Requesting a Call Sign Certificate for Clubs, DXpeditions, QSL Managers

Trusted QSL can manage all your call sign certificates, station locations and log signing operations regardless of who hold any call sign. This is useful for club call sign trustees, QSL managers, DXpeditions and Amateur Radio families.

By requesting an unsigned certificate for these third party call signs the LoTW accounts will be kept separate from your personal account.

These instructions are for primary call signs. If your club uses more than one call sign or utilizes a 1x1 call sign for a special event then the additional call sign certificates will have to be signed with the club's primary call sign certificate.

If you manage calls for other operators you are managing individual LoTW accounts. You will have unsigned certificates for each of your clients primary call signs and if any of your clients have additional calls that you manage the additional call sign certificate will be signed by the client's primary call sign certificate.

if you have any questions please ask before proceeding. The Logbook of The world support staff is at your service.
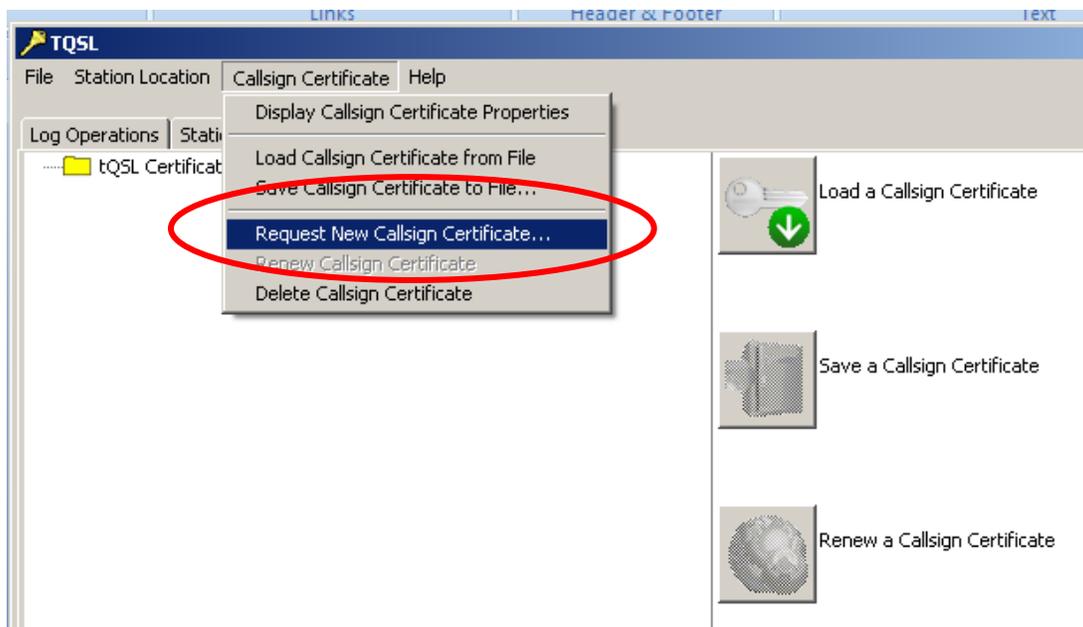
LoTW-help@arrl.org

After you have installed the Trusted QSL software you will have a program icon on your desktop.

1. Open the **TQSL** program by double clicking the icon on your desktop.

- Select Call sign Certificate tab then select Request New Call sign certificate…

2. Enter your the **Call Sign** without any portable identifiers.
   This is primary call sign. Later you will be able to request certificates for additional or secondary call signs such as old calls or portable calls.

3. 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)**

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. The QSO date range cannot be changed once the certificate is issued.
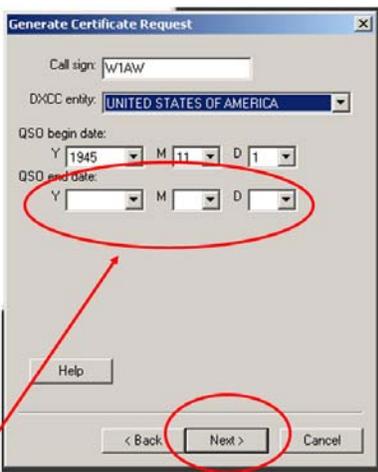

4. QSO **BEGIN** date should be the date that this call sign was first issued to the current holder of this call sign. If you are unsure of this date then use the earliest date in your log for QSOs using this call sign.

Currently active calls will not have a QSO END DATE. Entering a QSO END DATE for a current call will limit the QSOs that can be uploaded for this call.
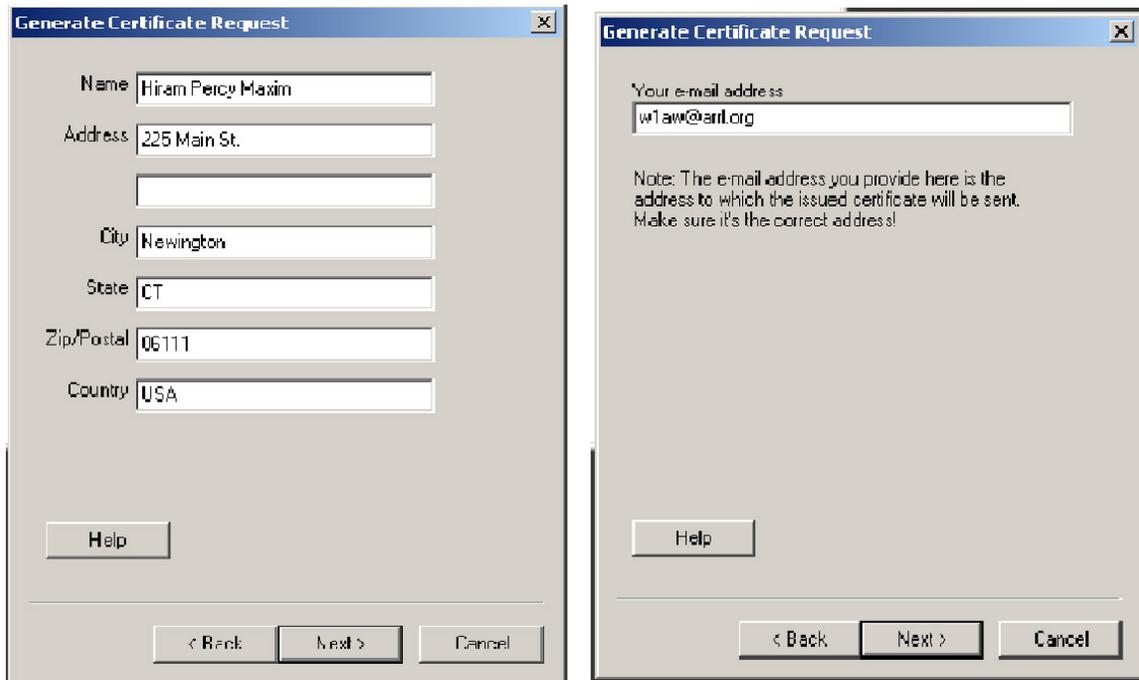

Leave blank for currently active call signs.

5. Enter the **name and address of the person or club who owns this call sign**. For U.S licensees this must match the club's FCC address. Do not use your name because the LoTW system will detect a mismatch and reject the request.

6. Click **NEXT.**

7. Enter your e-mail address. This is the e-mail address the TQ6 file will be sent. It is OK to use your e-mail address here.

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

This next step is optional.

A password is recommended if you use a public computer or run LoTW/TQSL with a portable computer.

If you choose to use a private key password please write it down so you do not forget it.

If you lose or forget this password ARRL cannot help you.

To fix a lost private key password, you will need to apply for a new certificate.

8. Enter a password if you choose this option.
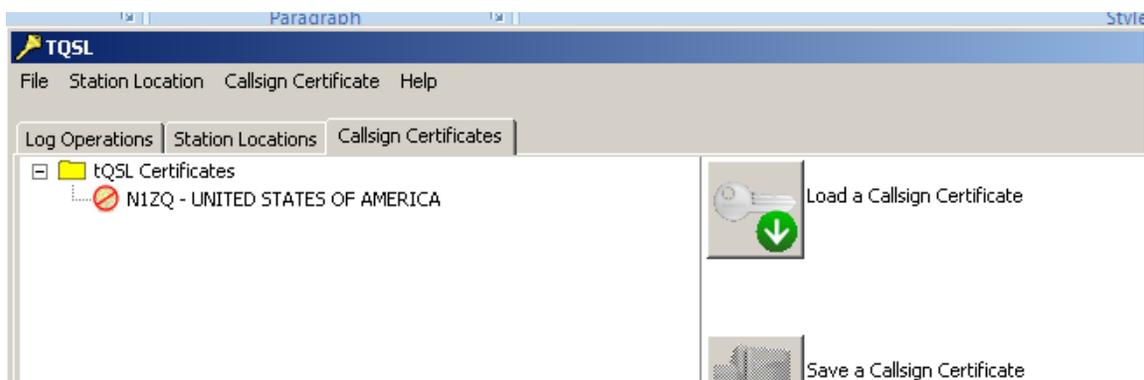   - You may leave this blank for no password. (Recommended)
   - Remember that if you lose or forget this password we cannot help you.

9. Be sure that your request is **UNSIGNED.**
   - Because this is your first certificate request your only choice should be **UNSIGNED.**

10. 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.

When done correctly your TQSL CERT window should look like this with a slashed red circle "Do Not Enter" sign, your club call sign and your DXCC entity.

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.