

Applying for a Temporary Radio Licence for Racing Events in Canada:

1 – SMS Client/Agent Web Profiles and Licensee Account Numbers:

In order to apply for a radio licence, you will require 1) a Spectrum Management System (SMS) Client or Agent Web Profile, and 2) a Licensee Account Number. If you need assistance in creating them, please review [Radiocom Information Circular 66 \(RIC-66\)](#) to contact the closest Spectrum Management district office to your location.

2 – Types of Radio Systems:

- Mobiles (hand-held portables or vehicular mobiles)
- Fixed/Transportable Base Stations or Repeaters
- Telemetry/Data devices
- Wireless Microphone systems
- Electronic/Satellite News Gathering systems
- Studio Transmitter Links

All radios must be **certified** for use in Canada. Enter the radio's IC # into the Certification Number field on the [Radio Equipment List \(REL\)](#) web page in order to know if it is allowed for use in Canada.

3 – How to Apply for a Temporary Radio Licence:

1. Radio licence applications are to be filled-out and submitted through the [Online SMS web portal](#).
2. Applications should be submitted as early as possible; **preferably 4 weeks prior** to your event in order to allow Spectrum Management sufficient time to process it.
3. You can apply for a temporary radio licence that can be valid **up to 11 calendar months**. Radio licensing fees are based upon the number of months (not the number of days) that a radio is in operation.
4. If you will be racing in 1) multiple locations throughout Canada, and 2) the same racing series, then a single radio licence can be produced. **Please attach a list of your scheduled events** in the Attachments section of the application, and we will coordinate with other offices in trying to secure the same set of frequencies at all of your events. Your list should include:
 - Racing series name, the event name, and the racetrack.
 - Location; street address, city, province, and coordinates.
 - Start and End dates of the event where your radios will be in operation.
5. Upon the timely submission of your fully completed application, it will be processed on a **“first come, first served basis”**.
6. You may wish to attach a list of your desired frequency channels in order of preference with their declared use. However, please note that all requests are subject to availability, so you may be assigned an alternative channel. For example:

- “Tx/Rx 450.500 MHz for coordination with race officials”
 - “Tx-only 454.625 MHz for emergencies”
 - “Tx/Rx 455.550/460.550 MHz for pit crew”
7. Additionally, you may attach any other information you believe is relevant to your application for consideration.
8. If you require VHF (148-174 MHz), UHF (450-470 MHz), and/or Microwave (above 953 MHz) frequency channels for one or more different types of radio devices/systems, then you may need to submit one or more different types of radio licence applications from the [SMS Radiocommunication Licensing Services](#) web portal.

4 – Receiving Your Temporary Radio Licence:

After processing your application:

- An invoice with your radio licensing fee will be made available for you. Payment instructions on printed on the first page.
- Payment can either be made online (credit/debit card), or by mailing-in a cheque or money order payable to the **RECEIVER GENERAL FOR CANADA**. Mailing-in a payment on short-notice could delay in issuing you the licence, as we require sufficient processing time.
- For applications submitted far in advance for races scheduled later in the year, please note that the invoice will be created as early as 60 days prior to your event.
- Radio licensing fees are only payable in Canadian funds.

Once the payment has been processed, your radio licence can be retrieved by going to the [Virtual Licence web portal](#), and entering the licence number into the Authorization Number field, which you can then download a PDF copy.

All members using radios authorized under the radio licence must review all the conditions prior to use. Please retain a copy of your radio licence during your event, either electronically or in print.

5 – Other Information:

Unannounced on-site inspections of your radios by one or more Spectrum Management Officers could occur prior/during your event. Please have a copy of your radio licence readily at hand should a Spectrum Management Officer request to review it.

Operation of your radios must be limited to your own event, and only used as necessary. Your co-operation in the careful use of your radios will help minimize the possibility of harmful interference towards other authorized radio licensees.

The installation and/or operation of radios without a valid radio licence is prohibited under [Section 4](#) of the Radiocommunication Act, and could result in offences/penalties under [Section 9](#) of the same Act.