

Application for the reissue of a UK Air Traffic Controller (ATCO) licence to holders of a UK licence issued before introduction of UK Regulation (EU) 2015/340 or where a UK licence has been exchanged for an EU licence.



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. LICENCE DETAILS

Serial Number of UK ATCO License

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Type of Licence

Student ATCO ☐

ATCO ☐

2. PERSONAL DETAILS

Title: Surname: Forename(s)

Date of Birth (dd/mm/yyyy): Nationality

Place of Birth: Country of Birth:

Applicants Address:

County: Country: Postcode:.....

Telephone Numbers: Home: Mobile:

Email Address:

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address (if different from above):

..... Postcode:

4. DETAILS OF UK UNIT WHERE THE APPLICANT IS TO BE EMPLOYED

Unit Address:

County: Country: Postcode:.....

ICAO Location Indicator (if applicable):

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Note: This field may be left blank if you do not have a place of employment in the UK.

5. DECLARATION BY APPLICANT

I declare that the information provided on this form is correct.

Signature: Date (dd/mm/yyyy):

6. PAYMENT BY THIRD PARTY	HANDLED BY THIRD PARTY
Please provide payee details here Email: Mobile number:	Is the application being handled by a third party? ☐ Name of individual handling application Email: Mobile number:

7. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)
Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). 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 provided the supporting documentation (if applicable). 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.

Where payment is to be made via bank transfer, the payment reference must include the individual's CAA reference number and application form, e.g. 123456A1411A.

If a transfer is for multiple individuals/applications, please send an accompanying email to licence.applications@caa.co.uk detailing the fee for each CAA reference and application. This ensures accurate reconciliation of payments, and will reduce the time taken to process your application.

Delays will occur where the above guidance is not followed.