

# Application for Amateur Operator's Certificate of Proficiency (REGULATIONS)

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## Delegation/Release of Information to Third Party

The Australian Communications and Media Authority (ACMA) has, under subsection 122A (1) of the Radiocommunications Act 1992 (Act), delegated the power to issue certificates of proficiency to the University of Tasmania (UTAS). The Australia Maritime College (AMC), an institute of UTAS, provides the service for issuing certificates. The Privacy Act 1988 (Cth) (the Privacy Act) imposes obligations on the ACMA in relation to the collection, security, quality, access, use and disclosure of personal information. These obligations are detailed in the Australian Privacy Principles. As the delegate of the ACMA for the purpose of issuing certificates of proficiency, these obligations also apply to AMC.

AMC may collect personal information if it is reasonably necessary for, or directly related to the conduct of examination carried out under a Deed Agreement between the AMC and the ACMA. The purpose of the collection of the personal information is to issue an amateur radio certificate of proficiency. With the exception of disclosing personal information collected to the ACMA for the purpose of issuing a certificate of proficiency, the AMC will not use the information for any other purpose, nor will we disclose it, unless we have your permission under the Privacy Act. If you do not provide the information, we will be unable to process your application for a certificate of proficiency (or for further information regarding incomplete applications). Further information on the Privacy Act is available at [www.acma.gov.au/privacy-policy](http://www.acma.gov.au/privacy-policy). The UTAS privacy policy is available at <http://www.utas.edu.au/privacy>. The Privacy Act also explains how you may complain about a breach of the Privacy Act and how we will deal with such a complaint. In accordance with the Privacy Act, if you require the result of your examination to be released to your assessor and/or training provider you must give permission. Please indicate with a mark your response.

I permit the release of my name and results to my assessor and/or training provider.

YES

NO

If it is OK for The AMC to notify your result to your assessor as well circle/tick YES ... Otherwise select NO

Applicant Details	
Surname (please print):	FROGGICARIUS
Given Names:	FREDERICO McROBERTSON
Mr: <input checked="" type="checkbox"/> Ms: <input type="checkbox"/> Other: <input type="checkbox"/>	
Date of Birth:	24th March 1930
Please supply at least one contact detail	Phone: (09) 8765 4321
	Mobile: 0412 345 678
	Email: <a href="mailto:freddo@frog.com.au">freddo@frog.com.au</a>
Residential Address	
323 Canterbury Road	
Ringwood	
State: Victoria	Postcode: 3134
Postal Address (if different to residential address)	
P.O. Box 1673	
Melbourne	
State: Victoria	Postcode: 3001
Declaration	
To the best of my knowledge, the information given by me on this application is true and correct in every detail.	
<i>Freddo Frog</i>	11th May 2020
Signature of Applicant	Date

Photo - name on back and certified by Assessor	
<ul style="list-style-type: none"> <li>Please supply <u>one</u> current, colour passport size photograph of yourself (no hats, sunglasses or other obstructions).</li> <li>Endorsement: Print your name clearly on the back of the photograph and have it signed by the Examination Assessor.</li> </ul>	Place photo in plastic bag, <u>do not</u> attach in any form it affects the quality of the photo
Examination Details – Assessor to Complete	
Assessor:	
Location:	
Day:	
Signature of Assessor	Date

Email a couple of GOOD PASSPORT QUALITY PHOTOGRAPHS to your Assessor. These photographs should be against a PLAIN LIGHT WALL.

Fees - Payable on Application. Refer <a href="http://www.amc.edu.au/industry/amateur-radio">http://www.amc.edu.au/industry/amateur-radio</a> for current fee schedule.	
Regulations Application Fee	\$90
(if applicable)	
	\$90

In most cases you are only paying for the regulations assessment. Callsign application fees should not be listed.

Please choose one option:

☐ By me – cheque/money order payable to: University of Tasmania ABN 30 764 374 782

☒ By me – Visa or MasterCard, details below ☒ By me – online payment at [www.amc.edu.au/industry/amateur-radio](http://www.amc.edu.au/industry/amateur-radio) Receipt Number: **R1234**

This section AMC Office use only:	
As you will be required to email forms to assessors The AMC cannot accept Card Payments. Contact the AMC or use the online payment portal and note the receipt number.	Fail
If you have paid for Standard, Regulations and a Callsign just list the receipt number here !	
Documents forwarded to ACMA:	
<input type="checkbox"/> Apparatus Licence Application Form (ACMA Amateur 1): New Service / Variation	
<input type="checkbox"/> Callsign Recommendation Form	

## Application for Amateur Operator's Certificate of Proficiency (STANDARD)

### Delegation/Release of Information to Third Party

The Australian Communications and Media Authority (ACMA) has, under subsection 122A (1) of the Radiocommunications Act 1992 (Act), delegated the power to issue certificates of proficiency to the University of Tasmania (UTAS). The Australia Maritime College (AMC), an institute of UTAS, provides the service for issuing certificates. The Privacy Act 1988 (Cth) (the Privacy Act) imposes obligations on the ACMA in relation to the collection, security, quality, access, use and disclosure of personal information. These obligations are detailed in the Australian Privacy Principles. As the delegate of the ACMA for the purpose of issuing amateur radio certificates of proficiency, these obligations also apply to AMC.

AMC may collect personal information if it is reasonably necessary for, or directly related to the conduct of examination, or is required to be collected under a Deed Agreement between the AMC and the ACMA. The purpose of the collection of the personal information is to issue an amateur radio certificate of proficiency. With the exception of disclosing personal information collected to the ACMA for the purpose of issuing an amateur radio certificate of proficiency, the AMC will not use the information for any other purpose, nor will we disclose it, unless we have your permission under the Privacy Act. If you do not provide the information, we will be unable to process your application for a certificate of proficiency. For further information regarding incomplete applications, further information on the Privacy Act is available at [www.acma.gov.au/privacy-policy](http://www.acma.gov.au/privacy-policy). The UTAS privacy policy is available at <http://www.utas.edu.au/privacy>. The Privacy Act also allows you to access personal information about you that is held by AMC or seek the correction of such information. AMC contact details are listed at the top of this form. It also explains how you may complain about a breach of the Privacy Act and how we will deal with such a complaint. In accordance with the Privacy Act, if you require the result of your examination to be released to your assessor and/or training provider you must give permission. Please indicate with a mark your response.

I permit the release of my name and results to my assessor and/or training provider.

YES

NO

If it is OK for The AMC to notify your result to your assessor as well circle/tick YES ... Otherwise select NO

Applicant Details	
Surname (please print):	FROGGICARIUS
Given Names:	FREDERICO McROBERTSON
Mr: <input checked="" type="checkbox"/> Ms: <input type="checkbox"/> Other: <input type="checkbox"/>	
Date of Birth:	24th March 1930
Please supply at least one contact detail	Phone: (09) 8765 4321 Mobile: 0412 345 678 Email: <a href="mailto:freddo@frog.com.au">freddo@frog.com.au</a>
Residential Address	
323 Canterbury Road Ringwood	
State: Victoria	Postcode: 3134
Postal Address (if different to residential address)	
P.O. Box 1673 Melbourne	
State: Victoria	Postcode: 3001
Declaration	
To the best of my knowledge, the information given by me on this application is true and correct in every detail.	
<i>Freddo Frog</i>	11th May 2020
Signature of Applicant	Date

Fees - Payable on Application. Refer <a href="http://www.amc.edu.au/industry/amateur-radio">www.amc.edu.au/industry/amateur-radio</a> for current fee schedule.	
Standard Application Fee	\$90
Callsign Recommendation Fee (if applicable)	
Level: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>	\$35
<b>TOTAL FEES BEING PAID</b>	<b>\$125</b>

Please choose one option:

☐ By me - cheque/money order payable to: University of Tasmania ABN 30 764 374 782

☒ By me - Visa or MasterCard, details below ☒ By me - online payment at [www.amc.edu.au/industry/amateur-radio](http://www.amc.edu.au/industry/amateur-radio) Receipt Number:

Photo - name on back and certified by Assessor	
<ul style="list-style-type: none"> <li>Please supply one current, colour passport size photograph of yourself (no hats, sunglasses or other obstructions).</li> <li>Endorsement: Print your name clearly on the back of the photograph and have it signed by the Examination Assessor.</li> </ul>	Place photo in plastic bag, do not attach in any form it affects the quality of the photo
Examination Details - Assessor to Complete	
Assessor:	
Location:	
Day:	
Practical:	
Signature of Assessor	Date

Email a couple of GOOD PASSPORT QUALITY PHOTOGRAPHS to your Assessor. These photographs should be against a PLAIN LIGHT WALL.

This section AMC Office use only:	
Date Received:	Date Accepted:
Receipt:	
Pass	Fail
Prov. Comp. Practical Assessment Varied:	
Documents forwarded to ACMA:	
<input type="checkbox"/> Apparatus Licence Application Form (ACMA Amateur 1):	
New Service / Variation	
<input type="checkbox"/> Callsign Recommendation Form	

As you will be required to email forms to assessors The AMC cannot accept Card Payments. Contact the AMC or use the online payment portal and note the receipt number

R1234



## LEVEL 2 CALLSIGN RECOMMENDATION FORM

(2 Letter Callsigns from States/Territories other than Vic, NSW and Qld)

(3 and 4 Letter Callsigns from any State/Territory)

OFFICE USE ONLY

ALLOCATED

### Applicant Details:

Title: Mr. Given Name: FREDERICO Middle Name: McROBERTSON  
Surname: FROGGICARIUS Date of Birth: 24th March 1930

### Postal Address:

(Provide either a street address or PO Box)

P.O. Box 1673

Suburb: Melbourne State: Victoria Postcode: 3001

### Contact Details:

Phone: FREDERICO (Freddo) Mobile: 0412 345 678  
Email: freddo@frog.com.au

### Type of Licence the Callsign will be used with:

Foundation ☐ Standard ☒ Advanced ☐

Existing ACMA Client Number: 10987654/1

Current Callsign (if held): V K 3 F X Y Z

OR Certificate Type and Number: \_\_\_\_\_

Date/Place of Examination: Remote—Conducted by Steve Ireland VK3VM / VK3SIR

1<sup>st</sup> Callsign Preference: VK 3 N Y X

2<sup>nd</sup> Callsign Preference: VK 3 N Y Z

Any other information attached? Yes ☐ No ☒

Signed: Freddo Frog Date: 11th May 2020

Please see privacy information on the following page

### Fees – Payable on Application:

Refer to current fee schedule advertised on <http://www.amc.edu.au/industry/amateur-radio>

Include the Receipt Number that is also listed on the AMC "Application for Amateur Radio Certificate of Proficiency — Standard" Form

- ☐ I have included payment details on my Examination Form
- OR
- ☐ Cheque/Money Order payable to: University of Tasmania
- ☐ Online payment at <http://www.amc.edu.au/industry/amateur-radio>  
Receipt Number: R1234
- ☐ I would like to be contacted by the AMC Amateur Radio Office for payment.

Most applicants will already have a licence so callsign and ACMA Client Number (from RADCOM Register — [https://web.acma.gov.au/rrl/register\\_search.main\\_page](https://web.acma.gov.au/rrl/register_search.main_page)) should be listed.

List "remote" and the name and callsign of your assessor

Office use only:  
Date Received:  
Receipt:  
ACMA Notified:

# Application form for amateur non-assigned apparatus licence



This sample only is appropriate for someone that already holds a Foundation Licence.

## General Instructions

1. You must be qualified before you apply. The Australian Communications and Media Authority (ACMA) manages the amateur qualifications and call sign allocation.
2. Applications for apparatus licences are made in a form.
3. Before filling out this form, please read these general instructions. Please refer to the Guidance Notes attached to the form.
4. Please print clearly. Illegible, unclear or incomplete information will be rejected.
5. Applicant's details: provide the existing or proposed licensee's details, not those of an agent.
6. Disclosure of personal details - Information provided by the applicant or authorised representative in a field of this form that is marked with an asterisk (\*) is required by section 147 of the Radiocommunications Act to be disclosed to the public by the ACMA in the Register of Radiocommunications Licences. The ACMA will disclose the contents of the Register by making it available for inspection at any ACMA office and on its website.

If you want to retain your F-Call (as many do) check "New Service". Otherwise select "Variation to Existing Service". Varying a Service lets previous calls go; licence charges can be rebated.

## A Application Type

Please specify application type (tick ONE): ☐ New service ☒ Variation to an existing service

## B Licence Details

Licence Sub-Type: ☐ Foundation ☒ Standard ☐ Advanced

## C Applicant Details

Customer number \*

10987654/1

From the RADCOM register.

Name (or contact name if an organisation)

GIVEN NAMES FREDERICO McROBERTSON

FAMILY NAME FROGGICARIUS

Organisation name \*

Trading name \*

ACN \*

ABN \*

Industry Type (Description of main business activity, e.g. Construction, Mining, Manufacturing)

AMATEUR

This address shown on the ACMA RADCOM register. Leave BLANK if listing your home address is ok. A P.O. Box is recommended if you want to obscure your actual addresses.

Entity Type (Description of entity type; e.g. Australian Public Company, Individual/Sole Trader, Local Government)

PERSON

Contact details

BUSINESS ( 09 ) 8765 4321

MOBILE 0412 345 678

OTHER PHONE ( 09 ) 8765 4321

FACSIMILE ( )

EMAIL freddo@frog.com.au

Postal address \*

P.O. Box 1673

Melbourne

Victoria

POSTCODE 3001

Residential or business address

IF NO POSTAL ADDRESS IS PROVIDED, THE RESIDENTIAL OR BUSINESS ADDRESS WILL BE TAKEN AS THE POSTAL ADDRESS AND THE ABOVE MENTIONED DISCLOSURE PROVISIONS WILL APPLY.

323 Canterbury Road

Ringwood

Victoria

POSTCODE 3134

## D Required Licence Period

Licences are usually issued for 1 year. If licences are required for periods other than 1 year, please specify the period: (up to 5 years)

1 Year

If you would like licence(s) to have particular start and expiry dates, please specify them here:

Start

Expiry

Up to 5 years can be requested.

Start/End Dates can also be requested

**E Station details****Applicant qualifications**

CERTIFICATE TYPE:	LEAVE BLANK
CERTIFICATE NUMBER:	

**2<sup>nd</sup> Station location details (if required)**

NUMBER	
STREET	
SUBURB/TOWN	POSTCODE

If necessary, please provide any additional station locations on a separate sheet.

You can List more operational addresses (i.e. Holiday Homes, Workplace etc.)

**1<sup>st</sup> Station location details**

NUMBER	323 Canterbury Road		
STREET	Ringwood		
SUBURB/TOWN	Victoria	POSTCODE	3134

**F Payment of fees**

Once processed, an invoice will be issued. The licence will be issued on receipt of payment. Licences can be paid for in full or by annual instalments. Further details about payment options can be found in the ACMA's Apparatus Licence Fee Schedule available on the ACMA website at [acma.gov.au](http://acma.gov.au).

☒ ( X ) I wish to pay for the licence in full.  
☐ ( ) I wish to pay by annual instalments.

**Important notes on payment of fees:**

- Cheques or money orders should be made payable to the **Australian Communications and Media Authority**.
- Consideration of an application attracts an administrative fee to issue the licence.

At \$55/year its crazy to use instalments.

**G Declaration (A LICENCE MUST BE HELD BY EITHER AN INDIVIDUAL OR A BODY CORPORATE)**

I declare that the information provided in this application, and in any accompanying documents, by me as the applicant, or as a person authorised by the applicant, is true and correct in every detail and that the equipment to be employed is of a type accepted by the ACMA for licensing purposes.

\*\*If you are not registered with the ACMA as an accredited person, attach copy of written agency agreement confirming that you are authorised to act on the applicant's behalf in this particular matter; otherwise, sign the acknowledgment below.

I certify that I am authorised to act as an agent in relation to this application.

SIGNATURE	<i>Freddie Frog</i>
PRINT NAME	FREDERICO FROGGICARIUS
DATE	11th May 2020
NAME OF AUTHORISED AGENT'S ORGANISATION (IF A BODY CORPORATE)	

SIGNATURE	
PRINT NAME	
DATE	
NAME OF AUTHORISED AGENT'S ORGANISATION (IF A BODY CORPORATE)	

**H Where to send this form**

Please send your completed application form to the ACMA's Customer Service Centre:

Customer Service Centre  
PO Box 78  
Belconnen ACT 2616

Telephone: 1300 850 115  
Facsimile: (02) 6219 5347  
Email: [info@acma.gov.au](mailto:info@acma.gov.au)

Page 3 Not Included as it is only informational