

KB0017061

Amateur License Term and Renewal Instructions

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Amateur licenses have a 10-year term. You may file your renewal applications 90 days prior to your license expiration date, instructions below. Rule Sections 97.21 (a)(3)(ii) & 1.62, provide that when the FCC receives your renewal application on or before the license expiration date, your operating authority continues until the final disposition of your application. If your license expires, you have a two-year filing grace period to apply for a license renewal. The FCC must receive the renewal application on or before the end of the grace period. No amateur operator or station operating privileges are conferred for renewal applications received after the expiration date, but during the 2-year filing grace period, until the license renewal is granted.

Club or military recreation stations with the Radio Service Code HA need to file through a Club Station Call Sign Administrator. See the Public Notice on CSCSAs (text). Club vanity renewals may be filed in ULS with no changes.

Once the grace period has passed, you must apply for a new license to reinstate your amateur operating privileges, contact a [Volunteer Examiner Coordinator \(VEC\)](#) to file an application for a new license. These organizations can refer you to a Volunteer Examiner in your area. Testing is more convenient than ever with several VECs offering remote exam opportunities and there is no longer a morse code requirement.

Please Note: Per Public Notice [FCC 20-126](#), the FCC no longer mails license authorizations. You are required to provide a valid email address on your application. A link to download an official copy of your license will automatically be e-mailed to the address provided, when your application is granted. Licensees may also print their license authorization once their renewal is granted, by logging into ULS. Please see our article, [How to obtain your Official Authorization in ULS](#).

1. Go to <https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp> and log in with your FCC Registration Number (FRN) and password or User Account Password.

FCC License Manager
 FCC > Wireless > Licensing > Online Systems > License Manager

Log In

Log in to the License Manager to view and manage your licenses and applications, apply for a new license, and perform other license and application management tasks based on your FCC Registration Number (FRN). 10-digit FRN is required.

PLEASE NOTE: Per Public Notice DA 15-72, the FCC no longer mails license authorizations. If you provide an email address on your application, an official copy of your license will be automatically emailed to you after the application has granted.

FCC Registration Number (FRN)

Password (FRN password or password for an associated FCC Username)

SUBMIT

[Forgot your password?](#) [Contact Tech Support](#)

[Need an FRN?](#) [Register with the FCC](#)

[Not sure if you have an FRN?](#) [Check your licenses](#) to determine if they've been assigned an FRN

[Are you a certified Land Mobile frequency coordinator?](#) [Log in](#) using your coordinator login and password

[Are you narrowbanding a Land Mobile license?](#) [Log in](#) using your access code

About the FCC Registration Number (FRN)
 An FRN is a 10-digit number that is assigned to a business or individual registering with the FCC. This unique FRN is used to identify the registrant's business dealings with the FCC. The FCC will use the FRN to determine if all of a registrant's fees have been paid. You are encouraged to register with the Commission as soon as you expect to do business with the FCC. This way, you will be ready to access any of the electronic licensing systems without having to go through the registration process at the time you submit an application.
 For more information, see [Public Notice DA 01-2452](#).

2. Click the "Begin the renewal process" link in the center of the page or click Renew Licenses under the My Licenses link on the navigation menu on the left.

My Licenses
License AA1T At A Glance

[Download your official electronic authorizations here.](#)
 Note: ULS allows users to download multiple authorizations, however, each PDF is limited to 100 pages.

Call Sign **Radio Service** **Amateur (HA)**

This License Is Eligible For Renewal
[Begin the renewal process](#)

☒ **Applicant Name & Address**
 P: [REDACTED]

☒ **Dates**
 Grant: 05/07/2007

Work on this License
 Update License Name and Mailing Address
 Renew
 Request Vacate Call Sign
 Request Systematic Call Sign
 Your station will be issued the next systematically available call sign.

3. On the Select Updates page, check the Licensee Name and Address checkbox only if changes to the name, mailing address, phone, fax or email address are necessary. Then, click the Continue button.

FCC License Manager
 FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0001539048 ([Log Out](#))

Renew License

Select Updates

You have chosen to renew the existing license KOI995.

License Selected

Call Sign	KOI995
Grant Date	01/29/2004
Expiration Date	04/18/2014

Select Updates

You may update the licensee information shown below for this call sign. To do so, click the checkbox.

☒ **Radio Service**

☒ **Licensee Name and Address**
 UNION PACIFIC RAILROAD COMPANY
 Attn: LARRY J. KOPIASZ
 201 S. 16TH ST, SUITE 305
 OMAHA, NE 68179
 P: (402)280-6486
 P: (402)280-6565
 E: uktesting@fcc.gov

☒ **Contact Information**
 LARRY J KOPIASZ
 UNION PACIFIC RAILROAD COMPANY
 201 S. 16TH ST, SUITE 305
 OMAHA, NE 68179

4. On the Applicant Questions page, leave the fee exemption questions answers set to "No" and click the Continue button.

5. On the Licensee Information page, enter any updates to your name, mailing address, phone, fax or email address and click the Continue button.

6. Applicants are required to answer the Basic Qualifications Felony Convictions Question. If this question has been previously answered it will be pre-filled. If the answer to Felony Question is "Y," attach as an exhibit explaining the circumstances and a statement giving the reasons why the applicant believes that grant of the application would be in the public interest notwithstanding the actual or alleged misconduct. The exhibit is a document you prepare there is no special form. Please also include the address of the court, the sentence imposed, and if the sentence has been satisfied.

The "Yes" response will be publicly viewable in the Commission's Universal Licensing System (ULS), but the applicant may request that the exhibit be treated as confidential. ^[1] In order to seek confidential treatment, the applicant must include a separate request that the material not be made available for public inspection. The request must contain a statement of the reasons for the request and must identify the portion(s) of the exhibit for which confidential treatment is requested. It is not sufficient to simply mark a document as "Confidential." If the applicant does not request confidential treatment, the exhibit will be publicly viewable in ULS. ^[1] See 47 CFR § 0.459.

7. Click Continue, to navigate through the application.

8. On the Summary page, review any updates that you made and click the Continue to Certify button.

9. On the Certification page, sign your application by typing your name in the boxes provided as it appears on your license. (The Title box is optional)

10. Click the Submit Application button.

11. ULS will calculate the fees due. Click the "Continue to CORES for Payment Completion" button. Application fees **MUST** be received within 10 calendar days of the filing. Please see [Individual Payment Process Instructions](#). Additional information about fees is available on the [Wireless Fees Page](#).

If you have any further questions or need additional information, please submit a help request at <https://www.fcc.gov/wtbhelp> or call the FCC Licensing Support Center at (877) 480-3201, 8:00 AM – 6:00 PM ET, M – F.

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