

# Instructions for Traditional Paper DXCC Application

*Whether you have done an application recently or, if you have not done one in a while please review the information below as it contains information that will avoid problems during the application process. While there are 3 primary methods of making an application, this instruction sheet only covers the older traditional method of applying.*

This is the traditional [DXCC Application Form and Record Sheet](#) needed to submit paper QSL cards the traditional method. (You can print the Record Sheet as many times as you need).

The Application Form and Record Sheet below are two separate forms. Print the forms and bring the completed forms with your paper QSL cards to your ARRL Field Checker or send the completed application to ARRL HQ.

When you are done please be sure to save a copy of your submission for your records.

Print out the forms and attach them to your submission.

Please remember that the required sort order is:

- Band First
- Mode within each band
- Cards with multiple QSOs should be grouped together at the end of your submission

Once you sort your cards then they must be listed this way on the record sheet.

If you are going to a convention or visiting your local [ARRL Card Checker](#), please be sure to have all the forms completed and ready for the card checker. Everything you do, in advance, to prepare for your submission expedites the process.

In accordance with DXCC rule 1, a current version of the [DXCC application form](#) is required with each submission. The form is not interactive (interactive forms are located elsewhere). Complete this form and send them along to the DXCC Desk, or, your local DXCC Card Checker. Again, it is highly recommended that you save a copy of all submission forms.

When sending your cards to ARRL Headquarters, the second page (record sheet) is not required but is recommended. However, proper sorting is required.

If you take cards to an approved ARRL DXCC Card Checker, or, if you plan to attend a convention for card checking, the record sheet is required since the card checker will check and verify your entries against your QSL cards then return your cards to you.

Please complete **all the fields** on the record sheet for **ONLY** those QSOs you want to be checked, as follows:

- **CALL SIGN:** Be sure to enter the call sign **exactly** as it appears on the QSL card. If you are using a pen, please be sure to print clearly. If there are special indicators (eg: W1AW/125 et al), please be sure to indicate them.
- **DATE:** It is extremely important to use the correct date format. The **ONLY** required date format here is: **DAY/MONTH/YEAR**. (eg: 25 / 07 / 2010 etc). Remember, card submission are date sensitive and the DXCC program is designed to recognize specific dates such as 06/09/2010 not 09/06/2010, etc. Often, cards are rejected due to a bad date so please give this field your attention.
- **BAND:** Note this asks for band, not frequency. For example, 30 Meters should be listed as a band. Using the frequency, 10MHz, could cause confusion. The list of bands is defined in [DXCC rule 1](#), items (e) through (o).
- **MODE:** As noted in [DXCC Rule 1](#), modes should be listed as s Phone, CW, RTTY or Satellite. For this field, using the mode as noted in DXCC rule 1, (b) through (d) and (p). You will note that (a) is not noted for Mixed. Only the EXACT mode must be noted. The computer automatically assigns a Mixed credit for each new entity entered into the DXCC system.
- **ENTITY:** Entity is the same as the country name. [The ARRL DXCC List](#) contains the 341 Current DXCC entities as well as the 60 Deleted entities. (See below for the links to the current and deleted lists). Entity names on this list are the only entity names that should be used in this field. Often, QSL cards may only have a province or city name only on it.

Below is the order in which you should refer to locate prefixes and call signs:

- [DXCC Current Entities List](#)
- [DXCC Deleted Entities List](#)
- [Prefix Cross Reference](#) is a file of non-standard prefixes assigned by the ITU, that may be used for special events, DXpeditions, contest calls, etc. These prefixes are not part of the standard prefixes in the main DXCC listing. This list should assist you with special prefixes.
- [International Prefix Table \(ITU List\)](#) International Telecommunications Union (ITU) is responsible of the issuance of all prefixes. If you can't find the prefix you're looking for in the lists above, the ITU list is the master list. If a prefix is not in the ITU list, it is not assigned. (The official ITU prefix page can be found at [https://www.itu.int/en/ITU-R/terrestrial/fmd/Pages/call\\_sign\\_series.aspx](https://www.itu.int/en/ITU-R/terrestrial/fmd/Pages/call_sign_series.aspx))

If you are unable to find the entity or prefix, as a last resort, try using an Internet search engine to find the information. If you are still not able to determine the applicable entity name, just write in the city name. The DXCC Branch can usually research it and make a proper determination.

Also, keep in mind that while some entities can have multiple prefixes (eg: 3D2, FO\* etc) most entities have only one prefix (some may have an old or previous prefix). Please do not leave this, or any field, blank.

Please DO NOT list any QSOs from Logbook of The World (LoTW) on the record sheet. [LoTW](#) is a separate electronic system and all LoTW QSOs are imported electronically. **You may not combine paper QSL cards with LoTW applications.** QSOs on the record sheet that are part of your LoTW application not only create additional work for DXCC staff but will also be charged to you as additional QSOs beyond the 101 QSO limit, **and** , LoTW QSO charges will be applied.

When preparing applications with multiple QSOs, list only the QSOs you want or need credited to your account. Duplicate QSOs are chargeable beyond the 101 QSO limit. Duplicate QSOs increase the load on DXCC staff contributing to an increased turnaround time for all applications, as well as increased fees for applicants.

## **Sorting your cards.**

Sorting cards is very important as it helps streamline the data entry process. Cards must be in the same order as they are listed on the record sheet.

Cards **MUST ONLY** be sorted first by band, then, mode within each band. Cards with multiple QSOs should be kept together at the end.

Example:

List all 80m CW cards, then all 80m phone cards, then all 80m RTTY (digital) cards.

Next list all 40m CW cards, then list 40m phone cards

followed by your 40m digital cards. Continue through each band in the same order.

Cards with multiple QSOs should be listed at the end of the record sheet. Cards

**MUSTNOT** be sorted by prefix or country.

Finally, when you have cards checked in the field, the card checker, not the applicant, will send the forms to the DXCC Branch at Headquarters. If your application is returned to you, it means your application is considered invalid and cannot be accepted. Applicants are also required to cover [all fees](#) at the time the application is checked. Also, applicants must provide the card checker with postage to cover the mailing of forms to DXCC.

Send questions regarding the application

form to [dxccrules@arrl.org](mailto:dxccrules@arrl.org).

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