

Application for Verification of a Licence Issued by the UK CAA



Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Unique No. (to be completed by CAA)

Please read attached Guidance Notes before completing this form.

- This form is to be used by Air Traffic Controllers, Aircraft Engineers and Flight Crew.

FALSE REPRESENTATION STATEMENT

It is an offence under the UK 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 UK LICENCE(S) PRESENTED FOR VALIDATION

To be completed by the Applicant

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

4. APPLICANTS CONSENT TO RELEASE INFORMATION. Please complete A or B **To be completed by the Applicant**

A AGREEMENT FOR RELEASE OF INFORMATION TO AVIATION AUTHORITY Tick if applicable

I hereby consent to the disclosure by the UK Civil Aviation Authority (CAA) to the
 Aviation Authority/Administration of details associated with the above UK issued licence(s) as requested by that Authority

Signature: Date:

B AGREEMENT FOR RELEASE OF INFORMATION TO COMPANY/AIRLINE Tick if applicable

I hereby consent to the disclosure by the UK Civil Aviation Authority (CAA) of details associated with the above UK issued licence(s) to:

Company Name:.....
 Address:
 Email:.....

Signature: Date:

5. YOUR NEXT STEPS

1. Send this form with payment to the CAA.
 2. Contact the Authority/Company/Airline to whom the verification is to be made.
 The Authority/Company/Airline must ensure a request is submitted to the UK CAA by email to:
pldverifications@caa.co.uk
- Please note licence verification cannot be completed without this request, the form and the verification fee.**
- For guidance on the Licence Verification Process please refer to our website [www.caa.co.uk/licence verification](http://www.caa.co.uk/licence_verification)

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
 agree to receive:

Flight Crew Safety material from the CAA only or
 Safety material from authorised sources

I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.

Signature: Date:

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

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.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, 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.

If you wish to opt out of document return by secure courier, please tick box.

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.

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

11. SUBMISSION INSTRUCTIONS (See Guidance Notes)

Please send your completed application and supporting documentation (see Guidance Notes) to the following address:

Licensing and Training Standards, Licensing Department
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

CAA USE ONLY

Applicant's name **Date of application**

Department: Contact Name:
Job No: Folio No: CAA Account Number:
Nominal Code: Cost Centre: Date received:

If payment is received by cheque, attach a copy to this application form.

The sum of £ has been received by: Date:
Amount paid by: Cheque Cash Card Electronic Transfer*
 £ £ £ £

* Receipt of Electronic Transfer to be verified by Treasury.

Cheque drawn against account of:
Bank Account No: Sort Code:

Is this part of a Company payment? Yes No If Yes - Total amount paid:£

Amount to be deducted from NATS account: £

Enclosures: FedEx paid Yes/No Loaded by: Signed/Despatched:

Legal Entity Details

Company – Date of incorporation of Company:

If declaration is signed on behalf of a Company:
 is declaration signed by a Director or Company Secretary?
 if not, then does signatory have authority to sign?

Individual – Identification Document Details e.g. Passport/Driving Licence.

Type of identification:

Signature on ID checked against Form Signature: . Appropriately certified:

Application for Verification of a Licence Issued by the UK CAA – 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 will 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.

Application for the addition of a type or class rating to a JAR-FCL Licence will be issued in accordance with Part-FCL after 17th September 2012. For National Licences (except NPPL) aircraft types specified as EASA aircraft can only be endorsed onto a Part-FCL Licence after 17th September 2012.

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). If your medical records are not held by the UK CAA your application will be rejected.

In order to exercise the privileges of a Pilot licence where the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator's Licence. Such a licence will only be granted if the applicant holds a valid Language Proficiency Certificate in English in accordance with Appendix 2 of FCL.055 prior to licence application. Should you not hold a valid Language Proficiency in English your application will be rejected.

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.
3. Certifier's name must be printed in block capitals.
4. Must 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)

Application

Certified copy of the Certificate of Revalidation from any existing UK issued Flight Crew Licence.
See guidance note.

Verification of Flight Crew Licence

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 individual's CAA reference number followed by the application date (i.e. 123456A 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.