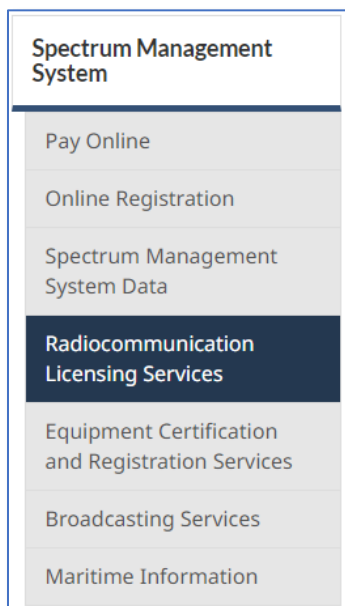


How to Apply for a Temporary Mobile-only Radio Licence

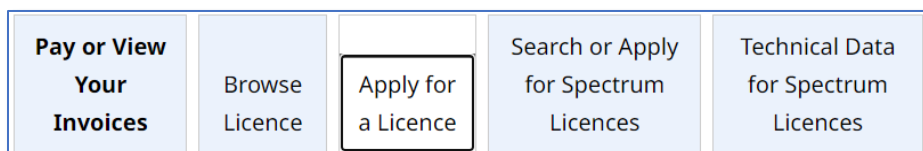
Please note:

- Please read through the guide once prior to filling-out the online application form.
- The term “Mobile” for radio licensing purposes can refer to either hand-held **portables** or vehicular **mobiles**.
- You will lose all of your work progress if you quit or shutdown the application midway through the application session. **The only way to save your data is by clicking the [Save] button at the ‘Application Summary’ page, which is mentioned near the end of this guide.**

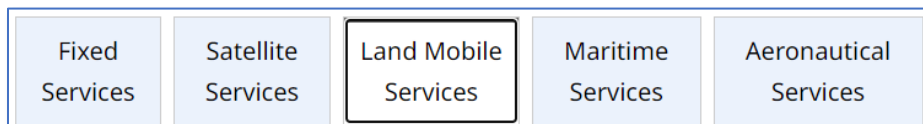
In the [Spectrum Management System \(SMS\)](#) home page, click on ‘[Radiocommunication Licensing Services](#)’ on the left-hand side menu bar:



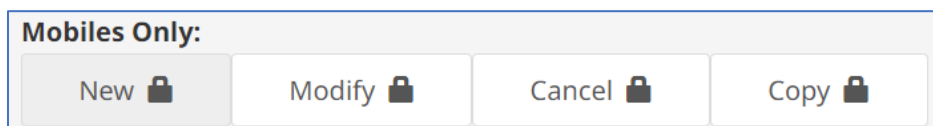
In the ‘Radiocommunication Licensing Services’ page, at the first set of menu tabs please select [Apply for a Licence]:



Scroll down the page until you reach the second set of menu tabs, and then select [Land Mobile Services]:



Under the ‘Mobiles Only’ heading, please click on [New] to start the application process:



You will be prompted to log into the Web Profile that is linked to the Licensee Account. Please note that a **Client Web Profile** is used if you are applying for your team/organization, and an **Agent Web Profile** is used if you are applying on behalf of a team/organization:

Please Login

Login using your username and password, or register if you do not yet have a username for our new web site.

Username

Password

☐ Remember Me

Login

Register

[Forgot Username or Password](#)

If you are prompted to select an account, this just means your Web Profile is linked to more than one Licensee Account. Please select the account you are applying a radio licence for:

Please select an account

Please select...

▼

Submit

At the 'General Information' page, you will see the following:

New Mobile Only Application (0109-001) Draft

General Information

Application Number

0109-001

Your application reference identifier (name or number)

Group identifier (identifier for a group of licences in a network)

Licence Category

Non-developmental ▼

Licence Start Date (required)

yyyy-mm-dd

Requested Term (required)

Please select... ▼

Cancel

To summary

Next

- The last 3 digits of the application number refers to the **version** you are working on.
- When the application is fully processed, it receives an 'Authorized' status. When the application is paid for, it receives a 'Granted' status, and will then become a Radio Authorization (i.e. Radio Licence).
- Each time a fully authorized radio licence is modified, then the **version** will increment by one digit.
- The application number is blurred throughout the guide for privacy reasons.

Please use the following screen capture to assist you in filling-out the first page of the application:

The screenshot shows a web form titled "General Information". It contains several input fields and dropdown menus. The "Application Number" field has the value "0109" followed by a masked area and "001". The "Your application reference identifier (name or number)" field contains "Year + Event (e.g. 2023 Honda Indy)". The "Group identifier (identifier for a group of licences in a network)" field contains "Racing Series (e.g. IndyCar Series)". The "Licence Category" dropdown is set to "Non-developmental". The "Licence Start Date (required)" field shows "2023-07-14" with a calendar icon. The "Requested Term (required)" dropdown is set to "Temporary". The "Expiry date (for a temporary licence)" field shows "2023-07-16" with a calendar icon. At the bottom, there are three buttons: "Cancel", "To summary", and "Next".

Application Number	0109 [masked] 001
Your application reference identifier (name or number)	Year + Event (e.g. 2023 Honda Indy)
Group identifier (identifier for a group of licences in a network)	Racing Series (e.g. IndyCar Series)
Licence Category	Non-developmental
Licence Start Date (required)	2023-07-14
Requested Term (required)	Temporary
Expiry date (for a temporary licence)	2023-07-16

Buttons: Cancel, To summary, Next

- The 'Reference Identifier' field must have the year and event name; e.g. 2023 Honda Indy Toronto.
- The 'Group Identifier' field must have the racing series name; e.g. IndyCar Series.
- The 'Licence Category' field should be left as 'Non-developmental'.
- The 'Requested Term' field must have 'Temporary' in it.

At the 'Account Information' page you will see the following:

The screenshot shows a web form titled "Account Information". It contains several input fields and dropdown menus. The "Account Number" field has the value "1000000" followed by a masked area. The "Licensee" field contains a masked area. The "Payment Contact" dropdown is set to "N/A". The "Administrative Contact" field contains a masked area. The "Technical Contact" dropdown is set to "N/A". At the bottom, there are three buttons: "Previous", "To summary", and "Next".

Account Number	1000000 [masked]
Licensee	[masked]
Payment Contact	N/A
Administrative Contact	[masked]
Technical Contact	N/A

Buttons: Previous, To summary, Next

- Your 12-digit Licensee Account Number.
- The Client Name (i.e. Licensee Name) of the account.
- If you listed other members to act as either the Payment, Administrative and/or Technical contacts during the account registration process, then here you can select those members as the primary points of contact. Otherwise, you can click [Next] to continue.

The 'Covering Letter' section will appear, and you can use the below screen capture to assist you:

Covering Letter

System description (e.g., base-mobile, point-to-point, point-to-multipoint, etc.) (required)

Mobile-to-Mobile communications.

Nature of service (e.g., taxi dispatching, construction, etc.) (required)

Motorsport Racing

Is an interim authority requested?

No

Special requirements of the system

*If space is limited here then please attach a note in the Attachments section.

Previous

To summary

Next

- The 'Interim Authority' field should be left as 'No'.
- You can specify the number of frequency channels and/or list your preferred frequency channels list in the 'Special Requirements' field, however if there is not enough space then please attach a document in the 'Attachments' section mentioned later on in this guide.
- Please also use the 'Special Requirements' field to let us know **if you are using more than one type of radio model**. For example, if the total number of radios you are using are 10, but comprise of 5 Motorola and 5 Kenwood radios, then please let us know.

At the 'Station List' page please click [Unknown] to begin entering in data for where the venue will take place at:

Station List

	Type ↑↓	Station name and address or Area of operation (municipality, province, or region) ↑↓	Licensee Reference Name ↑↓	Call Sign ↑↓	Geographical Coordinates ↑↓	Radius [km] ↑↓	Mobiles ↑↓	Transaction ↑↓	Action
1	Mobile	Unknown	--	--		--		New	

Number of Records: 1

Previous

To summary

Next

(Continued on the next page)

At the 'Station' page, please fill-in all the fields, then click [Save] to continue:

Station

Number of mobile stations, all types (required)

10

Area of operation (municipality, province, or region) (required)

Exhibition Place, 100 Princes' Blvd, Toronto

Licensee Station Reference Name

Honda Indy, IndyCar Series

Geographical Coordinates (WGS84)

Latitude of the centre of operation (required)

43° 37' 57" N

Longitude of the centre of operation (required)

079° 24' 56" W

Radius of Operation [km] (required)

1

Province(s) of operation (required)

Ontario

Cancel

Save

- The 'Number of Mobile Stations' field is the **total** number of radios that will be actively used at your event, **which might comprise of one or more different types of radios**. See the previous note regarding the 'Special Requirements' section in the 'Covering Letter' page up above.
- The 'Area of Operation' field format should be Location/Track Name, Street Address, and City.
- The 'Geographical Coordinates' fields should approximate the center point of the racetrack.
- The 'Radius of Operation' field should be no more than 1 km.
- The 'Province(s) of Operation' field should have the province where the venue is located in.

Back at the 'Station List', now click [Next] to continue:

Station List

Type	Station name and address or Area of operation (municipality, province, or region)	Licensee Reference Name	Call Sign	Geographical Coordinates	Radius [km]	Mobiles	Transaction	Action
1 Mobile	Exhibition Place, 100 Princes' Blvd, Toronto	Honda Indy, IndyCar Series	--	43° 37' 57" North 79° 24' 56" West	1	10	New	

Number of Records: 1

Previous

To summary

Next

At the 'List of Emissions' page, click [Add Emission] to enter the radio's technical parameters:

List of Emissions

Add Emission

Previous

To summary

Next

The 'Radio Specifications' page will require the "IC" number (not the "FCC" number) for 'Certification Number' field. Once you have obtained this number, use the 'Lookup' feature and enter this number to help you fill-in some of the parameters. Once completed, click [Save] to continue:

Radio Specifications

Manufacturer (required)

Model (required)

Radio Type (required)

Certification Number

Lookup

Low Frequency (0-99999) [MHz]

High Frequency (0-99999) [MHz]

Designation of emission (including necessary bandwidth) (required)

Lookup

Occupied Bandwidth [kHz] (required)

RF Output Power [W] (required)

Describe any communications with stations not on this licence and identify any channels to be used for mobile-to-mobile talk-around

I certify that the above radio equipment and any other equipment used within these technical parameters are certified or technically acceptable for use in Canada. (required)

If "No", please provide or attach additional radio equipment information

Cancel

Save

- The 'RF Output Power [W]' is the Transmit (Tx) Power (in Watts) emitted out of the Tx port where the antenna is attached. This value should not be confused with the Effective Radiated Power (E.R.P.).
- The radio's antenna has an 'Antenna Gain' value (usually listed in its Dipole value, not Isotropic value), and depending on what the 'Gain' is, it can increase (or in some rare cases decrease) the E.R.P.
- Spectrum Management can only allow a maximum E.R.P. of 5 Watts or 7 dBW.
- For example, if a radio's Tx Power is 3 W, with a 2 dB antenna gain (dipole, not isotropic), and zero dB system losses, then $(10\log 3 + 2\text{dB gain} - 0\text{dB losses}) = 6.77\text{ dBW E.R.P.}$ To find the power in Watts, divide 6.77 by 10 = 0.677. Then take $10^{0.677} = 4.75\text{ Watts E.R.P.}$

$$10 \log(3 \text{ W}) + 2 \text{ dB gain} - 0 \text{ dB losses} = 6.77 \text{ dBW E.R.P.}$$

$$10^{(\frac{6.77 \text{ dBW E.R.P.}}{10})} = 4.75 \text{ W E.R.P.}$$

Back at the 'List of Emissions' page, click [Assign] to notify us how many radio channels you will require:

List of Emissions

	Radio Model	Lower Frequency [MHz]	Upper Frequency [MHz]	Emission Classification	Power [W]	Antenna Model	No. of channels	Transaction	Channels	Action
1	Motorola Solutions Inc.-AAH01JDC9JC2AN	138	174	7K60FXE--	5	--	0	New	<div>Assign</div>	

Number of Records: 1

Add Emission

Previous

To summary

Next

On the 'Channels' page, click [Add Channel] to continue:

Channels

Add Channel

Back

On the 'Add Channel' page, you have two options available:

1. Only use this example if you attached your desired/preferred frequency list in the 'Attachments' section. The frequency below should match one of the frequencies in your list:

Add Channel

Communication type (required)

Simplex

Channel to be selected during application processing/analysis (required)

No

Standard Channel (required)

Short Term

Frequency [MHz] (required)

154.74

Channel Spacing [KHz] (required)

12.5

Cancel

Assign

2. Only use this example if you do not plan on attaching a desired/preferred frequency list in the 'Attachments' section. We will find suitable frequencies based on the technical parameters of the radio(s) you use:

Communication type (required)

Simplex

Channel to be selected during application processing/analysis (required)

Yes

Standard Channel (required)

Short Term

Cancel

Assign

Once completed, click [Assign] to continue.

Back at the 'Channels' page, for this exercise we are going to add 2 more channels, for a total of 3 channels for this particular radio device. Click [Add Channel] to repeat the above steps:

Channels

Channel	Communication Type <small>↑↓</small>	Tx Frequency [MHz] <small>↑↓</small>	Rx Frequency [MHz] <small>↑↓</small>	Channel Name	Allocation Name	Channel Bandwidth [KHz] <small>↑↓</small>	Transaction <small>↑↓</small>	Action	Select
1	Simplex	154.74	154.74				New	Remove	<input checked="" type="checkbox"/>

Number of Records: 1

Add Channel
Back
Add to emission

- Please note under the 'Select' column that the box is automatically checked-off, but if you should see this box unchecked, then please check it off to ensure it is added to the application.

After adding the 2 additional channels, you should see the following screen capture. Now click [Add to Emission] to add the channels to the application:

Channels

Channel	Communication Type <small>↑↓</small>	Tx Frequency [MHz] <small>↑↓</small>	Rx Frequency [MHz] <small>↑↓</small>	Channel Name	Allocation Name	Channel Bandwidth [KHz] <small>↑↓</small>	Transaction <small>↑↓</small>	Action	Select
1	Simplex	154.74	154.74				New	Remove	<input checked="" type="checkbox"/>
2	Simplex	150.95	150.95				New	Remove	<input checked="" type="checkbox"/>
3	Simplex	158.88	158.88				New	Remove	<input checked="" type="checkbox"/>

Number of Records: 3

Add Channel
Back
Add to emission

Back at the 'List of Emissions' page, if you are planning on using another type of radio (different from the first entry), then click [Add Emission] to enter in the technical parameters of the new radio model. You will also have to assign a radio channel(s) to this new radio unit (similar to previous steps mentioned above). If you don't plan on using a different type of radio, then you can click [Next] to continue:

List of Emissions

	Radio Model <small>↑↓</small>	Lower Frequency [MHz] <small>↑↓</small>	Upper Frequency [MHz] <small>↑↓</small>	Emission Classification <small>↑↓</small>	Power [W] <small>↑↓</small>	Antenna Model <small>↑↓</small>	No. of channels <small>↑↓</small>	Transaction <small>↑↓</small>	Channels	Action
1	Motorola Solutions Inc.-AAH01JDC9JC2AN	138	174	7K60FXE--	5	--	3	New		Assign

Number of Records: 1

Add Emission
Previous
To summary
Next

In the 'Attachments' section, here is where you can attach relevant documents (e.g. letter, e-mail correspondence, list of preferred frequencies, etc.). Please follow the sequence of numbers in order to attach one document/file:

Attachments

Select Attachment Select File ¹

Attachment type (required) ²

Description ³

Add Attachment ⁴

Previous To summary Next

For this exercise, we are only attaching one document, however if you wish to add more than one then please repeat the above step. Once completed, click [Next] to continue:

Attachments

Select Attachment Select File

Attachment type (required)

Description

Add Attachment

Manage Attachment(s)

Description	Additional Details	File Name	Size	Type	Action
Document	List of preferred frequencies.	test sample document.txt	20.0 B	Attachment	Delete

Previous To summary Next

The 'Channel Details' page summarizes the data entries you have made thus far. Even if you see a discrepancy, for now just click [Next] to continue, as we can amend any errors later on:

Channel Details

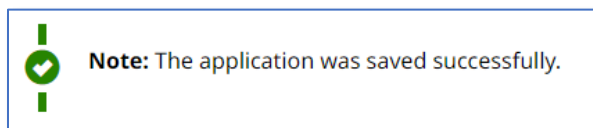
Station	Type	Station name and address or Area of operation (municipality, province, or region)	Licensee Reference Name		Call Sign	Coordinates	Radius	Mobiles	Transaction
1	Mobile	Exhibition Place, 100 Princes' Blvd, Toronto	Honda Indy, IndyCar Series		--	43° 37' 57" North 79° 24' 56" West	1	--	New
	Equipment Name		Lower Frequency [MHz]	Upper Frequency [MHz]	Designation of emission (including necessary bandwidth)	RF Output Power	Antenna	Transaction	
	1	Motorola Solutions Inc.- AAH01JDC9JC2AN	138	174	7K60FXE--	5	--	New	
		Channel	Comm. Type	Tx Frequency [MHz]	Rx Frequency [MHz]		Service	Transaction	
		1	Simplex	154.74	154.74	--	--	New	
		2	Simplex	150.95	150.95	--	--	New	
		3	Simplex	158.88	158.88	--	--	New	

Previous To summary Next

At the 'Application Summary' page, click [Save] to save your progress:

The screenshot shows the 'Application Summary' page. At the top left is a 'Download Draft as PDF' button. At the top right is an 'Expand all' button. Below these are seven expandable sections: 'General Information', 'Account Information', 'Covering Letter', 'Station List', 'List of Emissions', 'Attachments', and 'Channel Details'. Each section has an 'Edit' button to its right. At the bottom of the page are four buttons: 'Previous', 'Save' (highlighted with a green circle), 'Validate', 'Submit to ISED', and 'Delete'.

You should see the following banner just underneath the application number if you saved your work successfully:



Now click [Validate] to check for any errors:

This screenshot is identical to the previous one, showing the 'Application Summary' page. The 'Validate' button at the bottom is now highlighted with a green circle.

If you see a Validation Error for a particular section of the application, then please click the corresponding [Edit] button to view and correct the error:

This screenshot shows the 'Application Summary' page after a validation. The 'Covering Letter' section is highlighted in blue, and a red 'Validation Error' message is displayed next to it. The 'Edit' button for the 'Covering Letter' section is highlighted with a green circle. The 'Validate' button at the bottom is no longer highlighted.

Once you have corrected the error in the particular section(s) that were reported, go back to the 'Application Summary' page, and ensure that you first click [Save] to save the correction, and then click [Validate] to see if all Validation Errors have been cleared:

Application Summary

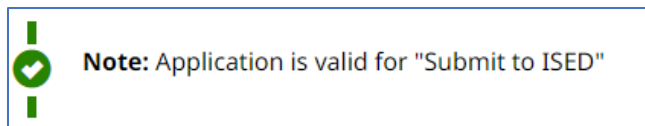
Download Draft as PDF

Expand all

- ▶ General Information Edit
- ▶ Account Information Edit
- ▶ Covering Letter Edit
- ▶ Station List Edit
- ▶ List of Emissions Edit
- ▶ Attachments Edit
- ▶ Channel Details Edit

Previous Save Validate Submit to ISED Delete

If no Validation Errors appeared, then you should see the following banner:



You can now click [Submit to ISED] to submit your application:

Save Validate Submit to ISED Delete

After clicking the [Submit to ISED] button, **please wait for the system to confirm receipt of the application**, which should appear on your display monitor.

If you require any assistance and/or have questions about your submission, please review the online [RIC-66 guide](#), and contact the respective Spectrum Management office that has jurisdiction of where your event is located. The office processing your request is based on the coordinates of where your racing event is located.