

4. PERSONAL DETAILS (Complete as shown on passport)

(Completed by the Applicant)

Title: Surname: Forename(s)

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

Place of Birth: Country of Birth:

Applicants Address:

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County: Country: Postcode:

Telephone Numbers:

Home: Mobile:

Email Address:

5. DECLARATION BY APPLICANT

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

Signature: Date (dd/mm/yyyy):

6 REQUIRED DOCUMENTS

You must provide the following documents with this application

- A copy of your current ATCO licence or a copy of your Certificate of Competence as applicable
- A certified Identification Document (ID) Note: For holders of an ATCO licence issued outside the UK the certified ID must be a certified copy of your passport

For details of a certified ID see [Supporting documentation for air traffic licensing applications | UK Civil Aviation Authority](#)

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

I am applying for the verification of an Air Traffic Controller (ATCO) Licence or Certificate of Competence

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).

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 1):

Signature of Applicant (named in 1): Date:

8. PAYMENT BY A THIRD PARTY	HANDLED BY A THIRD PARTY
Please provide payee details here (if different from above) Email: Mobile number:	Is the applicant being handled by a third party? ☐ Name of individual handling application Email: Mobile number:

9. 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.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

☐

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

☐

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

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.

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).

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.