

How to Get On Air for the First Time: The Government (ACMA) Part

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You have received notification from the University of Tasmania – AMC that you have successfully completed your assessments.

What happens next?

The AMC is the administrative provider. They maintain the assessment system. The AMC then forward your documents to the ACMA – The Australian Communications and Media Authority – who enter your name into the registers and make the licence legal.

Many clients are extremely eager to get on air. So what is the process that one needs to follow?

Step 1: You may receive an email noting that your application has been received by The ACMA

i.e. (as a guide only and contains deliberate obfuscations):

On Sunday, 1 January 2023 at 00:00:01 am AEST, ACMA Customer Service Centre <info@acma.gov.au> wrote:

Hello <Name>,
The ACMA has received your amateur licence application.

The application has been forwarded to our Licencing section for processing and an invoice will be sent to you on completion. We aim to process your application within 10 business days.

**Your reference number is: CN 00000000
VK9XXX - Amateur - Foundation**

As you have provided us with an email address, we have set your communication preference to email and in future all correspondence from the ACMA will be sent to this email address. Should you prefer to receive correspondence by post, please let us know.

You may download a copy of your licence once it has been processed, using the link to our online register below:

https://web.acma.gov.au/rrl/register_search.main_page

Kind regards

<ACMA Officer>
Enquiries Officer
Customer Service Centre
Telephone: 1300 850 115
Email: info@acma.gov.au
To receive updates about changes to legislation, licensing information and to have a say on consultations, sign up [here](#) for the ACMA Amateur e-bulletin.

NOTICE: This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

There is a lot of very useful information in this advisory. The most important is this:

... We aim to process your application within 10 business days.

This implies that Amateurs must have patience and wait for the administrative processes to take place.

[Some of this will be discussed in the Section “Addendum” at the end of this document.]

Step 2: Check to see if your application has been processed yet

If your application has been processed then your details will appear on the ACMA’s “RADCOM” Register (Register of Radiocommunication Licences).

In the advisory email you will note the following section:

You may download a copy of your licence once it has been processed, using the link to our online register below:

https://web.acma.gov.au/rri/register_search.main.page

Click on this link or copy it into your web browser. This takes you to the ACMA’s RADCOM register.

i.e.

The screenshot shows the ACMA Register of Radiocommunications Licences website. The header includes the ACMA logo and the title "Register of Radiocommunications Licences". On the left, there is a navigation menu with links such as "Search Register", "Licences by Sub Service", "Site Location Map", "Spectrum Areas Map", "Frequency Range Search", "Access Areas", "Antennas", "400MHz Search", "800MHz Search", "Direction Finder", "Site Photo Search", "Data Download", "Offline RRL", "RRL Archive", "Class Licences", and "Help". The main content area is titled "Search Register" and features a search bar with dropdown menus for "Find" (set to "Licences"), "where" (set to "any detail"), and "matches" (set to "matches"). A "Go" button and a "+" button are next to the search bar. Below the search bar, there are sections for "Use", "RRL Archive", "Legislative Basis", "Feedback", and "Licensing Notices". The "Use" section states that the Register is intended to be a handy source of reference information on radiocommunications services. The "RRL Archive" section mentions that historical licence data from 1996 is available in the RRL Archive database. The "Legislative Basis" section states that the Register has been prepared in accordance with Part 3.5 of the Radiocommunications Act 1992. The "Feedback" section invites users to provide feedback to info@acma.gov.au. The "Licensing Notices" section invites users to email info@acma.gov.au to receive licensing notices faster. At the bottom, there is a footer with links for "language", "donotcall", "cyber(smart)", "smartrnumbers", and "researchacma", as well as "The fine print", "Privacy policy", "Careers", "Contact", and "Site map". The Australian Communications and Media Authority logo is also present, with the tagline "communicating | facilitating | regulating".

In your email you will note sections that indicate the recommended callsign from the Administrative Provider for your callsign:

Your reference number is: CN 00000000
VK9XXX - Amateur - Foundation

Look up this callsign on the register.

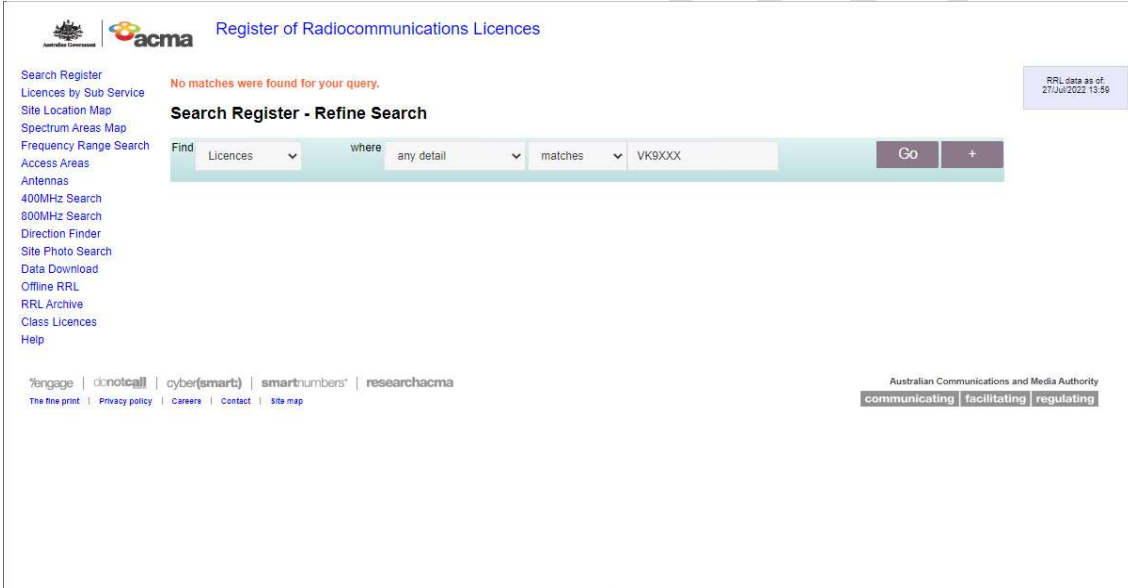
i.e.

Search Register

Find: Licences where any detail matches VK9XXX Go +

2a. If your call has NOT been processed

You should receive information similar to that shown below:

 **acma** Register of Radiocommunications Licences

[Search Register](#)
[Licences by Sub Service](#)
[Site Location Map](#)
[Spectrum Areas Map](#)
[Frequency Range Search](#)
[Access Areas](#)
[Antennas](#)
[400MHz Search](#)
[800MHz Search](#)
[Direction Finder](#)
[Site Photo Search](#)
[Data Download](#)
[Offline RRL](#)
[RRL Archive](#)
[Class Licences](#)
[Help](#)

No matches were found for your query.

Search Register - Refine Search

Find: Licences where any detail matches VK9XXX Go +

RRL data as of: 27/Jul/2022 13:59

[engage](#) | [donotcall](#) | [cyber\(smart\)](#) | [smarthnumbers](#) | [researchacma](#)

The fine print | [Privacy policy](#) | [Careers](#) | [Contact](#) | [Site map](#)

Australian Communications and Media Authority
communicating | facilitating | regulating

The important term here is “No matches were found for your query.”.

This means that your recommendation from The ACMA has NOT been processed yet.

You must be patient and await the processing of your application.

2b. If your call has been processed:

You should receive information similar to that shown below:



The screenshot shows the ACMA Register of Radiocommunications Licences interface. On the left is a navigation menu with links like 'Search Register', 'Licences by Sub Service', 'Site Location Map', etc. The main area is titled 'Licence Details' and contains a table with the following information:

Licence Number	00000000
Client	Freddo Frog
Status	Not Granted
Category	Apparatus Licence
Service	Amateur
Sub Service	
Callsign(s)	
Date of Effect	
Date of Expiry	
Advisory Notes	
Licence Image	

In the top right corner, a small box indicates 'RRL data as of: 27-Jul-2022 14:18'.

You will note that your name, client number and the term “Not Granted” will appear.

This means that processing has occurred and that you can use the ACMA’s payment Gateway OR call the ACMA’s Service Centre on 1300 850 115 and pay the outstanding amount (usually the Service Fee of approximately \$80 plus the Licence Fee of \$55).

Addendum

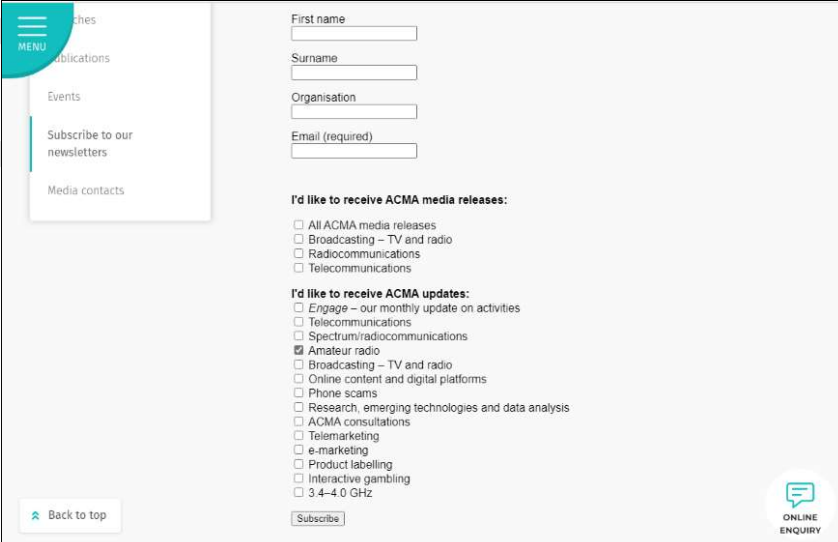
There is a lot of information in the “The ACMA has received your amateur licence application” email.

There is a link in the document that is extremely useful for all Amateurs to investigate:

To receive updates about changes to legislation, licensing information and to have a say on consultations, sign up [here](https://www.acma.gov.au/subscribe-our-newsletters) for the ACMA Amateur e-bulletin.

The “here” link takes you to <https://www.acma.gov.au/subscribe-our-newsletters>.

It is EXTREMELY USEFUL to scribe to “Amateur Radio Updates”:



The screenshot shows the ACMA newsletter subscription form. On the left is a 'MENU' with links: 'Licences', 'Applications', 'Events', 'Subscribe to our newsletters' (highlighted), and 'Media contacts'. The main form area contains the following fields and options:

First name:

Surname:

Organisation:

Email (required):

I'd like to receive ACMA media releases:

- ☐ All ACMA media releases
- ☐ Broadcasting – TV and radio
- ☐ Radiocommunications
- ☐ Telecommunications

I'd like to receive ACMA updates:

- ☐ Engage – our monthly update on activities
- ☐ Telecommunications
- ☐ Spectrum/radiocommunications
- ☒ Amateur radio
- ☐ Broadcasting – TV and radio
- ☐ Online content and digital platforms
- ☐ Phone scams
- ☐ Research, emerging technologies and data analysis
- ☐ ACMA consultations
- ☐ Telemarketing
- ☐ e-marketing
- ☐ Product labelling
- ☐ Interactive gambling
- ☐ 3.4–4.0 GHz

At the bottom left is a 'Back to top' button. At the bottom center is a 'Subscribe' button. At the bottom right is an 'ONLINE ENQUIRY' icon.

Disclaimer

This is a GUIDE Document only and is not authorised by The ACMA.

This document is produced under Academic Guidelines.

The information provided in this document may not necessarily be accurate.

References.

All images:

ACMA (2022) "Register of Communications Licenses" base document at https://web.acma.gov.au/rrl/register_search.main_page accessed 27/07/2022.

All other references are provided as in-line (visible) links and were accurate as of the document publication date.

Document Details

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