

# Awards Manager Convention Packet

This packet contains everything a card checker should need at a convention.

- DXCC Application Process.
- Awards Fee Schedule for DXCC, WAS, and VUCC.
- QSL card return shipping fees.
- Card checking rules for 160m and form. (It is suggested that the form be used on all applications when checking at a convention.)
- DXCC Item order form.
- Traditional DXCC Paper application forms, record sheet, and instructions.
- WAS application form and record sheet.
- 5 Band WAS application and record sheet.
- VUCC application and field sheet.
- Complete DXCC Rules.

There are 3 ways to apply for a DXCC award:

- 1: **Traditional paper** cards (Submitted to DXCC directly or approved by a card checker)
- 2: **Logbook of The World (LoTW)**
- 3: **The Online DXCC Application**

The hybrid application submission (paper cards combined with Logbook of the World) has been discontinued. Each submission is now a separate application with separate fees for each one.

**DXCC accepts the following payment methods for applications:**

- Credit Card (recommended)
- Money Order (US or International)
- Cash (not recommended and ARRL not responsible if lost in transit) --DXCC accepts US Dollars and Euros
- Check (from USA bank only)

**DXCC does not accept:**

- PayPal
- Western Union
- Bank Transfer
- Diner's Club Card
- JCB credit card (Japan Credit Bureau)
- Any cash other than US Dollars and Euros

Payment for DXCC applications is due at the time of the submission. **The ARRL cannot bill you.** Failure to cover the fees at the time of your submission may result in transaction delays.

After we complete the charges, your credit card information is destroyed for privacy reasons.

DXCC applicants are responsible for all postage fees for cards and paperwork sent to and from ARRL. Postage is NOT included in the fees on the attached form.

**For applicants who do not note a specific type of mail preference for the return of their cards, DXCC will return cards by Priority Mail at the applicant's expense.**

To ensure that all applicants can have their cards checked, we limit the maximum number of cards that can be field checked at a Hamfest or Convention to 120.

The same limit of 120 cards also applies to applicants who bring their cards to ARRL HQ and who wait for them to be checked.

Applicants may bring more cards with them for checking, but there is no guarantee that more than 120 will be checked while you wait.

There is no maximum limit when applicants bring cards to their local card checker.

## **DXCC Awards Fees**

<b>Paper Cards Application</b>	Member (US)	Member (Int'l)	Non-Member (Non- US)
Application fee	\$16	\$16	\$25
Included QSOs	101	101	101
Fee for extra QSOs	\$0.15	\$0.15	\$0.15
Fee for printout of your DXCC entities list	\$5	\$10	\$10
Certificate Fee	\$12	\$12	\$12
Certificate shipping fee (up to four certificates)	\$8	\$18	\$18
Lapel Pin Fee (includes shipping)	\$7.50	\$7.50	\$7.50

<b>Online DXCC Application</b>	Member (US)	Member (Int'l)	Non-Member (Non- US)
Application fee	\$7.50	\$7.50	\$25
Included QSOs	101	101	101
Fee for extra QSOs	\$0.08	\$0.08	\$0.08
Fee for printout of your DXCC entities list	\$5	\$10	\$10
Certificate Fee	\$12	\$12	\$12
Certificate shipping fee (up to four certificates)	\$8	\$18	\$18
Lapel Pin Fee (includes shipping)	\$7.50	\$7.50	\$7.50

<b>Logbook of The World Application</b>	Member (US)	Member (Int'l)	Non-Member (Non- US)
Application fee	\$7.50	\$7.50	\$15.00
Fee per QSO used in LoTW	\$0.12	\$0.12	\$0.12
Fee for printout of your DXCC credit Slip	\$1.00	\$2.00	\$2.00
Certificate Fee	\$12	\$12	\$12
Certificate shipping fee (up to four certificates)	\$8	\$18	\$18
Lapel Pin Fee (includes shipping)	\$7.50	\$7.50	\$7.50

**Shipping Fees Domestic (US)**

**Pricing**

Number of Cards	Priority Mail (USPS)	FedEx
Up to 10 Cards	\$12.00	\$18.00
Up to 50 Cards	\$12.00	\$18.00
Up to 100 Cards	\$12.00	\$18.00
Up to 200 Cards	\$15.00	\$20.00

**International Pricing**

Number of Cards	Priority Mail (USPS)	Fed Ex (Int'l)
Up to 10 Cards	\$54.00	\$58.00
Up to 50 Cards	\$54.00	\$58.00
Up to 100 Cards	\$54.00	\$58.00
Up to 200 Cards	\$58.00	\$58.00

Call Sign: \_\_\_\_\_ Convention: \_\_\_\_\_

1. Number of QSOs: _____	2. <input type="checkbox"/> This application includes 160m QSOs
3. Online DXCC Application <input type="checkbox"/>	4. <input type="checkbox"/> ARRL Member
5. DXCC Fees	<b>Cash</b>
Application Fee <input type="checkbox"/>	_____ USD _____ Euro
Convention Fee <input type="checkbox"/>	_____ USD _____ Euro
Certificate <input type="checkbox"/>	_____ USD _____ Euro
DXCC Printout <input type="checkbox"/>	_____ USD _____ Euro
Lapel Pin <input type="checkbox"/>	_____ USD _____ Euro
Plaques (attach form) <input type="checkbox"/>	_____ USD _____ Euro
	_____ USD _____ Euro
	<b>DXCC Total</b> _____ USD _____ Euro
6. <input type="checkbox"/> I have 160m DXCC.	
<input type="checkbox"/> I <u>DO NOT</u> have 160m DXCC – Please check my work.	

Date: \_\_\_\_\_ Checked by: \_\_\_\_\_ Call: \_\_\_\_\_

Field Checker: this DXCC receipt is to be completed and attached to each application. When using two-part forms, the white copy is given to the applicant and the yellow copy gets attached to the application.

Call Sign: \_\_\_\_\_ Convention: \_\_\_\_\_

1. Number of QSOs: \_\_\_\_\_ 2.  This application includes 160m QSOs  
3. Online DXCC Application  4.  ARRL Member  
5. DXCC Fees **Cash**

Application Fee	<input type="checkbox"/>	} <input type="checkbox"/> Credit Card	_____ USD	_____ Euro
Convention Fee	<input type="checkbox"/>		_____ USD	_____ Euro
Certificate	<input type="checkbox"/>		_____ USD	_____ Euro
DXCC Printout	<input type="checkbox"/>		_____ USD	_____ Euro
Lapel Pin	<input type="checkbox"/>		_____ USD	_____ Euro
Plaques (attach form)	<input type="checkbox"/>		_____ USD	_____ Euro
DXCC Total			_____ USD	_____ Euro

6.  I have 160m DXCC.  
 I DO NOT have 160m DXCC – Please check my work.

Date: \_\_\_\_\_ Checked by: \_\_\_\_\_ Call: \_\_\_\_\_

Field Checker: this DXCC receipt is to be completed and attached to each application. When using two-part forms, the white copy is given to the applicant and the yellow copy gets attached to the application.



# DXCC Item Order Form

The following are available from the ARRL DXCC Desk. Upon qualification, these items may be purchased. Prices subject to change without prior notice.

***All prices below include shipping and handling -- All prices shown are in US Dollars***

**PLAQUES** (Includes one engraved plate - allow 8-12 weeks for delivery)

Plaque Category	USA	Canada	Other non-USA
___ Top of Honor Roll	\$85.00	\$98.00	\$115.00
___ Honor Roll	\$85.00	\$98.00	\$115.00
___ 5 Band DXCC (acrylic)	\$60.00	\$51.00	\$95.00
___ 5 Band Plaque Legacy (wooden)	\$75.00	\$98.00	\$115.00
___ Challenge	\$97.00	\$110.00	\$124.00

**REPLACEMENT PLATE FOR PLAQUE (\$15.00 each)**

\_\_\_ 5 Band DXCC \_\_\_ #1 Honor Roll \_\_\_ Honor Roll \_\_\_ Challenge

**ENDORSEMENT MEDALLIONS FOR 5 BAND DXCC PLAQUE (\$15.00 each - must have 5 Band DXCC plaque)**

\_\_\_ 2 Meter \_\_\_ 6 Meter \_\_\_ 12 Meter \_\_\_ 17 Meter \_\_\_ 30 Meter \_\_\_ 160 Meter

**ENDORSEMENT PLATES FOR LEGACY 5 BAND DXCC PLAQUE (\$15.00 each - must have legacy 5 Band DXCC plaque)**

\_\_\_ 2 Meter \_\_\_ 6 Meter \_\_\_ 12 Meter \_\_\_ 17 Meter \_\_\_ 30 Meter \_\_\_ 160 Meter

**LAPEL PINS (\$10)**

\_\_\_ Mixed \_\_\_ Honor Roll \_\_\_ #1 Honor Roll

**LAPEL PINS (\$5)**

\_\_\_ 2 Meter \_\_\_ 6 Meter \_\_\_ 10 Meter \_\_\_ 12 Meter \_\_\_ 15 Meter \_\_\_ 17 Meter  
\_\_\_ 20 Meter \_\_\_ 30 Meter \_\_\_ 40 Meter \_\_\_ 80 Meter \_\_\_ 160 Meter \_\_\_ Phone  
\_\_\_ CW \_\_\_ Satellite \_\_\_ RTTY \_\_\_ 5BDXCC

**CERTIFICATES (\$20.00 USA -- \$30.00 Non-USA each)**

\_\_\_ 2 Meter \_\_\_ 6 Meter \_\_\_ 10 Meter \_\_\_ 12 Meter \_\_\_ 15 Meter \_\_\_ 17 Meter  
\_\_\_ 20 Meter \_\_\_ 30 Meter \_\_\_ 40 Meter \_\_\_ 80 Meter \_\_\_ 160 Meter \_\_\_ 70 CM  
\_\_\_ 23 CM \_\_\_ 13 CM \_\_\_ 3 CM \_\_\_ Mixed \_\_\_ Phone \_\_\_ CW  
\_\_\_ Satellite \_\_\_ RTTY \_\_\_ Digital \_\_\_ 5 Band \_\_\_ QRP \_\_\_ #1 Honor Roll  
\_\_\_ Honor Roll \_\_\_ Challenge

**5B DXCC CERTIFICATE ENDORSEMENT STICKERS (\$2.50 USA -- \$3.00 Non-USA each)**

\_\_\_ 2 Meter \_\_\_ 6 Meter \_\_\_ 12 Meter \_\_\_ 17 Meter \_\_\_ 30 Meter \_\_\_ 160 Meter  
(fee shown is the complete one-time cost for a request of just one, or up to all six stickers - if eligible)

**DXCC CHALLENGE PINS (\$12.00 each)**

\_\_\_ 1000 Level \_\_\_ 1500 Level \_\_\_ 2000 Level \_\_\_ 2500 Level \_\_\_ 3000 Level

**DXCC CHALLENGE MEDALLIONS (\$15.00 each - 1000 level medallion included free with plaque)**

\_\_\_ 1500 Level \_\_\_ 2000 Level \_\_\_ 2500 Level \_\_\_ 3000 Level Medallion (\$25.00 each)

## ITEM ORDERING DETAILS

**ARRL not responsible for cash lost in the mail system. Checks must be from USA bank only.**

Name: \_\_\_\_\_ Callsign: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## PAYMENT DETAILS

Check/Money Order \$ \_\_\_\_\_, or,

Name as it appears on credit card: \_\_\_\_\_

Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_



# Traditional Paper Application Instructions

If you do not use LogBook of the World (LoTW) or the new Online DXCC application system you are still welcome to use the old traditional paper application procedure. Two forms are required with each submission:

1. Application form
2. Record Sheet

When filling out the Application form be sure to read it thoroughly and fill in all places where it asks for information. All information on the form is strictly confidential and usually within a few months of completion of the application the forms are shredded. Forms with credit card data noted on them are shredded quicker.

Before getting started being sure the cards you are submitting are new and not duplicates. (After 101 QSOs there is a fee of \$0.15 per QSO so sorting out any dupes will save you some money and for DXCC staff unnecessary processing time).

Your cards *MUST* be sorted in the following order:

1. Band
2. Mode within each band
3. Cards with more than one QSO (multiples) keep together at the end. There is no specific sort order for multiples.

Once sorted, list the cards on the record sheet in exactly the same order in which they were sorted.

**Note:** Do not sort card(s) by callsign or by entity (country) name.

Sorting and listing your cards according to these rules helps streamline the data entry process.

Once you have sorted the cards, print the record sheet and begin logging them. Check your entries very carefully to make sure the information you transferred from the card to the record sheet is 100% accurate. Go slowly and pay attention to detail. If you do not check entries carefully and problems develop, this could cause errors in processing or even cause a card to be rejected.

If you have generated a record sheet from a personal program other than the one attached here, it is OK to use your personal version; however, it must match the DXCC version exactly without any extraneous data or fields (e.g.: prefix, RST, etc). Personally, produced forms not matching the DXCC version exactly may be refused. When using non-DXCC versions also be sure that the date field matches the DXCC version, exactly. The correct format is day/month/year or dd/mm/yyyy).

There are currently 340 entities (countries) on the DXCC list as well as 62 deleted entities. The names of these entities are based on official sources and are specifically designed to be



accurate and understandable by all. When filling in the entity name be sure to use only the version as noted on the official DXCC list. Occasionally a card might be ambiguous as to its location and not have an entity name on it. In this case look for a city, province, county or some other indicator of where the card may be from. This is rare and, in some cases, not easy to determine. DXCC staff has sufficient training data to allow for proper identification of a country where an applicant might not be able to decide. In these cases, do not leave it blank. As a last resort an applicant may include a photocopy (not the original) of any card in question. This should help DXCC staff resolve any issue with a card. (Note, this would only be if cards are being brought to a DXCC card checker. If the cards come directly to DXCC we will have the original in-hand and will be able to make a proper determination.)

# DXCC Record Sheet

\_\_\_\_\_  
Your Call

**Note:** Cards may be submitted directly to ARRL or checked by an approved DXCC Card Checker. This form *must* be completed if a Card Checker checks the application. In *either* case, the cards or listed credits must be sorted first by band then by mode. If you fill out the form, supply all information as requested. Be sure to use the Entity name, not just the prefix. Cards indicating multiple contacts must be placed together. If cards with multiple credits are submitted direct to ARRL, a notation must be made on each card indicating which credits are to be entered. If no indication is made on a card, all credits will be entered into your record.

	CALL	QSO DATE (DD   MM   YY)	BAND	MODE	ENTITY/ COUNTRY NAME
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

This side of form may be photocopied if more pages are needed.

## ARRL WAS APPLICATION FORM

Please print or type your name and callsign **CLEARLY**:

Name: \_\_\_\_\_ Call: \_\_\_\_\_

(Print exactly as you want it on certificate)

List any ex-calls used on any cards: \_\_\_\_\_

Address: \_\_\_\_\_

(City) (State) (Zip) (Country)

Email Address: \_\_\_\_\_

**I have submitted an application via LoTW - Yes No (Circle One)**

I am applying for ONE or TWO of the following WAS Awards (each is numbered separately/use additional form[s] to order more awards). **Circle One or Two:**

<b>Basic Mixed Award</b>	<b>Phone</b>	<b>Digital</b>	<b>RTTY</b>	<b>CW</b>	<b>2190 Meters</b>	<b>630 Meters</b>
<b>160 Meters</b>	<b>144 MHz</b>	<b>222 MHz</b>	<b>432 MHz</b>	<b>50 MHz</b>	<b>Satellite</b>	<b>SSTV</b>
<b>70 CM</b>	<b>33 CM</b>	<b>23 CM</b>	<b>13 CM</b>	<b>3 CM</b>	<b>5 Band</b>	

I am applying for the following band endorsements and indicate which award (circle all that apply):

**6 10 12 15 17 20 30 40 80 160 (Meters)** for my \_\_\_\_\_ award

Power Endorsement:  QRP for my \_\_\_\_\_ award

I am applying for the following mode endorsements:

**Circle One:** PSK31 JT65 FSK441 FT8 FT4 HELL CLOVER OLIVIA RTTY Other \_\_\_\_\_ for my \_\_\_\_\_ award

I have read, understood and followed all the rules of WAS:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### HF AWARDS MANAGER/CARD CHECKER VERIFICATION

I have personally inspected the confirmations with all 50 states and verify that this application is correct and true. This application is for the following SPECIALTY awards or ENDORSEMENTS: \_\_\_\_\_ (Write **NONE** if none)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Callsign

\_\_\_\_\_  
Date

### DIRECTIONS TO APPLICANT

- Fill out this Application Form.
- Sort cards by state as listed on the Record Sheet and fill in Record Sheet.
- Present application and cards to your ARRL HF Awards Manager for verification. Applications from DX stations may be certified by the Awards Manager of your IARU member-society.
- Send application to ARRL HQ with the appropriate fee(s): \$20 for WAS certificate(s) if shipped in the US; \$30.00 for international mailing. \$2.00 for any number of endorsement stickers mailed in the US, and \$3.00 for any number of endorsement stickers mailed internationally. Pins are \$7.50.

### PAYMENT DETAILS

Return QSLs Via:  USPS Priority  US FedEx  Int'l Priority (USPS)  FedEx International  
Shipping fees can be found at <http://www.arrl.org/was>

For Certificate(s) \$ \_\_\_\_\_ + Shipping \$ \_\_\_\_\_ For Endorsement(s) \$ \_\_\_\_\_ For Pin(s) \$ \_\_\_\_\_

**Total Payment:**

Check or Money Order Enclosed \$ \_\_\_\_\_ or

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

## WAS RECORD SHEET

Applicant's callsign \_\_\_\_\_

List any ex-calls used on any cards submitted:

STATE	CALL	DATE	BAND	MODE
Alabama				
Alaska				
Arizona				
Arkansas				
California				
Colorado				
Connecticut				
Delaware				
Florida				
Georgia				
Hawaii				
Idaho				
Illinois				
Indiana				
Iowa				
Kansas				
Kentucky				
Louisiana				
Maine				
Maryland (D.C.)				
Massachusetts				
Michigan				
Minnesota				
Mississippi				
Missouri				
Montana				
Nebraska				
Nevada				
New Hampshire				
New Jersey				
New Mexico				
New York				
North Carolina				
North Dakota				
Ohio				
Oklahoma				
Oregon				
Pennsylvania				
Rhode Island				
South Carolina				
South Dakota				
Tennessee				
Texas				
Utah				
Vermont				
Virginia				
Washington				
West Virginia				
Wisconsin				
Wyoming				

## ARRL 5 BAND WAS APPLICATION FORM

Please print or type your name and callsign **CLEARLY**:

Name: \_\_\_\_\_ Call: \_\_\_\_\_

(Print exactly as you want it on certificate)

List any ex-calls used on any cards: \_\_\_\_\_

Address: \_\_\_\_\_

(City)

(State)

(Zip)

(Country)

Email Address: \_\_\_\_\_

I have submitted an application via LoTW.

I am applying for:  5BWAS Certificate  5BWAS Plaque  5BWAS Pin

I have read, understood, and followed all the rules of WAS:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### HF AWARDS MANAGER/CARD CHECKER VERIFICATION

I have personally inspected all the confirmations that were submitted to me with this application, unless otherwise marked, and verify that this application is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Callsign

\_\_\_\_\_  
Date

### ..... 5 Band WAS Rules .....

1. The 5BWAS certificate and plaque (see #4) will be issued for having submitted confirmations with each of the 50 United States for contacts dated January 1, 1970, or after, on the 80, 40, 20, 15, and 10 Meter bands. Phone and CW segments of a band do not count as separate bands.
2. WAS Rules that do not conflict with these 5BWAS rules also apply to the 5BWAS Award.
3. There are no specialty 5 Band awards or endorsements.
4. A 9 x 12 personalized plaque is available for a fee of \$60.00 US (payable by check, money order, or credit card), or \$95.00 International (payable by international money order, or credit card), including shipping.
5. 5BWAS certificates are \$12.00. Shipping is \$8.00 USA / \$18.00 International.
6. 5BWAS pins are \$7.50 USA / \$7.50 International, including shipping.

### ..... Directions to Applicant .....

1. Read the 5BWAS and WAS Rules carefully.
2. Fill out both pages of this application.
3. Sort cards by state as listed on the record sheet.
4. Present application and cards to your ARRL HR Awards Manager for verification. Applications from DX stations may be certified by the Awards Manager of your IARU member-society.
5. Send applications to ARRL HQ. Send cards ONLY if there is no local HF Awards Manager to verify your application.
6. If mailing cards, enclose the appropriate fee(s) and sufficient postage for the return of your cards. You can find postage pricing at the following site: [www.arrl.org/was](http://www.arrl.org/was)
7. Enclose \$60.00 USA / \$95.00 International if also requesting a plaque.

### PAYMENT DETAILS

Return QSLs Via:  USPS Priority  US FedEx  Int'l Priority (USPS)  FedEx International  
Shipping fees can be found at <http://www.arrl.org/was>

For 5BWAS Certificate \$ \_\_\_\_\_ For 5BWAS Pin \$ \_\_\_\_\_ For 5BWAS Plaque \$ \_\_\_\_\_

#### Total Payment:

Check or Money Order Enclosed \$ \_\_\_\_\_ or

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Applicant's call sign: \_\_\_\_\_

List any of your previous calls used on any cards submitted: \_\_\_\_\_

### 5 BAND WAS RECORD SHEET

Place the call sign of the station worked in the boxes below

<b>STATE</b>	<b>80 Meters</b>	<b>40 Meters</b>	<b>20 Meters</b>	<b>15 Meters</b>	<b>10 Meters</b>
Alabama					
Alaska					
Arizona					
Arkansas					
California					
Colorado					
Connecticut					
Delaware					
Florida					
Georgia					
Hawaii					
Idaho					
Illinois					
Indiana					
Iowa					
Kansas					
Kentucky					
Louisiana					
Maine					
Maryland (D.C.)					
Massachusetts					
Michigan					
Minnesota					
Mississippi					
Missouri					
Montana					
Nebraska					
Nevada					
New Hampshire					
New Jersey					
New Mexico					
New York					
North Carolina					
North Dakota					
Ohio					
Oklahoma					
Oregon					
Pennsylvania					
Rhode Island					
South Carolina					
South Dakota					
Tennessee					
Texas					
Utah					
Vermont					
Virginia					
Washington					
West Virginia					
Wisconsin					
Wyoming					

**ARRL VUCC AWARD APPLICATION FORM**  
**This form is required with each submission new or endorsement**

Please print or type **clearly** and use a separate application for **each** award.

Callsign: \_\_\_\_\_ → from Grid Locator → ( \_\_\_\_\_ )  
↑ **Required** ↑

Ex Callsigns: \_\_\_\_\_

Name: \_\_\_\_\_

Print exactly as you want your name and call to appear on certificate

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

ARRL Membership ID Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Band: (please check only one):	Use One (1) Application Per Band			
____ 50 MHz	____ 144 MHz	____ 222 MHz	____ 432 MHz	
____ 902 MHz	____ 1296 MHz	____ 2.3 GHz	____ 3.4 GHz	
____ 5.7GHz	____ 10 GHz	____ 24 GHz	____ 47 GHz	
____ 75 GHz	____ 119 GHz	____ 142 GHz	____ 241 GHz	
____ Laser(300GHz)	____ Satellite	____ Other _____	(Specify)	

**Initial** Applicant's \_\_\_\_\_ Number of Grid Locators

**Endorsements:**  
\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Previous Total	Number added with this endorsement	New Total
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"I affirm that I have observed all the VUCC rules as well as all pertinent government regulations established for Amateur Radio in my country. I agree to be bound by the ARRL Awards Committee (Decisions of the ARRL Awards Committee are final)."

Signature: \_\_\_\_\_ Callsign: \_\_\_\_\_ Date: \_\_\_\_\_

VHF Awards Manager Verification: "I have certified these contacts as set forth by the rules of the VUCC Program"

Signature	Callsign	Date
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**Traditional QSL Application Directions**

- 1) Complete **ALL** fields above.
- 2) Enclose award fees. Certificate w/postage is \$20 in the US; \$30 outside the US. Pin w/postage is \$7.50 in the US and international mailings. Sticker w/postage is \$2 in the US; \$3 international mailings.
- 3) Enclose application fee: \$10 for ARRL members or \$15 for non-members outside the US.
- 4) Enclose fifteen cents for each QSO (\$0.15).
- 5) Sort cards alpha-numerically by grid locator and list on the record sheet(s).
- 6) Contact your VHF Awards Manager before sending cards to assure they are available to make arrangements for checking.
- 7) Give your Awards Manager all fees and mailing costs. They are responsible for sending paperwork to ARRL.
- 8) If you prefer, you may send cards to ARRL HQ. Enclose sufficient funds to return cards via traceable mail. QSL shipping fees can be found at <http://www.arrl.org/dxcc-awards-fees>

**Payment Details**

Check or Money Order: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_





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## **DXCC Section I. Basic Rules -**

**1. The DX Century Club Award**, with certificate and lapel pin is available to Amateur Radio operators throughout the world (see the DXCC Award Fee Schedule)

ARRL membership is required for DXCC applicants in the US, its possessions, and Puerto Rico. ARRL membership is not required for foreign applicants. All initial DXCC awards (unless otherwise stated) shall be issued for working and confirming a minimum of 100 entities on the ARRL DXCC List. All DXCC awards can be endorsed with country totals (see Rule 5).

There are 22 separate DXCC award certificates available, as well as 4 DXCC plaques:

- a) Mixed** (general type): Contacts may be made using any mode since November 15, 1945.
- b) Phone**: Contacts must be made using radiotelephone since November 15, 1945. Confirmations for cross-mode contacts for this award must be dated September 30, 1981, or earlier.
- c) CW**: Contacts must be made using CW since January 1, 1975. Confirmations for cross-mode contacts for this award must be dated September 30, 1981, or earlier. CW contacts dated December 31, 1974, or before, are credited as Mixed mode.
- d) Digital**: Contacts can include QSOs using any/all digital modes, in any combination (except CW) since November 15, 1945. Digital modes include RTTY, PSK-31, JT65, etc. and any modes that are only machine-readable, and any that use computer sound card technology, with the exception of digital voice, which counts for Phone.
- e) 160 Meter**: Contacts must be made on 160 meters since November 15, 1945.
- f) 80 Meter**: Contacts must be made on 80 meters since November 15, 1945.
- g) 40 Meter**: Contacts must be made on 40 meters since November 15, 1945.
- h) 30 Meter**: Contacts must be made on 30 meters since November 15, 1945.
- i) 20 Meter**: Contacts must be made on 20 meters since November 15, 1945.
- j) 17 Meter**: Contacts must be made on 17 meters since November 15, 1945.
- k) 15 Meter**: Contacts must be made on 15 meters since November 15, 1945.
- l) 12 Meter**: Contacts must be made on 12 meters since November 15, 1945.
- m) 10 Meter**: Contacts must be made on 10 meters since November 15, 1945.
- n) 6 Meter**: Contacts must be made on 6 meters since November 15, 1945.
- o) 2 Meter**: Contacts must be made on 2 meters since November 15, 1945.

- p) **70 cm** Contacts must be made on 70 cm since November 15, 1945.
- q) **23 cm**: Contacts must be made on 23 cm since November 15, 1945.
- r) **13 cm**: Contacts must be made on 13 cm since November 15, 1945.
- s) **3 cm**: Contacts must be made on 3 cm since November 15, 1945.
- t) **Satellite**: Contacts must be made using satellites since March 1, 1965. Confirmations must indicate satellite QSO. Satellite contacts do not count toward any awards noted in a) through o) above.
- u) **Five-Band DXCC (5BDXCC)**: The 5BDXCC certificate is available for working and confirming 100 current DXCC entities (deleted entities don't count for this award) on each of the following five bands: 80, 40, 20, 15 and 10 Meters. Contacts are valid from November 15, 1945. Sticker endorsements are available for certificates. Please see DXCC Item Order Form for prices.

5BDXCC is endorsable for these additional bands: 160, 30, 17, 12, 6 and 2 Meters. 5BDXCC qualifiers are eligible for an individually engraved plaque. We offer acrylic, legacy (wooden) and plaques without endorsement slots. Please see DXCC Item Order Form for prices and plaque details.

- v) **The DXCC Challenge Award** is available for working and confirming at least 1,000 DXCC band-entities on any Amateur bands, 160 through 6 meters (except 60 meters). The challenge award is presented to the top three leaders as of the 31st of December each year. Plaques can be endorsed, using medallions, in increments of 500 entities and are totaled to give the Challenge standing. Deleted entities do not count for this award. All contacts must be made after November 15, 1945. QSOs for the 160, 80, 40, 30, 20, 17, 15, 12, 10 and 6 meter bands qualify for this award. Confirmations on bands with less than 100 entities are acceptable for credit for this award. Certificates are available for this award.
- w) **The DeSoto Cup** is presented to the DXCC Challenge leader as of the 31st of December each year. The DeSoto Cup is named for Clinton B. DeSoto, whose definitive article in October 1935 *QST* - How to Count Countries Worked A New DX Scoring System, shapes the DXCC award program. Only one cup will be awarded to any single individual. A medal will be presented to a repeat winner in subsequent years. Medals will also be awarded to the second and third place winners each year.
- x) **Honor Roll**: Attaining the DXCC Honor Roll represents the pinnacle of DX achievement:
- i) **Mixed**: To qualify, you must have a total confirmed entity count that places you among the numerical top ten DXCC entities total on the current DXCC List (example: if there are 340 current DXCC entities, you must have at least 331 entities confirmed). Deleted entities do not count towards the DXCC Honor Roll.

ii) **Phone** -- same as Mixed.

iii) **CW** -- same as Mixed.

iv) **Digital** -- same as Mixed.

To establish the number of DXCC entity credits needed to qualify for the Honor Roll, the maximum possible number of current entities available for credit is published daily on the [ARRL DXCC standings](#) web page. First-time Honor Roll members are recognized daily on the [ARRL DXCC standings web page](#). Once recognized in a subsequent daily update of new members, you retain your Honor Roll standing until the next standings list is published. In addition, Honor Roll members who have been listed in the previous Honor Roll Listings, or have gained Honor Roll status in a subsequent daily listing, are recognized in the DXCC Standings List. Honor Roll qualifiers receive an Honor Roll endorsement sticker for their DXCC certificate and are eligible for an Honor Roll lapel pin, an Honor Roll certificate, and an Honor Roll plaque. Contact the [DXCC Desk](#) for details or check out the [Century Club Item Order Form](#).

**v) #1 Honor Roll:** To qualify for a Mixed, Phone, CW or Digital, you must have worked and confirmed every entity on the Current *DXCC List*. There are 340 current entities on *The ARRL DXCC List*. Contact the DXCC Desk for details. #1 Honor Roll qualifiers receive a #1 Honor Roll endorsement sticker for their DXCC certificate and are eligible for a #1 Honor Roll certificate, a #1 Honor Roll plaque, and a #1 Honor Roll lapel pin.

**2. Written Proof:** Except in cases where the rules of Section IV apply, proof of two-way communication (contacts) must be submitted directly to ARRL HQ for all DXCC credits claimed. Photocopies and electronically transmitted confirmations (including, but not limited to fax and e-mail) are not currently acceptable for DXCC purposes. Exception: Confirmations created and delivered by ARRL's Logbook of the World program are acceptable for DXCC credit.

The use of a *current* official DXCC application form or an approved facsimile (for example, **exactly** reproduced by a computer program) is required. Such forms must include provision for listing call signs, dates, bands, modes and DXCC entity names. Complete application materials are available from ARRL HQ.

Cards contained in the original received envelopes or in albums will be returned at applicant's expense without processing.

**3. The ARRL DXCC List** is based on the DXCC List Criteria.

**4. Confirmation data** for two-way communications must include the call signs of both stations, the entity name as shown in the *DXCC List*, mode, date, time and band. Except as permitted in Rule 1, cross-mode contacts are not permitted for DXCC credits. Confirmations not containing all required information may be rejected.

**5. Endorsement stickers** for affixing to certificates or pins will be awarded as additional DXCC credits are granted. For the Mixed, Phone, CW, Digital, 40, 30, 20, 17, 15, 12 and 10-Meter DXCC, stickers are provided in exact multiples of 50 (i.e. 150, 200) etc. between 100 and 250 DXCC credits, in multiples of 25 between 250 and 300, and in multiples of 5 above 300 DXCC credits.

For 160-Meter, 80-Meter, 6-Meter, 2-Meter, Satellite and 70 CM, 23 CM, 13 CM, and 3 CM DXCC, the stickers are issued in exact multiples of 25 starting at 125 and in multiples of 10 above 200, and in multiples of 5 between 250 and in multiples of 5 between 250 and 300 and above. Confirmations for DXCC credit may be submitted in any increment, but stickers and listings are provided only after a new level has been attained.

**6. All contacts** must be made with amateur stations working in the authorized amateur bands or with other stations licensed or authorized to work amateurs. Contacts made through "repeater" devices or any other power relay methods (other than satellites for Satellite DXCC) are not valid for DXCC credit. *Because the 60-Meter amateur band has unique restrictions and*

*limitations on its use, especially in other countries, contacts on this band do not qualify for the ARRL award program. This includes DXCC credit.*

a) Each contact claimed for DXCC credit must include contemporaneous direct initiation by the operator on both sides of the contact. Initiation of a contact may be locally or by remote.

**7. Any Amateur Radio operation** should take place only with the complete approval and understanding of appropriate administration officials. In countries where amateurs are licensed in the normal manner, credit may be claimed only for stations using regular government-assigned call signs or portable call signs, where reciprocal agreements exist or the host government has so authorized portable operation. Without documentation supporting the operation of an amateur station, credit will not be allowed for contacts with such stations in any country that has temporarily or permanently closed down Amateur Radio operations by special government edict or policy where amateur licenses were formerly issued in the normal manner. In any case, credit will be given for contacts where adequate evidence of authorization by appropriate authorities exists, notwithstanding any such previous or subsequent edict or policy.

**8. All stations contacted** must be land stations. Contacts with ships and boats, anchored or underway, and airborne aircraft, cannot be counted. Exception: Permanently docked exhibition ships, such as the Queen Mary and other historic ships will be considered land based.

**9. Station Location and Boundary:**

a) All stations used to make contacts for a specific DXCC award must be located within the same DXCC entity.

b) All transmitters and receivers comprising a station used for a specific contact must be located within a 500-meter diameter circle.

c) QSOs made with legally licensed, remotely controlled stations are allowed to be used for DXCC credit.

**10. All contacts must be made** using call signs issued to the same station licensee. Contacts made by an operator other than the licensee must be made from a station owned and usually operated by the licensee, and must be made in accordance with the regulations governing the license grant. Contacts may be made from other stations provided they are personally made by the licensee. The intent of this rule is to prohibit credit for contacts made for you by another operator from another location. You may combine confirmations from several call signs held for credit to one DXCC award, as long as the provisions of Rule 9 are met. Contacts made from club stations using a club call sign may not be used for credit to an individual's DXCC.

**11. Issues concerning remotely controlled operating** and DXCC are best dealt with by each individual carefully considering the ethical limits that he/she will accept for his/her DXCC and other operating awards. As the premier operating award in Amateur Radio, DXCC draws intense scrutiny from its participants. As DX chasers climb up the Standings there will be increased attention given to these achievements and the owner of these achievements needs to be comfortable standing behind his/her award and numbers. Peer attention has always been a part of awards chasing, of course, but in these times with so many awards and so many players it is more important than ever to 'play the game' ethically.

Technological advances, while welcome, also add to the difficulty in defining rules for DXCC, but the intent of the rules is what is important. It is *never* OK to remotely use a station outside of the 'home DXCC entity' to add to the home-entity DXCC totals -- just as it is *never* OK for you to ask someone else at another station in another place to make QSOs for you. Remotely controlled stations must be properly licensed if they are to count for DXCC. It will continue to be up to the operator to decide what types of legal remote control operating he/she will use (if any) to contribute to an operating award.

**12. All confirmations must be submitted** exactly as received by the applicant. The submission of altered, forged, or otherwise invalid confirmations for DXCC credit may result in disqualification of the applicant and forfeiture of any right to DXCC membership. Determinations by the ARRL Awards Committee concerning submissions or disqualification shall be final. The ARRL Awards Committee shall also determine the future eligibility of any DXCC applicant who has ever been barred from DXCC.

**13. DXCC Audit Process:** In order to maintain continuing program integrity and for quality control purposes, DXCC routinely conducts audits of credits claimed for DXCC awards. To verify the authenticity of the QSOs claimed, audits may be conducted on claims for QSO credits for current applications, or credits already in a DXCC award account. Audits may include, but are not limited to:

- Checking online logs (preliminary check);
- Contacting DX stations for log extracts;
- Contacting QSL managers for log extracts; and
- Verifying credits submitted via Logbook of the World (LoTW)

Audits are generally conducted on a random basis. Response to audit requests to DXCC applicants are required. Failure, or refusal, to respond to these requests may result in removal of the credits requested by DXCC and/or removal of the awards pertaining to the audit. Events may also lead to disqualification from the DXCC program. Costs for postage, by a secure and traceable method to, and from, DXCC will be covered by the ARRL Desk. Audits that reveal discrepancies may lead to an investigation by the Awards Committee.

**14. Conduct:** Exemplary conduct is expected of all amateur radio operators participating in the DXCC program. Evidence of intentionally disruptive operating practices or inappropriate ethical conduct in any aspect of DXCC participation may lead to disqualification from all participation in the program by action of the ARRL Awards Committee.

Actions that may lead to disqualification include, but are not limited to:

- a) The submission of forged or altered confirmations.
- b) The presentation of forged or altered documents in support of an operation.
- c) Participation in activities that create an unfavorable impression of amateur radio with government authorities. Such activities include malicious attempts to cause disruption or negatively affect the accreditation of an operation.
- d) Blatant inequities in confirmation (QSL) procedures. Continued refusal to issue QSLs under certain circumstances may lead to disqualification. Complaints relating to monetary issues involved in QSLing will generally not be considered.

**15. Each DXCC applicant**, by applying, or submitting documentation, stipulates to:

- a) Observing all pertinent governmental regulations for Amateur Radio in the country or countries concerned.
- b) Observing all DXCC rules.
- c) Being bound by the DXCC rules.
- d) Being bound by the decisions of the ARRL Awards Committee.

**16. All DXCC applications** (for both new awards and endorsements) must include sufficient funds to cover the cost of returning all confirmations (QSL cards) via the method selected. Funds must be in US currency, check or money order payable to the ARRL, or a credit card number with a valid expiration date. Address all correspondence and inquiries relating to DXCC awards and all applications to:

ARRL Headquarters  
DXCC Desk  
225 Main St.  
Newington, CT06111  
USA

E-mail to [dxccadmin@arrl.org](mailto:dxccadmin@arrl.org)

**Fees:** Find the most up-to-date fee schedule at: [www.arrl.org/dxcc](http://www.arrl.org/dxcc).

**17. The ARRL DX Advisory Committee (DXAC)** requests your comments and suggestions for improving DXCC. Address correspondence to:

ARRL HQ  
DXAC  
225 Main St.  
Newington, CT 06111, USA

The DXAC may be contacted directly by e-mail at this link <http://www.arrl.org/dxac>. Correspondence on routine DXCC matters should be addressed to the DXCC Desk, or by e-mail to [dxccadmin@arrl.org](mailto:dxccadmin@arrl.org)

## **Section II. DXCC List Criteria-**

### **Introduction:**

The ARRL DXCC List is the result of progressive changes in DXing since 1945. Each entity on the DXCC List contains some definable political or geographical distinctiveness. While the general policy for qualifying entities for the *DXCC List* has remained the same, there has been a gradual evolution in the specific details of criteria which are used to test entities for their qualifications. The full *DXCC List* does not conform completely with current criteria; for some of the listings were recognized from pre-WWII or were accredited with earlier versions of the criteria. In order to maintain continuity with the past, as well as to maintain a robust DXCC List, all entities on the List at the time the 1998 revision became effective were retained.

### **Definitions:**

Certain terms occur frequently in the DXCC criteria and are listed here. Not all of the definitions given are used directly in the criteria, but are listed in anticipation of their future use.

**Entity:** A listing on the DXCC List; a counter for DXCC awards, previously denoted as a DXCC Country.

**Event:** An historical occurrence, such as date of admission to UN or ITU that may be used in determining listing status.

**Event Date:** The date an Event occurs. This is the Start Date of all Event Entities.

**Event Entity:** An Entity created as the result of the occurrence of an Event.

**Deletion Date:** Date when an entity is added to the Deleted Entities List.

**Discovery Entity:** An Entity Discovered after the listing is complete. This applies only to

Geographic Entities, and may occur after a future rule change, or after an Event has changed its status.

**Discovery Date:** Date of the rule change or Event which prompts addition of the Entity. This is the Start Date for a Discovery Entity.

**Original Listing:** An Entity which was on the DXCC List at the time of inception.

**Start Date:** The date after which confirmed two-way contact credits may be counted for DXCC awards.

**Add Date:** The date when the Entity will be added to the List, and cards will be accepted. This date is for administrative purposes only, and will occur after the Start Date.

**Island:** A naturally formed area of land surrounded by water, the surface of which is above water at high tide. For the purposes of this award, it must consist of connected land, of which at least two surface points must be separated from each other by not less than 100 meters measured in a straight line from point to point. All of the connected land must be above the high

tide mark, as demonstrated on a chart of sufficient scale. For the purposes of this award, any island, reef, or rocks of less than this size shall not be considered in the application of the water separation criteria described in Part 2 of the criteria.

### **Criteria:**

Additions to the *DXCC List* may be made from time to time as world conditions dictate. Entities may also be removed from the List as a result of political or geographic change. Entities deleted from the List may be returned to the List in the future, should they qualify again in the future under these criteria. However, an entity that does qualify again in the future does so as a totally new Entity, not as a reinstated old one.

For inclusion in the *DXCC List*, conditions as set out below must be met. Listing is not contingent upon whether operation has occurred or will occur, but only upon the qualifications of the Entity.

There are five parts to the criteria, as follows:

1. Political Entities
2. Geographical Entities
3. Special Areas
4. Ineligible Areas
5. Deletion Criteria

#### **1. Political Entities:**

Political Entities are those areas which are separated by reason of government or political division. They generally contain an indigenous population which is not predominantly composed of military or scientific personnel.

An Entity will be added to the *DXCC List* as a Political Entity if it meets one or more of the following criteria:

**a)** The entity is a UN Member State.

**b)** The entity has been assigned a callsign prefix bloc by the ITU. (The exceptions to this rule are international organizations, such as the UN and ICAO. These Entities are classified under Special Areas, 3.a); and Ineligible Areas, 4.b.) A provisional prefix bloc assignment may be made by the Secretary General of ITU. Should such provisional assignments not be ratified later by the full ITU, the Entity will be deleted from the *DXCC List*.

**c)** The entity contains a permanent population, is administered by a local government, and is located at least 800 km from its parent. To satisfy the permanent population and administered by a local government criteria of this sub-section, an Entity must be listed on either (a) the U.S.



Department of State's list of Dependencies and Areas of Special Sovereignty as having a local Administrative Center, or (b) the United Nations list of Non-Self-Governing Territories.

d) The entity has a separate IARU member society AND is included on the U.S. State Department Independent States in the World.

New Entities satisfying one or more of the conditions above will be added to the DXCC List by administrative action as of their Event Date.

Entities qualifying under this section will be referred to as the Parent when considering separation under the section Geographical Separation. Only entities in this group will be acceptable as a Parent for separation purposes.

## **2. Geographic Separation Entity**

A Geographic Separation Entity may result when a single Political Entity is physically separated into two or more parts. The part of such a Political Entity that contains the capital city is considered the Parent for tests under these criteria. One or more of the remaining parts resulting from the separation may then qualify for separate status as a DXCC Entity if they satisfy paragraph a) or b) of the Geographic Separation Criteria, as follows.

### **a) Land Areas:**

A new Entity results when part of a DXCC Entity is separated from its Parent by 100 kilometers or more of land of another DXCC Entity. Inland waters may be included in the measurement. The test for separation into two areas requires that a line drawn along a great circle in any direction from any part of the proposed Entity must not touch the Parent before crossing 100 kilometers of the intervening DXCC Entity.

### **b) Island Areas (Separation by Water):**

A new entity results in the case of an island under any of the following conditions:

- i) The island is separated from its Parent, and any other islands that make up the DXCC entity that contains the Parent, by 350 kilometers or more. Measurement of islands in a group begins with measurement from the island containing the capital city. Only one entity of this type may be attached to any Parent.
- ii) The island is separated from its Parent by 350 kilometers or more, and from any other island attached to that Parent in the same or a different island group by 800 kilometers or more.
- iii) The island is separated from its Parent by intervening land or islands that are part of another DXCC entity, such that a line drawn along a great circle in any direction, from any part of the island, does not touch the Parent before touching the intervening DXCC entity. There is no minimum separation distance for the first island entity created under this rule. Additional island entities may be created under this rule, provided that they are similarly separated from the Parent by a different DXCC entity and separated from any other islands associated with the Parent by at least 800 km.

### **3. Special Areas:**

The Special Areas listed here may not be divided into additional Entities under the DXCC Rules. None of these constitute a Parent Entity, and none creates a precedent for the addition of similar or additional Entities.

**a)** The International Telecommunications Union in Geneva (4U1ITU) shall, because of its significance to world telecommunications, be considered as a Special Entity. No additional UN locations will be considered under this ruling.

**b)** The Antarctic Treaty, signed on December 1, 1959 and entered into force on June 23, 1961, establishes the legal framework for the management of Antarctica. The treaty covers, as stated in Article 6, all land and ice shelves below 60 degrees South. This area is known as the Antarctic Treaty Zone. Article 4 establishes that parties to the treaty will not recognize, dispute, or establish territorial claims and that they will assert no new claims while the treaty is in force. Under Article 10, the treaty States will discourage activities by any country in Antarctica that are contrary to the terms of the treaty. In view of these Treaty provisions, no new entities below 60 degrees south will be added to the *DXCC List* as long as the Treaty remains in force.

**c)** The Spratly Islands, due to the nature of conflicting claims, and without recognizing or refuting any claim, is recognized as a Special Entity. Operations from this area will be accepted with the necessary permissions issued by an occupying Entity. Operations without such permissions, such as with a self-assigned (e.g., 1S) callsign, will not be recognized for DXCC credit.

**d)** Control of Western Sahara (S0) is currently an issue between Morocco and the indigenous population. The UN has stationed a peacekeeping force there. Until the sovereignty issue is settled, only operations licensed by the RASD shall count for DXCC purposes.

**e)** Entities on the 1998 *DXCC List* that do not qualify under the current criteria remain as long as they retain the status under which they were originally added. A change in that status will result in a review in accordance with Rule 5 of this Section.

### **4. Ineligible Areas:**

**a)** Areas having the following characteristics are not eligible for inclusion on the *DXCC List*, and are considered as part of the host Entity for DXCC purposes:

**i)** Any extraterritorial legal Entity of any nature including, but not limited to, embassies, consulates, monuments, offices of the United Nations agencies or related organizations, other inter-governmental organizations or diplomatic missions.

**ii)** Any area with limited sovereignty or ceremonial status, such as monuments, indigenous areas, reservations, and homelands.

**iii)** Any area classified as a Demilitarized Zone, Neutral Zone or Buffer Zone.

**b)** Any area which is unclaimed or not owned by any recognized government is not eligible for inclusion on the *DXCC List* and will not count for DXCC purposes.

## **5. Deletion Criteria:**

**a)** An Entity may be deleted from the List if it no longer satisfies the criteria under which it was added. However, if the Entity continues to meet one or more currently existing rules, it will remain on the List.

**b)** An Entity may be deleted from the List if it was added to the List:

**i)** Based on a factual error (Examples of factual errors include inaccurate measurements, or observations from incomplete, inaccurate or outdated charts or maps); and

**ii)** The error was made less than five years earlier than its proposed deletion date.

**c)** A change in the DXCC Criteria shall not affect the status of any Entity on the DXCC List at the time of the change. In other words, criteria changes will not be applied retroactively to Entities on the List.

## **Section III. Accreditation Criteria-**

1. Each nation of the world manages its telecommunications affairs differently. Therefore, a rigid, universal accreditation procedure cannot be applied in all situations. During more than 85 years of DXCC administration, basic standards have evolved in establishing the legitimacy of an operation.

It is the purpose of this section to establish guidelines that will assure that DXCC credit is given only for contacts with operations that are conducted with proper licensing and have established a legitimate physical presence within the entity to be credited. Any operation that satisfies these conditions (in addition to the applicable elements of SECTION I., Rules 6, 7, 8, and 9) will be accredited. It is the intent of the DXCC administration to be guided by the actions of sovereign nations when considering the accreditation of amateur radio operation within their jurisdiction. DXCC will be reasonably flexible in reviewing licensing documentation. Conversely, findings by a host government indicating non-compliance with their amateur radio regulations may cause denial or revocation of accreditation.

2. The following points should be of particular interest to those seeking accreditation for a DX operation:

**a)** The vast majority of operations are accredited routinely without a requirement for the submission of authenticating documentation. However, all such documents should be retained by the operator in the unlikely event of a protest.

**b)** In countries where Amateur Radio operation has not been permitted or has been suspended or where some reluctance to authorize amateur stations has been noted, authenticating documents may be required before accrediting an operation.

**c)** Special permission may be required from a governmental agency or private party before entering certain DXCC entities for the purpose of conducting amateur radio operations even though the entity is part of a country with no amateur radio restrictions. Examples of such entities are Desecheo I. (KP5), Palmyra I. (KH5) and Glorioso Islands (FT/G).

3. For those cases where supporting documentation is required, the following can be used as a guide to identify those documents necessary for accreditation:

- a) Photocopy of license or operating authorization.
  - b) Photocopy of passport entry and exit stamps.
  - c) For islands, a landing permit and a signed statement of the transporting ship's, boat's, or aircraft's captain, showing all pertinent data, such as date, place of landing, etc.
  - d) For locations where special permission is known to be required to gain access, evidence of this permission must be presented.
  - e) It is expected that all DXpeditions will observe any environmental rules promulgated by the administration under whose authority the operation takes place. In the event that no such rules are actually promulgated, the DXpedition should leave the DXpedition site as they found it.
4. These accreditation requirements are intended to preserve the integrity of the DXCC program and to ensure that the program does not encourage amateurs to "bend the rules" in their enthusiasm, possibly jeopardizing the future development of Amateur Radio. Every effort will be made to apply these criteria uniformly and to make a determination consistent with these objectives.

#### **Section IV. Field Checking of QSL Cards**

QSL cards for new DXCC awards and endorsements may be checked by an approved DXCC Card Checker. This program applies to any DXCC award for an individual or station. Awards available can be found in Section I: Basic Rules, **Rule 1**.

##### **1) Entities Eligible for Field Checking:**

**a)** With an exception for 160 Meters, cards for all current and deleted entities dating back to November 15, 1945 can be checked. Cards for 160 Meters can only be checked by Card Checkers who currently hold an active 160 Meter DXCC, ARRL Headquarters staff who have been authorized by the Manager of the Radiosport Department, or existing Card Checkers who agree to allow their work to be vetted by the Radiosport Department. The Manager of the Radiosport Department shall make a special reporting form available for this purpose. 160 Meter Card Checkers can be found on the complete list of DXCC 160 Card Checkers.

**b)** The ARRL Awards Committee determines which entities are eligible for Field Checking.

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##### **2) DXCC Card Checkers:**

###### **a) Nominations for Card Checkers may be made by:**

- i) The Section Manager of the section in which the prospective checker resides.
- ii) An ARRL affiliated DX specialty club with at least 25 members who are DXCC members, and which has DX as its primary interest. If there are any questions regarding the validity of a DX club, the issue shall be determined by the division director where the DX club is located. The nominee shall be a member of the nominating DX club.

iii) By Division Director. The Division Director may appoint as many Card Checkers as there are Sections within their Division.

iv) By IARU Member Societies and reviewed by the ARRL International Affairs Vice President. Offices of non-IARU Societies may make nominations if those associations are determined to be eligible by the ARRL International Vice President.

v) By the Manager of the Radiosport Department. The Radiosport Manager may appoint temporary "At-Large" Card Checkers on an as-needed basis to cover specific events for the duration of those events. At-Large Card Checkers must meet all requirements of the DXCC rules for Card Checkers, unless specified in writing by the Radiosport Manager. Headquarters staff and ARRL Board Members may also be appointed by the Radiosport Manager as At-Large Card Checkers.

**b) Qualifications:**

i) A candidate for Card Checker must be personally known to be of high integrity by the person or organization making the nomination.

ii) A candidate must be ARRL member who holds a DXCC award endorsed for at least 150 entities.

iii) A candidate must agree that he/she has reviewed and understands the DXCC rules and Card Checker instructions.

iv) A candidate, where geographically appropriate must be willing to serve at reasonable times and places, including at least one ARRL sectioned hamfest, or Section, State or Division ARRL Convention each year.

v) The applicant must have e-mail and internet capabilities, be willing to check QSLs for all applicable phases of the ARRL DXCC program and maintain a current e-mail address with the DXCC desk. Approved DXCC Card Checkers may also check cards for ARRL's other operating awards such as VUCC and WAS, at the Card Checker's discretion.

**c) Approval:**

Appointments of DXCC Card Checkers are made by the Director of the ARRL Division in which they reside following consultation with the Radiosport Manager and/or IARU society (or eligible non- IARU society) in consultation with the ARRL International Affairs Vice President.

**d) Terms:**

Appointments are made for a two-year period, or the current term of the appointing Director or Section Manager, whichever ends first. Retention of appointees is determined by their performance of the duties of the position as determined by the Director of the Division in consultation with the DXCC desk. Card Checkers shall maintain their ARRL membership. A DXCC Card Checker may have his/her appointment revoked by decision of the Awards Committee after consulting with the current nominating office holders.

### **(e) Replacement:**

If a Card Checker vacates the office for any reason, a replacement Card Checker can be nominated by the current Director, current Section Manager, IARU Society or the DX club that nominated the vacating Card Checker. When a Card Checker relocates from a Section or Division, that appointment shall be vacated.

### **3) Card Checking Process:**

- a)** An application for a new award may contain any number of QSL confirmations from the list and shall not contain any QSLs that are not eligible for this program (eQSLs, altered cards, SWL cards, etc.). The application may contain any number of cards, subject to eligibility requirements and fees as determined by Section I, Basic, 15.
- b)** It is the applicant's responsibility to get cards to and from the DXCC Card Checker.
- c)** Checkers may, at their own discretion, handle members' cards by mail.
- d)** The ARRL is not responsible for cards handled by DXCC Card Checkers and will not honor any claims for cards lost in shipment.
- e)** The applicant and DXCC Card Checker must sign the application form. (See Section I no. 11 regarding altered, forged or otherwise invalid confirmations.)
- f)** The applicant shall provide a SASE addressed to ARRL HQ, or, sufficient postage, to the DXCC Card Checker for mailing applications to ARRL HQ. The applicant shall also provide the applicable fees (check or money order payable to ARRL; credit card number and expiration date is also acceptable. Cash is OK, but not recommended).
- g)** The DXCC Card Checker will forward completed applications and appropriate fee(s) to ARRL HQ.

### **4) ARRL HQ involvement in the card checking process:**

- a)** ARRL HQ staff will perform random audits of applications. Applicants or members may be requested to forward cards to HQ for checking before or after credit is issued.
- b)** The applicant and the DXCC Card Checker will be advised of any errors or discrepancies encountered by ARRL staff.
- c)** ARRL HQ staff provides instructions and guidelines to DXCC Card Checkers.

**5)** Applicants and DXCC members may send cards to ARRL HQ at any time for review or recheck if the individual feels that an incorrect determination has been made.