

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



**Application for  
Renewal of License**

**National Institute of Amateur Radio**  
Raj Bhavan Road, Hyderabad-500082, India  
Tel: +91 40 23310287 URL: [www.niar.org](http://www.niar.org) Email: [info@niar.org](mailto:info@niar.org)

**23 Nov 2024**

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 Renewal of License is as follows:

1) An ASOC holder may apply for renewal **at least twelve months prior to the date of expiry of license**, along with payment of fees.

2) The Amateur license Renewal fee for **any** grade of License is as follows:

Sl.No	Period	Fee
1	20 years	Rs.1000/-
2	Life Time (ie upto the age of 80 years)	Rs.2000/-

2) Any application for renewal after the expiry of such time period and up to **2 years** after the date of such expiry, may be made upon payment of **late fees of Rs.1000/-**

3) **No application for renewal shall be considered if received after 2 years from the date of expiry of the ASOC.**

(4) Validity of lifetime certificate may be extended for ten years at a time, without any additional fees, upon specific request made by the ASOC holder.

Details of filing application for renewal is given in the following pages.

References (issued by WPC Wing)

1. User Manual
2. Instructions
3. FAQ

With best wishes,

Jose Jacob, VU2JOS  
National Institute of Amateur Radio  
Hyderabad

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

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

## **Application for Renewal of License**

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

Details about how to register is given in  
<http://www.niar.org/downloads/Registration.pdf>

After Registration, please continue from here

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## **Instructions for filing online applications for Renewal of Amateur Radio License**

Please keep the following documents ready before logging in [https:// saralsanchar. gov. in/](https://saralsanchar.gov.in/)

**The documents which were submitted to apply for ASOC exam is already available in this website. The same can be downloaded and uploaded for issue of licence application.**

a) **Present address proof**

(Scanned copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc) duly **attested** by **Gazetted officer** of Central or State Government (**in PDF format and less than 1 MB**)

b) **Personal id proof**

(Scanned copy of PAN card / Passport etc. duly **attested** by **Gazetted officer** of Central or State Government (**in PDF format and less than 1 MB**)

c) **Longitude & Latitude** details of your location.

d) **Address Proof**

(Scanned copy of **Aadhar card / Consent from building owner /** Rent agreement for Station duly **attested** by **Gazetted officer** of Central or State Government (**in format and less than 1 MB**)

Now login [https:// saralsanchar. gov. in/](https://saralsanchar.gov.in/)

Please click on “ **WPC Apply Now**”.

Then click on “**Apply for Certificates**” given in left side of the page

Then click on “**Amateur Apply Now**”

[Update Personal Details](#)

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

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

[Equipment Type Approval](#)

### Apply for Amateur Certificates

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

[PDF](#)
[EXCPI](#)

Sr.No.	Application Id	License type	Application Submitted date	Application Status	Action
1	HAM201512000143	Amateur Restricted Grade	10-12-2019	Certificate issued	<a href="#">Downloads Certificate</a> <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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## 2.7 Apply for Renewal/Duplicate/Change of location through migration (Indian)

Apply for Certificates→Amateur (Apply Now)

[Update Personal Details](#)

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

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

[Equipment Type Approval](#)

### Apply for Certificates

Certificate Selection

Amateur  
Apply Now

RTR  
Apply Now

GNDSS  
Apply Now

Apply for License→License issued outside this portal→Get Data

You will be redirected to following screen.

[Update Personal Details](#)

[Apply for Examinations \(Amateur/UTV/UNBSS\)](#)

[Apply for Certificates \(Amateur/RTS/GMOSS\)](#)

[Equipment Type Approval](#)

### Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant

Apply for License

Current Applications

History Applications

**Note:** Update license data which are issued outside this portal.

[Add Data](#)

[PDF](#)
[EXCFI](#)

Search:

Sr.No.	License No	License Type	License issued date	Certificate Name	Action
No data available in table					

Showing 0 to 0 of 0 entries

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Click on “Add Data” pointed by arrow. You will get a form as shown below to upload your previous license details.

Update Indian Amateur License data issued to Indian/ Foreign Applicant

Apply for License

Current Applications

History Applications

**Note:** Update license data which are issued outside this portal.

[Back](#)

**Applicant Details:**

Nationality:

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**License Details:**

Certificate Name:

License Type:

License No:

License Validity Period:

License Issued Date:

License Validity Date:

Call Sign:

## Make payment when prompted

[Home](#) / [WPC](#) / [Amateur Renewal of license Make Payment -Application Id: HAM2024](#)

Note: Online Payment for Amateur License has been started. If any one done payment before this, please raise ticket in portal using helpdesk.

### Amateur Renewal of license Make Payment

Fee to be paid: 1000

[Pay Now](#)

Update Indian Amateur License data issued to Indian/ Foreign Applicant
Apply for License
Current Applications
Pending Requests
License issued/Rejected

PDF

EXCEL

Sr.No.	Application Id	License No	License Type	Application Submitted date	Application Status	Action
1	HAM2024		Amateur Renewal of license	11-2024	Make Payment/Upload Signed Application	<div style="display: flex; align-items: center; gap: 10px;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 4px;">Make Payment/Upload Signed Application</div> <div style="font-size: 1.2em;">📄</div> <div style="font-size: 1.2em;">📎</div> </div>

Showing 1 to 1 of 1 entries

**Station Details:**

Country

Location Address

Pincode

District

State

Are you a citizen of issued amateur radio licence country

**Equipment Details:**

Antenna type	Make	Model No.	Power[dBm]	Particulars of Aerials	Remarks
<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; padding: 2px 20px; display: inline-block; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>
<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; padding: 2px 20px; display: inline-block; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>
<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; padding: 2px 20px; display: inline-block; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100px;"></div>

Validate

Submit

Fill all the details and click on validate. If validated successfully then submit button will get activated. Once submitted it will appear in the dashboard as shown. Applicant can view or edit using the button 'View' and "Update" as shown in below screenshot.

Update Personal Details &

Apply for Examinations  
(Amateur RTR/3MO23)

Apply for Certificates  
(Amateur RTR/ONDG5)

Equipment Type Approval

**Apply for Amateur Certificates**

Update Indian Amateur License data issued to Indian/ Foreign Applicant
Apply for License
Current Applications
History Applications

Note: Update license data which are issued outside this portal.

PDF

EXCEL

Search:

Sr.No.	License No	License Type	License Issued Date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2024	111	<div style="display: flex; gap: 10px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px; font-size: 0.8em;">View</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; font-size: 0.8em;">Update</div> </div>

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[Update Personal Details](#)  
[Apply for Examinations \(Amateur\) \(CBUS\)](#)  
[Apply for Certificates \(Amateur/RTT/OMDS\)](#)  
[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="#" style="background-color: #007bff; color: white; padding: 2px 10px; display: block;">Apply for Change of Location License</a> <a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; display: block;">Apply for Renewal of License</a> <a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; display: block;">Apply for Duplicate License</a>

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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 email / SMS alerts. This can also be monitored / downloaded by applicants on SARAL Sanchar **Dashboard** 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 Renewal through SMS. The **Renewal Document** 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