

# Declaration of an ICAO Flight Crew Licence for use in UK Airspace in Non-Commercial Activities for under 28 days per calendar year, under UK Regulation (EU) No 2020/723



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. PERSONAL DETAILS	TO BE COMPLETED BY APPLICANT								
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> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Title: ..... Forename(s): ..... Surname:.....									
Date of Birth: (dd/mm/yyyy) ..... Nationality: .....									
Town of Birth: ..... Country of Birth: .....									
Permanent Address: .....									
Post Code: .....									
Telephone Number: ..... Mobile Number: .....									
Email: .....									

2. ICAO VERIFICATION	TO BE COMPLETED BY APPLICANT
Applicants also need to complete online application form <a href="#">SRG2142 Application for the Verification of a Third Country ICAO Licence</a>	
Date of application: (dd/mm/yyyy) ..... Application reference number (e.g., TCV-1234): .....	

3. DETAILS OF VALID THIRD COUNTRY ICAO LICENCE	TO BE COMPLETED BY APPLICANT		
Country of issue:			
Type of Licence:		Licence Number:	
Date of issue:		Date of expiry:	
Date of last medical examination:		Class of Medical: (This must be at least a Class 2 ICAO Medical)	
Limitations or Endorsements:			

4. ACCLIMATISATION FLIGHT	TO BE COMPLETED BY VALID UK PART-FCL FLIGHT INSTRUCTOR
Date of flight: ..... Aircraft Registration: ..... Aircraft Type: .....	
UK Part-FCL Instructor's Full Name ..... Instructor's CAA reference number:.....	
Name of Training Organisation (ATO/DTO/ Flying Club): .....	
UK Part-FCL Instructor's Signature: ..... Date:.....	

**5. AIRCRAFT DETAILS (tick as appropriate)**

**TO BE COMPLETED BY APPLICANT**

- a. The aircraft(s) to be flown is a non-UK ICAO registered aircraft that is based or maintained outside the UK
- b. The aircraft(s) to be flown is a non-UK ICAO registered aircraft that is based or maintained in the UK
- c. The aircraft(s) to be flown is a UK registered aircraft(s)

**6. DECLARATION (tick as appropriate)**

**TO BE COMPLETED BY APPLICANT**

I declare that:

- d. My Third country ICAO compliant licence, medical and ratings are current and valid, full copies are attached
- e. I have attached copies of my recent flying experience
- f. I have attached evidence of photographic [ID](#)
- g. I do not hold a validation issued under UK (EU) Regulation No. 1178/2011.
- h. I have not had a validation refused, suspended or revoked by the CAA.
- i. I will be flying for no more than 28 days per calendar year in UK Airspace on the basis of this declaration
- j. I have read and understood the Part-FCL implementing rules relevant to my licence and the proposed activities

Applicant Signature: ..... Date: .....

**You are not permitted to use radio equipment fitted to an aircraft unless you hold a valid Aircraft Radio Operators Licence and valid English Language Proficiency at a minimum of Level 4.**

**7. 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.**

**Application Form Submission Service**

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.

# Declaration of a Flight Crew Licence Issued by an ICAO Contracting State for use in UK Airspace in Non-Commercial Activities for under 28 days per calendar year, under UK Regulation (EU) No 2020/723



## GUIDANCE NOTES

### GUIDANCE NOTE 1: Important Information

A copy of this declaration is to be retained by the pilot and the ATO/DTO/Flying Club

Please note that for pilot's applying for this declaration, the following requirements will need to be met;

- Hold a valid licence (that is a licence that is not subject to suspension, limitation or other enforcement action by the issuing authority)
- Hold at least a valid ICAO Class 2 Medical issued by the issuing authority
- Hold an "English proficient" endorsement on their ICAO licence, to meet the minimum level 4 proficiency, or have their proficiency confirmed by a UK CAA Approved Language Proficiency Assessment Centre if no such endorsement applies or the candidate wishes to be credited with proficiency levels 5 or 6 (Form **SRG1199** applies).

### GUIDANCE NOTE 2: Submission Instructions

Please send your completed declaration and supporting documentation to the following address:

By email (preferred): [pilotvalidation@caa.co.uk](mailto:pilotvalidation@caa.co.uk)

By post:  
Pilot Validations, Shared Service  
Centre Civil Aviation Authority  
Aviation House, Beehive Ring Road,  
Crawley, West Sussex,  
RH6 0YR

### GUIDANCE NOTE 3: Supporting documentation required with the application

- The original or copies of your current Third Country ICAO licence and medical.
- The original or copies of flying logbook(s)
- Proof of your ID (This can be a certified copy of your valid passport (preferred)/full UK photographic driving licence, or a close-up photo of you holding your ID in which your face and ID are clearly visible)
- Completed application form SRG2142 for the verification of your Third Country ICAO licence. (Confirmation of the application reference number annotated on this form is sufficient).

Information regarding the acceptable format of these documents can be found on our webpage: [Supporting documentation for flight crew licensing applications](#)

Please note that you may be required to meet additional requirements as set out by the National Aviation Authority (NAA) that issued your ICAO licence, in order for them to release your personal information to the UK CAA.

The UK CAA will only accept the verification directly from the NAA that issued the ICAO licence, and it will remain valid for six months from the date of receipt.

### GUIDANCE NOTE 4: What happens next?

**Please allow a minimum of 10 working days for processing.** Incomplete applications are not subject to the 10-working day turnaround time until all requirements are met. Verification from the ICAO issuing Authority is required *before* a declaration can be issued.

The UK CAA will apply to the National Aviation Authority that issued your Third Country ICAO licence for verification of your licensing privileges. Your application will then be on hold until we receive this verification, which will be subject to your specific NAA's own turnaround times.

Once we have received the verification and assessed that you meet the requirements based on the documentation provided, the UK CAA will send an email confirming this.