



Form. No. RPPL-F-053
 AMDT No. 3.0
 Page No. 1 of 4
 Issue Date: 02/11/2011

**APPLICATION FOR THE RENEWAL OF AN
 AIRCRAFT MAINTENANCE ENGINEER'S
 LICENCE (NATIONAL)**

Please complete the form in **BLOCK CAPITALS** having read the guidance notes attached to this form.

1. PERSONAL DETAILS

IAA Reference No. (if known)

Surname: First Name(s) :

Title (Mr. / Mrs. / Ms etc): Date of Birth (dd/mm/yyyy):

Nationality: Place of Birth (Town): (Country):

Permanent address:

..... Postcode:

Contact Tel. No. Mobile Tel. No.

E-mail address: Fax Number:

Address for correspondence (if different from above):

..... Postcode:

Name of Employer: Contact Tel. No.

2. EMPLOYMENT DETAILS

| Current Employer | Address | Contact Tel. No. | Position |
|--|---------|---|----------|
| | | | |
| Date you last performed duties in this position? | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Other Employer within last 12 months | Address | Contact Tel. No. | Position |
| | | | |
| | | | |
| | | | |
| | | | |

3. RENEWAL DETAILS

| | | |
|--------------------------|---------------------------------|----------------------------------|
| Renewal Period required | <input type="checkbox"/> 1 year | <input type="checkbox"/> 2 years |
| Ratings and Endorsements | | |
| | | |
| | | |
| | | |
| | | |

IAA USE ONLY

| | |
|-------------------------------------|--|
| Date | |
| Cheque/PO/Cash M'card/Visa/Laser | |
| € _____ | |



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GUIDANCE NOTES, PAYMENT FORM & SUBMISSION INSTRUCTIONS

Guidance Notes

All sections of the application form must be completed by the applicant personally.

Please complete the application form in **BLOCK CAPITALS**

Details of where to send your application, including a checklist for the required supporting documentation can be found under 'Submission Instructions' at the end of this form.

In order for the IAA to process your application as quickly as possible, it is important that you complete the application form correctly. The application form applies to a number of different licences and ratings, so not all sections may be applicable to you. Please complete the form in conjunction with the following guidance notes.

IMPORTANT – Please note that the holder of a licence who applies for a renewal may be required to satisfy all or any of the requirements laid down in the current Personnel Licensing Order.

Section 1 – Personal Details

The permanent address will be the address to which the validation will be sent if issued. If you want the licence sent to an alternative address please enter the details under 'correspondence address'

Do not give a Club, School, Hotel or similar address as your permanent address unless it is your permanent residence.

Section 2 – Employment Details

Please enter details of your current employer and any others that you have worked for in the last 12 months.

Section 3 – Renewal Details

Please enter details of the renewal sought

Section 4 – Aircraft Maintenance Experience

This section must show that sufficient recent experience has been gained for the licence / ratings sought, all experience submitted should include details of where, when and what experience is to be considered.

Section 5 – Application & Declaration

This section must be completed by the applicant after reviewing all information entered on the application form.



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PAYMENT FORM

The current Licence fees can be found in the '[Synopsis of Fees for Personnel Licensing](#)' on the IAA website (www.iaa.ie).

Full details of fees charged and levied by the IAA are published in the [Irish Aviation Authority \(Fees\) Order](#).

It should be noted that the renewal fee is payable in respect of EACH PERIOD of validity, therefore, for a two year renewal period the fee payable will be double the annual renewal fee.

I am paying by:-

MASTERCARD VISA LASER CHEQUE POSTAL ORDER OTHER _____
(please specify)

- PLEASE DO NOT SEND CASH -

Please make cheques payable to 'Irish Aviation Authority'.

Please note that we do not accept **AMERICAN EXPRESS** or **DINERS CARD**.

If paying by credit or debit card please complete the information required below (in block capitals). **Note:** All credit card details are destroyed upon completion of the transaction. If you would prefer to give card details over the telephone, please call us on +353 1 603 1109 ensuring that you have all of the information required below to hand.

Name of Card holder (as stated on the card) _____

Card Number

Valid from: / Expiry Date /

Security Code (last 3 digits on signature strip on reverse of card)

Address of Card holder, if different from applicant _____

SUBMISSION INSTRUCTIONS (see Guidance Notes)

Send your completed application form to:

Personnel Licensing Office, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, Ireland.

Please enclose the following:-

Copy of your existing Aircraft Maintenance Engineer's Licence (all pages)

Completed payment form.

Please note that failure to submit all required documentation will result in the return of your application.