

Bruce's FCC Form 605 Guide for the Amateur Radio Service

The FCC form 605 can be intimidating. This is partly because it covers several services and has places for information that is not relevant to Amateur Radio. The fact that there are 8 pages of instructions adds to the confusion. I'm going to try to simplify it for you who just want to renew, change your address, or request a duplicate license.

Make sure you have the latest form - currently it's dated **June 2011**. You need two parts of this form:

Main Form - The purpose of the Main Form is to obtain information sufficient to identify the filer and establish the filer's basic eligibility and qualifications. The Main Form also contains the required certification and signature block. The Main Form is required for every application or amendment filed on FCC Form 605.

Schedule D - The Schedule for Additional Data for the Amateur Radio Service (47 CFR Part 97) is used to submit the required additional parameters for amateur stations. This schedule is used in conjunction with the Main Form. This schedule is not needed unless you are changing your call sign.

Starting at the top of the main form, fill in the following:

	Title	What to do
1	Radio Service Code	Enter "HA" unless your CURRENT callsign is a vanity callsign, then use "HV"
2	Application Purpose	"RO" for renewal only "AU" if your are changing ONLY your address "MO" to modify anything else "RM" to renew and modify "DU" to request a duplicate license
3	Development/STA	Enter "N"
4	Amend/Withdraw	Leave blank
5	Call Sign	Your current callsign
6	Authorization date	Leave blank
7	Waver request?	Enter "N"
8	Attachments	Enter "N"
9	FCC Registration Num	Enter your FCC Registration Number (FRN)
10	Applicant/Licensee is	Check "Individual"
11	Name	Enter your name
12	Entity Name	Leave blank
13	If this licensee name ...	Enter 'N' (you can't sell/ transfer your license)
14	Attention to	Leave blank
15	P.O. Box	Enter the NUMBER ONLY (if you use one)
16	Street Address	Your street address
17	City	Your city
18	State	Your state (two letter code)
19	Zip code	Your zip code
20	Country	Leave blank
21	Telephone Number	Your Telephone Number (optional)
22	FAX:	Your FAX Number (optional)
23	E-Mail Address	Your E-Mail address (optional)
24	Name of vessel	Leave Blank
25	FAA Registration Num	Leave Blank
26	Exempt from application fees?	Enter 'N'

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27	Exempt from regulatory fees?	Enter 'N'
28	Typed or Printed Name	Print or type your name
29	Title	Leave blank
	Signature	SIGN AND DATE the form

For Schedule D you only have to answer one question but if you do it wrong you will probably regret it. Question 1 reads: "Is this a request to change a station call sign systematically?" Unless you really want the FCC to assign you a new call sign (the next sequential one available - AC8xx for extras, KD8xxx for all others), enter 'N' here. The rest of Schedule D is for a Vanity Call Sign Change and is a whole new (and complicated) process.

If you are not renewing a vanity call mail it to:

Federal Communications Commission
1270 Fairfield Road
Gettysburg, PA 17325-7245

Special Instructions for Vanity Call Renewal

If you are renewing a vanity call you must also fill out a **Form 159** with your payment. Below is a step by step guide to filling this one out. Any numbers not mentioned you leave blank.

	Title	What to do
1	Lock Box #	Enter "979097"
Section A - Payer Information		
2	Payer Name	Your name. Must match credit card name if using credit card.
3	Total Amount Paid	Vanity fee. Currently (March 2011) it's \$13.30. This changes every year so if it's August 2011 or later find out the current fee.
4-9	Address information	
11	Payer FRN	Your FRN
Section B - Applicant Information		
13-19	Applicant name and address	Applicant name and address
21	Applicant FRN	Your FRN
Section C - Service Information		
23A	Call sign	Your call sign
24A	Payment type code	Enter "WAVR"
25A	Quantity	Enter "1"
26A	Fee due for (PTC)	Enter the vanity fee amount.
27A	Total Fee	Enter the vanity fee amount.
Section D - Certification		Print your name in the blank and add your signature and date

Mail the 605 and 159 forms with your check to:

Federal Communications Commission
P. O. Box 979097
St. Louis, MO, 63197-9000