

## **Amateur Radio Licence Re-Validation in the UK.**

Although most will already know, and some of you may have already done it, all UK Amateur Radio Licences need to be 'validated' at least once every five years.

If any details have changed to the **Registered Details**, these need to be updated. However, re-registration can be at **any time up to five years and as frequently as you wish**.

The process is, or at least should be, very easy and completed on the Ofcom Website via the Internet.

### **For New Users:**

Use this hyperlink - [Ofcom Licensing services \(force.com\)](https://www.ofcom.gov.uk/consult/condocs/licensing/licensing_services_force.com)

About half-way down the page - just **ABOVE Privacy Statement** - is **Register as a New User**  
Click this hyperlink to continue.

### **For Registered Users:**

Use this hyperlink - [Ofcom Licensing services \(force.com\)](https://www.ofcom.gov.uk/consult/condocs/licensing/licensing_services_force.com)

Towards the lower part of the page, just **BELOW Privacy Statement**, input your registered details as a **Registered User**.

Continue down the page and **Input** your **Email Address** and **Password** in the Input Fields. Then click the **Login** button.

On the **Licensing Dashboard page**, there are headings:

#### **Personal details** - Option to **Manage Personal Details**

N.B. The last recorded update of verification date is shown near the bottom of this column.

#### **My Licences** - Options to **View my licences** and/or **Apply for a new licence**

#### **My contact types** - Options to **Manage my contact types** and/or **Take over contacts**

If you only need to **re-validate**, click **Manage Personal details** (Left-hand side at the bottom of the page)

On the **My details** page, check the details are still current.

If the details are correct, click ANY of the **Edit** buttons on the right-hand side

On the **Edit my details** page, at the bottom of the page, click **Update**

Return to the Licensing dashboard page to check the date has been updated.

Obviously, if any changes are required to the details, then these need to be updated. However, you may need to follow the re-validate process - above - as well.

Hopefully the above now works, and is of benefit to you.

If you have problems then the guy I spoke with at Ofcom said 'you can always call us'. The numbers to call are **0300 123 1000** or **0207 981 3131** and you need **option 2**.

If you have any problems, or if I have something wrong with these instructions, please let me know.

Please feel free to share (Forward) this email to anyone who may need these instructions.

Very 73 – Tony (18 October 2021).

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