# Requesting An Additional Call Sign Certificate
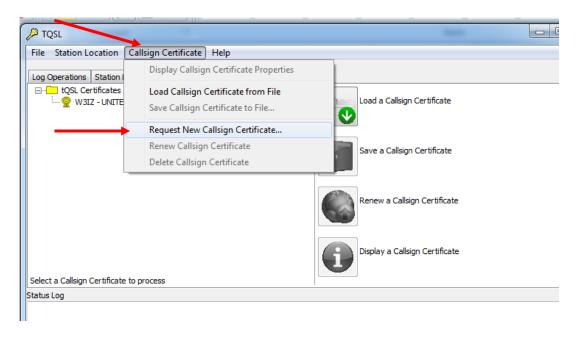
**Because the request and response must match the entire process must be completed from the same computer.** Once you have a complete certificate moving it to a new or second computer is only matter of a few clicks with your mouse.

In this procedure we are going to request a certificate for a previously held call sign.
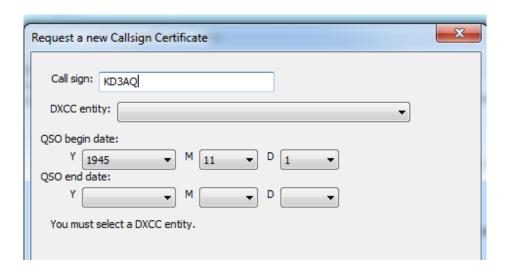
The procedure below will guide you through each screen of the process. Let's begin.
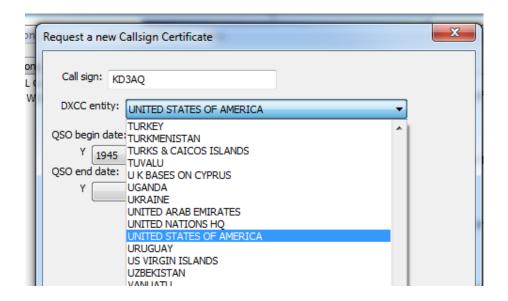
1. Open the **TQSL** program by double clicking the icon on your desktop.



2. Select **Request New Call Sign Certificate** from the **Call Sign Certificate** dropdown menu.



3. Enter your **Secondary Call Sign**. This could be a portable call sign (W3IZ/2) or in this case a call sign that you held previously. (KD3AQ)

4. Use the drop down menu to select the DXCC entity that matches your call and where you are operating.

   If you hold a **KH6 or KL7** call sign and
   - Your FCC address is Hawaii or Alaska then your DXCC entity will be Hawaii or Alaska.
   - Your FCC address is in the continental United States then your DXCC entity will be United States of America.

**DL stations:**
Your DXCC entity is **Federal Republic of Germany (FRG).**
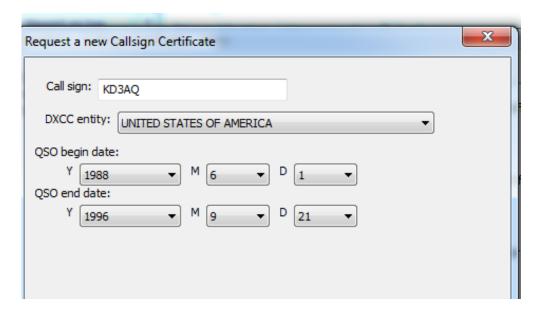
From DXCC Deleted Countries notes.

[18] (DA-DM) Only contacts made September 16, 1973, and before, count for this entity. Contacts made September 17, 1973, and after, count as either FRG (DA-DL) or GDR(Y2-Y9).

[19] (DM, Y2-Y9) Only contacts made from September 17, 1973 and October 2, 1990 count for this entity. On October 3, 1990 the GDR became part of the FRG.

For DXCC prior to Sept 17, 1973 West Germany was GERMANY

If you operated form any of the German nations prior to September 17, 1973 this is what you will have to do:
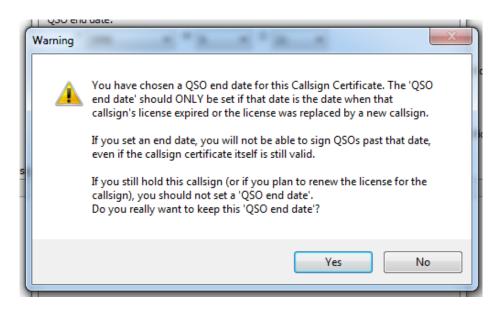
1. First you will get your primary UNSIGNED certificate DL#xxx starting September 17, 1973 and the country will be Federal Republic of Germany.

2. After the certificate is process and you have the gold ribbon in TQSL CERT Next you will request a SIGNED certificate from the date you received the call sign (after November 11,1945) until Sept 16, 1973 for DL#xxx and the country will be GERMANY.

3. Ops from the former East Germany will have to get a third certificate to cover the time from Sept 17, 1973 until October 2, 1990 when they were **German Democratic Republic (GDR)**

5. **QSO BEGIN** and **QSO END** dates should correspond to the dates this call sign was issued to you.

**The QSO Date Range will determine which QSOs in your log can be uploaded to Logbook of The World.**

**It is important that you enter correct information.  If you are unsure of this information then use the dates of the first and last entry in your log for this call sign.**



TQSL will warn you when using a QSO end date.  Because we want to apply a QSO end date answer **YES** to this question.

6. Enter your name and address.  For U.S licensees this must match your FCC address.  Click **NEXT.**

7. Enter your e-mail address.

- Make sure that your e-mail provider allows attachments.  You will receive your TQ6 certificate file, username and website password in an e-mail.

## <span style="color:red">**This next step is optional.**</span>

<span style="color:red">**A password is recommended if you use a public computer or run LoTW/TQSL with a portable computer.**</span>

<span style="color:red">**If you choose to use a private key password please write it down so you do not forget it.**</span>

<span style="color:red">**If you lose or forget this password ARRL cannot help you.**</span>

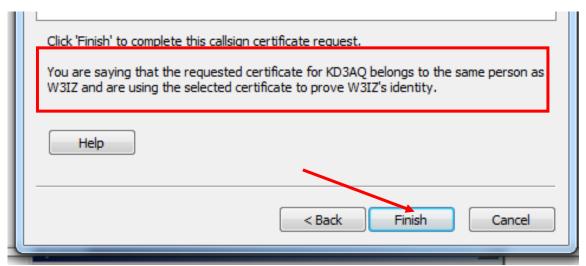<span style="color:red">**To fix a lost private key password, you will need to apply for a new certificate.**</span>



8. Enter a password if you choose this option.
   - <span style="color:red">You may leave this blank for no password. (Recommended)</span>
   - <span style="color:red">Remember that if you lose or forget this password we cannot help you.</span>

Request a new Callsign Certificate

If the requested certificate is for your personal callsign, then you should select 'Signed' and choose a callsign certificate for another of your personal callsigns from the list below to be used to sign this request.

If you don't have a Callsign Certificate for another personal callsign, or if the requested Callsign Certificate is for a club station or for use by a QSL manager on behalf of another operator, select 'Unsigned'.

Sign Request
○ Unsigned
● Signed

📁 tQSL Certificates
 🏆 W3IZ - UNITED STATES OF AMERICA

9. Be sure that your request is **SIGNED.**
   - Highlight the primary call sign (W3IZ) in the call sign certificates window
   - Check the radial button **SIGNED**



Click 'Finish' to complete this callsign certificate request.

You are saying that the requested certificate for KD3AQ belongs to the same person as W3IZ and are using the selected certificate to prove W3IZ's identity.

Help

< Back    Finish    Cancel

Notice that TQSL is informing you that this call sign certificate (KD3AQ) will be attached to the primary account W3IZ.

10. Click **FINISH**

**Upload**

Do you want to upload this certificate request to LoTW now?
You do not need an account on LoTW to do this.

[ Yes ]　[ No ]

11.　You will be asked if you want to send this request to LoTW.  If you have an internet connection then click **YES** and the request will be uploaded to the LoTW server.
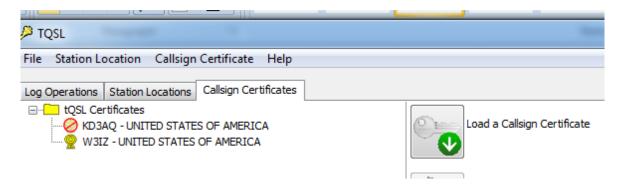


You will receive a message in the *Status Log* showing the result of your upload.
**You will be contacted by ARRL only if there is a problem.
Certificate Request uploaded with result "Started processing your New Certificate Request…
DO NOT resubmit your request.
  Your certificate request processing is completed."**



When done correctly Call Sign Certificates window should look like this.

**It is important that you do not delete or move or rename any files or folders.  Do not delete the red slashed circle.**

# Option to e-mail the certificate request file (TQ5)

If you answered **NO** to the above question you will have saved a TQ5 file to your folders.  You may send that file as an attachment to an e-mail to Lotw-logs@arrl.org

Do not attach anything else to this e-mail or include any message.  This e-mail is sent to a robot that only looks to TrustedQSL files.

* If you are submitting a cert request for a **non-US call sign**, you will have to submit proof of license (a copy) and a copy of one other official document that shows your name, like a driver's license. See https://www.arrl.org/lotw/docreq for details.

Postcards and documents are used only during the initial account set up and are not required for once you have established your LoTW account.