

Application for Transfer of a PART-FCL Licence Issued by the UK CAA to another EASA Member State in accordance with Part FCL.015 and Part MED.030



Please complete this form online (preferred method) then print, sign and submit as instructed.

Please read attached Guidance Notes before completing this form.

FALSE REPRESENTATION STATEMENT

It is an offence under the United Kingdom Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

1. APPLICANT DETAILS (The Applicant is responsible for payment of CAA charges) To be completed by the Applicant

CAA Personal reference number (if known):

Title: Forename(s): Surname:

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent Address:

.....

..... Postcode:

Telephone: Mobile telephone:

E-mail:

2. ADDRESS FOR CORRESPONDENCE (if different from above) To be completed by the Applicant

Postal Address:

.....

..... Postcode:

3. PARTICULARS OF ALL PART-FCL LICENCE(S) issued by the UK CAA To be completed by the Applicant

Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

If you have applied for any licensing service through the UK CAAs new E-Licensing Portal please tick to confirm

4. APPLICANTS CONSENT TO RELEASE INFORMATION IN A DOC 155 TO AN EASA MEMBER STATE.	To be completed by the Applicant
AGREEMENT FOR RELEASE OF INFORMATION TO THE AVIATION AUTHORITY OF THE EASA MEMBER STATE	
I hereby consent to the disclosure by the UK Civil Aviation Authority (CAA) to:	
..... as requested by that authority.	
Signature: Date:	

5. YOUR NEXT STEPS
<ul style="list-style-type: none"> Send this form with a certified copy of your most recent licence (see guidance note 2) and payment to the CAA. Apply to the new EASA Aviation Authority for the Change of State of Licence Issue using that Authorities appropriate application form. On receipt, the EASA Aviation Authority must send a Request for a Change of State (EASA Doc 155) to the UK CAA by email to: fclweb@caa.co.uk Please note. The UK CAA Doc 155 (SRG2150) required for the Change of State of licence issue will not be sent without this request from the EASA Authority, the completion of this form or receipt of the fee. For guidance on the licence verification process please refer to our website Change of State Webpage or our guidance below.

6. DECLARATION OF APPLICANT (tick as appropriate)	To be completed by the Applicant
I declare that the information provided on this form is correct	
I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.	

Signature:	Date:
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PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

7. CAA USE ONLY	
Date of issue	Enclosures
Checked by.....	Despatch/collection details
Signed by.....	

8. COURIER CHARGES
<p>Note to all customers: All original documents submitted by the customer and CAA issued documents, will be returned by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "Courier Charge". The courier charge will be added to the relevant charge as per the Personnel Licensing Scheme of Charges and payable with application.</p> <p>If you do not want to use the courier service, please tick the box here: and we will send documents via Second Class post.</p> <p>In the event these documents are not received please note that we will only be able to re-issue the CAA documents 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by normal postal service.</p> <p>If you wish to opt out of document return by secure courier, please tick box.</p> <p>Please note: The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.</p>

9. CHARGES

The charge(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5) to be paid on application are enclosed herewith. NB: This application will not be processed until the applicable charges have been received.

Total charges included are: £.....

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

.....

IMPORTANT NOTES:

- **Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- **Overseas Visits:** If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.
- **Withdrawal/Cancellation of Application:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.

10. FINANCIAL DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:

Signature of Applicant: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

Application for Transfer of a PART-FCL Licence issued by the UK CAA to be transferred to another EASA Member State – GUIDANCE NOTES



GUIDANCE NOTE 1

Having a clear application form and pilots' flying log (where appropriate) will enable L&TS to issue licences, ratings and certificates more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please note that failure to submit a correctly completed application form with the required supporting documents may lead to the formal rejection of your application. In this instance, we will issue you with a 30 day notice to meet the outstanding requirements and failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per our scheme of charges and our CAA refund policy.

After thoroughly reviewing this guidance and the 'what documents to submit' section, please send your completed application and supporting documentation to the following address:

Licensing and Training Standards - Personnel Licensing
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR
United Kingdom

GUIDANCE NOTE 2: IMPORTANT INFORMATION

Please note the following important information for all applications.

Please note Doc 155 required for the Change of State of licence issue will not be sent without this request from the Authority, the completion of this form and the fee.

European Commission Regulation (EU) No. 1178/2011 requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and Part FCL.015). Your medical record will need to be also transferred to the EASA Member State you wish to transfer your licence to.

Please note ALL PART-FCL Licences will need to be transferred to the new EASA Member state.

The Doc 155 will be issued on the basis of the information we have at that time, should you have recently revalidated/renewed ratings please ensure the applicable examiner report forms have been submitted the UK CAA .

GUIDANCE NOTE 3: Certifiers of Flight Crew Certificate of Revalidation

The following people can act as 'certifiers':

- Head of Training at an Approved Training Organisation.
- Head of Flight Standards at an Operator holding an Air Operators Certificate.

Instructions for the certifier of the copy of your Certificate of Revalidation are as follows:

1. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date and print name in capital letters.
3. Include position or capacity, e.g. Head of Training at an Approved Training Organisation.

GUIDANCE NOTE 4: What Documents to Submit (in addition to this form)

- Certified copy of all UK PART-FCL licences
- Any recent examiner report forms
- Fee

Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

Application for:..... Dated:.....
Original Applicant's Name:
Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx)
Registered Company or Trading Name: (if applicable)
Contact Telephone Number:

2. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).

Visa Mastercard Debit Card Cheque/Banker's Draft Bank Transfer Cash (max.£1000)

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.
We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.
Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc
Bloomsbury Parr's Branch
PO Box 158
214 High Holborn
London
WC1V 7BX

Account Name: Civil Aviation Authority
Account Number: 36029769
Sort Code: 60-30-06
Swift Code: NWBK GB 2L
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:
Amount: £ BACS/CHAPS/ASN Reference*:

* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: Payers Email: Date of Transfer:

b) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only: Start date: / Amount: £ Issue No: (if applicable)

Name (as written on card):
(BLOCK CAPS)

Full postal address of card holder:
..... Postcode:.....

Card holder's signature:

Please tick box if paying with Company Card Company Name:

Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.