



Form No. ECON.ADMIN.F.095  
AMDT No. 4  
Page No. 1 of 1  
Issue Date: 18/09/2025

## MISCELLANEOUS PAYMENT FORM

This form is to be used when an associated application form for a requested service does not exist

Please complete this form in BLOCK CAPITALS

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.**

### 1. Applicant Details (If contact details have changed tick the box ☐ )

Name of Applicant: ..... Licence / Reference No. ....

Address of Applicant .....  
.....

Contact Tel. No. .... E-Mail : .....

Purpose of payment: (provide detail of service(s) requested)

Licensing service: ☐ Examination Recheck/Appeal: ☐ Other: ☐  
.....  
.....  
.....

### 2. Submission

Please email the attached to [licensing@iaa.ie](mailto:licensing@iaa.ie) (Licensing-related applications) or [exam.unit@iaa.ie](mailto:exam.unit@iaa.ie) (Exam-related applications)

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.**

Full details of fees charged and levied by the IAA are published on the IAA website ([www.iaa.ie](http://www.iaa.ie)) in the [IAA Schedule of Fees](#)

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

#### 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 process payment related to services that you have requested. 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. This form is destroyed following a completed processing of the payment.

#### 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](mailto:dataprotection@iaa.ie), or write to Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.