

Procedure to Renew a Ham Radio License

- **When to Renew:** You can begin the renewal process up to **90 days** before the expiration date of your license.
- **Late Renewals:** If your license has expired for more than **two years**, you cannot renew it. However, you can reapply for a new license after successfully completing the Technician exam. A new call sign will be issued, but you will be awarded at your previous level/operating privileges. Contact your VE team prior to signing up for the test as additional documentation is required (proof of prior license).
- **Renewal Fees:** There is a \$35.00. renewal fee for a ham radio license.
- **Update Your Contact Information:** If you've changed your address, email, or other contact details, don't forget to update this in the FCC's system as part of your renewal process.
- **Errors in these instructions:** If you find an error or have a problem with these instructions, please let me know via e-mail to: AE0WZ@outlook.com.

Step 1: On your web browser you need to go to the FCC License Manager. To get there, simply click the link below:

FCC License Manager: <https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp>

Note: The FCC site is slow – so be patient on screen updates!

Step 2: Log into your FCC License Manager account, you'll need a couple of key pieces of information, your FRN and login password.

FRN: There are several ways to find it. The easiest is by using the FCC's ULS Lookup by Call Sign:

<https://wireless2.fcc.gov/UlsApp/UlsSearch/searchLicense.jsp>

On newer licenses, the FRN is printed on the license. I'm not sure when this started but I suspect it was in 2015.

Password: If you are having some problems with the password side of things, the following link provides guidance from the FCC on establishing an account or simply resetting your password.

https://fccprod.servicenow.services.com/wireless?id=kb_article_view_public&sysparm_article=KB0015795

Step 3: After you have successfully logged in, on the left under "My Licenses" is a link for "Renew Licenses"

Step 4: On the next screen you will choose which licenses you want to renew, to select your license click on the Call Sign on the left box, then choose Add in the middle, once it has been added to the right section click on continue over on the right side.

Step 5: From here, simply continue through the remaining screens, taking a moment to carefully review each section and make sure all your information is accurate and up to date. The FCC will walk you through the final confirmation steps, and once everything looks correct, you'll be able to submit your renewal.

- **Renewal Confirmation:**

- After submitting your renewal, the FCC will send you a confirmation email. You will also receive a new license document, usually within a few days.
- You then must download your official license from the FCC License Manager site at:
 - <https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp>
 - Look for the **Green Bar** on the top of the first page once you've logged in for the download link.

Finally: Again, if you have any issues with these instructions, let me know at:

AE0WZ@outlook.com. Unless I'm renewing my license, I have no way of seeing the entire FCC website process. This only happens every 10 years, so I rely on feedback for those that have recently gone through the process.