.

Please publish my information [ ]

[Previous] Button [Next] Button
Application: Club

Declaration

I hereby certify that the information provided in this application is to the best of my knowledge true and complete and understand that I may be liable for breaches of the Wireless Telegraphy Act based on the provision of inaccurate information or misdeclarations contained in this application.

In accordance with the Wireless Telegraphy Act of 1926, I accept responsibility for the installation, maintenance and operation of system if approved.

I accept to abide by all conditions of the licence and any direction made by the Commission from time to time. I confirm that no change will be made in any of the foregoing without prior approval of the Commission for Communications Regulation.

I agree that the Commission may publish / make available information relating to Amateur Station Licences and certain information relating to this application may be contained in such publications.

Please check this box to confirm the above declaration.

Payment

The fee payable for a Club licence is €100

Please fill out the Bank Card form and click "Submit Application" to make payment and complete your licence application.

Bank Card Details

- Card Type: Select Card Type
- Card Number:
- Expiry
  - Month: Select Expiry Month
  - Year: Select Expiry Year
- Card Holder:
Once you click ‘Finish’ the details of your application is submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is ready to be downloaded.
Automatic Station

Welcome to eLicensing

Areas of Interest
- Change eLicensing Membership Email
- Pay an Invoice
- Apply for a Licence
- View My Licences

Today's Tip
You can download an Excel spreadsheet containing a listing of your current licences by selecting the "Licences" tab on your screen and clicking on the Excel icon.

Apply

Select a licence type to apply for:
- Aircraft Radio Licence
- Amateur Station Licence
- Business Radio Licence
- Fixed Links Licence
- Premium Rate Service Licence
- PANS Licence
- Programme Making and Special Events Licence
- Satellite Earth Station Licence
- Trial Licence
- Download a paper version of the Trial Licence application form here
- Test Licence
- Download a paper version of the Test Licence application form here

Application: Automatic Station

Select Application Type
I wish to apply for [ ] Automatic Station

View My Licences

Previous

Next
Once you click ‘Finish’ the details of your application is submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is ready to be downloaded.
Additional Authorisations

Welcome to eLicensing

Areas of Interest
- Change eLicensing Membership Email
- Pay an Invoice
- Apply for a Licence
- View My Licences

Today's Tip
You can download an Excel spreadsheet containing a listing of your current licences by selecting the ‘Licence -> My Licences’ screen and clicking on the Excel icon.

Apply

Select a licence type to apply for:
- Aircraft Radio Licence
- Amateur Station Licence
- Business Radio Licence
- Fixed Line Licence
- Premium Rate Service Licence
- PMSE Licence (Program Making and Special Events)
- Satellite Earth Station Licence
- Trial Licence
  - Download a paper version of the Trial Licence application form now
- Test Licence
  - Download a paper version of the Test Licence application form now

Application: Additional Authorisation

Select Application Type
I wish to apply for a Additional Authorisation

View My Qualifications  View My Licences

Previous  Next
Application: Additional Authorisation

Dates
Please provide the dates of your event (duration: minimum 1 day / maximum 12 months)

From* ____________ To* ____________

Mandatory fields*

Next

Application: Additional Authorisation

Station
Please note that these are the station details to which this Additional Authorisation application will be licensed. If the details are not correct then please amend them on the amateur station licence to which this application relates to before applying for an Additional Authorisation.
The Commission for Communications Regulation can only grant an Amateur Station Licence to those who have a station address within the jurisdiction of Ireland.

Coordinates* ________ ________ ________ N ________ ________ ________ W
Address Line 1* ____________________________
Address Line 2 ____________________________
Address Line 3 ____________________________
Address Line 4 ____________________________
Eircode ____________________________
County* ____________________________

Mandatory Fields *

Next
Application: Additional Authorisation

Technical

Please enter details of your additional authorization requirements.
See Annex 2 of the Amateur Station guidelines ComReg 05/45 here
You may request any of the following:

a. The use of any of the additional authorisation bands (see Annex 1.4 of the guidelines)
   and/or
b. The use of any spot frequencies within the standard frequency bands (see Annex 1 - Table 1 of the guidelines)
   and/or the additional authorization bands
   and/or
c. The use of additional power levels for any spot frequencies as selected in (2)

Requirements:

Mandatory fields:

Next

Application: Amateur Station

Publication

Call signs are provided automatically, however your name and station address will be withheld in all instances unless you indicate your consent below.

Please publish my information

Next
Application: Additional Authorisation

Declaration

I hereby certify that the information provided in this application is to the best of my knowledge true and complete and understand that I may be liable for breaches of the Wireless Telegraphy Act based on the provision of inaccurate information or misdeclarations contained in the application.

In accordance with the Wireless Telegraphy Act of 1926, I accept responsibility for the installation, maintenance and operation of systems if approved.

I accept to abide by all conditions of the licence and any direction made by the Commission from time to time. I confirm that no change will be made in any of the foregoing without prior approval of the Commission for Communications Regulation.

I agree that the Commission may publish / make available information relating to Amateur Station Licences and certain information relating to this application may be contained in such publications.

Please check this box to confirm the above declaration

Previous

Payment

The fee payable for an Additional Authorisation licence is £30.

Please fill out the Bank Card form and click “Submit Application” to make payment and complete your licence application.

Bank Card Details

Card Type: 
Card Number: 

Expiration:

Month: Select Expiry Month
Year: Select Expiry Year

Card Holder: 

Submit Application
Once you click ‘Finish’ the details of your application is submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is ready to be downloaded.
Non Irish Qualifications

Welcome to eLicensing

Areas of Interest
- Change eLicensing Membership Email
- Pay an Invoice
- Apply for a Licence
- View my Licence

Today's Tip
You can download an Excel spreadsheet containing a listing of your current licences by selecting the 'Licences' button on the Licence screen and clicking on the Excel icon.

Apply

Select a licence type to apply for:
- Aircraft Radio Licence
- Amateur Station Licence
- Business Radio Licence
- Fixed Line Licence
- Premium Rate Service Licence
- PMSE Licence (Program Making and Special Events)
- Satellite Earth Station Licence
- Trial Licence
- Test Licence

Application: Amateur Stations

Select Application Type
I wish to apply for a [Select Application Type]
[View My Qualifications] [View My Licence]

Application: Amateur Stations

Select Application Type
I wish to apply for a [Select Application Type]
Visitor Temporary
Amateur Station
Amateur Station
Special Event

[Previous] [Next]
Application: Amateur Station

Qualifications

There is no record of a HAREC Theory certificate, obtained in Ireland, currently associated with this account. To apply for an Irish Amateur Station Licence without having obtained HAREC certification within the State, you are required to provide details of equivalent Licensing or Certification to the appropriate HAREC/CEPT Standard, obtained from another country.

Please attach a file with supporting scan(s) of the above here:

Attachment*  Cheese File  No File Selected

If you wish to sit an exam to obtain an Amateur Radio qualification in Ireland you should contact the Irish Radio Transmitters Society (IRTS) here.

Mandatory fields*

Previous  Next

Application: Amateur Station

Station

Please enter the proposed station co-ordinates (WGS 84 - 00° 00' 00.000" N; 00° 00' 00.000" W) and address. The Commission for Communications Regulation can only grant an Amateur Station Licence to those who have a station address within the jurisdiction of Ireland.

Coordinates*  Address Line 1*
Address Line 2
Address Line 3
Address Line 4
Eircode
County*  Select County

Mandatory Fields *

Previous  Next
Application: Amateur Station

Publication


Call signs are provided automatically, however your name and station address will be withheld in all instances – unless you indicate your consent below.

Please publish my information □

Next

Declaration

I hereby certify that the information provided in this application is to the best of my knowledge true and complete and understand that I may be liable for breaches of the Wireless Telegraphy Act based on the provision of inaccurate information or misdeclarations contained in this application.

In accordance with the Wireless Telegraphy Act of 1926, I accept responsibility for the installation, maintenance and operation of system if approved.

I accept to abide by all conditions of the licence and any direction made by the Commission from time to time. I confirm that no change will be made in any of the foregoing without prior approval of the Commission for Communications Regulation.

I agree that the Commission may publish / make available information relating to Amateur Station Licences and certain information relating to this application may be contained in such publications.

Please check this box to confirm the above declaration □

Please check the following boxes if relevant to you:

I am a person aged 65 years or over on the date of this application □

I am in receipt of a Disability Allowance/Pension □

Next
If Age or Disability Allowance has been selected the reduced fee of €30 will apply, if not the full fee of €100 will apply.

Once you click ‘Finish’ the details of your application is submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is ready to be downloaded.
Visitors Temporary Licence

Before applying for a Visitors Temporary Licence an account will need to be created on eLicensing. See the end of this document for that process.
As there is no record of your qualifications a copy of your licence or HAREC qualifications should be submitted.
### Application: Visitor Temporary

#### Station

Please enter the proposed station co-ordinates (WGS 84 - 00° 00' 00.00'' N, 00° 00' 00.00'' W) and address. The Commission for Communications Regulation can only grant an Amateur Station Licence to those who have a station address within the jurisdiction of Ireland.

- **Coordinates**
  - Address Line 1
  - Address Line 2
  - Address Line 3
  - Address Line 4

- **Eircode**

- **County**

Mandatory Fields

#### Publication


Call signs are provided automatically, however your name and station address will be withheld in all instances – unless you indicate your consent below.

Please publish my information [ ]

[Previous] [Next]
Application: Visitor Temporary

Declaration

I hereby certify that the information provided in this application is to the best of my knowledge true and complete and understand that I may be liable for breaches of the Wireless Telegraphy Act based on the provision of inaccurate information or misdeclarations contained in this application.

In accordance with the Wireless Telegraphy Act of 1926, I accept responsibility for the installation, maintenance and operation of system if approved.

I accept to abide by all conditions of the licence and any direction made by the Commission from time to time. I confirm that no change will be made in any of the foregoing without prior approval of the Commission for Communications Regulation.

I agree that the Commission may publish / make available information relating to Amateur Station Licences and certain information relating to this application may be contained in such publications.

Please check this box to confirm the above declaration □

Application: Visitor Temporary

Payment

The fee payable for a Visitor Temporary licence is £30.

Please fill out the Bank Card form and click "Submit Application" to make payment and complete your licence application.

Bank Card Details

Card Type: Select Card Type

Card number:

Expiry

Month: Select Expiry Month
Year: Select Expiry Year

Card Holder:
Once you click ‘Finish’ the details of your application is submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is ready to be downloaded.
Welcome to eLicensing

Areas of Interest
- Change eLicensing Membership Email
- 5 Year Notifications
- Pay an Invoice
- Apply for a Licence
- View My Licences

Today's Tip
You can download an Excel spreadsheet containing a listing of your current licences by selecting the "Licence -> My Licences" screen and clicking on the Excel icon.

Apply

Select a licence type to apply for:
- Aircraft Radio Licence
- Amateur Station Licence
- Business Radio Licence
- Fixed Links Licence
- Premium Rate Service Licence
- PMSE Licence (Program Making and Special Events)
- Satellite Earth Station Licence
- Trial Licence
  Download a paper version of the Trial Licence application form here
- Test Licence
  Download a paper version of the Test Licence application form here

Application: Special Event

Select Application Type
I wish to apply for a Special Event

View My Qualifications  View My Licences

Previous  Next
If you do not hold an Irish Licence you will be asked to provide evidence of your qualifications.
## Application: Special Event

**Station**

Please enter a Station Keeper Name (optional), Station Keeper Call Sign (optional), the proposed station coordinates (WGS 84 - 00° 00' 00.00" N; 00° 00' 00.00" W) and the station address. The Commission for Communications Regulation can only grant an Amateur Station Licence to those who have a station address within the jurisdiction of Ireland.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station Keeper Name</td>
<td></td>
</tr>
<tr>
<td>Station Keeper Call Sign</td>
<td></td>
</tr>
<tr>
<td>Coordinates*</td>
<td>00° 00' 00.00&quot; N; 00° 00' 00.00&quot; W</td>
</tr>
<tr>
<td>Address Line 1*</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>Address Line 4</td>
<td></td>
</tr>
<tr>
<td>Eircode</td>
<td></td>
</tr>
<tr>
<td>County*</td>
<td>Sean County</td>
</tr>
</tbody>
</table>

Mandatory Fields *

**Callign**

Please enter the proposed call sign for the special event.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Call Sign</td>
<td>EI or EI</td>
</tr>
</tbody>
</table>

Mandatory Fields *

The call sign format for special events will be: EI or EI followed by a single digit, then up to a maximum number of four alphanumeric characters followed by a single character which must be a letter.

<table>
<thead>
<tr>
<th>National</th>
<th>Number</th>
<th>CallSignLetter1</th>
<th>CallSignLetter2</th>
<th>CallSignLetter3</th>
<th>CallSignLetter4</th>
<th>CallSignLetter5</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI or EI</td>
<td>0-9</td>
<td>0-9 or A-Z</td>
<td>0-9 or A-Z</td>
<td>0-9 or A-Z</td>
<td>0-9 or A-Z</td>
<td>A-Z</td>
</tr>
</tbody>
</table>
**Application: Special Event**

**Technical**

Please enter details of the frequency bands you wish to request use of.
See Annex 2 of the Amateur Station guidelines CervReg 09/45 here

Requirements:

```

```

*Mandatory Fields*

[Prev]

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**Application: Special Event**

**Publication**


Call signs are provided automatically, however your name and station address will be withheld in all instances – unless you indicate your consent below.

Please publish my information □

[Prev]
Application: Special Event

Declaration
I hereby certify that the information provided in this application is to the best of my knowledge true and complete and understand that I may be liable for breaches of the Wireless Telegraphy Act based on the provision of inaccurate information or misdeclarations contained in this application.

In accordance with the Wireless Telegraphy Act of 1926, I accept responsibility for the installation, maintenance and operation of system if approved.

I accept to abide by all conditions of the licence and any direction made by the Commission from time to time.
I confirm that no change will be made in any of the foregoing without prior approval of the Commission for Communications Regulation.

I agree that the Commission may publish / make available information relating to Amateur Station Licences and certain information relating to this application may be contained in such publications.

Please check this box to confirm the above declaration

Payment
The fee payable for a Special Event without Licence licence is £30
Please fill out the Bank Card form and click “Submit Application” to make payment and complete your licence application.

Bank Card Details
- Card Type: Select Card Type
- Card Number: 
- Expiry
  - Month: Select Expiry Month
  - Year: Select Expiry Year
- Card Holder: 

Submit Application
Once you click ‘Finish’ the details of your application is submitted to ComReg for final processing and review as appropriate.

An email will issue to advise when the electronically signed Licence is ready to be downloaded.
Request an eLicensing Account

Before applying for any Licence it may be necessary to register your details with ComReg by the creation of an eLicensing account. All existing Licensees already have an account. If you are unsure of your details please contact – licensing @comreg.ie
Once the request has been reviewed an email will issue to enable the activation of the account and submission of any applications as required.