



Maintain certificates and callsigns

Approved persons (ARX) user guide

Version 1.01 | March 2023



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Introduction

This document details the process for an [Approved Radio Examiner \(ARX\)](#) to maintain certificates and callsigns in the [Register of Radio Frequencies \(the RRF\)](#). This includes issuing and maintaining the following certificates of competency and callsigns **within the authorisation of the ARX**:

- General Amateur Operators Certificate (GAOC)
- Maritime Restricted Radiotelephone Operators Certificate (MRROC)
- Maritime General Radiotelephone Operators Certificate (MGROC)
- Maritime General Operators Certificate (MGOc)
- Callsigns in the amateur and maritime bands.

Explanation

This process only applies to certificates of competency and callsigns that are registered in the RRF.

Only the Coastguard-issued very high frequency (VHF) callsigns that have also been assigned a Maritime Mobile Service Identity (MMSI) number are recorded in the RRF. For other VHF only callsigns please contact [Coastguard Boating Education](#) if you cannot find the callsign in the RRF.

The use of callsigns is covered in:

- The [General User Radio Licence for Maritime Purposes Notice 2007](#)
- The [Radiocommunications Regulations 2001](#).

Document Steps, Images and Links

This document contains instructions (steps) to perform a process within the Register.

- Some steps are followed by an image that demonstrates the onscreen result of that step
- Some steps include links to other sections within the document or other user guides; these are designated using 'go to' or 'refer to'.
- Clicking the section name moves you directly to that section or user guide.

Requirements

- Prospective new callsign holders must have [legal entity status](#) and a client record in the Register
- New clients can do one of the following to become a user of the Register:
 - Complete the relevant process [How to become a registered user in the RRF](#)
 - Contact Radio Spectrum Management (RSM):
 - Email rsmlicensing@mbie.govt.nz
 - Phone the freephone number 0508 RSM INFO (0508 776463).
- An ARX can also add or update a client record in the RRF. Refer to [How to create a new client in the RRF](#).

Authority

The ARX may only issue and maintain certificates of competency and callsigns within their authorisation as specified in [PIB 46](#) and the ARXs Approved Radio Status letter.

Technical Assistance

Comprehensive help is available to help you complete the various processes:

- Technical assistance can be found within the Public Information Brochures (PIBs); these are located within the [Resources for ARXs on the RSM website](#).
- Various [user guides](#) on the RSM website describe the steps to take to complete each process
- Some fields and sections in the Register of Radio Frequencies (the RRF) have help text.
 - Click or hover over the  (Information icon) to view the help text with information about what to enter in the field or information about a section.
- Please contact Radio Spectrum Management (RSM) if you require further assistance:
 - Email rsmlicensing@mbie.govt.nz
 - Phone the freephone number 0508 RSM INFO (0508 776463)

Approved Radio Examiners

You should be familiar with the following PIBs:

- Radio Operator Certificate and Callsign Rules (PIB 46)
- Legal entities for the purposes of the Radiocommunications Act 1989 (PIB 47)

Amendment history

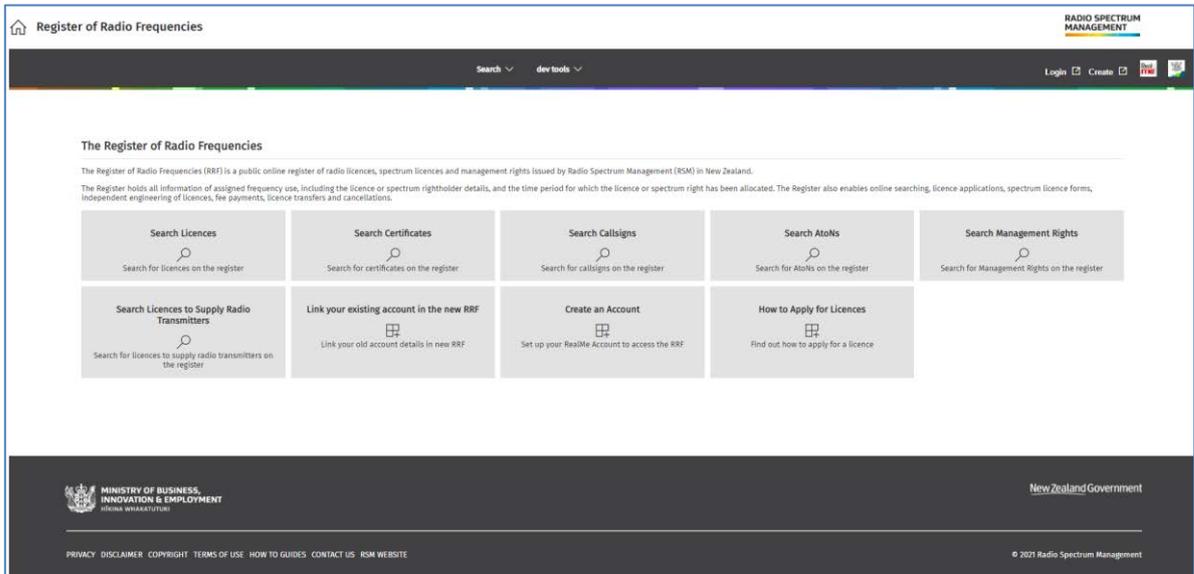
Version	Date	Details
0.01 0.02	October 2022 December 2022	Draft RFF version for review
0.03	December 2022	Draft for Release 1
0.04	February 2023	Draft for Release 2
1.00	March 2023	Final Version

Maintain Certificates and Callsigns

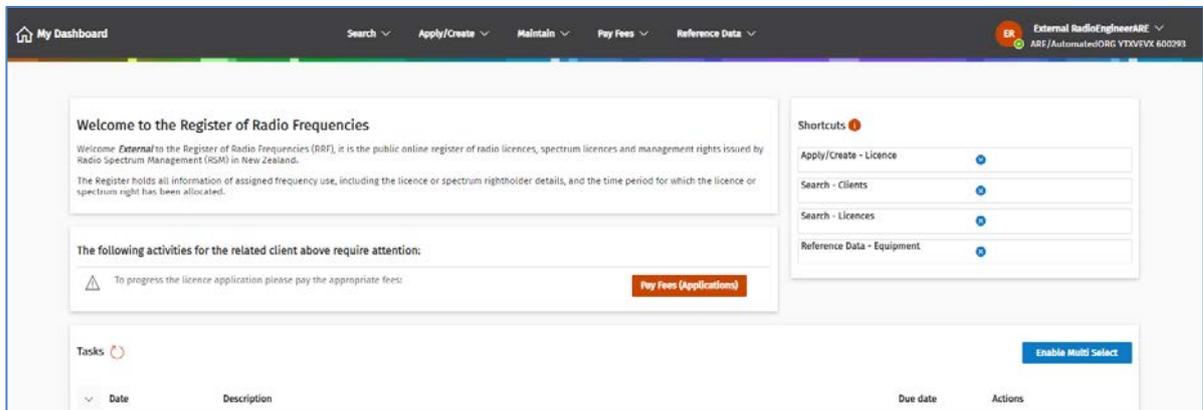
An ARX (and internal users with permission) can create and issue certificates and callsigns for individuals and maintain these certificates and callsigns.

Login to the RRF

1. Go to the Register of [Radio Frequencies \(the RRF\)](https://www.rsm.govt.nz) at www.rsm.govt.nz.



2. Login to the RRF using your RealMe login. The *My Dashboard* screen displays.



3. Determine the action you want to perform:

- [Create certificate of competency](#)
- [Create callsign](#)
- [Modify certificates and callsigns](#)

Note: These processes are detailed in the sections following.

Create certificate of competency

An ARX (and internal users with permission) can create a new certificate for an individual who has passed their exam or to reissue an historical certificate.

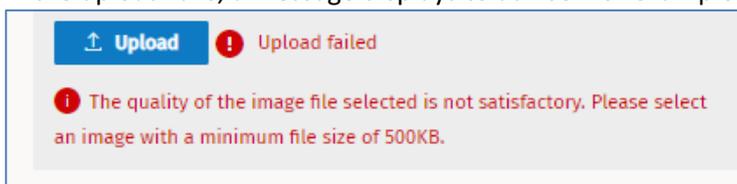
You can save a certificate before completion then return and complete it later. You will need to search for the certificate using the client's name. The incomplete certificate will have a status of 'Draft' in the search results.

1. Check the client is already recorded in RRF by performing a search for that client to ensure you have the correct person. Refer to [Search Clients](#) on the RSM Website.
 - If you cannot find the client, create a new client record, Refer to [Add or Update Client Record](#).
2. Select **Apply/Create > Certificate**. The *Create Certificate* screen displays.

The screenshot shows the 'Create Certificate' interface. At the top, there's a navigation bar with 'Search', 'Apply/Create', and 'Maintain' menus. The user is logged in as 'External Radio Examiner ARX'. The form is divided into sections: 'Client details' with fields for Client (with a search hint), Residential address, Email, and Phone number(s); 'Certificate details' with dropdown menus for Certificate type and Grounds for granting; and 'Certificate holder photo' with a list of requirements and an upload area. The requirements include: less than 6 months old, face/head/shoulders shot, no sunglasses/glasses, between 500B and 300B, full colour, aspect ratio 0.7-0.9, and jpg/jpeg format. The upload area has a 'Drag and drop files here...' instruction and an 'Upload' button.

3. Enter the client number or start typing the client's name in the **Client** field then select the name from the list that displays. Contact details for the client display.
4. Scroll to the **Certificate details** section.
 - Select the **Certificate type** from the drop down list.
 - Select the **Grounds for granting** from the drop down list, (e.g. Pass examination).
 - If you selected **Historic Qualification** or **Other** in this field, complete the **Note for granting** field.
5. Before you upload the identity photograph of the client, ensure it meets the criterion as specified in [PIB 46](#).
6. To upload the file, either:
 - Click **Upload** then navigate to the client's photograph file and click **Open**, or
 - Drag and drop the file.

- If the upload fails, a message displays to advise. For example:



- While the file uploads, a 'File uploading' message displays. When complete, the image displays as well as the name of the uploaded file and the 'Uploaded complete' message.

Certificate details

Certificate type * Grounds for granting *
 Maritime General Operator's Certificate (MGOC) Pass Examination

Certificate holder photo

Please note that your identity photo must meet the following requirements:

- less than 6 months old
- a face, head and shoulders shot, looking directly at the camera
- no sunglasses or glasses with tinted lenses that obscure your eyes
- between 500KB and 3MB
- in full colour and have an aspect ratio (width : height) between 0.7 and 0.9
- in jpg or jpeg format

Drag and drop files here to upload them or click the upload button to choose a file.

TabbyC.jpg ✕

Upload Upload complete



Note: If you uploaded the wrong file, click the **X** next to the file name (above the **Upload** button) to delete the file then repeat this step to add the correct file.

7. Record the Certificate holder details:

- Enter the personal details of the certificate holder.
Note: If these details are already recorded for your client, they will already be populated.
- Enter details in the **Examiner remarks / Note** field.

Certificate holder details

Surname * Middle name First name *

Birth date Birth place * Birth country *

Examiner remarks / Note *

8. Determine if you can complete the certificate at this time:

- If yes, continue to the next step.
- If no, click **Save as Draft**. A message displays at the top of the screen to advise the certificate has been saved. The certificate record saves as **Draft**. When ready to continue, refer to [Complete a draft certificate](#).

9. Determine your next step:

- If creating a Maritime Certificate, go to [Complete Maritime Certificate](#).
- If creating an Amateur Radio Certificate, go to [Complete Amateur Radio Certificate](#).

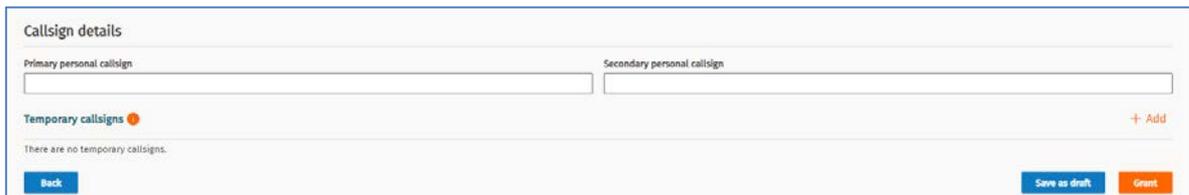
Complete Maritime Certificate

Follow these steps to complete all types of Maritime Certificate.

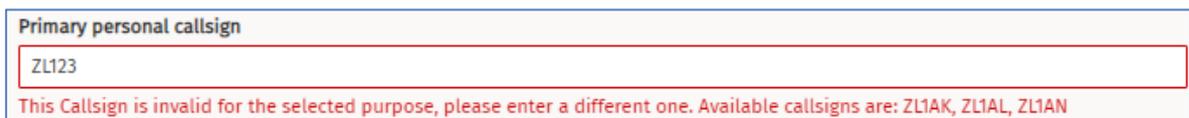
1. Click **Save as draft**. A message displays at the top of the screen to advise the certificate has been saved.
2. Click **Edit** to continue to complete this application.
3. Check that you have added all information for the certificate:
 - If the client has supplied documentation for a Vessel Safety Information form under section 3.3 of [PIB 47](#), you must upload it to the record. Refer to [Add a file note and attachment](#).
 - If there are errors in the details entered, click **Delete**, confirm the deletion then create the certificate again.
4. Go to [Grant the certificate](#).

Complete Amateur Radio Certificate

If you are creating a General Amateur Operator's Certificate or Approved Overseas Amateur Radio Certificate, you can enter the callsign details, if known, or leave it blank.



1. Enter the callsign in the **Primary personal callsign** field, (e.g. ZL1CH) then click elsewhere in the screen or press the **Tab** key.
 - Wait while RRF checks the callsign you entered.
 - If callsign already used or not suitable, an error message displays with requests you to enter a different callsign and gives examples.



- Enter a different callsign using the examples.
2. Enter additional callsigns, if required:
 - Enter a Secondary person callsign.
 - Add **Temporary callsigns**, go to [Add temporary callsigns](#).
3. Check that you have added all information for the certificate:
 - If the client has supplied documentation such as residency information under section 1.9 of [PIB 47](#), you must upload it to the record. Refer to [Add a file note and attachment](#).
 - If there are errors in the details entered, click **Delete**, confirm the deletion then create the certificate again.
4. Go to [Grant the certificate](#).

Add a file note and attachment

Follow these steps to add a file note and attach a document (or email) to a record. The most recent note displays at the top.

1. Scroll to the **File note and attachment** section (at the bottom of the screen).
2. Click **Add**. The *File note and attachment* fields display.

File note and attachment ^ + Add

File note date 📅 File note type *

Note title *

Restricted * Note details

Upload file

Drag and drop files here to upload them or click the upload button to choose a file.

Created by - Created date -

Last updated by - Last updated date -

There are no file notes.

Event log

↑

3. Select the date from the calendar in the **File note date** field.
4. Complete the other mandatory fields. It is optional to add **Note details**.
 - If you are adding an attachment, go to the next step. Otherwise click **Save**.
5. To attach a document, click **Upload**.
 - Either select the file and click **Open** or drag and drop the file to the area above the **Upload** button. You are advised if the file was uploaded successfully or not.
6. Click **Save**. The information added displays.

File note and attachment ^ + Add

File note date	File note type	Note title	Restricted	Created by	Attachment	Actions
23-Aug-2022	Correspondence	Supporting document for certificate	Private	External Radi...	Y	<input type="button" value="View"/> <input type="button" value="Remove"/>

File note date 23-Aug-2022 File note type Correspondence

Note title Supporting document for certificate

Restricted Restricted - Private Note details Test adding attachment

Upload file

Drag and drop files here to upload them or click the upload button to choose a file.

Supporting Doc - Test.docx

Created by External RadioExaminerARX (4094) Created date 23-Aug-2022 15:27

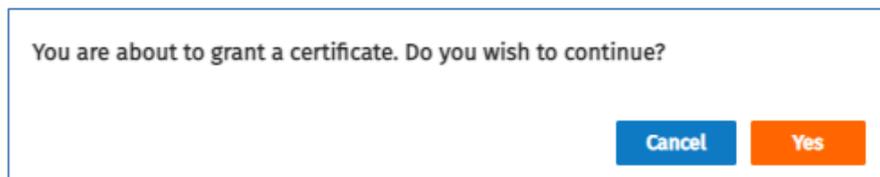
Last updated by External RadioExaminerARX (4094) Last updated date 23-Aug-2022 15:27

↑

- Click **Close** to close the extended screen and display only the summary of the note details at the top.
7. To edit or remove the note you added:
- To remove the note (including any attachments), click **Remove**.
 - Click **Yes** to the confirmation message. The note and any attachment are deleted.
 - To change details in the note:
 - Click **View** to expand the file note record (if not already expanded).
 - Click **Edit**.
 - Make the edits you require to the note and/or click **X** to remove the attached file. Upload another file, if required.
 - Click **Save**.

Grant the certificate

1. Click **Grant**. A confirmation message displays.



2. Click **Yes** to grant the certificate and change the status to **Current**. The *Maintain Certificate* screen displays.
 - The certificate has now been issued and the process completed.
3. If required, you can print or email it to yourself or the client at this time. Refer to [Print or email a copy of a certificate](#).

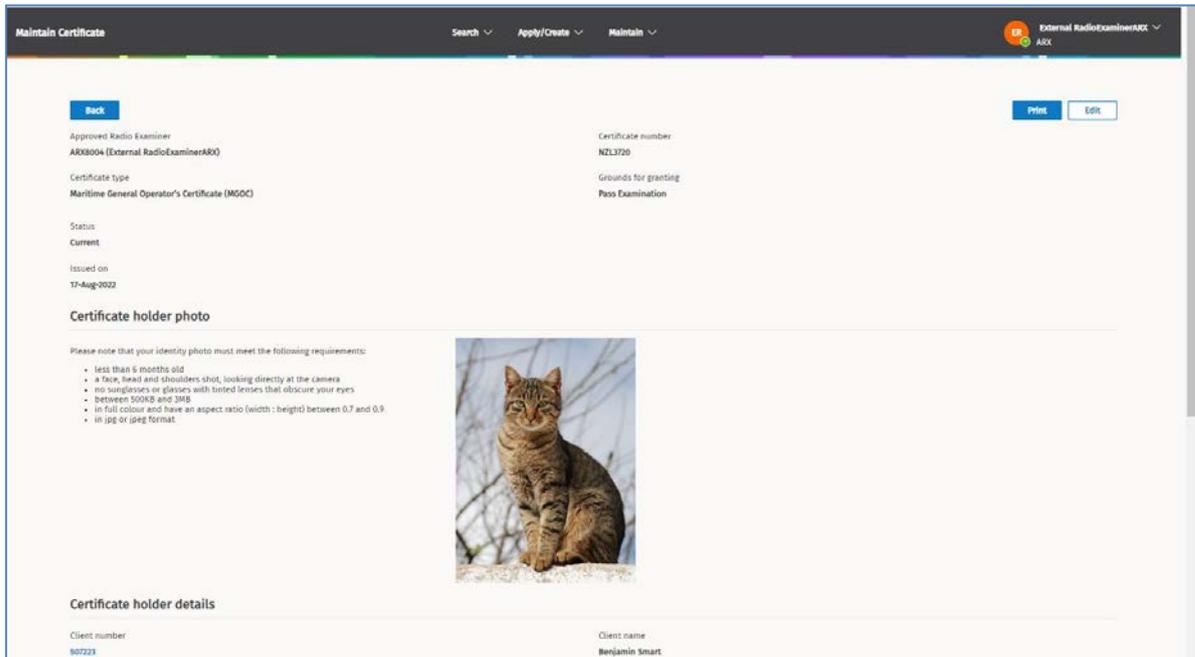
The process ends.

Print or email a copy of a certificate

Once you create a certificate and it has the status of 'Complete', you can print and/or email the certificate to your logged in address or to another address.

Note: Before printing, check your browser pop-up blocker has been set to 'off'.

1. Display the certificate you require (or have just created).
 - If required, perform a search for the certificate you require and view it.



The screenshot shows a web interface titled 'Maintain Certificate'. At the top, there are navigation links for 'Search', 'Apply/Create', and 'Maintain', along with a user profile for 'External RadioExaminerARX'. The main content area displays the following information:

- Back** button (top left) and **Print** / **Edit** buttons (top right).
- Approved Radio Examiner:** ARX8004 (External RadioExaminerARX)
- Certificate type:** Maritime General Operator's Certificate (MGOC)
- Status:** Current
- Issued on:** 17-Aug-2022
- Certificate number:** NZL3720
- Grounds for granting:** Pass Examination

Certificate holder photo

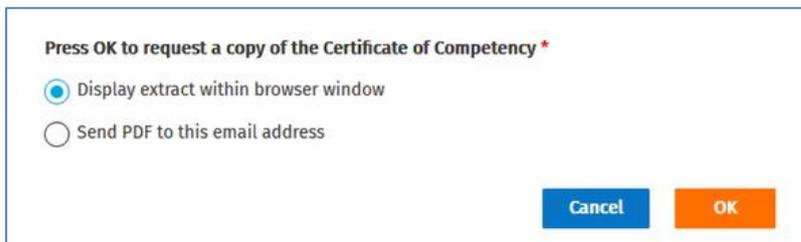
Please note that your identity photo must meet the following requirements:

- less than 6 months old
- a face, head and shoulders shot, looking directly at the camera
- no sunglasses or glasses with tinted lenses that obscure your eyes
- between 500KB and 3MB
- in full colour and have an aspect ratio (width : height) between 0.7 and 0.9
- in jpg or jpeg format

Certificate holder details

- Client number:** 807223
- Client name:** Benjamin Smart

2. Click **Print**. A message displays with options.



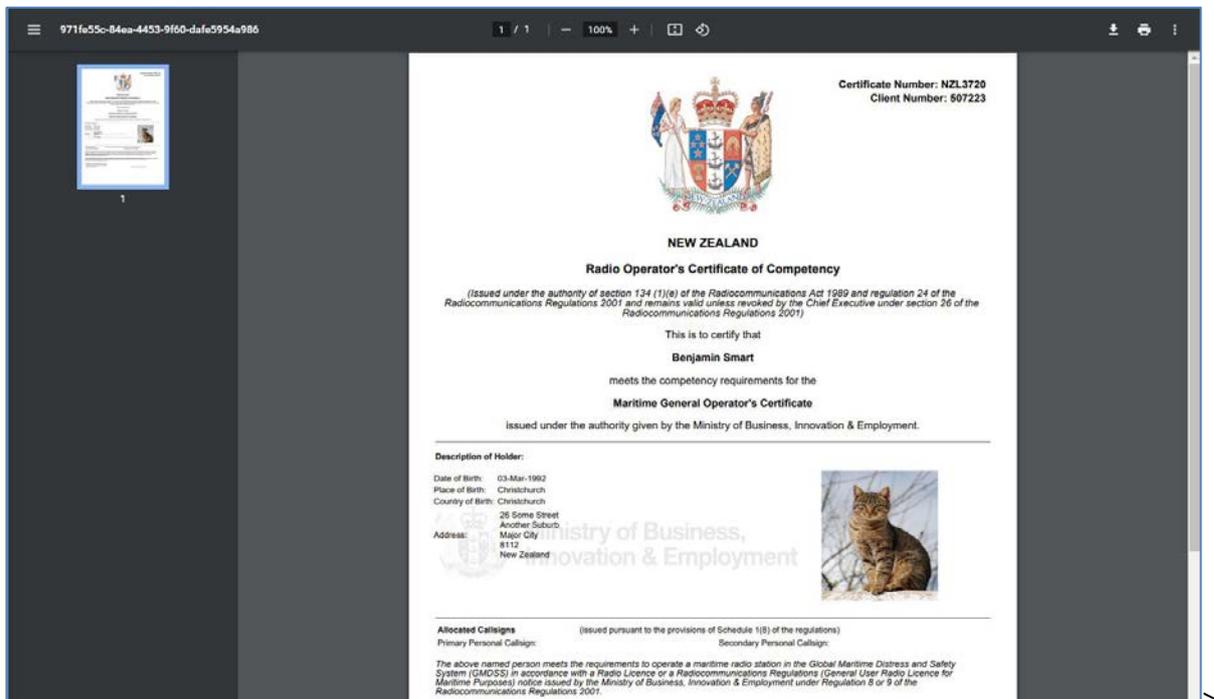
The dialog box contains the following text and options:

Press OK to request a copy of the Certificate of Competency *

- Display extract within browser window
- Send PDF to this email address

Buttons: **Cancel** (blue) and **OK** (orange)

3. To print a copy of the certificate:
 - Select Display extract within browser window and click **OK**.
 - The PDF generates and displays in another tab in your browser.



- Click the **Print** icon and select your options to print.
- Alternatively, download the certificate to a location on your computer.
- When completed, close the browser window and return to the *Maintain Certificate* screen.

4. To send a PDF copy of the certificate by email:

Press OK to request a copy of the Certificate of Competency *

Display extract within browser window

Send PDF to this email address

- Select **Send PDF to this email address**. A field displays with your default email address populated.
 - If required, change the address, (e.g. to the client's email address).
- Click **OK**. RRF generates the PDF and sends it to the email address you entered. A message displays at the top of the screen to confirm the email was sent and the address it was sent to.

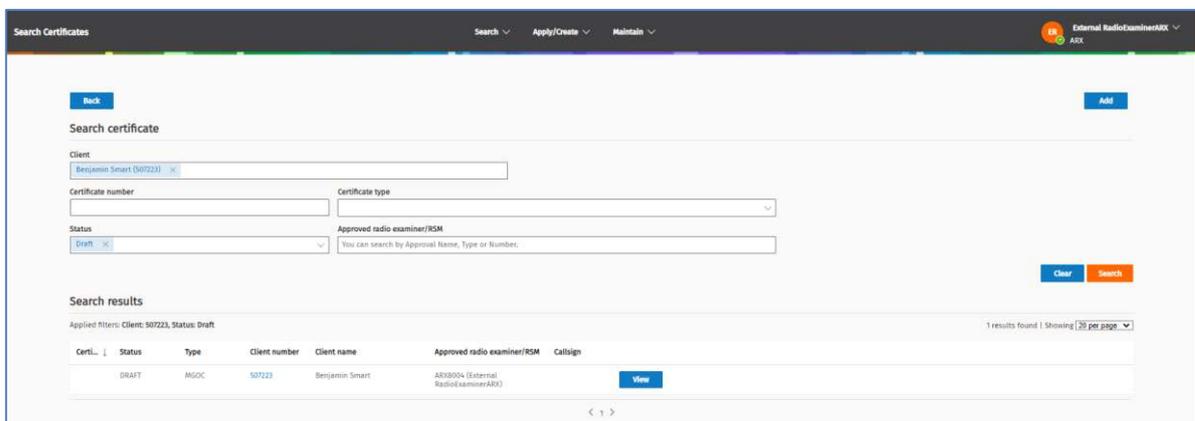
The process ends.

Complete a draft certificate

Once you created a certificate and saved the details (prior to entering the callsign details or granting), the certificate will have a status of **Draft**. This can be useful if you need to exit the RRF to obtain more information or for another reason.

While the Certificate record is at **Draft** status, you can also delete it, (e.g. if there are errors you need to fix, or if it is no longer required).

1. Select **Search > Certificates** from the menu to display the *Search Certificates* screen.
2. Enter your search criteria:
 - Enter the client's name in the **Client** field.
 - Select **Draft** in the **Status** field. (If you already have the correct client you don't need to select **Draft** as the certificate for that client will display.)
3. Click **Search**. The search results display.



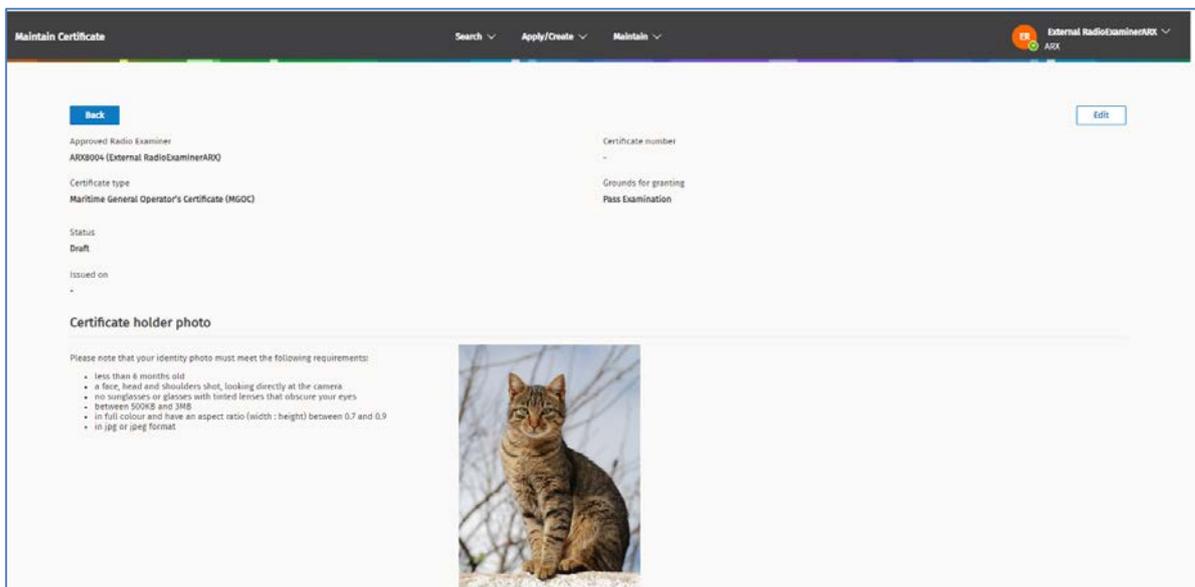
The screenshot shows the 'Search Certificates' interface. At the top, there are navigation tabs: Search, Apply/Create, and Maintain. The search criteria are as follows:

- Client: Benjamin Smart (50723)
- Certificate number: (empty)
- Certificate type: Approved radio examiner/RSM
- Status: Draft

Search results show 1 result found. The table below is a summary of the results:

Cert. #	Status	Type	Client number	Client name	Approved radio examiner/RSM	Callsign	View
	DRAFT	MGOC	50723	Benjamin Smart	ARX8004 (External RadioExaminerARX)		View

4. Click **View** next to the 'Draft' record you require. The *Maintain Certificate* screen displays.



The screenshot shows the 'Maintain Certificate' interface. The details are as follows:

- Approved Radio Examiner: ARX8004 (External RadioExaminerARX)
- Certificate number: (empty)
- Certificate type: Maritime General Operator's Certificate (MGOC)
- Status: Draft
- Issued on: (empty)

Under the 'Certificate holder photo' section, there is a list of requirements and a photo of a cat:

- Please note that your identity photo must meet the following requirements:
 - less than 6 months old
 - a face, head and shoulders shot, looking directly at the camera
 - no sunglasses or glasses with tinted lenses that obscure your eyes
 - between 500x8 and 3M8
 - in full colour and have an aspect ratio (width : height) between 0.7 and 0.9
 - in jpg or jpeg format

The photo shows a tabby cat sitting on a ledge.

5. Click **Edit**. The record becomes active, and the buttons display.
 - If you decide you need to delete this certificate, click **Delete**. A confirmation message displays. Click **OK**. The certificate is removed from the RRF. You can only delete a draft certificate.
6. Continue to complete the certificate:

- If a Maritime Certificate, go to [Complete Maritime Certificate](#).
- If an Amateur Radio Certificate, go to [Complete Amateur Radio Certificate](#).

Create callsign

There are two types of callsign, Amateur Club callsign and Ship callsign. A callsign it must be linked to a client.

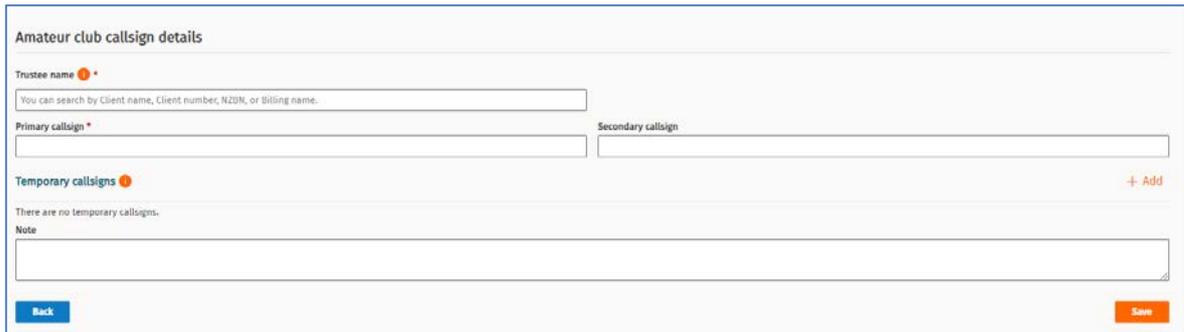
Note: If you don't know the client number or correct name of the client to link to the callsign, perform a search. Refer to [Search Client](#) on the RSM website.

1. Select **Apply/Create > Callsign** from the menu to display the *Create Callsign* screen.

2. Select the **Callsign option** you require for the call sign, (i.e. **Amateur club callsign** or **Ship callsign**).
3. Start typing the name of the client in the **Client** field and select their name from the list.
 - Alternatively, you can enter or paste the **Client Number** (copied from their client record) into this field.
4. Go to the following procedure which is relevant to the type of callsign you selected:
 - [Record Amateur club callsign](#)
 - [Record ship callsign](#)

Record Amateur club callsign

Complete these steps to record an **Amateur club callsign** in the *Create Callsign* screen.



Amateur club callsign details

Trustee name *

You can search by Client name, Client number, NZDN, or Billing name.

Primary callsign * Secondary callsign

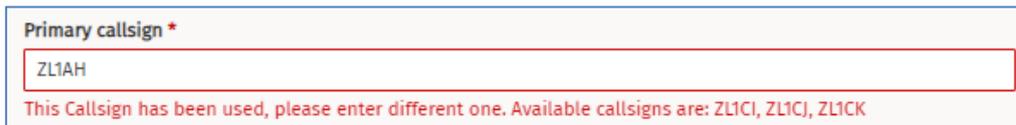
Temporary callsigns + Add

There are no temporary callsigns.

Note

Back Save

1. Start typing the name of the person who holds a NZ General Amateur Operator's Certificate in the **Trustee name** field and select the name from the list. The contact details for the client display.
2. Enter the callsign in the **Primary personal callsign** field, (e.g. ZL1CK) then click elsewhere in the screen or the press **Tab** key.
 - Wait while RRF checks the callsign you entered.
 - If the callsign has already been used or is not suitable, an error message displays. It requests you to enter a different callsign and gives examples.



Primary callsign *

ZL1AH

This Callsign has been used, please enter different one. Available callsigns are: ZL1CI, ZL1CJ, ZL1CK

- Enter a different callsign using the examples.
3. Enter additional callsigns, (if required), for example:
 - Enter a Secondary person callsign.
 - Add **Temporary callsigns**, go to [Add temporary callsigns](#).
4. Enter any additional information in the **Notes** field, if appropriate.
5. Click **Save**. A message display asking for confirmation to save.
6. Click **OK**. A message displays at the top of the screen to advise 'You have allocated a primary callsign for the [client name]'.

The process ends.

Add temporary callsigns

You can have up to two (2) Temporary callsigns. These are valid for up to 12 months.

1. Scroll down to the **Temporary callsigns** section at the bottom of the record.
2. Click **Add**. A set of fields display.

Callsign	Commencement date	Expiry date	Remarks
<input type="text"/>	24-Aug-2022	23-Aug-2023	<input type="text"/> Remove

Note

3. Enter the **Callsign** and details in the **Remarks** field.
 - If required, change the **Commencement date** and **Expiry date**, (e.g. later start date or earlier expiry date).
4. Click **Save**. The temporary callsign displays in the list.
 - Click **View** to view or update details.
 - Click **Remove** to remove the temporary callsign.

Record Ship callsign

The information required to complete the **Ship Callsign details** area of the *Create Callsign* screen depends on the type of equipment you select. You can also add additional MMSI for craft associated to the parent ship for some types of equipment.

Select the type of equipment to use for the callsign you want to create:

- [Create a ship callsign for MF/HF or VHF only equipment](#)
- [Create a ship callsign for handheld VHF only equipment](#)

Create a ship callsign for MF/HF or VHF only equipment

Complete the details in the **Ship callsign details** section of the *Create Callsign* screen for use with MF/HF (SSB) only, MF/HF & VHF or VHF only types of equipment.

The screenshot shows the 'Ship callsign details' form. It has the following sections:

- Equipment type ***: Radio buttons for 'MF/HF (SSB) only', 'MF/HF & VHF' (selected), 'VHF only', and 'Handheld VHF only'. There are checkboxes for 'INMARSAT Satellite C communications equipment fitted?' and 'Selective Call Number (SCN) required?'.
- Vessel Name ***: A text input field.
- Required**: A label above the 'Callsign' field.
- Callsign**: A text input field.
- MMSI**: A text input field.
- Maritime Vessel Safety Form**: A section with a text area and an 'Upload' button.
- MMSI for craft associated to parent ship**: A table with columns 'Ref' and 'Parent ship craft MMSI', and a '+ Add' button.
- Back** and **Save** buttons at the bottom.

1. Select the Equipment type option you require, (i.e. MF/HF (SSB) only or MF/HF & VHF or VHF only).
 - If required, select the additional option(s) associated with the **Equipment type** selected. Refer to Appendix A in [PIB 46](#).
2. Enter the **Vessel Name**.
3. Enter the callsign you want to use in the **Callsign** field (if you have one). You can leave this blank, and you will be automatically assigned a callsign and MMSI.
4. Upload a Marine Vessel Safety Form (optional), if required:
 - Click **Upload**.
 - Locate the file and either:
 - drag and drop it to the **Maritime Vessel Safety Form** area, or
 - select the file and click **Open**.
 - RRF checks the file before uploading it to RRF. A message displays to advise whether the file has uploaded successfully. The name of the successfully uploaded file displays in the **Upload** area.

5. If you want to add **MMSI for a craft associated with the parent ship**, you need to contact RSM Licensing to add:
 - Create the request to RSM and add details of the MMSI for the craft associated to the parent ship details for them to record. Only Internal RSM personnel can add these details.

Note: These MMSIs are usually assigned to larger vessels, (e.g. ferry), with lifeboats or tenders that can ferry people ashore. You can have up to 10 MMSIs for crafts associated to a parent ship.
6. Click **Save**. A message display asking for confirmation.
7. Click **OK**. A message displays at the top of the screen to advise 'You have allocated a primary callsign ship callsign to the [client name]'. The ship callsign record has been created and an MMSI assigned.

The process ends.

Create a ship callsign for handheld VHF only equipment

Complete the details in the **Ship callsign details** section of the *Create Callsign* screen for use with Handheld VHF type equipment.

Note: Handheld callsigns are used on boats without a vessel name. For example, a runabout or a boat used for diving.

1. Select **Handheld VHF only** option as the **Equipment type**.
2. Enter the callsign you want to use in the **Callsign** field (if you have one). You will be automatically assigned an MMSI.
3. Click **Save**. A confirmation message displays.
4. Click **OK**. A message display at the top of the screen advising, 'You have allocated ship callsign to [client name]'.

The process ends.

Creating a certificate from an historical record

Historical records of certificates of competency are stored in two places:

- The 'Unpublished list of Certificate of competency holders' CD ROM issued to all ARXs.
- In the Register as a scanned copy of the original application and associated paperwork uploaded to the client's record in the 'File note or attachment' area. All clients in this category have their address recorded as 'Stout St'.

If a client contacts you about their historic certificate:

1. Contact RSM by:
 - Email rsmlicensing@mbie.govt.nz or
 - Phone the freephone number 0508 RSM INFO (0508 776463).
2. The licensing Team at RSM will advise you the process to follow.

The process ends.

Modify certificates and callsigns

This section contains steps on how to update a certificate and/or callsign.

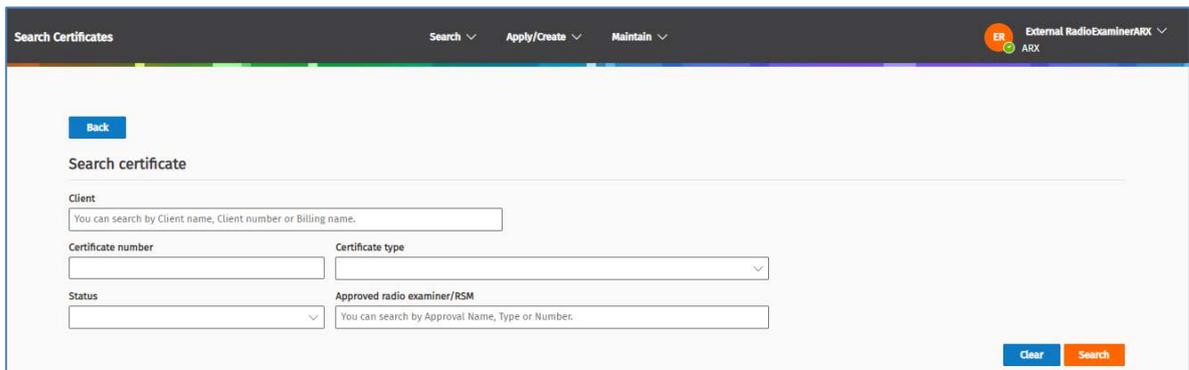
Before you begin:

- Log into the RRF using your RealMe login. The *My Dashboard* screen displays.
- Go to the type of update you want to perform:
 - [Update certificate of competency](#)
 - [Update Callsign](#)
 - [Update ship callsign details](#)
 - [Release ship callsign](#)
 - [Convert ship callsign to radio licence](#)
 - [Transfer a ship callsign](#)
 - [Release Amateur Club or Personal callsign](#)

Update certificate of competency

You can update a photograph on a certificate, if required as well as add a callsign or maintain temporary callsigns associated with the certificate.

1. Select **Search > Certificates** from the menu to display the *Search Certificates* screen.



2. Enter the **Client** name or **Certificate number** and click **Search** to display the results.

Search Certificates

Search Apply/Create Maintain

External RadioExaminerARX ARX

Back Add

Search certificate

Client
Benjamin Smart (507223)

Certificate number Certificate type

Status Approved radio examiner/RSM
You can search by Approval Name, Type or Number.

Clear Search

Search results

Applied filters: Client: 507223 2 results found | Showing 20 per page

Certi...	Status	Type	Client number	Client name	Approved radio examiner/RSM	Callsign
NZL3720	CURRENT	MGOC	507223	Benjamin Smart	ARX8004 (External RadioExaminerARX)	View
NZL3661	CURRENT	GAOC	507223	Benjamin Smart	ARX2156 (R G SMART)	View

3. Click **View** next to the certificate to update. The *Maintain Certificate* screen displays.
4. Perform the update you require:
 - [Update certificate photograph](#)
 - [Add a callsign \(from certificate record\)](#)
 - [Add a file note and attachment](#)

Update certificate photograph

1. Click **Edit** (in the *Maintain Certificate* screen).

Maintain Certificate

Search Apply/Create Maintain

External RadioExaminerARX ARX

Back Save Cancel

Approved Radio Examiner
ARX2156 (R G SMART)

Certificate type
General Amateur Operator's Certificate (GAOC)

Note for granting *
Migrated certificate

Status
Current

Issued on
15-Feb-2020

Certificate number
NZL3661

Grounds for granting *
Historic Qualification

Certificate holder photo

Please note that your identity photo must meet the following requirements:

- less than 6 months old
- a face, head and shoulders shot, looking directly at the camera
- no sunglasses or glasses with tinted lenses that obscure your eyes
- between 500KB and 3MB
- in full colour and have an aspect ratio (width : height) between 0.7 and 0.9
- in jpg or jpeg format

Drag and drop files here to upload them or click the upload button to choose a file.

TabbyC.jpg

Upload



Certificate holder details

2. Scroll down to the **Certificate Holder photo** section.
3. Click **X** next to the name of the uploaded file (above the **Upload** button). The filename and photo no longer display on the screen.

- Click **Upload** and either select and open or drag and drop the updated photograph file to the area above the **Upload** button. The updated photograph displays.

Certificate holder photo

Please note that your identity photo must meet the following requirements:

- less than 6 months old
- a face, head and shoulders shot, looking directly at the camera
- no sunglasses or glasses with tinted lenses that obscure your eyes
- between 500KB and 3MB
- in full colour and have an aspect ratio (width : height) between 0.7 and 0.9
- in jpeg or jpeg format

Drag and drop files here to upload them or click the upload button to choose a file.

TabbyC2.jpg ×

Upload ✔ Upload complete

Note: If the file fails to upload an error message will display to advise.

- Click **Save**. The certificate updates and displays a message at the top of the screen to advise 'The certificate has been updated'.
- Click **Back**. To return to the *Search Certificates* screen search results or click the **Home** button (in top left of the screen) to return *My Dashboard* screen.

Add a callsign (from certificate record)

- Click **Edit** (in the *Maintain Certificate* screen).
- Scroll down to the **Callsign details** section.

Callsign details

Primary personal callsign Secondary personal callsign

Temporary callsigns + Add

There are no temporary callsigns.

File note and attachment + Add

Event log v

Back **Save** **Cancel**

- To enter a callsign:
 - Enter the callsign in the **Primary personal callsign** field, (e.g. ZL1CH) then click elsewhere in the screen or press the **Tab** key.
 - Wait while RRF checks the callsign you entered.
 - If the callsign has been already used or is not suitable, an error message displays. It requests you to enter a different callsign and gives examples.

- To update **Temporary callsigns** details, refer to [Add temporary callsigns](#).

Note: You can also have up to two (2) Temporary callsigns, which valid for up to 12 months.

- Click **Save**.

Update Callsign

When requested by a client, an Approved Radio Examiner (ARX) can modify ship callsigns and amateur club and personal callsigns.

Modifications you can make to a ship callsign are:

- Release the callsign
- Convert to a radio licence
- Transfer callsign to another client

Modifications you can make to an amateur club and personal callsign are:

- Release the callsign
- Reserve a callsign for up to 12 months
- Add new callsigns or remove existing additional callsigns

Display the callsign record

1. Log into the RRF using your RealMe login. The *My Dashboard* screen displays.
2. Select **Maintain > Callsign** from the menu to display the *Search Certificates* screen.

3. Enter your search criteria, For example:
 - Enter the Client's name and select it from the list in the **Client** field.
 - Edit the options in the **Associated record type** to reflect the record type(s) you want to search for.
 - Alternatively, to search for the callsigns for a specific vessel:
 - Select **Vessel name** in the **Search** field and enter the name of the ship in the **Vessel Name** field.
4. Click **Search**. The search results display.

Search Callsigns Search Apply/Create Maintain Pay Fees Correspondence RSM JEFF HICKS ARX

[Back](#)

Search callsign

Search: Callsign

Client: Smart Business Limited (506682)

Callsign commencement date: Past and current

Associated record type: Ship callsign

Callsign: []

Callsign status: Allocated

Callsign expiry date: Current and future

Associated record status: Current

[Clear](#) [Search](#)

Search results

Applied filters: Search: CALLSIGN, Client: 506682, Callsign status: Allocated, Callsign commencement date: Past and current, Callsign expiry date: Current and future, Associated record type: Ship callsign, Associated record status: Current 12 results found | Showing 300 per page

Callsign	Vessel name	MMSI	SCN	Client name	Associated type	Associated id	Expiry date	Associated status	
ZMV2596	Sailing away	512000920		Smart Business Limited	Ship callsign	1884	-	Current	View
ZMS8654	Lamborghini	512000417	59731	Smart Business Limited	Ship callsign	1889	-	Current	View
ZMS3113	CLEAN SLATE	512000871		Smart Business Limited	Ship callsign	1886	-	Current	View

5. Click **View** next to the callsign you want to modify. The *Update Callsign* screen displays (for a Ship callsign) or the *Maintain Callsign* displays for an Amateur club or Personal callsign).

Update Callsign Search Apply/Create Maintain Pay Fees Correspondence RSM JEFF HICKS ARX

[Back](#) [Convert callsign to licence](#) [Transfer](#) [Edit](#)

Approved radio examiner
ARX2103 (Richard Frank Burns)

Client number: 506682 Client name: Smart Business Limited

Ship callsign details

Status: **Current**

Equipment type: MF/HF & VHF

INMARSAT Satellite C communications equipment fitted? **Yes**

Selective Call Number (SCN) required? **Yes**

Class 'A' ship? (Ship Registration Act 1992) **No**

Vessel Name: Smarter than your average bear

Callsign: ZMG2227

MMSI: 512218000

SCN: 59736

Maritime Vessel Safety Form

MMSI for craft associated to parent ship

6. Go to the steps for the action required:

- [Update ship callsign details](#)
- [Release ship callsign](#)
- [Convert ship callsign to radio licence](#)
- [Transfer a ship callsign](#)
- [Release amateur club or personal callsign](#)

Update ship callsign details

Follow these steps to update details for a callsign in the *Update Callsign* screen.

1. Search for and display the callsign in the *Update Callsign* screen. Refer to [Display the callsign record](#).
2. Click **Edit**.

3. Make the change to the callsign you require, for example:
 - Click another option in the **Equipment type** to update equipment allocated to the vessel.
 - Click the additional options for INMARSAT Satellite, Selective Call Number (SCN) required, and/or Class 'A' Ship to add or remove them.

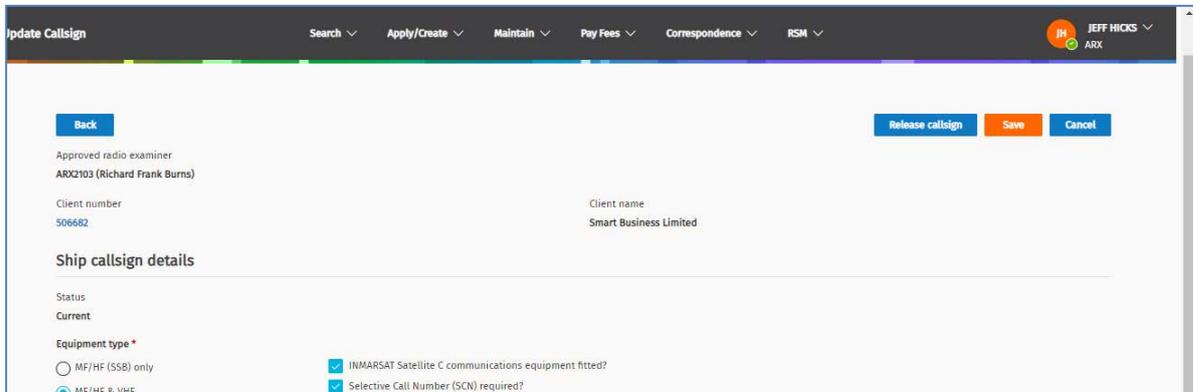
Note: If you add the **INMARSAT Satellite** option to the callsign, the MMSI number will be automatically updated.
4. To update the MMSI for craft associated to parent ship:
 - To add an MMSI, click **Add**. The new record displays. You can add up to 10 MMSI for craft associated to the parent ship.
 - To remove an existing MMSI, click **Remove**.
5. To add a note and **Upload** a document to the record, (e.g. Maritime Vessel Safety Form or instructions for an edit), scroll down to the **File note and attachment** section. Refer to [Add a file note and attachment](#).
6. Click **Save**. A message displays to advise the Ship callsign has been updated and an email is sent to the client to advise of the update.

The process ends.

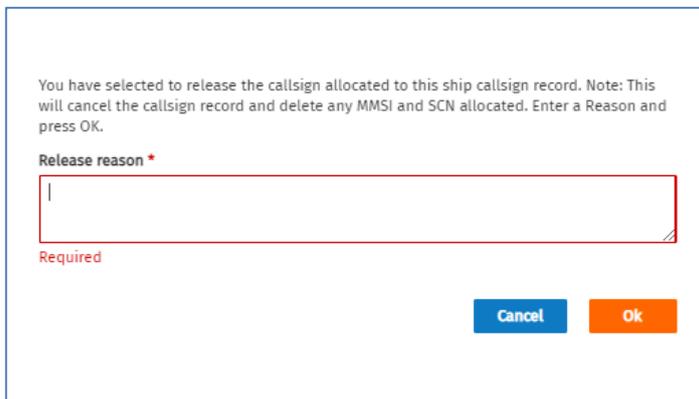
Release ship callsign

Follow these steps to immediately release a ship callsign and make it available to other users.

1. Search for and display the callsign in the *Update Callsign* screen. Refer to [Display the callsign record](#).
2. Click **Edit**.



3. Click **Release Callsign**. A message screen displays.



4. Enter a reason the callsign is being removed and click **OK**.
5. Add the authorisation document (email or word document) the **File note and attachment** area. Refer to [Add a file note and attachment](#).
 - It is your responsibility to satisfy yourself of the client's, or the client's legal representative's authority. Refer to section 1.5 of [PIB 46](#).
6. Click **Save**. A message displays to advise the Ship callsign record [record number] has been released and the status changes to **Cancelled**.
 - The ship callsign is released immediately and an email is sent to the client to advise.
 - Only an authorised user can view cancelled callsign record.

The process ends.

Convert ship callsign to radio licence

Follow these steps to convert a ship callsign to a radio licence.

1. Search for and display the callsign in the *Update Callsign* screen. Refer to [Display the callsign record](#).

Update Callsign

Search ▾ Apply/Create ▾ Maintain ▾ Pay Fees ▾ Correspondence ▾ RSM ▾

JH JEFF HICKS
ARX

Back

Convert callsign to licence Transfer Edit

Approved radio examiner
ARX2103 (Richard Frank Burns)

Client number
506682

Client name
Smart Business Limited

Ship callsign details

Status
Current

Equipment type
MF/HF & VHF

INMARSAT Satellite C communications equipment fitted?
Yes

Selective Call Number (SCN) required?
Yes

Class 'A' ship? (Ship Registration Act 1992)
No

Vessel Name
Smarter than your average bear

Callsign
ZMG2227

MMSI
512218000

SCN
59736

Maritime Vessel Safety Form ⓘ

MMSI for craft associated to parent ship ⓘ

2. Scroll down to the bottom of the record and add the authorisation document (email or word document) in the **File note and attachment** area. Refer to [Add a file note and attachment](#).

File note and attachment ▾ + Add

Event log ▾

Back

Convert callsign to licence Transfer Edit

3. Check all other details of the record are correct. If required, click **Edit**, make the changes and **Save**. Refer to [Update ship callsign details](#).
4. Click **Convert callsign to Licence**. The *Convert ship callsign to licence* screen displays.

Convert ship callsign to licence

You are about to convert this ship callsign record into a ship licence.
Note that there will be an associated annual licence fee. Your annual licence fee will be due in the same month every year.

Please select the ship licence anniversary month *

October ▾

Cancel Ok

5. Select the month you want the annual licence fee to come due in **Please select the ship licence anniversary month** field.
6. Click **OK**. RRF creates a planned licence application, and it displays in the *Licence Summary* screen with the Fees 'call to action'.

Licence Summary Search ▾ Apply/Create ▾ Maintain ▾ Pay Fees ▾ Correspondence ▾ RSM ▾ JH JEFF HICKS
ARX

[Back](#)
[Show on map](#)
[Withdraw Application](#)
[Licence Extract](#)

ⓘ This is a planned licence on the Register. Select [Pay Now] to pay the required fees to complete the registration process. Alternatively, select [Create Invoice] to create an invoice.

Invoice Reference
[Create Invoice](#)
[Pay Now](#)

Client details ^

Client number 506682	Client name Smart Business Limited	Email address smart.info@mbie.govt.nz
-------------------------	---------------------------------------	--

+ More

Application details ^

Application number 100016	Application status Planned	Application date 29-Aug-2022
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+ More

Basic licence details ^

Licence ID 300016	Licence number -	Licence status Planned	Licence reference -
Licence type Maritime/Ship/Ship - Voluntary (M3)			
Equipment type MF/HF & VHF	INMARSAT Satellite C communications equipment fitted? Yes		Selective Call Number (SCN) required? Yes
Class 'A' ship? (Ship Registration Act 1992) No	Vessel name Smarter than your average bear	Callsign ZMG2227	
MMSI 623380000	SCN 6026	Maritime Vessel Safety Form	MMSI for craft associated to parent ship

Note: If the client's default method of payment was direct debit, the **Invoice Reference** field and **Create Invoice** button will not display.

7. Complete the process to convert the callsign to a radio licence.
 - For more detailed steps, refer to [Create Radio Licence](#) on the RSM Website.
 - For details about paying (if you are authorised to make payment on behalf of your client), refer to [Pay a Licence](#) on the RSM Website.
 - If your client is to complete payment for the licence application, click **Back** to return to your *My Dashboard* screen. Contact the client to advise the licence application is ready for payment.

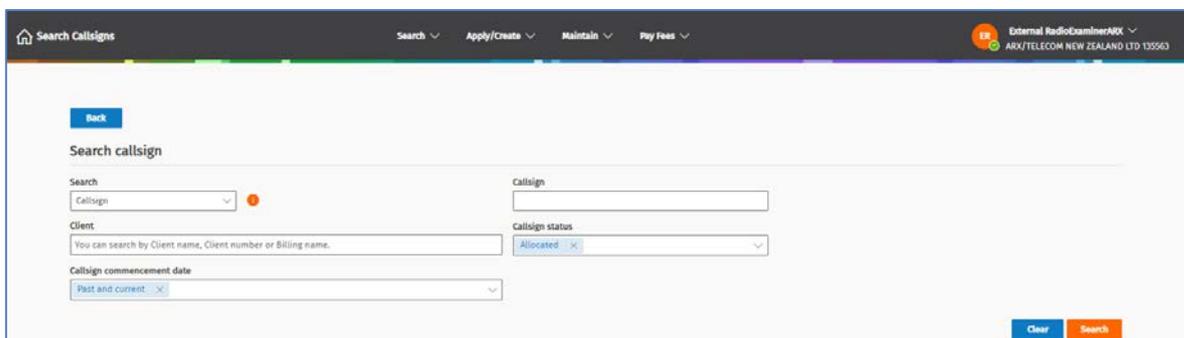
The process ends.

Transfer a ship callsign

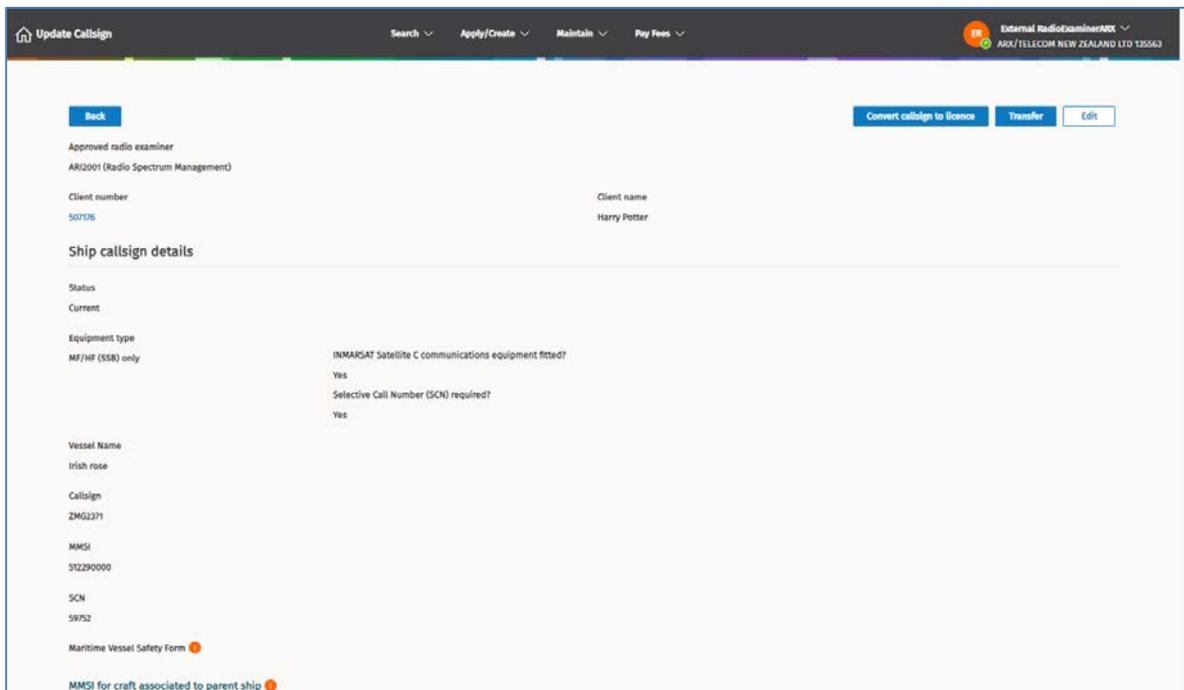
An existing maritime ship callsign can be transferred from its current owner to another person who will become the new holder of that callsign. A transfer can be performed by an ARX, Internal user or the Callsign holder.

Note: Only maritime callsigns can be transferred.

1. You receive a request to transfer a ship callsign to a new owner.
2. Check the new owner is recorded in the RRF:
 - Select **Search > Clients** and search for the new owner to ensure they exist.
 - If you cannot find the client, click **Add a New Client** and add a new client record. Refer to, [Add or Update A Client Record](#) on the RSM Website.
3. Select **Maintain > Callsign**. The *Search Callsigns* screen displays.



4. Enter the **Callsign** you want to transfer and click **Search**. The search results display.
5. Click **View** next to the ship callsign record you want to transfer. The details display in the *Update Callsign* screen.



6. Click **Transfer**. The *Transfer Ship callsign* screen displays.

Transfer ship callsign

Approved radio examiner
ARI2001 (Radio Spectrum Management)

Client number
507176

Client name
Harry Potter

Ship callsign details

Status
Current

Equipment type
MF/HF (SSB) only

INMARSAT Satellite C communications equipment fitted?
Yes

Selective Call Number (SCN) required?
Yes

Vessel Name
Irish rose

Callsign
ZM62371

MMSI
512990000

SCN
59752

Transfer ship callsign record to

Client *
You can search by Client name, Client number, NZBN, or Billing name.

Residential address

Cancel Transfer

7. Scroll down to the Transfer ship callsign record to section:

- Enter the name (or number) of the client the callsign is being transferred to. Other details in this section are populated from the client record.

8. Click **Transfer**. A confirmation message displays:

Transfer callsign

You are about to transfer the ship callsign to R F BALL. Do you wish to continue?

Cancel Ok

- Click **Ok** to continue.
- You return to the *Search Callsigns* screen. A message displays advising the callsign transfer is complete and an email has been sent to [Recipient name].

Note: RRF will disassociate the callsign from the associated certificate and/or licence of the original owner and link the callsign to the associated certificate and/or licence of the recipient.

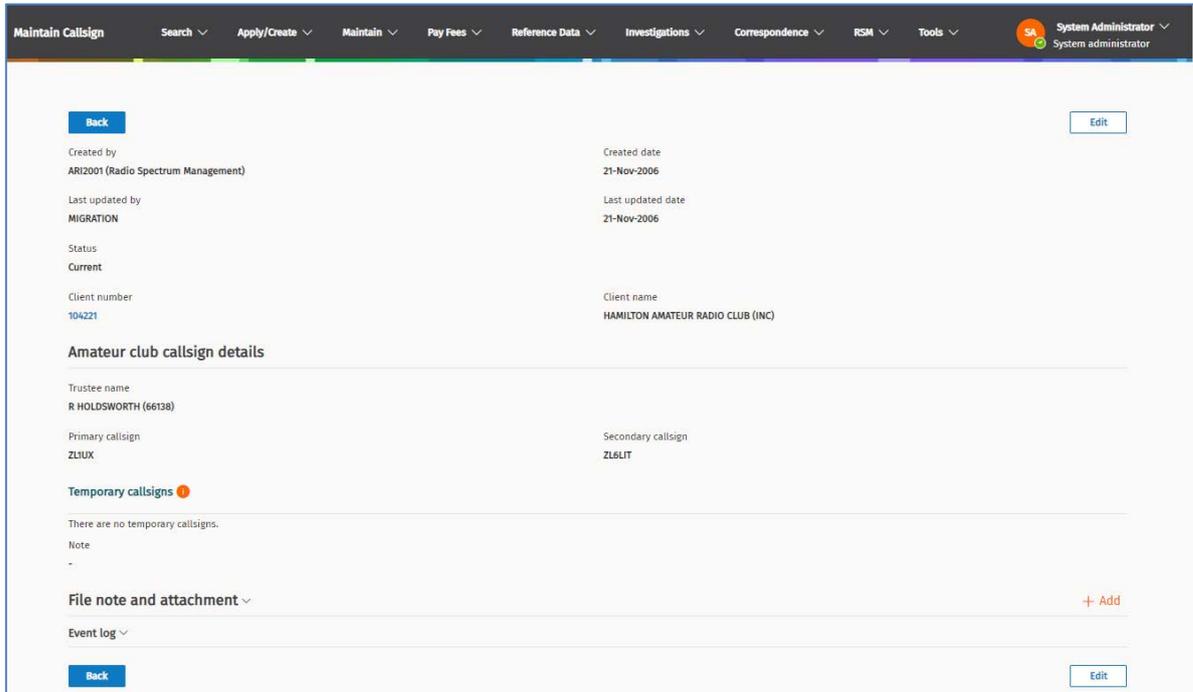
The process ends.

Release Amateur Club or Personal callsign

Follow these steps to release an amateur callsign or personal callsign either immediately or on a specified date.

Note: Releasing a Primary Amateur callsign will delete any secondary callsign and expire any temporary callsigns allocated.

1. Search for and display the amateur callsign in the *Maintain Callsign* screen. Refer to [Display the callsign record](#).



The screenshot shows the 'Maintain Callsign' interface. At the top, there is a navigation bar with various menu items like 'Search', 'Apply/Create', 'Maintain', 'Pay Fees', 'Reference Data', 'Investigations', 'Correspondence', 'RSM', and 'Tools'. The user is logged in as 'System Administrator'. The main content area displays the following information:

- Back** button (top left) and **Edit** button (top right).
- Created by: ARI2001 (Radio Spectrum Management)
- Created date: 21-Nov-2006
- Last updated by: MIGRATION
- Last updated date: 21-Nov-2006
- Status: Current
- Client number: 104221
- Client name: HAMILTON AMATEUR RADIO CLUB (INC)

Amateur club callsign details

- Trustee name: R HOLDSWORTH (66138)
- Primary callsign: ZL1UX
- Secondary callsign: ZL6LIT

Temporary callsigns (0)

There are no temporary callsigns.

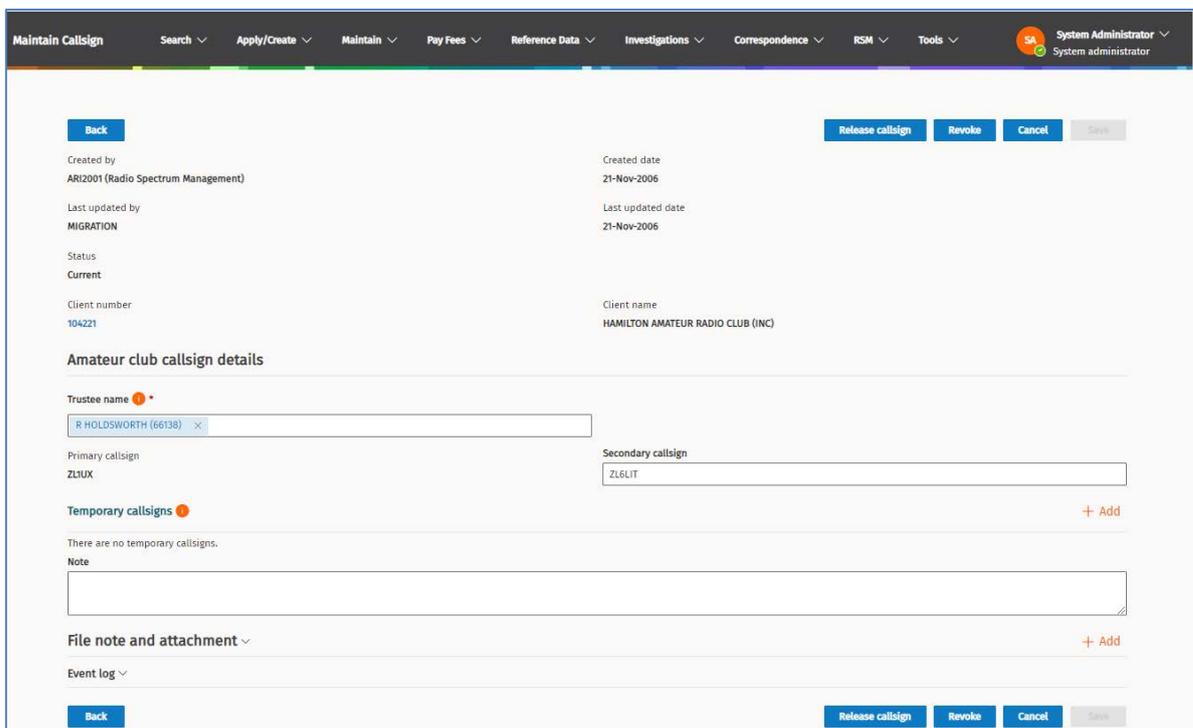
Note: -

File note and attachment (Add)

Event log (dropdown)

Back button (bottom left) and **Edit** button (bottom right).

2. Click **Edit**.



This screenshot shows the 'Maintain Callsign' interface in edit mode. The top navigation bar is the same as in the previous screenshot. The main content area is identical to the first screenshot, but with additional controls:

- Release callsign**, **Revoke**, **Cancel**, and **Save** buttons are located at the top right.
- The **Trustee name** field is now an input field containing 'R HOLDSWORTH (66138)' with a clear (X) button.
- The **Primary callsign** and **Secondary callsign** fields are also input fields, containing 'ZL1UX' and 'ZL6LIT' respectively.
- The **File note and attachment** section now has a large text area for notes and an **Add** button.
- Back** button (bottom left) and **Release callsign**, **Revoke**, **Cancel**, and **Save** buttons (bottom right).

3. Add the authorisation document (email or word document) to the **File note and attachment** area. Refer to [Add a file note and attachment](#).
 - It is your responsibility to satisfy yourself of the client's, or the client's legal representative's authority. Refer to section 1.5 of [PIB 46](#).
4. Click **Release Callsign**. A message screen displays.

Note: An amateur callsign will be reserved for 12 months to allow reallocation to a family member, unless otherwise instructed by the amateur, in which case you will be able to alter the release date.

5. Select the Reason for releasing the Callsign option:
 - If the amateur is deceased, click **Client deceased**.

- Enter details in the **Notes** field, if required.
 - Select release date in the **Date of availability** field.
 - Go to next step.
- If for another reason, click the **Other** option:

- Enter reason of releasing callsign in the **Notes** field, (e.g. Suspended).

6. Click **OK** to continue. A message displays to advise the Amateur Club or personal callsign [record number] has been released.
 - The amateur club or personal callsign is released immediately or on a scheduled date as indicated.
 - The client will receive an email to advise the callsign has been released.

The process ends.