

National Telecommunications Regulatory Commission St. Kitts & Nevis

Application Form for:

- 1. Amateur Radio (Ham) License**
- 2. Citizen Band (CB) Radio License**
- 3. Family Radio License**

GUIDLINES

- This application form is to be used by person(s) requesting a license to own and / or operate, or register a radio station other than for the purpose of public telecommunication services, and broadcasting in the states of St. Kitts & Nevis. If an applicant already has an appropriate license, this form should be used for registering the new, upgraded or in-use equipment.
- This form and the fees shown herein may be revised by the NTRC under section 9 of the telecommunications Act #2 of 2000.
- Two (2) copies of the completed application form should be submitted to the National Telecommunications Regulatory Commission and accompanied by the appropriate application fee(s)
- Please indicate which, if any, information provided by the applicant in this application is confidential.
- If the applicant is company or corporation it must be registered according to the companies' registration Act in St. Kitts & Nevis
- The applicant (if an individual) must also submit:
 1. Photo identification
 2. Passport size photo
 3. Applicable fee(s)
 4. Technical specification of each piece of radio equipment
 5. Copy of existing license from home country (*for visitors*)
 6. Testimonial from a recognized referee certifying the applicant's competence to operate/ maintain a radio station (*for locals with no previous license*)
- If the applicant is a company or corporation the following must included in the application:
 1. Certificate of incorporation/ registration
 2. Completed Class license application form
 3. Technical specification of each piece of radio equipment

TABLE A – BYPE OF RADIO STATION AND CORRESPONDING FEES – Tick where appropriate

Type of Station	Application Fee (\$EC)	Annual license Fee (\$EC)	Tick one (1) row in this column	Registration number and/ or license number of the station (Vehicle, Boat, Aircraft, etc.)
AMATEUR RADIO: Novice	25	50		
General	25	50		
Advance	25	50		
Visitor (Temporary Call-Sign)	25	50		
CITIZEN BAND RADIO	25	50		
FAMILY RADIO (non-commercial use ONLY)	25	50		

1. TYPE OF APPLICATION

New _____ Amendment _____ Visitor _____ Upgrade _____

2. APPLICATION INFORMATION

Applicant is a/an

Individual ___ Company/Organization ___ Government Entity ___ Other Entity ___

3. IF APPLICANT IS A/AN ENTITY OR COMPANY/ORGANIZATION

a) Name of Entity or Company/Corporation: _____

b) Does the application have alliances or partnerships with any local/foreign enterprise? _____

c) State name, address, and contact info, type of business of any partner or alliance of the applicant

4. NAME IF APPLICANT IS AN INDIVIDUAL

First: _____ Middle Initial: ____ Last: _____

5. CONTACT INFORMATION

Phone: _____ Fax: _____

Mobile: _____ Email: _____

Physical Address _____

Postal Address (If different from physical address): _____

6. PERSONAL INFORMATION

a) Nationality: _____ b) Passport Number: _____

c) Occupation: _____ d) Date of Birth: _____

e) Country of Residence: _____ f) National ID Number: _____

g) Reason for acquiring radio license: _____

For Visitors

h) Purpose of visit to St. Kitts/Nevis: _____

- i) Address in St. Kitts/Nevis: _____
- j) List call sign/ call handle _____
- k) Itinerary (*arrival and departure date*): _____

7. STATION INFORMATION

- a) Type of radio station proposed: _____ (See table A on page 2)
- b) Geographical location of station: _____
- c) Type of radio equipment proposed

Radio Equipment # 1

Manufacturer: _____ Model: _____
 Serial Number: _____ Maximum Output Power: _____
 Type of transmit antenna: _____ Transmit antenna gain: _____
 Class of emissions proposed: _____
 Antenna Beam width: _____ Height of towers proposed: _____
 Angle of elevation of antenna: _____

Radio Equipment # 2

Manufacturer: _____ Model: _____
 Serial Number: _____ Maximum Output Power: _____
 Type of transmit antenna: _____ Transmit antenna gain: _____
 Class of emissions proposed: _____
 Antenna Beam width: _____ Height of towers proposed: _____
 Angle of elevation of antenna: _____

If there are other radio equipment please make a copy of this page, complete and attach it with the relevant information of the other equipment.

8. DECLARATION

The applicant certifies that all information stated in this application and in the attachments, exhibits or documents submitted with this application is true and correct to the best of their knowledge.

The application certifies that construction or erection of any facilities, towers, antennas, buildings or other types of plant would not contravene the requirements of the relevant physical planning and environmental protection authorities in the states of Grenada.

The applicant certifies that he or she will comply with the requirements of the Telecommunications Act 31 of 2000, amendments and regulations made there under or any Act of parliament which pertains to the regulation of telecommunications in St. Kitts & Nevis.

The applicant certifies that he or she will comply with the necessary radio regulations and guiding principle of the International Telecommunication Union (ITU), The Eastern Caribbean Telecommunications Authority (ECTEL) and the National Telecommunications Regulatory Commission (NTRC).

9. SIGNATURE

Name of applicant or person authorized to sign: _____

Title of person authorized to sign: _____

Signature: _____ Date: _____