



Form No: ECON.ATCO.F.180M1
 Version No: 1.0
 Effective Date: 04/04/2025

PERSONNEL LICENSING
 DIVISION
 POLICY AND PROCEDURES

**APPLICATION FOR THE CONVERSION OF AN IRISH MILITARY AIR TRAFFIC CONTROLLER LICENCE
 TO A STUDENT ATC LICENCE**

Part A: APPLICANT'S DETAILS

Name: (Print)

Permanent home address: (Print)

Note – The student ATC licence will be posted to the address provided.

Date of birth (dd.mm.yyyy):

Eircode:

Place of birth (Country):

E- mail address:

Nationality:

Tel/ Mobile:

Military Service Number:

Serving status:

- Serving
 Retired/not serving

Part B: MILITARY ATCO TRAINING HISTORY (details subject to verification)

Basic Course:

- MIL ATCO training course; or
 Civil ATCO training course

Date of completion:

Rating training & rating endorsement training if applicable

- ADC (or ADI)
 SUR (or RAD)

- MIL training course; or
 Civil ATCO training

Date of completion:

APP

- MIL training course; or
 Civil ATCO training

Date of completion:

APS

- MIL training course; or
 Civil ATCO training

Date of completion:

Part C: MILITARY ATC LICENCE DETAILS (details subject to verification)

MIL Licence Number:

Date of issue:

- Only select the military licence rating(s) and if applicable, rating endorsement(s) for conversion.
- 'Date of first issue' is the date the rating was first issued, not the 'valid until' date).
- 'Last date of OPS' is the last date the privileges of the rating/rating endorsement were exercised unsupervised in the operational position/sector at the time of application.

Note: With the implementation of CIR 2023/893, on successful application, ADC replaces ADI, SUR replaces RAD and TWR is removed.

Rating	Rating Endorsement	Date of first issue	Last date of OPS
<input type="checkbox"/> ADC (or ADI)	<input type="checkbox"/> SUR (or RAD)		
<input type="checkbox"/> APP	n/a		
<input type="checkbox"/> APS	<input type="checkbox"/> SRA		



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English Language Proficiency:

- Level 4
 Level 5
 Level 6

Part D: Consent to release information for verification

I hereby provide consent to the Irish Aviation Authority (IAA) to seek verification of my Military Air Traffic Controller licence issued by the Irish Air Corps and training evidence provided as part of this application process. Verification will include details of any past or impending licence enforcement actions.

Signature: _____ Date: _____

Part E: Declaration by applicant

I hereby:

1. apply for the conversion of an Irish Military ATC licence into a civil student ATC licence in accordance with the National Conversion Report – Ireland; and
2. confirm that the information contained herein is correct at the time of the application;
3. confirm that I do not hold any (Student) ATC licence issued by another EU Member State;
4. confirm that I do not hold any medical certificate issued by another EU Member State;
5. confirm that I have not applied for any (Student) ATC licence in another EU Member State;
6. confirm that I have never held a (Student) ATC licence issued in another Member State which has been revoked or suspended in any other Member State;
7. confirm that my Military ATC licence was issued by the Irish Air Corps and has not been suspended or revoked;

I understand that any incorrect information provided herein could prohibit me from holding a civil Student ATC licence.

I understand that it is an offence to obtain a licence, rating, rating endorsement, licence endorsement or certificate by falsification of submitted documentary evidence (ATCO.AR.D.005 refers).

Print Name:

Date:

Signature:

Part F: Certificates/Documents (tick as appropriate)

Please enclose all relevant certificates and/or documents:

1. Copy of Military ATC licence
2. Copy of passport or national ID card
3. Copy of medical certificate (class 3 medical)
4. If applicable, copy of training certificates (CR 2015/340) demonstrating the successful completion of:
 - (a) Basic training
 - (b) Rating training
5. Copy of language proficiency certificate
6. Copy of a competence assessment if applicable



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Guidance notes, payment form & submission instructions

1. Personnel Licensing Advisory Memoranda - [PLAM 012](#), provides guidance on the application process for the conversion of Irish military ATC licence to a student ATC licence in accordance with the National Conversion Report - Ireland.
2. The National Conversion Report – Ireland documents the national requirements for the issue of military licences. It compares the requirements for the training of military air traffic controllers and civil air traffic controllers. It contains the results of the gap analysis and the possible credits for the military training syllabi provided by the Irish military in accordance with the Letter of Agreement (LOA) with the Irish Aviation Authority.
3. **Part A - APPLICANT'S DETAILS**
Provide details for verification and issuance of a student ATC licence.
Part B - MILITARY ATC TRAINING HISTORY
Specify whether ATC training was completed in accordance with a military or civil ATC training course.
Part C - MILITARY ATC LICENCE DETAILS
Only select the rating(s)/rating endorsement(s) for which unit training was successfully completed.
Part D - Consent to release information for verification
The information will be used for regulatory purposes, including processing your application, verifying your Military ATC licence and training, and for enforcement. No information will be shared without your consent, except under EU/Irish law or for law enforcement.
Part E - Declaration by applicant
Complete this section after reviewing all information provided.
Part F - Certificates/Documents
4. Details of payment are outlined on page 4. Successful applicants will receive an invoice, and payment is only possible via MySRS. **Applications must have a MySRS Reference Number.**
5. Submit the application form and documents electronically to atc.licensing@iaa.ie or by post to the address under 'Contact Details'.
6. The processing time is at least 30 working days from receipt of a complete application. Delays may occur during the verification process or if the application is incomplete or incorrect.
7. **The licence office may return incomplete, unsigned, or incorrect applications, requiring a full resubmission.**



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PAYMENT DETAILS

The IAA are in the process of implementing a fully digitalised licence management system. If you hold or wish to hold an IAA issued (student) ATC licence, you are required to register on the IAA MySRS system. Please ensure you have registered your account at <https://iaa.mysrs.ie/auth/sign-in>

MySRS is currently only being used for secure online payments.

Any future submissions will not be processed unless you are registered on MySRS. Please ensure you have registered and setup your account at <https://iaa.mysrs.ie/auth/sign-in> before making any further applications.

Full details of fees charged and levied by the IAA are published in the [IAA Schedule of Fees](#)

Please confirm your payment option below (phone payments are no longer available) :

MySRS Reference Number: IAA - -

An invoice will be generated and sent to your account/email for secure online payment.