

Application for the Validation (or Extension of Validation) of a Flight Crew Licence Issued by an ICAO Contracting State for Commercial Activities and for non-commercial operations where the pilot is remunerated under Annex III of the EASA Aircrew Regulation.



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

FALSE REPRESENTATION STATEMENT

It is an offence under the 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 (not exceeding the statutory maximum in Northern Ireland and Scotland) and, on conviction on indictment, by a fine and/or up to two years 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: Alternative telephone Number:

E-mail:

A certified copy of your valid Passport, EEA/EU National Identity Card or Full EU Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

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

Postal Address:

..... Postcode:

3. MEDICAL FITNESS **To be completed by the Applicant**

Class of Medical Certificate held	Date of last Medical	Date of Expiry	CAA use only

4. DETAILS OF OPERATING COMPANY/EMPLOYER **To be completed by the Applicant**

Name of Operator/Employer: UK AOC Number (if applic.):

Address:..... Postcode:

Telephone Number: Email:

6a. PARTICULARS OF NON-EU LICENCE		
Licence to be validated	Country of issue	
	Type of Licence	
	Licence number	
	Date of issue	
	Date of expiry	
	Date of last medical examination	
	Limitations or Endorsements	
Radio Telephony Operator's Licence	Licence number	
Instrument Rating	Date of Issue	
	Date of last check	

6b. PARTICULARS OF NON-EU LICENCE (continued)					
			Total pilot experience	Aeroplanes	Helicopters
All Applicants	Total flying experience		Total as pilot in command		
			Total as Co-Pilot		
			Total flight time on aircraft type/class to be validated		
			Last flight on aircraft type/class to be validated		
Commercial Air Transport Operations Applicants Only	Total Single Pilot experience * Multi		Pilot in command (PIC)		
			PIC in preceding 12 months		
			Co-Pilot		
			Co-Pilot in preceding 12 months		
	Tick as applicable *				
	Total hours Seaplane operations				
				Aeroplanes (other than TMG)	Helicopters
Other Commercial Activities Applicants	Total flying experience		PIC		
			Co-Pilot		
	Hours in activity required for the validation issue				
	Hours in activity required in preceding 12 months				
Total					

6b. PARTICULARS OF NON-EU LICENCE (continued)

Please note that the rating to be validated must be maintained on the ICAO non-EU licence

Some flight hour recording practices allowable in the USA do not comply with European and UK requirements. In particular:

- **2 pilots flying together in a single aircraft both claiming P1 hours**
- **One pilot accompanying another on newsgathering or traffic control flights and claiming P1/PIC when they have not acted as Captain or signed for the aircraft**

7. ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

	Date	Level	Pass	Examiner's Name Signature	Examiner's CAA Ref. Number
ICAO English Language Proficiency*		6	Yes No		

The above examination was completed at (Test location)

* Applicable to applicants who do not hold an English Language Proficiency endorsement in English issued by an EASA Member State.

8. APPLICATION FOR EXTENSION TO VALIDATION

To be completed if the application is for the extension of an existing validation certificate **before** the validation expires.

I confirm that..... has commenced a course of training towards the issue of
of a Part-FCL CPL ATPL IR

It is expected that the applicant will apply for the licence by.....(dd/mm/yyyy). The applicant is requesting an extension to the above validation in accordance with the terms set out in Annex III to Commission Regulation (EU) No. 1178/2011 as amended.

Approved Training Organisation (ATO): ATO Approval No:

Competent Authority issuing approval:

Head of Training's Name:

Signature (Head of Training): Date:

The period of the extension is at the discretion of the CAA, taking in to account the requirements to be complied with to grant an EASA licence.

The UK CAA cannot grant more than one extension.

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

9. DECLARATION OF APPLICANT (tick as appropriate)

To be completed by the Applicant

I declare that: (complete a, b and c as appropriate)

a. I live in the United Kingdom

b. the Principal Place of Business of the Operator I am employed by is located at
.....(please give address)

c. the aircraft for which I require a validation is registered as.....

I have read and understood the Part-FCL and EU-OPS or Part-OPS (as applicable) implementing rules relevant to my licence and the proposed operations

I have not been issued with a validation previously under European Commission Regulation (EU) No. 1178/2011 as amended, by the United Kingdom

and that I have not had a validation refused, suspended, or revoked by any EASA Member State

I agree to receive:

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

I declare that the information provided on this form is correct.

Signature: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

10. COURIER CHARGES

Note to all applicants: 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 the use of normal postal services.

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.

11. 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.

11. CHARGES (continued)

- **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.

12. FINANCIAL DECLARATION

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

I enclose payment for 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**13. SUBMISSION INSTRUCTIONS (See Guidance Notes)**

After thoroughly reviewing the 'supporting documentation required with the application, please send your completed application and supporting documentation (see Guidance Notes) to the following address or email to pilotvalidation@caa.co.uk:

Shared Service Centre, LSE
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

All hard copies must be certified by a UK Examiner or Operator's quality manager.

All electronic copies must be certified and attached as pdf documents.

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.

Application for the Validation (or Extension of Validation) of a Flight Crew Licence Issued by an ICAO Contracting State for Commercial Activities under Annex III of the EASA Aircrew Regulation



GUIDANCE NOTES

Having a clear application form and pilots' log(s) will enable the CAA Shared Service Centre to issue validations 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. Failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per the scheme of charges and our CAA refund policy.

IMPORTANT INFORMATION

In order to exercise the privileges of a validation 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 Language Proficiency Certificate in English in accordance with FCL.055 and Appendix 2 of Part-FCL prior to licence application. Should you not hold a valid Language Proficiency in English your application will be rejected.

GUIDANCE NOTE 1: Certifiers of ID

The following people can act as 'certifiers':

- Head of Training at Air Operating Company or Operator's Accountable Manager.

Instructions for the certifier of your ID document 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 Approved Training Organisation.

General Guidance

- 1) The validation of flight crew licences granted by ICAO Contracting States is in accordance with the provisions of Annex III to the EASA Aircrew Regulation (Commission Regulation (EU) No. 1178/2011 of 3 November 2011 as amended) for the time being in force, and with the standard set out in paragraph 1.2.2 of Annex 1 (Personnel Licensing) 6th Edition to the Convention on International Civil Aviation. The process for the validation of flight crew licences issued by Member States of the European Union is in accordance with Annex III to the EASA Aircrew Regulation.
- 2) Before a licence is validated, it must have the aircraft type(s) or class(es) for which the validation is required, specified in the Aircraft Rating.
- 3) Applications for a Certificate of Validation may be submitted via the employer/operating company whose principal place of business is in the UK on behalf of the holder of a non-EU professional pilot's licence whose service they wish to utilise. Certificates of Validation, when issued, must be passed to the licence holder who should retain it with the licence to which it relates, so that both may be produced on request to a person so authorised.
- 4) As of 1 July 2017, all third country ICAO licence holders are required to apply for the verification of their licence when applying for any licensing service from the CAA on the basis of this licence, using application form SRG2142. The UK CAA will apply to the National Aviation Authority for verification of your licence, and will only process the validation once this has been received. The CAA will not accept verifications supplied directly by the applicant, nor shall we recognise an expired ICAO licence, rating or medical certificate in any circumstance. For further information, please refer to Information Notice IN-2017/021.
- 5) Evidence of experience (certified by the operator if applicable.) This does not apply to airships and specific tasks of limited duration.
- 6) Applicants are strongly advised to read Annex III to Commission Regulation (EU) No. 1178/2011 of 3 November 2011 as amended ("the Aircrew Regulation") and CAP 804, Section 4, Part Q.

GUIDANCE NOTE 2: LOGBOOK EVIDENCE

Documentation showing that you have met the flying experience requirements for the licence or rating you are applying for, that you are in current flying practice and that you meet the experience requirements

This must be sent either as:

- original logbooks,
or
- copies of your logbook pages (certified by your operator or a UK examiner),
- electronic logbooks are acceptable for all types of application provided they have been printed, signed and dated

Certification format

The certifier should write on the copies the following:

- the declaration "I have seen the original document and I certify that this is a complete and accurate copy of the original"
- his/her signature
- his/her name (in block capitals)
- his/her position or capacity (e.g. "Head of approved training organisation")

GUIDANCE NOTE 3: Which sections of the application form to complete

Application applied for	Sections to be completed
Validation for Commercial Air Transport	All sections
Validation for Other Commercial Activities	All sections
Validation for specific tasks of limited duration	1, 2, 3, 4, 5, 6a, 9, 10, 11, 12 and 13

GUIDANCE NOTE 5: Supporting documentation required with the application

Application	Original flying logbook(s) or copies certified by Operator	Original and current non-EU professional Flight Crew Licence with appropriate Type Rating and validating Medical Certificate or copies certified by Operator	Letter of verification from issuing Non-EU National Aviation Authority, see General Guidance Note 4	Certified copy of your valid Passport, EEA/EU Nationals Identity Card or full EU Photographic Driving Licence, see Guidance Note 1	Original Part-MED Class One Medical Certificate or copy certified by Operator	Copy of Work Permit certified by Operator (if applicable)	Applicable examiners report
Validation for Commercial Air Transport	✓	✓	✓	✓	✓	✓	✓
Validation for Other Commercial Activities	✓	✓	✓	✓	N/A	✓	✓
Validation for specific tasks of limited duration	N/A	✓	✓	✓	N/A	N/A	N/A