Electronic Communications Office of Latvia (ECO)

Address: 5 Eksporta Street, Riga, LV-1010, Latvia; e-mail: [esakari@esakari.lv](mailto:esakari@esakari.lv)

**COMMON USE AMATEUR RADIO STATION LICENSE APPLICATION**

**1. APPLICANT (legal2** entity or **natural1** person):

|  |  |
| --- | --- |
| Name2 / Name, surname1 | Registration No.2 / personal identity number1 |
| Legal address2 / Declared address1 | Telephone, e-mail2,1 |

**2. Radio station data** *(fill in as appropriate)*:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class of radio station | A |  | B |  | C |  |

|  |  |  |
| --- | --- | --- |
| Basic call sign is assigned |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred call sign | Basic call signal |  |  |
| Special call signal |  |  |
| Contest call signal |  |  |

When requesting a contest call signal, a written opinion from an internationally recognised Latvian amateur radio organisation shall be submitted to the ECO.

When requesting the special call signal, you must specify the desired operating time (from/to) in the "comments" section.

**3. Technical data of the radio station** *(to be completed if the licence is requested for the first time or if the parameters of the radio station have been changed)*:

|  |  |
| --- | --- |
| Receiver (type, manufacturer) |  |
| Antenna type |  |
| Location address |  |

**4. The person responsible for the common-use radio station:**

|  |  |  |
| --- | --- | --- |
| Name, surname | Call signal | Notes |

The person responsible for a common-use radio station may be an amateur radio operator holding a HAREC certificate or a category A class radio station licence. The original HAREC certificate of the responsible person, or a copy if issued abroad, must be submitted to the ECO.

**5. Comments** *(please provide other relevant information if necessary)*

|  |
| --- |
|  |

**6. Payment information**

|  |  |  |
| --- | --- | --- |
| I certify that I have paid the fee for the processing of the application in accordance with the price list of public paid services of the ECO. | |  |
| Information on the originator  (if the payment was made by a person other than the applicant) |  | |

**7. Type of receipt of licence** In accordance with the Law On Notification, please choose **one** of the methods of receipt and provide the additional information requested:

|  |  |  |
| --- | --- | --- |
| **In the form of an electronic document.** | | |
| 7.1 | By email or official e-address (if you want to receive by e-mail**, specify e-mail address):** |  |
| **In printed document form** | | |
| 7.2 | By post to **(specify address):** |  |
| 7.3 | By using both e-mail and postal services  Send a scanned copy to **(specify e-mail address):**  Send the original by post to **(specify address**): |  |
| 7.4 | In person at the office of the ECO (5 Eksporta Street, Riga) or via a messenger paid for by the client\*. **Please provide a telephone number for communication:** |  |

\*The licence will be sent to the client's legal address/declared address of residence, if the client/ or the client's representative fails to appear at the office of the ECO within three business days to receive the prepared document.

|  |  |
| --- | --- |
|  |  |
| (place, date) |  |
|  | |
| (Position, name, surname and signature of the signatory or authorised[[1]](#footnote-1) person[[2]](#footnote-2)) | |

1. *The application must be signed by the legal representative of the legal entity or his/her authorised representative. If the application is signed by an authorised person, the application must be accompanied by a duly executed original of the Power of Attorney or a certified copy thereof.* [↑](#footnote-ref-1)
2. *The document requisite "signature" shall not be completed if the electronic document has been prepared in accordance with the laws and regulations on the execution of electronic documents.* [↑](#footnote-ref-2)