

# What to Bring to a CARC-ARRL Exam Session:

The Collins Amateur Radio Club Volunteer Examiner Team takes administering amateur radio test sessions seriously. We must insist that you adhere to the following requirements, or, you may not be able to take an exam. This may sound harsh, but, the integrity of the volunteer testing process must be maintained.

1. One legal photo ID (identification):
  - a. State Driver's License
  - b. Government issued Passport
  - c. Military or Law Enforcement Officer Photo ID card
  - d. Student School Photo ID card
  - e. State Photo ID card
  
2. If no photo ID is available, two forms of identification:
  - a. Non-photo State ID card (some states still have them)
  - b. Birth certificate (must have the appropriate seal)
  - c. Social security card
  - d. Employer's wage statement or Minor's work permit
  - e. School ID card
  - f. School or Public Library card
  - g. Utility bill, bank statement or other business correspondence that specifically names the person; or a postmarked envelope addressed to the person at his or her current mailing address as it appears on the Form 605. Do not bring your own copy of a Form 605. The VE team will supply the appropriate form at the test session.
  
3. Students/minors without a photo ID need to bring only one of the above items if a legal guardian presents their photo ID; otherwise two non-photo IDs are required.
  
4. Social Security Number (SSN) or your FCC issued Federal Registration Number (FRN); VEC's are required by the FCC to submit either your SSN or your FRN number with your license application form. If you prefer not to give your SSN at the exam session, then you may register your SSN with the FCC before exam day. Once you have a FCC issued FRN, you may no longer use your SSN on the application. For instructions on how to register your SSN with the FCC and receive a FRN, visit the [FCC's FAQ page](#) and the [FCC's registration instructions page](#).

5. If applicable, bring either a photocopy of your current Amateur Radio license or a reference copy printed out from the FCC website, the license information printed from ARRL website or QRZ website, or the original(s) and photocopy(s) of any Certificates of Successful Completion of Examination (CSCE) you may hold from previous exam sessions. If your license has already been issued by FCC, the CSCE showing license credit is not needed. The photocopy(s) will not be returned.

*(Instructions on how to obtain an official FCC license copy are on the ARRL [Obtain License Copy](#) web page.)*

6. Two number two pencils with erasers and a pen.
7. A calculator with the memory erased and formulas cleared is allowed. You may not bring any written notes or calculations into the exam session. Slide rules and logarithmic tables are acceptable, as long as they're free of notes and formulas. Cell phone must be silenced or turned off during the exam session and the phones' calculator function may not be used. In addition, iPhones, iPads, Androids, smartphones, Blackberry devices and all similar electronic devices with a calculator capability, may NOT be used.
8. Bring \$15 cash in exact bills to cover the exam session fee. If you fail an exam and wish to take another, you will need an additional \$15 cash to cover a second exam session