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**1. APPLICATION REQUIREMENTS:**

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Applications should be completed in English and certified translations provided for relevant documents.

*(Checklist- for Official use only)*

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| <b>1.1.</b> This application should be accompanied by a sworn affidavit submitting the documents listed therein in line with the template at Annex 1 below:      | <input type="checkbox"/> |
| <b>1.2.</b> Foreign persons not based in Kenya applying for Amateur Licenses should notarize all their documents.  | <input type="checkbox"/> |
| <b>1.3. Copies of: -</b>   |                          |
| <b>1.3.1.</b> Kenyan National Identity Cards or Kenyan/Foreign passports of the applicant or Parent/Guardian in case of Novice.                                  | <input type="checkbox"/> |
| <b>1.3.2.</b> Both sides of the ID should be copied onto the same side of an A4 size paper (only new generation IDs are acceptable)                              | <input type="checkbox"/> |
| <b>1.3.3.</b> Passports copies should include pages showing the nationality, date of issue and expiry, holder's name, photograph and Kenyan Visa for foreigners. | <input type="checkbox"/> |
| <b>1.3.4.</b> Certificate of a recognized Radio Amateur Examination or valid and current license.  | <input type="checkbox"/> |
| <b>1.4.</b> Payment of a non-refundable application fee of KShs 1,000.00   | <input type="checkbox"/> |

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**2. THE COMPLETED APPLICATION FORM SHOULD BE RETURNED TO: -**

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**The Director,  
Frequency Spectrum Management,  
Communications Authority of Kenya  
1<sup>st</sup> Floor, C.A. Centre, Waiyaki Way  
P. O. Box 14448,  
Westlands – 00800  
Nairobi.  
Tel: 020-4242000/0703042000**



**4. PARENT/GUARDIAN CONTACT FOR NOVICE AMATEUR APPLICANTS**

*(All applications for Novice Amateur license MUST fill this part. Any change in the information given here should be communicated in writing to the Authority within one month from the date of change)*

**4.1. KENYA NATIONAL IDENTITY CARD NUMBER**

0	1	2	3	4	5	6	7

**4.2. OR PASSPORT NUMBER**

0	1	2	3	4	5	6	7	8	9

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**4.3. ADDRESS**

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P. O. Box: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Town: \_\_\_\_\_ Street/road: \_\_\_\_\_

Name of the Building: \_\_\_\_\_ L.R. no. \_\_\_\_\_

Office: \_\_\_\_\_ Floor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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**REFERENCES** *(for Kenyan residents only)*

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**4.4. First Reference**

Name \_\_\_\_\_

P. O. Box \_\_\_\_\_ Town \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**4.5. Second Reference**

Name \_\_\_\_\_

P. O. Box \_\_\_\_\_ Town \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

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**5. DECLARATION**

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I hereby certify the information I have provided in this application is true and correct to the best of my knowledge. I understand that it is an offence under the laws of Kenya to give false information in support of any application.

Name of Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***(For Novice applicant only)***

Name of Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

The application MEETS/ DOES NOT MEET the Authority's requirements and is hereby APPROVED/NOT APPROVED as follows: -

The reasons for not approving the application are as follows: -

Name of Approving Officer \_\_\_\_\_ Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Official stamp \_\_\_\_\_

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**ANNEX 1: TEMPLATE OF THE AFFIDAVIT TO BE SUBMITTED**

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**REPUBLIC OF KENYA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT**  
**CHAPTER 15, LAWS OF KENYA**

**AND**

**IN THE MATTER OF AN APPLICATION FOR LICENSE FROM THE**  
**COMMUNICATIONS AUTHORITY OF KENYA**

**AFFIDAVIT**

I, \_\_\_\_\_ of Post Office Box  
Number \_\_\_\_\_ (Town) \_\_\_\_\_ (Postcode)  
\_\_\_\_\_ do hereby make oath and state as follows:

1. THAT I am an adult of sound mind or a parent/guardian of \_\_\_\_\_  
(*name of the novice for novice applications*) and hence competent to swear this Affidavit.
2. THAT I am a citizen of the \_\_\_\_\_ and holder of  
National Identity Card No. (or Passport No.) \_\_\_\_\_.
3. THAT \_\_\_\_\_ (*name of the applicant*) has resolved to make an application to the Authority for the operations of Amateur Radio Station licence.
4. THAT I have submitted the following copies of our documents in support of the said application:
  - 4.1. Registration and ownership status:
    - 4.1.1 copies of Kenyan National Identity Cards (ID) or Kenyan passports for the Applicant: For foreigners, the copies of the passport should be notarized.
    - 4.1.2 Passport copies pages showing the nationality, date of issue and expiry, name and photograph of holder.
    - 4.1.3 Both sides of the National ID copied onto the same side of an A4 size paper, and

