


**Sectoral Permits / Information and Communication Technology (ICT) / Frequency spectrum licences / Amateur radio station licence**

**Summary of the procedure**

**List of steps**

**List of steps (5)**

- 1 Apply for licence
- 2 Obtain notification of payment
- 3 Pay application and licence fees 
- 4 Obtain official receipt
- 5 Obtain amateur radio licence

**Where to go?**


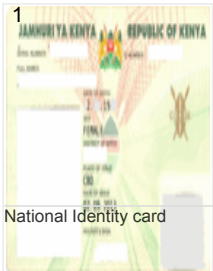
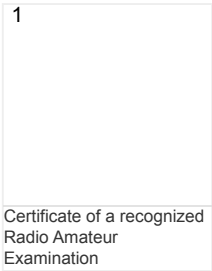



**What you will get**

5

Amateur radio licence

**Required documents**

 <p>Amateur radio application form - (CA-F-FSM-02)</p>	 <p>National Identity card</p>	 <p>Certificate of a recognized Radio Amateur Examination</p>	 <p>Receipt - Ecitizen CA</p>
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**How much?**

Estimated cost of the procedure : **KES 3,000**  
KES 2,000 ( For amarteur radio station licence MF/HF VHF/UHF)  
KES 1,000 ( Application fees)

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**How long ?**

	<b>min.</b>	<b>max.</b>
Total time (sum):	7d	11d
<u>of which:</u>		
Waiting time in queue (sum):	10mn	45mn
Attention at counter:	10mn	35mn
Waiting time until next step (sum):	6d	10d

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**Legal justification?**

Kenya Information and Communications Act

Frequency spectrum fee schedule 2018



**Detailed steps****1 | Apply for licence****Contact details****Entity in charge****Communications Authority of Kenya**

P.O. Box 14448, Nairobi, 00800

Tel: +254 703 042 000, /

+254 730 172 000

Email: [info@ca.go.ke](mailto:info@ca.go.ke)

Website: <http://www.ca.go.ke/>

Directions: Google maps

**Unit in charge****Frequency department -1st floor wing B**

Mon: 08:00 - 17:00

Tue: 08:00 - 17:00

Wed: 08:00 - 17:00

Thu: 08:00 - 17:00

Fri: 08:00 - 17:00

**Person in charge****Mr. Peter Njoroge**

Deputy director frequency planning and coordination

Tel: +254 204 242 000

Email: [ngige@ca.go.ke](mailto:ngige@ca.go.ke),  
[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

**Requirements**

1. Amateur radio application form - (CA-F-FSM-02) (original)
2. National Identity card (copy)  
For locals and both sides of the ID should be copied onto the same side of an A4 size paper
- or Passport (copy)  
Showing the nationality, date of issue and expiry, holders name, photograph and Kenyan Visa for foreigners.
3. Certificate of a recognized Radio Amateur Examination (copy)
- or Practicing licence (copy)  
Must be current and valid and for radio amateur experience

**Time frame**

**Waiting time in queue:** Min. 5mn - Max. 30mn

**Attention at counter:** Min. 5mn - Max. 15mn

**Waiting time until next step:** Min. 3 days - Max. 5 days

**Legal justification**

1. Kenya Information and Communications Act  
Section 36

## Recourse: Communications Authority of Kenya



### Entity in charge

#### **Communications Authority of Kenya**

P.O. Box 14448, Nairobi, 00800

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### Person in charge

#### **Mr. Mohamed A. Haji**

Director frequency spectrum

Tel: +254 204 242 458

Email: [haji@ca.go.ke](mailto:haji@ca.go.ke)

## 2 | Obtain notification of payment

### Contact details



#### Entity in charge

#### **Communications Authority of Kenya**

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Email: [ngige@ca.go.ke](mailto:ngige@ca.go.ke),  
[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

### Expected results

1. Notification of payment- CA

### Time frame

Attention at counter: Max. 5mn

### Legal justification

1. Kenya Information and Communications Act  
Section 36

### Additional information

The notification is send via email.

## Recourse: Communications Authority of Kenya



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Director frequency spectrum

Tel: +254 204 242 458

Email: [haji@ca.go.ke](mailto:haji@ca.go.ke)

## 3 | Pay application and licence fees

### Contact details



#### Entity in charge

#### Government of Kenya eCitizen Portal

Tel: +254 207 903 260

Email: [support@ecitizen.go.ke](mailto:support@ecitizen.go.ke)

Website: <https://www.ecitizen.go.ke/>

### Expected results

1. Invoice - ecitizen CA
2. Receipt - Ecitizen CA

### Cost KES 3,000

#### KES 2,000

For amateur radio station licence MF/HF VHF/UHF

#### KES 1,000

Application fees

### Legal justification

1. Frequency spectrum fee schedule 2018

## Recourse: Government of Kenya eCitizen Portal



Entity in charge

**Government of Kenya eCitizen Portal**

Tel: +254 207 903 260

Email: [support@ecitizen.go.ke](mailto:support@ecitizen.go.ke)

Website: <https://www.ecitizen.go.ke/>



## 4 | Obtain official receipt

### Contact details



#### Entity in charge

#### **Communications Authority of Kenya**

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Directions: Google maps



#### Unit in charge

#### **Cash office - CA**

Mon: 08:00 - 17:00

Tue: 08:00 - 17:00

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#### Person in charge

#### **Mr. Peter Njoroge**

Deputy director frequency planning and coordination

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Email: [ngige@ca.go.ke](mailto:ngige@ca.go.ke),  
[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

### Expected results

1. Communication Authority official receipt

### Requirements

1. Receipt - Ecitizen CA (copy)

### Time frame

Waiting time in queue: Max. 5mn

Attention at counter: Max. 5mn

Waiting time until next step: Min. 3 days - Max. 5 days

## Recourse: Communications Authority of Kenya



### Entity in charge

#### **Communications Authority of Kenya**

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### Person in charge

#### **Mr. Mohamed A. Haji**

Director frequency spectrum

Tel: +254 204 242 458

Email: [haji@ca.go.ke](mailto:haji@ca.go.ke)

## 5 | Obtain amateur radio licence

### Contact details



#### Entity in charge

#### Communications Authority of Kenya

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[freqlicensingfsm@ca.go.ke](mailto:freqlicensingfsm@ca.go.ke)

### Expected results

1. Amateur radio licence

### Time frame

Waiting time in queue: Min. 5mn - Max. 10mn

Attention at counter: Min. 5mn - Max. 10mn

### Legal justification

1. Kenya Information and Communications Act  
Section 36

## Recourse: Communications Authority of Kenya



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