

**VALIDATION UNDER THE ANO OF FLIGHT CREW LICENCES ISSUED BY ICAO  
CONTRACTING STATES ISSUE AND RENEWAL**

Please read the included guidance notes before completing. Submission instructions can be found at the end of the form.

1. PERSONAL DETAILS	
CAA Personal reference number (if known) .....	
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 .....
Name and Address of Operating Company/Employer .....	
.....	
Postcode .....	Telephone Number .....

2. ADDRESS FOR CORRESPONDENCE (if different from above)	TO BE COMPLETED BY APPLICANT
Address for correspondence (if different from above) .....	
.....	Postcode .....

3. VALIDATION REQUIREMENTS
Capacity in which flight crew member will be employed .....
.....
Purpose for which validation is required .....
.....
Period required .....
Type(s) of aircraft .....
.....
Reason for employment of non-UK licence holder .....
.....

4. PARTICULARS OF NON-UK 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 licence		Licence number			
Instrument rating		Date of last check			
		Date of expiry			
Pilot	Total flying experience	Total pilot experience	Aeroplanes	Helicopters	
		Total as pilot in command			
		Total as Co-Pilot			
	Experience on types of aircraft endorsed on licence for which validation is applied	Type		1	2
				3	
		Pilot in command (PIC)		1	2
				3	
		PIC in preceding 6 months		1	2
				3	
		Co-Pilot		1	2
				3	
		Co-Pilot in preceding 6 months		1	2
				3	
		Flight Engineer	Experience as Flight Engineer	Total Flight Engineer experience	
Hours in preceding 6 months					
Experience on types of aircraft endorsed on licence for which validation is applied	Total on type as Flight Engineer			1	2
				3	
	Hours in preceding 6 months			1	2
		3			

**5. DECLARATION**

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  or

I do not wish to receive Safety material

Signature ..... Date .....

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, license, 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

**6. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)**

**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. You will be required to upload a copy of the completed application form as part of the submission.**

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**



If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.

## VALIDATION OF FLIGHT CREW LICENCES ISSUED BY ICAO CONTRACTING STATES ISSUE AND RENEWAL

### GUIDANCE

#### General Guidance

- 1) The validation of flight crew licences granted by ICAO Contracting States is in accordance with the provisions of the Air Navigation Order, for the time being in force, and with the standard set out in paragraph 1.2.1 of Annex 1 (Personnel Licensing) 6th Edition to the Convention on International Civil Aviation and is effected by the United Kingdom Licensing Authorities only in exceptional circumstances and for specific purposes, e.g. for individual delivery of aircraft, demonstration flights, conversion training flights or agricultural flying to meet a short term operational requirement which cannot reasonably be performed by United Kingdom licensed flight crew. The process for the validation of flight crew licences issued by the United Kingdom is in accordance with UK (EU) 2020/723.
- 2) A Certificate of Validation will not be issued where a person holding an ICAO Contracting State licence is seeking regular employment as flight crew of UK registered aircraft. In such cases the applicant should apply for conversion terms to the Civil Aviation Authority (PLD)
- 3) Before a licence is validated, it must have the aircraft type(s) for which the validation is required, specified in the Aircraft Rating.
- 4) Applications for a Certificate of Validation may be accepted when submitted by the UK operating company on behalf of the holder of a non-UK professional pilot's licence, and whose service they wish to utilise for a specific short-term purpose. Applications from individual licence holders may also be accepted. 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.
- 5) Proof of identity – Actual passport or full UK photographic Driving Licence. A photocopy will be acceptable provided all the relevant information is clearly presented and the copy is certified by the UK operating company.
- 6) 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 the 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.