

**A guide for filing Amateur Radio applications  
online in India  
with effect from 30 October 2024**



**Application For  
Permanent Change of Location**

**National Institute of Amateur Radio**  
Raj Bhavan Road, Hyderabad-500082, India  
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**21 Mar 2025**

Attention all VU Hams !

The Ministry of Communications, Department of Telecommunications, Govt. of India has published Telecommunications (Amateur Services) Rules, 2024 effective from 30 October 2024.

Details given in the above document regarding Location of Station is as follows:

*Rule 7 (2) Every amateur station shall be installed and operated at the location specified in the ASOC in accordance with,-*

*(a) the provisions of the Act and any rules made there under, as may be applicable;*

*(b) the terms and conditions specified in Annexure A to these rules; and*

*(c) the provisions of the International Telecommunication Convention or Radio Regulations.*

The fee for Change of Location is **Rs.1000/-** (See Rule 7 (6))

Application for the same is to be made through saral sanchar portal of DOT.

Details of filling up on line for the same is given in the following pages.

References (issued by WPC Wing)

1. User Manual
2. FAQ

Your comments appreciated to [info@niar.org](mailto:info@niar.org)

With best wishes,

Jose Jacob  
National Institute of Amateur Radio  
Hyderabad

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### **Address of Licencing Authority:**

**The Assistant Wireless Adviser to the Govt. of India  
Ministry of Communications,  
Department of Telecommunications,  
Wireless Planning & Coordination Wing  
Amateur Section, 6<sup>th</sup> Floor, Sanchar Bhavan,  
20 Ashoka Road, New Delhi –110001, India**

**Tel: 011-2335 5441, 2303 6181, 2303 6539**

**Email:**[awacop-dot@gov.in](mailto:awacop-dot@gov.in)

## Application for Permanent Change of Location

**Note:** Register in [https:// saralsanchar. gov. in/](https://saralsanchar.gov.in/)

Details about Registration is given separately in  
<https://qsl.net/vu2jos/Registration/pdf>

After Registration, please continue from here

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**Instructions for filing application for  
Permanent Change of location of Amateur Radio License**

**Details:**

- 1. The fee for Permanent Change of Location is Rs. 1000/-**
2. Please keep the following documents ready before logging into [https:// saralsanchar. gov. in/](https://saralsanchar.gov.in/)
  - a. Present Address Proof**  
(copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc) **to be attested by Govt. Gazzeted officer(with name, designation and place of posting) self attested (in PDF format and less than 1 MB)**
  - b. Personal id proof**  
(copy of PAN card / Aadhar Card etc. duly **to be attested by Govt. Gazzeted officer (with name, designation and place of posting) (in PDF format and less than 1 MB)**
  - c. Scanned copy of License** & Renewal (as applicable)
  - d. Longitude & Latitude** of new location
  - e. New Address Proof**  
(Scanned copy of copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc **to be attested by Govt. Gazzeted officer (with name, designation and place of posting) / Consent from building owner (in PDF format and less than 1 MB)**
3. Now log into [https:// saralsanchar. gov . in/](https://saralsanchar.gov.in/)
4. Please click on **“Apply for Certificates”** given in left side of the page.
5. Please click on **“Amateur Apply Now”**
6. Please click on **“Apply for Change of Location License”**

Guidelines for filling up are given in the following pages.

## 2.9 Example for Change of Location Application

Any license issued through saral sanchar portal or migrated to saral sanchar portal will have the facility to apply for change of location/Renewal/Duplicate license facility, to apply for change of location click on “Apply for change of location license” button.

[Update Personal Details](#)

[Apply for Examinations \(Amateur/RTR/GMDSS\)](#)

[Apply for Certificates \(Amateur/RTR/GMDSS\)](#)

[Equipment Type Approval](#)

### Apply for Amateur Certificates

[Update Indian Amateur License data Issued to Indian/ Foreign Applicant](#)
[Apply for License](#)
[Current Applications](#)
[History Applications](#)

License issued outside this portal \* Exam conducted through this portal [Get Data](#)

[PDF](#)
[EXCEL](#)

Search:

Sr.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<a href="#">Apply for Change of Location License</a> <a href="#">Apply for Renewal of License</a> <a href="#">Apply for Duplicate License</a>

Showing 1 to 1 of 1 entries

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### 2.9.1 Step 1

**Applicant Information:** In this step the information about applicant will appear as filled in Update personal details, existing license applicant filled/migrated and will be able to upload documents once the form is saved using 'Save Draft'.

Step 1 Applicant Information	Step 2 Location Details	Step 3 Payment Details
<b>1. Personal Details</b>		
A. Applicant Name	auth	
B. Nationality	Indian	
C. Applied License Type	Amateur Restricted Grade	
D. Present Address	Address: IT PROJECT 11CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD District: Pune State: MAHARASHTRA Pincode: 411019	
E. Upload present address proof	<div>Proof of present address upload</div> <div>Upload Button Enable After Saving Draft</div>	
F. Personal ID	adfbv3456y(PAN)	
G. Upload Personal ID	<div>ID Proof Upload</div> <div>Upload Button Enable After Saving Draft</div>	
<b>2. Existing License Details:</b>		
A. License type	Amateur Restricted Grade	
B. Application Id(Saral Sanchar)	HAM201912000143	
C. License Number	lic no	
D. License Validity Period:	20Y	
E. Call Sign	VU3AAA	
F. Date Of Issue	11-12-2019	
G. Validity Date	10-12-2039	
H. Upload existing License	Existing Certificate(Download)	
<b>3. Existing Station Location Details:</b>		
A. Station address	IT PROJECT CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD	
B. State	MAHARASHTRA	
C. District	Pune	
D. Pin code	411019	
<div>Previous</div> <div>Next</div>		

Uploads:

1. Present address proof.

## 2. Personal Id proof

### 2.9.2 Step 2

**Location Details:** Enter Station details and upload station address proof.

[Save Draft](#)
[Validate Application](#)
[Submit](#)

Step 1  
Applicant Information

Step 2  
Location Details

Step 3  
Payment Details

4.Provisional Station Location Details				
A.Change of Location	<div style="border: 1px solid #ccc; padding: 2px;">Permanent</div>			
B.Location Address	<div style="border: 1px solid #ccc; height: 20px;"></div>			
C.Pincode	<div style="border: 1px solid #ccc; padding: 2px;">enter Pincode</div>			
D.District	<div style="border: 1px solid #ccc; height: 20px;"></div>			
E.State	<div style="border: 1px solid #ccc; height: 20px;"></div>			
F.Latitude <small>[Note : Allowed only 2 digits for hour,minutes ]</small>	<div style="border: 1px solid #ccc; padding: 2px;">Degrees eg:78</div>	<div style="border: 1px solid #ccc; padding: 2px;">Minutes eg:11</div>	<div style="border: 1px solid #ccc; padding: 2px;">Seconds eg:25.44</div>	<div style="border: 1px solid #ccc; padding: 2px;">Direction NORTH</div>
G.Longitude <small>[Note : Allowed only 3 digits for hours and 2 digits for minutes ]</small>	<div style="border: 1px solid #ccc; padding: 2px;">Degrees eg:111</div>	<div style="border: 1px solid #ccc; padding: 2px;">Minutes eg:11</div>	<div style="border: 1px solid #ccc; padding: 2px;">Seconds eg:25.45</div>	<div style="border: 1px solid #ccc; padding: 2px;">Direction EAST</div>
H.Station Address Proof	<div style="border: 1px solid #007bff; padding: 5px;"> <b>Proof of Station Details</b>  <div style="display: flex; align-items: center;"> <div style="border: 1px solid #007bff; padding: 2px 5px; margin-right: 5px;">Choose File</div> <div style="margin-right: 5px;">No file chosen</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; margin-left: 10px;">Upload</div> </div> </div>			

### 2.9.3 Step 3

**Payment Details:**

Pay the fees using Bharatkosh Portal. Click on “Click here” as shown by arrow to redirect to Bharatkosh portal.

Make payment of Rs. 1000/-

Download the application, sign in, scan it into pdf

Upload signed application

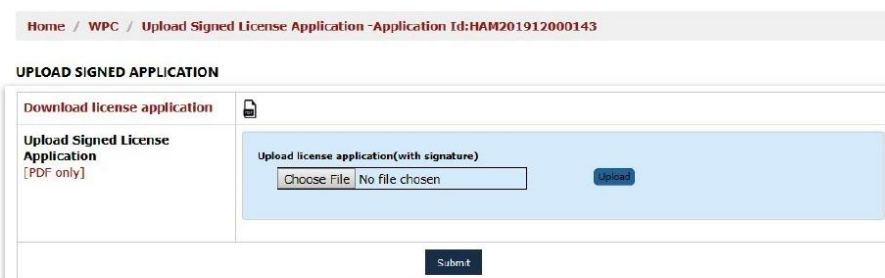
After submitting the application you will be redirected to dashboard. Upload signed application.

## 2.9.4 Upload Signed Application

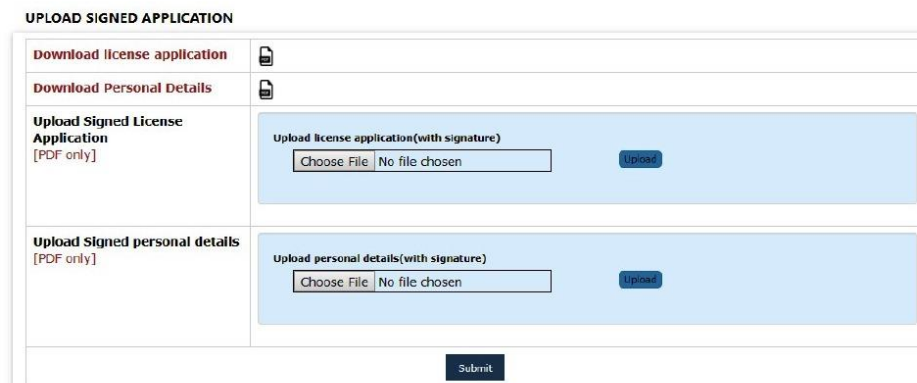


S.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	HAM201912000143	Amateur Restricted Grade	10-12-2019	Signed application upload Pending	Upload Signed Application

Click on the button pointed by arrow and you will see the below screen.



Download license application and upload the signed application. In case of foreign applicant signed personal details should also be uploaded as shown.



Upon scrutiny of documents, payment etc. by WPC, necessary instructions on correction & re-uploading of documents etc. if any, would be conveyed to the applicant through the registered email / SMS. This can also be monitored / downloaded by applicants on SARAL Sanchar **Dashbaord** of the applicant's login.

If scrutiny is not successful then applicant has to modify and resubmit it.

Applicant may **communicate** with respective WPC Nodal through portal and may also submit additional/required documents, if any. Applicant may also raise a **Helpdesk** request through portal.

Once the application is scrutinized successfully the applicant will be notified of the issue of Change of Location through the registered SMS/email. The **Change of Location** can be **downloaded** from portal by logging into [www. saralsanchar. gov. in](http://www.saralsanchar.gov.in) and following the details given below:

- 1) Click on the Number
- 2) Apply for Certificates
- 3) Amateur - Apply now
- 4) Current Application
- 5) Action
- 6) Download Certificate