



JAR-FCL LICENCE – APPLICATION TO CHANGE THE STATE OF ISSUE TO UNITED KINGDOM

Please complete the form online or in BLOCK CAPITALS using black or dark blue ink.

PAYMENT METHODS. Please complete form SRG1187.

1. PERSONAL DETAILS								
CAA Personal reference number (if known)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							
Surname	Forename(s)							
Title	Date of birth (dd/mm/yyyy)							
Nationality	Town and Country of birth							
Permanent address								
Postcode								
Telephone Number	Alternative Telephone							
E mail address	Fax Number							
Address for correspondence (if different from above)								
Postcode								
Name and Address of UK Employer								
Postcode								
Telephone Number	Fax Number							

2. PARTICULARS OF UK LICENCES HELD OR APPLIED FOR			
Type/Class of Licence	Licence No.	Expiry Date	CAA use only

3. PARTICULARS OF JAR-FCL LICENCES HELD			
Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

4. CAA USE ONLY		
Date		Enclosures
Receipt No.		
Cheque/PO/Cash Access/Visa/Maestro	£	Despatch/Collection details
Date of Issue		
Checked by		
Loaded by		Signed by

5. PARTICULARS OF JAR-FCL MEDICAL CERTIFICATE		
Class of Medical Certificate held	Date of last Medical	CAA use only

6. RESIDENCY DECLARATION (tick as appropriate)

I declare that I live in the United Kingdom / I declare that I am working for a United Kingdom registered company as per JAR-FCL 1.070/2.070

Signature Date

7. PAYMENT METHODS

Please complete form SRG1187.

8. DECLARATION (tick as appropriate)

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

I apply for the United Kingdom to become the state of licence issue for my JAR-FCL Pilot Licence(s). I accept that the Civil Aviation Authority of the United Kingdom will apply to the present issuing authority (state of issue) for verification of personal and licensing details in accordance with JAR-FCL. I understand the conditions necessary to exercise the privileges of licence.

I agree to receive:

Flight Crew Safety material from the CAA only or

Safety material from authorised sources or

I do not wish to receive Safety material

Signature Date

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both. A Cancellation Charge may be applied as per the CAA Scheme of Charges when an active application request has been cancelled by the CAA or the customer.

9. SUBMISSION INSTRUCTIONS

Send your completed application form to:

Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR, United Kingdom

Together with:

- A copy of your JAR-FCL Licence(s)
- A copy JAR-FCL Medical Certificate
- Copies of National ATPL or JAR-FCL ATPL Theoretical Knowledge examination results
- Payment form SRG1187
- Original Passport or Birth Certificate as Evidence of Identity (certified copies by a UK training provider or employer are acceptable).

Please note that failure to submit all of the required documentation may lead to a delay in processing of your application.

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GUIDANCE

General Guidance

In order for PLD to process your licence application as quickly as possible, it is important that you complete the application form correctly and submit all the required supporting documentation.

The application form and this guidance document covers a number of different licence and ratings applications. Please work your way through the guidance notes and ensure that you read and fully digest the information applicable to your application.

Please read this document in conjunction with:

Scheme of Charges

This document will give guidance on:

- 1) Where to apply for your licence/rating
- 2) How to contact us if you have a query
- 3) Supporting documentation required with the application
- 4) How to complete each section of the application form

Note: Having a clear application form and logbook (where appropriate) will enable PLD to issue licence and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Where to apply for your licence/rating

By Post

As detailed in Section 9 Submission instructions of application form.

Public Counter

Our Public Counter is open from 0900 to 1600 Monday to Friday for depositing applications only. We are unable to process your applications any faster than by post.

How to contact us if you have a query

Before contact the PLD Customer Service Team with your query, you should visit the PLD web site at www.caa.co.uk/srg/licensing for detailed licensing information.

If you are unable to find the information you require please contact our Customer Services team on 01293 573700 or by e-mail at fclweb@srg.caa.co.uk.

Supporting documentation required with the application

As detailed in Section 9 Submission Instructions of application form.

How to complete each section of the application form

Section 1 - Personal Details

The permanent address is the one that will appear on your licence. If you wish the licence returned to an alternative address please complete the correspondence address.

Please also indicate the UK employer you are working for.

Section 2 - Particulars of UK licences held or applied for

Please enter details of UK licences currently held or in the process of applying for.

Section 3 - Particulars of JAR-FCL licences held

Please enter details of your non-UK JAR-FCL licence.

Section 4 - CAA use only

Section 5 - Particulars of JAR-FCL Medical Certificate

Please enter details of your current JAR Class 1 or 2 medical. Please note that in order to issue a UK JAR licence a medical certificate which has been issued by the UK will be required.

If you do not yet hold a UK JAR issued medical certificate you will need to contact our medical department to arrange a conversion of your non-UK JAR medical.

Further information on this may be obtained by looking at the medical department web site at www.caa.co.uk/medical, or contacting them on 01293 573700 or by e-mail at medicalweb@srg.caa.co.uk.

Section 6 - Residency Declaration

This section must be signed to declare that you meet the residency requirements required to transfer change of state of your JAR-FCL licence.

Normal residency is defined in JAR-FCL as follows:

Normal residency means the place where a person usually lives for at least 185 days in each calendar year because of personal and occupational ties or, in the case of a person with no occupational ties, because of personal ties which show close links between that person and the place where she or he is living.

Section 7 - Payment Methods

Please complete form SRG\1187. You may also wish to refer to our Scheme of Charges which can be found on our web site at www.caa.co.uk/srg under Personnel Licensing, then Flight Crew Licensing then Scheme of Charges.

Section 8 - Declaration of Applicant

This section must be completed after reviewing all information entered on the application form.

Section 9 - Submission Instructions

As stated.

Important Information

Co-pilot ratings

As the United Kingdom Civil Aviation Authority do not endorse type ratings with co-pilot limitations we cannot automatically accept any ratings endorsed on non-UK JAR licences with this restriction.

In order for these ratings to be accepted, one of the following three options would need to be complied with:

- 1) Produce written evidence from your current National Aviation Authority (NAA) to confirm that all training and testing for the initial grant of the rating including Skill Test and subsequent proficiency checks have been carried out in the role of Pilot-in-Command.
- 2) Contact your current NAA and remove the co-pilot restriction.
- 3) - Meet the requirements of JAR-FCL 1.250/2.250
- Complete type rating training at the discretion of the Head of training at a JAA Approved TRTO
- Pass the course based theoretical knowledge examination
- Pass the Licensing Skill Test

Licence endorsement differences

Due to differences between other NAA's and the UK CAA licence endorsements, clarification from your current NAA may be required on the following:

Instrument Rating

If your instrument rating is endorsed as IR ME, we will require confirmation from your NAA if this rating is restricted to multi-pilot aircraft only, is a single-pilot instrument rating or is unrestricted.

Aircraft Variants

All certificates of revalidation issued by the UK CAA state the aircraft type and variant e.g. B737-300, B747-400. If your non-UK JAR licence does not specify this we will require confirmation from yourself or your current NAA.

Instructor Privileges

The UK CAA issues instructor rating with remarks which specify particular privileges of the rating. We may therefore require confirmation from your current NAA regarding the current instructor privileges you hold.

A list of restrictions/privileges issued by the UK CAA are stated below:

FI	- Restricted - SP SE only - No Applied Instruments - No Night - No Aerobatics	CRI	SP SE(A) only SP ME(A) only
		TRI	Simulator only Aircraft only Aircraft and Simulator