

# Application for a FISO Licence, a FISO Licence Examination, a FISO Validation Assessment and Notification of the Results of a FISO Validation Assessment (Air Navigation Order 2016)



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

**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, 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.

**1. APPLICATION FOR** **(Completed Sections Listed)**

Application to undertake the written examinations towards the issue of a FISO Licence (Sections 2, 3, 7, 8 and 9)  
 Application for a FISO Licence (Sections 2, 4, 7, 8 and 9)  
 Application for, or notification of, a FISO Licence validation assessment (Sections 2, 5, 6, 7, 8 and 9)

**2. PERSONAL DETAILS (Complete as shown on passport)** **(Completed by the Applicant)**

Serial Number of FISO Licence (if held):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CAA Reference Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title: .....	Surname: .....	Forename(s): .....									
Date of Birth (dd/mm/yyyy): .....		Nationality: .....									
Place of Birth: .....		Country of Birth: .....									
Applicants Address: .....											
.....											
.....											
County: .....		Postcode: .....			Country: .....						
Telephone Numbers: Home: .....		Mobile: .....									
Email Address: .....											
Unit Name: .....											
Unit Address: .....											
.....											
County: .....		Postcode: .....			Country: .....						
ICAO Location Indicator:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						

**The licence will be sent to the unit by default unless specified otherwise by the unit or individual with an explanation to: [ats.licensing@caa.co.uk](mailto:ats.licensing@caa.co.uk).**

**When applying for the issue of a Flight Information Service Officer's licence 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.**

**3. APPLICATION TO UNDERTAKE THE WRITTEN EXAMINATIONS**

I wish to attend the following examinations to be held at: ..... on: .....

Navigation:	Meteorology:	Air Law & Licensing Policy:	AFISO Procedures:
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**5. APPLICATION FOR, OR NOTIFICATION OF, A FISO LICENCE VALIDATION ASSESSMENT** (Completed by the Applicant)

NOTE 1: At least 30 days' notice should be given to your CAA Regional Office when requesting or notifying a FISO validity assessment.

Indicate below, the type of validation assessment.

Initial:                                      Revalidation:                                      Renewal:                                      New Unit:

Will a CAA Inspector be conducting the assessment?      Yes:                      No:

Validation assessment location: ..... Proposed assessment date: .....

NOTE 2: A CAA Inspector (ATS) must conduct an initial assessment.

Where a CAA Inspector (ATS) is not attending the assessment, complete this Section and Section 6 after the assessment prior to submitting this form.

**6. VALIDATION ASSESSMENT RESULTS** (Completed by the Assessor)

Date of Actual Assessment: .....

	Pass	Fail
Practical Assessment		
Oral Examination		
Overall Result		

**Assessor remarks:** Where the outcome of the assessment is 'Fail', the Assessor is to record reasons for the decision here:

Practical:

Oral:

**Assessor's Declaration**

I confirm the above information to be correct and in the case of a 'Pass' I have updated the candidate's FISO Licence accordingly.

Name of Assessor: ..... Date: .....

Signature of Assessor: ..... Assessor's Licence No: 

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**7. PAYMENT DETAILS**

The appropriate fees payable are as follows:

- Payment in respect of the FISO written examinations fee.
- Payment in respect of the FISO licence fee
- Payment for a FISO licence validation assessment conducted by a CAA inspector (ATS)
- Payment for 'Naming of Place'

**8. FINANCIAL DECLARATION (MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY)**

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

I agree to pay the charges for this application in accordance with the Scheme of Charges ([www.caa.co.uk/ors5](http://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 (as shown in 2): .....

Signature of Applicant (named in 2): ..... Date: .....

**9. PAYMENT BY A THIRD PARTY**

If payment for this application is not being made by the applicant, this form must be countersigned by the payee.

I, (name) ..... authorise the Civil Aviation Authority to use the details given on the attached payment authorisation ([FCS1500](#)) in support of this application.

Signature of Payer: ..... Date: .....

Address: .....

Contact Telephone Number: .....

**10. 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.

# Application for a FISO Licence, a FISO Licence Examination, a FISO Validation Assessment and Notification of the Results of a FISO Validation Assessment

## Guidance on completion of CAA Form SRG1414



<b>General</b>
<p>This form must be used to notify CAA Licensing Assessment and the Scheduling and Examinations department of the following:</p> <ul style="list-style-type: none"><li>• When making an application to take some or all of the written examinations required for a FISO licence</li><li>• When making an application to obtain a FISO licence</li><li>• When making an application for an initial validation assessment for new licence holders</li><li>• When making an application for the renewal, revalidation or new unit assessment of a FISO licence conducted by a CAA Inspector ATS and notifying the results of that assessment</li><li>• Notifying the CAA of the results of renewal, revalidation or new unit assessment carried out by a local FIS/AFIS assessor</li></ul> <p><b>NOTE: Individual forms are to be used for each application e.g. do not make application for written examinations and a FISO licence on the same form.</b></p>

<b>Section 1 Application</b>
Tick the appropriate box depending on the type of application or notification being made and complete the Sections of the form indicated.

<b>Section 2 Personal Details</b>
To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport. The applicant's Permanent Address must be the applicant's address, not the unit's address. Fully complete Unit Address and ICAO Locator Indicator code if applicable

<b>Section 3 Application to Undertake Written Examinations</b>
Tick the appropriate boxes dependent of the type of examinations to be sat. Indicate where it is intended to sit the examinations and intended date. Information on FISO examinations is provided on the CAA website at the following link: <a href="#">CAA FISO Examinations</a> In addition to the CAA, other training organisations may provide FISO examinations but application must still be made to the CAA on this form. For an examination application, once Section 1, 2 and 3 are completed it is only necessary to complete the payment information in Sections 7 and 8 and, if payment is to be made by a third party, Section 9 and submit the form in accordance with Section 10.

<b>Section 4 Application for a FISO Licence</b>
This Section is simply stating that for this application it is necessary to complete Section 4.a and 4.b.

<b>a. Written Examinations and Exemptions from Written Examinations</b>
If you are the holder of an air traffic controllers licence, flight crew licence or RAF/RN certificate of competence you will be exempt from some or all of the written examinations. Dependant on the type of licence or certificate you hold tick the appropriate box and enter the required information. <b>Note: The holder of an air traffic controllers licence which has included a unit endorsement in a rating other than Aerodrome Control Instrument or Aerodrome Control Visual Rating within the last three years is to contact the CAA prior to completing this form (Section 4.a iii)) to establish which written examinations they may be exempt from.</b>

## b. Aeronautical Radio Station Operators Certificate of Competence

It is not mandatory to hold a radio operators certificate of competence (ROCC) - air ground communication service (AGCS) to obtain a FISO licence, but you must either:

- hold a valid air traffic controllers licence issued by the UK CAA;
- hold a valid RAF or RN ATC certificate of competence;
- hold a ROCC (AGCS), or;
- have passed the written examination and practical assessment for the grant of an ROCC (AGCS).

If you hold a valid air traffic controllers licence issued by the UK CAA or a valid RAF or RN ATC certificate of competence, as indicated in Section 4.a, you are exempt from the requirement to pass the written examination and practical assessment for the grant of an ROCC (AGCS) and should indicate this by ticking the box in 4.b i).

If you are not exempt from this requirement tick the appropriate box in 4.b iii) and complete the relevant Section.

**Note: If you intend to work at a unit that provides both aerodrome flight information service and an AGCS, an ROCC (AGCS) must be held to provide AGCS.**

Include copies of certificates and licences with this application as appropriate.

## Section 5

This Section is to be completed to indicate the type of validation assessment to be undertaken and also indicate if a CAA inspector ATS is required to conduct the assessment.

A validation assessment shall be undertaken in the following circumstances:

- the initial validation of a FISO licence
- the addition of a new unit validation to a FISO licence
- the occasion of a biennial revalidation assessment
- the renewal of the validity of a FISO licence whose validity has expired

A CAA Inspector ATS will always conduct an initial aerodrome FISO validation assessment.

Validation assessments under all other circumstances may be conducted by a local FIS/AFIS assessor but a CAA Inspector ATS may wish to attend.

Therefore, before completing this Section contact your Regional Office to ascertain if a CAA Inspector will be present and if necessary, agree a date for the assessment with your assigned CAA Inspector ATS and enter the proposed assessment date.

For validation assessments where a CAA inspector ATS is conducting the assessment a payment is required and if that assessment also results in the naming of a place or any additional place on the FISO licence, an additional payment is required. Therefore Section 5 is to be completed along with Sections 7, 8 and 9 if applicable and submitted to the CAA, along with the appropriate payment, in accordance with Section 10. The form will be returned to the unit, after payment confirmation, to allow the assessment results to be recorded in Section 6.

There is no charge for a validation assessment conducted by a local FIS/AFIS assessor even if a CAA Inspector ATS is in attendance, so there is no need to submit the form to the CAA until after the assessment with Section 5 and 6 completed. The submitted form is also to be accompanied by the appropriate payment for the 'naming of place' if applicable (see Section 7 note below).

Be sure to include the assessment location as this will appear on the licence.

## Section 6 Validation Assessment Results

This section is to be completed with the results of the validation assessment either by the CAA Inspector ATS or the local FIS/AFIS assessor as applicable.

## Section 7 Payment Details

Tick the appropriate box to indicate which payment(s) is/are being made.

**Note: The fee for the 'naming of place' is payable for initial validation assessments in addition to the fee for the CAA Inspector ATS. For validation assessments at new or additional units, the fee for the 'naming of place' is payable whether or not the assessment was carried out by a CAA Inspector ATS.**

## Section 8 Financial Declaration

This section must be completed by the applicant in all cases, even if the payment is being made by a third party as indicated in Section 9 and when there is no payment associated with the application/notification.

Where payment is required, Payment Authorisation form [FCS1500](#) must be completed and sent with the application.

## Section 9 Payment by Third Party

This section and Payment Authorisation form [FCS1500](#) is to be completed if payment is not being made by the applicant. Send completed form FCS1500 with the application.

**INCLUSIONS: Where required remember to include copies of relevant licences and certificates with your application.**

## GUIDANCE NOTE 1: Certifiers of ID

Certified ID is only required for the issue of a Flight Information Service Officer's Licence.

Any Senior Staff member of the applicant's employer can act as a 'certifier'.

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. Training College Assessor.

Note: For those individuals who do not hold the accepted forms of identity, the CAA will on a case by case basis accept alternative documents. As a rule, the document must have at least a photograph and full name plus one other identifying feature i.e. date of birth, address etc. of the applicant.

## SRG Forms for ATCO Licensing

- SRG1411A: Application for the Issue of an Air Traffic Controller Licence
- SRG1411B: Application for the inclusion, renewal or cancellation of Unit Endorsements in an ATCO Licence
- SRG1411D: Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment
- SRG1411E: Application for the Notification of a Change to Personal Details to an ATCO or FISO licence or Radio Operator Certificate of Competence
- SRG1411F: Application for the Issue of a UK Air Traffic Controller (ATCO) Licence by Holders of an EU Member State Licence issued in accordance with Regulation (EU) 2015/340
- On-Line Form: [Replace a licence or certificate that has been lost, damaged or stolen](#)
- SRG1415: Application for the issue, revalidation or renewal of an ATC Assessor, OJTI or STDI licence endorsement
- SRG1416: Record of Revalidation of an ATCO Unit Endorsement
- SRG1421: Application for the Issue of a Student Air Traffic Controller License or the inclusion of Additional Ratings
- SRG1426: Air Traffic Controller Licence - Revalidation or Renewal of an English Language Proficiency Endorsement