



Form. No. ECON.ADMIN.F.120
 AMDT No. 6
 Page No. 1 of 3
 Issue Date: 19/06/2024

**APPLICATION FOR VERIFICATION OF
 A LICENCE**

MySRS Reference Number: IAA - -

Please register and setup an account at <https://iaa.mysrs.ie/auth/sign-in>

*** MySRS is being used for online payments only***

Please do not send application documents to MySRS, this is to be used for payment methods only at this time.

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

1. PERSONAL DETAILS

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.....

2. DETAILS OF IAA ISSUED LICENCE(S) TO BE VERIFIED

Type of Licence (e.g. SPL, PPL, CPL, ATPL, AME, ATC etc.)	Category of Licence (e.g. Aeroplane, Helicopter, B1, B2 etc.)	Licence No.	Expiry date

3. IAA SUMMARY PRIVACY NOTICE

How will we use your information?

The information you provide to us via this form will be used to enable us to carry out our regulatory duties including processing your request for the issue of a licence, the administration, maintenance and verification of subsequent licences/certificates and for enforcement purposes. We will not disclose any of your information to any organisation without your explicit consent, except where we are obliged to do so under relevant EU and Irish legislation, or to comply with law enforcement agencies.

Where can you find out more?

To find out more about how the IAA respects your privacy, please read our detailed privacy notice at <https://www.iaa.ie/home/footer-tools/privacy> or contact our Data Protection Officer at dataprotection@iaa.ie, or write to Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.



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4. CONSENT TO RELEASE INFORMATION

Part 1 - Agreement for release of information to an Aviation Authority

Tick if applicable

I hereby consent to the disclosure by the Irish Aviation Authority (IAA) to the _____ Aviation Authority /
Administration of details associated with the above Irish issued licence(s) as requested by that Authority

Signature: _____	Date: _____
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Part 2 - Agreement for release of information to a Company or Airline

Tick if applicable

I hereby consent to the disclosure by the Irish Aviation Authority (IAA) of details associated with the above Irish issued licence(s) to:

Company / Airline Name: _____

Address: _____

Email: _____

Signature: _____	Date: _____
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NOTE: No verification can be issued until the Authority/Company applies directly to the IAA for the verification. This application provides your permission to release the information if requested.

Completion and submission of this form does not commence the verification process.

If you seeking to transfer your Flight Crew or Air Traffic Controller Licence to another EASA member state, then you must also complete Form RPPL.F.120c – Request to Transfer Medical Records

5. APPLICANT'S DECLARATION

I hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

I understand that this application does not initiate a verification request or a transfer of medical records but provides clearance to release the information to the Authority / Administration or Company seeking it.

Signature: _____	Date: _____
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Note: It is an offence for a person to make, procure to be made, or assist in making any false representations for the purpose of procuring for any reason the issue, validation, extension or re-issue of a licence or the issue, renewal or revalidation of a rating, authorisation or certificate, whether for that person or any other person.



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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. In order for the IAA to process your application as quickly as possible, it is important that you complete the application form correctly. Please complete the form in conjunction with the following guidance notes.

Section 1 – Personal Details

The permanent address is what will be provided for licence verification purposes (provided it matches our records)

Section 2 – Details of Licence to be Verified

Please enter details of the flight crew licence to be re-issued.

Section 4 – Consent to release information

Only select one option here and provide the full detail requested. Failure to do so may delay or prevent the verification process.

Section 5 – Applicant’s Declaration

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

NOTE: Applicants should allow plenty of time for a licence verification process. The IAA cannot provide detail of the verification progression of another state.

This form DOES NOT initiate a transfer of medical records. Please also submit form RPPL.F.120c – Request to Transfer Medical Records

SUBMISSION INSTRUCTIONS

Send your completed application form to:

Personnel Licensing Office, Irish Aviation Authority, The Times Building, 11-12 D’Olier Street, Dublin 2, Ireland. - (licensing@iaa.ie)

Please enclose the following: -

Completed payment form

PAYMENT

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.

Please do not send application documents to MySRS, this is to be used for payment methods only at this time.

The current fee can be found under in the Current IAA Fees Schedule’ on the IAA website (www.iaa.ie). The issue fee includes the issue of one aeroplane class or type rating. Endorsement of additional rating(s) (e.g. Night rating or additional Class rating(s)) will incur an **additional** fee per rating.

Very Important: Applicants should be aware that some other CA’s charge fees for the transmission of Licence and Aeromedical Records to the IAA. It is your responsibility to check for and pay such charges before submitting your application. The IAA will not pursue this matter on behalf of applicants.

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

MySRS Reference Number: IAA - -

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

- PLEASE DO NOT SEND CASH -