

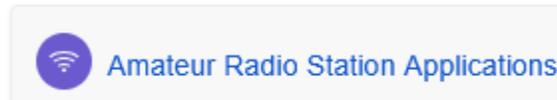
Amateur Radio License Application

1. Create a user account by clicking on the following URL and clicking on the “Request Access / Contact Us” link and following the on-screen instructions: <https://puc.spectrum.center/>

2. Choose Request Access: Other Applications as per the below screen along with your first name, last name and email address:

3. After confirming your login credentials, enter them in the URL listed in step 1 and continue with step 4 below onwards.

4. Once you have access to the Spectrum-E© “Home” dashboard, click on the “Amateur Radio Station Application” option:



5. Once you are on the page titled “Amateur Radio Station”, click on the “New” button in the “Applications” tab to create an Amateur Radio License Application request.

Amateur Radio Station

Applications Modifications Renewals Licenses

→ New Menu pending 0 records in total ← 1 - 30 → 30 Refresh

#	state	action	Client Name	countdown	Date Created (Y-M-D)
There are no records in this view					

6. Complete entering information into the application form. Make sure to supply the mandatory fields marked with an '*' with the relevant information. If you are not sure what to enter in a particular field, feel free to enter "N/A" or "Unavailable".

Application For Amateur Radio Licence

All fields marked with an asterisk (*) are required.

Request No.: PUC-APP-2025-1943

Request Type: Addition

Assigned Call Sign:

Applicant Information

[Reset Licensee](#)

Name of Licensee*:

Date of Birth*: dd / mm / yyyy

Main Station Address

Your permanent station address (or normal operating address of a club) must be in Belize.

Licensee Street Name and Number*:

Licensee City*:

Licensee State:

Licensee PO Box:

Licensee Country*: Select...

Licensee Telephone*:

Licensee Fax:

Licensee Email*:

Mailing address (if different from above)

Licensing documentation and correspondence will be sent to this address. In the case of a Reciprocal License, indicate your Belize mailing address if applicable.

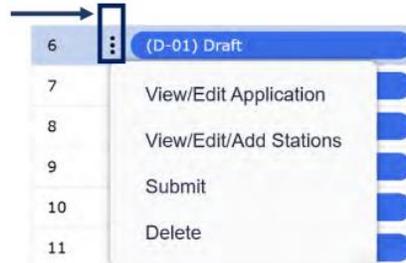
(Form continues...)

7. The email address entered on the application form will be the email address that will receive emails related to the application.

8. Proceed to complete the application form and attach the applicable documents where required. Reciprocal License applicant should complete the additional field pertaining to their home country license details.

9. You can validate your entry by clicking "Validate", once you receive the "no error" notification you can proceed to "Save" your input to date. Click "close".

10. You will return to the previous Amateur Radio Station table view from step 5. Hover under the leftmost “#” column header next to the newly created record in the (“D-01) Draft” state. The three vertical dot “kabob” style menu will appear, presenting the options to “Submit” the application:



11. The “Submit” allows you to proceed with your application submission. Next, select the ‘Local Online Banking Transfer’ option from the drop-down menu as your Payment Method.

15. An invoice will be generated and emailed to you, providing payment details for your follow-up.

16. Note that if prompted with “Terms and Conditions” you must accept to complete the submission of your application request through this web portal.

17. Upon receiving the invoice, proceed to make the payment and upload the proof of payment by logging into the platform. You will need to login and return to the previous Amateur Radio Station table view from step 5. Hover under the leftmost “#” column header next to the record now in the (“P-01) Payment Pending” state. The three vertical dot “kabob” style menu will appear, presenting the options to “Upload Proof of Payment”. Upload your proof of payment.

18. Once your application request has been submitted and payment has been made, you will be redirected to the Amateur Radio Station table view as described in Step 5, where the status of your application request will now reflect an updated state. The (“P-03) Payment Pending” state indicates that your electronic application request has been successfully received by the system and is being processed by the PUC of Belize.

19. Once the payment is received and confirmed, a receipt will be generated and sent to your email and the PUC of Belize will continue with the review process.

20. The outcome of your application request will be confirmed to your email address, and appear in the “Application” and or “Licenses” tab of the Amateur Radio Station page described in step 5.

Congratulations! You have completed preparing and submitting your application request! Feel free to contact Spectrum Center at the contact information below or the PUC of Belize (blzpuctelecom@puc.bz) if you have any additional questions.

