

4. 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:

5. 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.

Application for the Notification of a Change to Personal Details to an ATCO or FISO Licence or Radio Operator Certificate of Competence

Guidance on completion of CAA Form SRG 1411E



General

This form must be used to notify CAA Licensing Assessment when updating address, name or nationality.

Section 1 Type of Change

Tick the appropriate box depending on the type of change or notification being made and complete all sections of the form prior to submission.

Section 2 Personal Details for Inclusion in New Licence/Certificate

This section must be fully completed.

Section 2.1 Supporting Documentation Required with the Application

Please refer to the table which indicates the supporting documentation which is required to submit with your application:

Application	Certified copy of the applicants' licence/certificate (as appropriate)	Certified copy of your valid Passport, EEA/EU National Identity Card or Full EU Photographic Driving Licence	Certified copy of your Marriage or Civil Partnership Certificate	Certified copy of the Change of Name Deed Poll
Change of Address	✓	N/A	N/A	N/A
Change of Name by Marriage or Civil Partnership	✓	N/A	✓	N/A
Change of Name by Deed Poll	✓	N/A	N/A	✓
Change of Nationality	✓	✓	N/A	N/A

You must ensure that your medical certificate is amended accordingly.

Section 3 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 5 and when there is no payment associated with the application/notification.

Where payment is required, please complete Payment Authorisation Form [FCS1500](#) and include with the application.

Section 4 Payment

This section must be completed if payment is not being made by the applicant.

INCLUSIONS

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

CERTIFIERS OF DOCUMENTS

Any Senior Staff member of the applicant's employer can act as a 'certifier'. Instructions for the certifier of your 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. Unit Manager.

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 reissue of a UK Regulation (EU) 2015/340 Air Traffic Controller (ATCO) Licence that has been exchanged for an EU Member State licence
- 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