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beyond
question



UKCAA e-Licensing Candidate Site Guide

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TABLE OF CONTENTS

UKCAA e-Licensing Candidate Guide.....	3
1 Registering for e-Licence Service.....	3
2 e-Exams Account Holders.....	3
3 Apply For Licence	3
4 Apply for a New Licence Rating	6
5 Renew a Rating.....	7
6 Apply for a Licence Product.....	9
7 Upload Documents.....	11
8 Add Experience Records.....	11
9 View Application Progress.....	12

UKCAA e-Licensing Candidate Guide

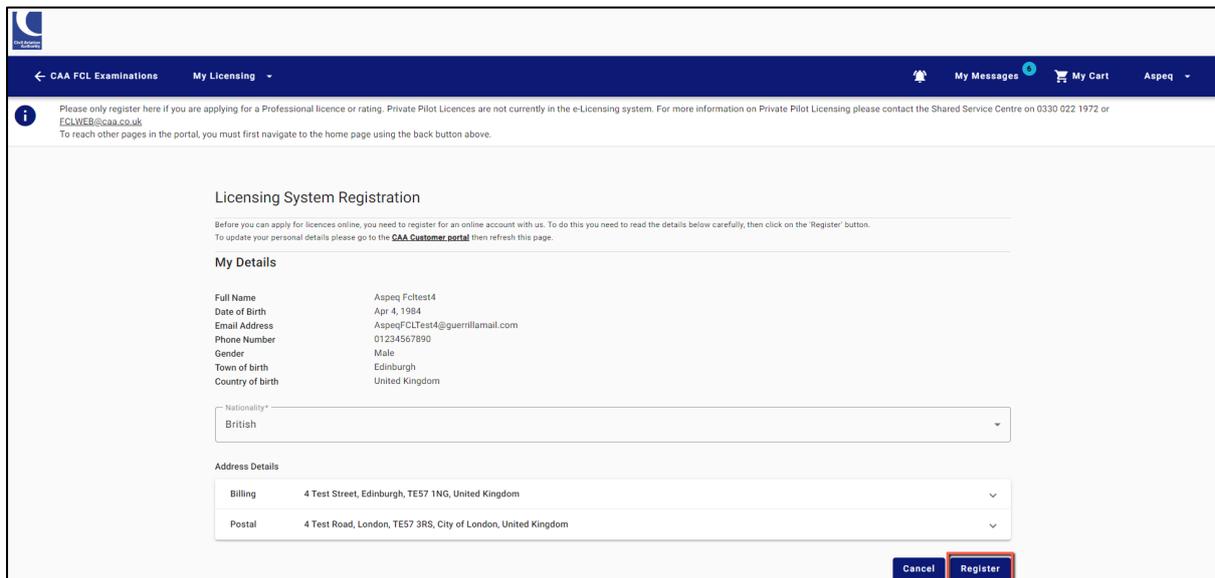
1 Registering for e-Licence Service

Once registered for the CAA Customer Portal and approved for the e-Licensing service, you can now complete your e-Licensing registration.

To register for the e-Licence service, click "*My Licensing*" at the top of the page.



Information you provided on the CAA Customer Portal will be shown. Click "*Register*" to continue.



Licensing System Registration

Before you can apply for licences online, you need to register for an online account with us. To do this you need to read the details below carefully, then click on the 'Register' button. To update your personal details please go to the [CAA Customer portal](#) then refresh this page.

My Details

Full Name	Aspeq Fctest4
Date of Birth	Apr 4, 1984
Email Address	Aspeq@CLTest4@guerrillamail.com
Phone Number	01234567890
Gender	Male
Town of birth	Edinburgh
Country of birth	United Kingdom

Nationality *
British

Address Details

Billing	4 Test Street, Edinburgh, TE57 1NG, United Kingdom
Postal	4 Test Road, London, TE57 3RS, City of London, United Kingdom

Cancel Register

Note: If you wish to amend your personal details, you will need to do this via the CAA Customer Portal. Details of your identity document cannot be updated online after you have submitted them.

2 e-Exams Account Holders

For those of you who already have an e-Exams account, you will only need to register for the e-Licensing service in Tasman. To register, refer to *Registering for e-Licence Service* section.

3 Apply For Licence

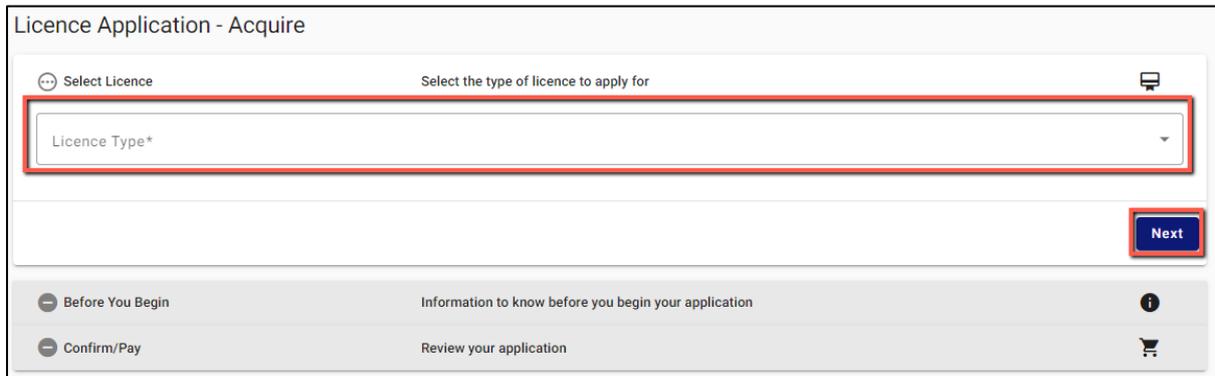
To apply for a new licence, click "*My Licensing*" at the top of the page.



On the next page, click "Apply for New Licence".



Then select the "Licence Type" (eg ATPL(A), CPL(H)) and click "Next".



You will then be taken to the "Before You Begin" page for further information on the application. Click "Next" to continue.

Licence Application - Acquire

✔ Select Licence CPL(A) 

🔄 Before You Begin Information to know before you begin your application 

What is this form for?
This form is used to apply for a UK Part-FCL CPL(A).

How much will it cost me?
The fee for the initial issue of a professional aeroplane licence is £286.
Additional [courier charges](#) may apply:

- UK £20
- Europe £30
- Rest of the world £40

How can I get help?
You can find further guidance on the [Professional pilot licences](#) page on the CAA website.
If you have any questions, please contact our licensing team:

- Email fcweb@caa.co.uk (preferred)
- Phone 0330 022 1972 (Mon - Fri 08:30 - 16:30)

Previous **Next**

☐ Confirm/Pay Review your application 

Depending on the type of licence you are applying for, you will be asked to complete several requirements specific to that licence.

Once confirmed (all requirements listed has a green tick and no other warning messages are visible), you will be prompted to complete a declaration and proceed to payment cart.

Licence Application - Acquire

✓ Select Licence	CPL(A)	
✓ Before You Begin	Information to know before you begin your application	
✓ CPL (A) Licence Type	Completed 1 of 1	These sections are completed.
✓ Multi-Crew Co-operation training	Completed 1 of 1	
✓ Class Rating	Completed 1 of 1	
✓ Additional Skill Test - Single or Multi Engine Class Rating	Completed 1 of 1	
⋮ Exam Evidence	Completed 0 of 18	
⋮ Experience	Completed 0 of 1	
⋮ Documents	Completed 1 of 7	
⊖ Declaration	Declaration	This section to be completed
⊖ Confirm/Pay	Review your application	

Please select a valid declaration option to proceed with the application!

You have not yet completed all the required information. Please review all sections and complete mandatory information to continue.

Application incomplete: Please complete all application sections above before proceeding to the Declaration

4 Apply for a New Licence Rating

Before you can apply for a licence rating, you will need to have made an existing licence application or have been issued with a licence. This does not need to have been issued by e-Licensing as your previous licence history will be available in the system.

To apply for a new licence, click "My Licensing" at the top of the page.

The screenshot shows the top navigation bar of the website. It includes a home icon, a search icon, and several menu items: Information, Bookings, Results, My Messages (with a notification badge), My Licensing (highlighted with a red box), My Cart, and Aspeq.

If you have any existing licence, this will appear on the page. Click the three dots next to the applicable licence to apply for your rating and click on "Apply for Rating".

My Licensing and Ratings

[Apply for New Licence](#)

Licence Number	Licence	Applied ↓	Expires	Status	Actions
GBR.FCL.AT.CAAUK6539.A	ATPL (Aeroplane)	Apr 11, 2024	Never	Active	⋮
GBR.FCL.CP.CAAUK6539.A	CPL (Aeroplane)	Feb 27, 2024	Never	Active	⋮

Items per page: 5 1 – 2 of 2

[View](#)
[Apply for Rating](#)

Depending on the type of rating you are applying for, you will be asked to complete a number of requirements specific to that rating.

Rating Application - Acquire

✔ Licence Rating
Type Rating
🖨️

Licence*

Rating*

[Next](#)

🔄 Type Rating Application	Completed 1 of 1	📄
⊖ Aircraft Manufacturers	Completed 0 of 1	📄
⊖ Aeroplane Type Rating Application	Completed 0 of 7	📄
⊖ Documents	Completed 2 of 5	📄
⊖ Confirm/Pay	Review your application	🛒

Once confirmed (all requirements listed are in green and no other warning messages are visible), you will be prompted to proceed to payment cart.

5 Renew a Rating

To see a list of all the ratings you hold, click the three dots next to the applicable licence and click "View".

My Licensing and Ratings

Apply for New Licence

Search

Licence Number	Licence	Applied ↓	Expires	Status	Actions
GBR.FCL.AT.CAAUK6539.A	ATPL (Aeroplane)	Apr 11, 2024	Never	Active	⋮
GBR.FCL.CP.CAAUK6539.A	CPL (Aeroplane)	Feb 27, 2024	Never	Active	⋮

Items per page: 5 1 - 2 of 2

View Apply for Rating

On this page, you can select to either renew or revalidate your rating by clicking the three dots next to your chosen rating.

If your rating is inactive, but appears as active on the system, please contact the CAA by emailing enquiries@caa.co.uk or calling 0330 022 1909.

Licence GBR.FCL.AT.CAAUK6539.A

Licence Number: GBR.FCL.AT.CAAUK6539.A
 Licence: ATPL (Aeroplane)
 Applied: Apr 11, 2024
 Expires: Never
 Status: Active
 Remarks: None

Apply for a New Rating

Ratings

Search

Rating	Expires	Status ↑	Actions
Instrument	Never	Active	⋮
FCL Class Rating (SEP (Land))	Dec 31, 2024	Active	⋮
FCL Class Rating (PA46-SET)	Dec 31, 2024	Active	⋮
> Flight Crew Licence Type Rating (B717)	Dec 31, 2024	Active	⋮

View Revalidate

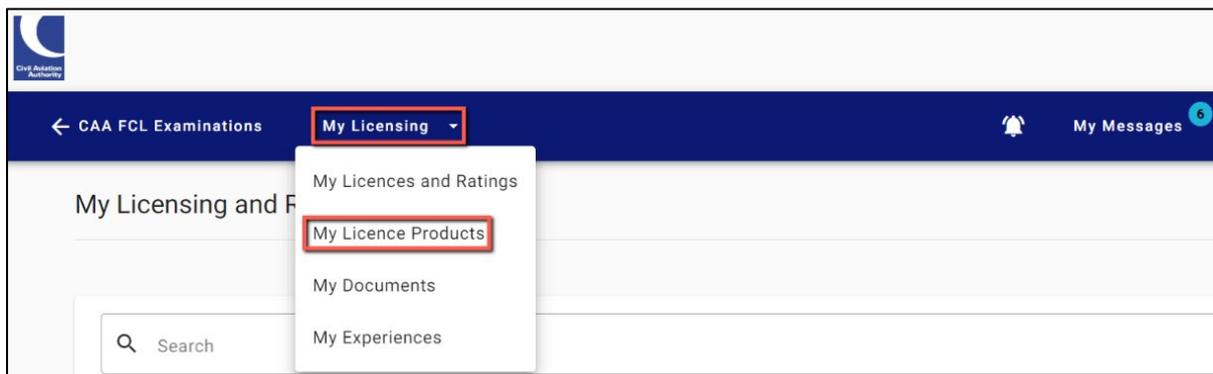
Depending on the type of rating you are renewing, you will be asked to complete a number of requirements specific to that rating.

Rating Application - Revalidate

<p>✓ Licence Rating</p> <p>Licence* ATPL(A)</p> <p>Rating* Class Rating</p> <p>Next</p>	<p>Class Rating</p>
<p>✓ Class Rating Revalidation/ Renewal</p> <p>Completed 2 of 2</p>	
<p>⋮ Revalidate/ Renew by experience</p> <p>Completed 0 of 6</p>	
<p>⊖ Confirm/Pay</p> <p>Review your application</p>	

6 Apply for a Licence Product

To apply for a Licence Product, click "My Licence Products" at the top of the page.



The screenshot shows the 'My Licensing' dropdown menu with the following options: My Licences and Ratings, My Licence Products (highlighted), My Documents, and My Experiences. The 'My Licence Products' option is highlighted with a red box.

Click on "Apply for New Licence Product".

My Licence Products

Below is a list of your licence products.
If you have any enquiries related to your licence product(s) then please [contact us](#).

Apply for New Licence Product

Search

Number	Licence Product	Applied ↓	Expires	Status	Actions
You have no licence products yet.					

Depending on the type of licence product you are applying for, you will be asked to complete several requirements specific to that licence product.

Licence Product Application - Acquire

☰ Licence Product Select the licence product to apply for

Licence Product Type*

- Reprint - Lost or Stolen Licence
- Reprint English Language Proficiency
- Reprint Licence COD - Change of Address
- Reprint Licence COD - Change of Name/Nationality

When all the requirements are completed and documents required uploaded, you will be prompted to complete the Declaration.

☰ Declaration Declaration

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.

I am the applicant for this application. I understand that my personal data is stored by the CAA in respect of each specific declaration document uploaded or data item recorded in this application. I confirm that the information entered and documents uploaded as supporting evidence in respect of my application are accurate and a true record of the training and experience gained in relation to this application. I accept that the CAA has the right to request sight of any original documents pertaining to this application and my experience, including, but not limited to, flying log books, course completion certificates, flight test or observation certificates, and I will co-operate with any such request. *

I have read the false representation statement above and have read and agree to the CAA privacy statement available [here](#)

To update your Billing Address in My Profile it is necessary to enter your new address as the Permanent Address in the Personal Details section of the CAA portal, which will also require you to upload documentary evidence of the new address. New address details must be verified by the CAA using the documents supplied, so there will be a delay between the Permanent Address being updated and the Billing Address in My Profile being updated

I confirm that the address to be printed on my licence is showing correctly in My Profile as Billing Address. *

In the event the updated details are not showing in My Profile, this is because the CAA have not yet reviewed the documents submitted. Please review at a later date, but contact the CAA Shared Service Centre if the need to reprint the licence is urgent.

Please provide any special instructions for the dispatch of your licence, for instance if you would like to collect your licence from the CAA, have your licence delivered to a different address to the one we hold for you, or you have any special instructions relating to the delivery such as where it should be left if you are out

Special instructions

0 / 300

Once confirmed (all requirements listed has a green tick and no other warning messages are visible), proceed to payment cart.

Licence Product Application - Acquire

<input checked="" type="checkbox"/>	Licence Product	Reprint Licence COD - Change of Address	
<input checked="" type="checkbox"/>	Documents	Completed 2 of 2	
<input checked="" type="checkbox"/>	Declaration	Declaration	
☰	Confirm/Pay	Review your application	

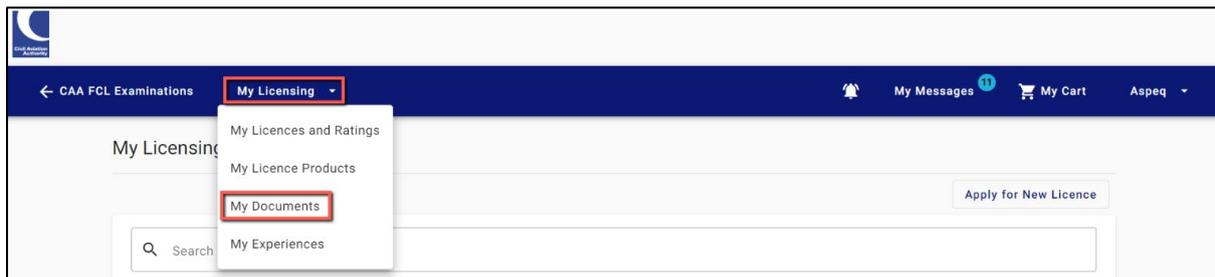
Licence Product Type Reprint Licence COD - Change of Address

7 Upload Documents

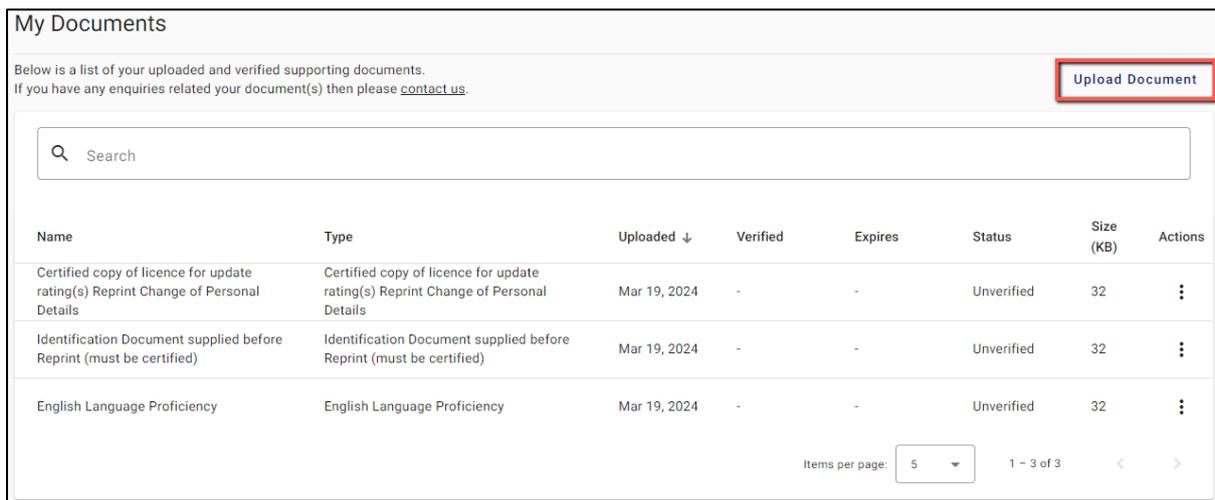
To upload documents to support your licensing application, click "My Licensing" at the top of the page.



On the next page, under "My Licensing", select "My Documents".



Click on "Upload Document" and follow the instructions to complete the document upload.

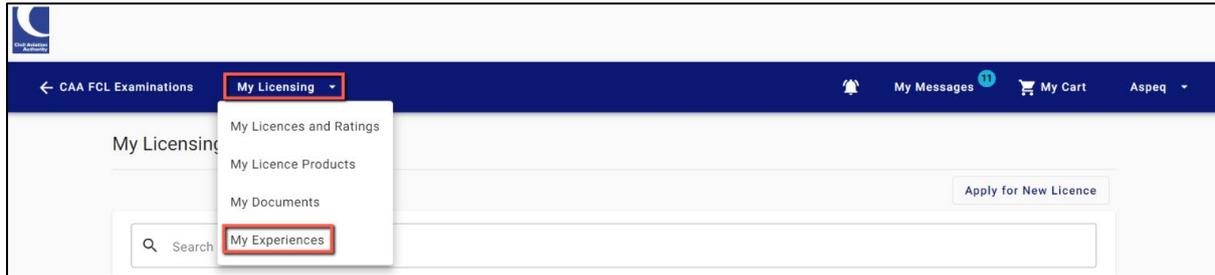


8 Add Experience Records

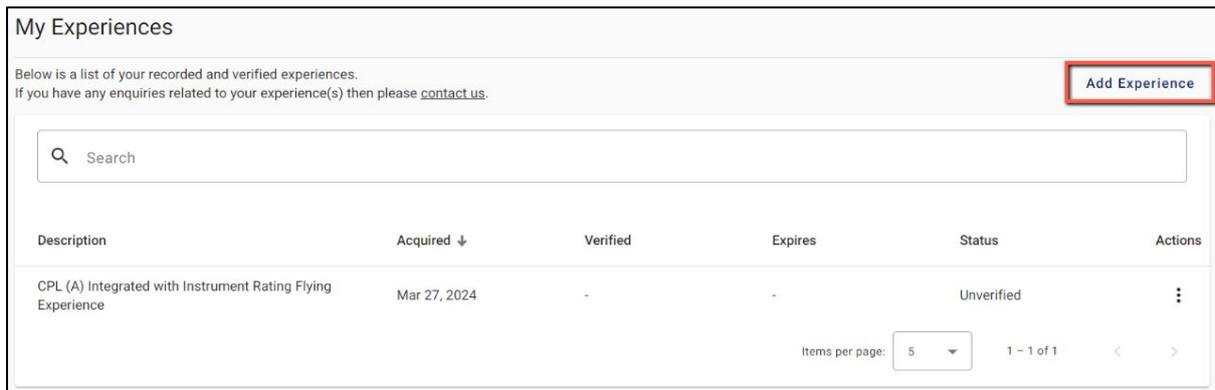
To upload documents to support your licensing application, click "My Licensing" at the top of the page.



On the next page, under "My Licensing", select "My Experience".

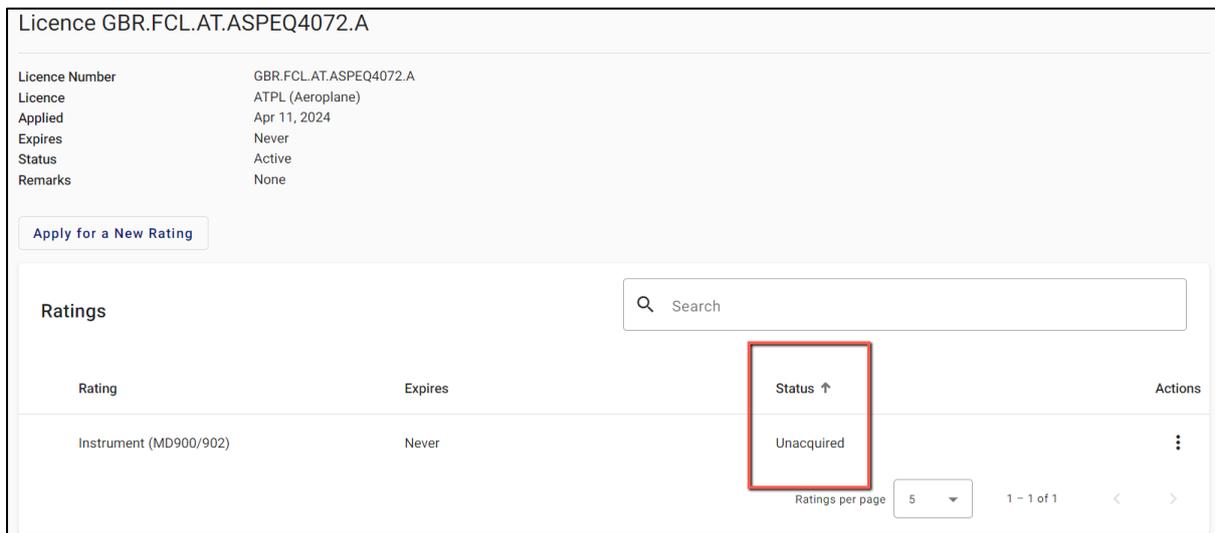


Click on “Add Experience” and follow the instructions to complete the document upload.



9 View Application Progress

The progress of your application is indicated by the “status” column.



For further information, click on the three dots next to your application.