

	Form. No. ECON.ADMIN.F.120A	RELEASE OF INFORMATION TO IRISH AVIATION AUTHORITY
	AMDT No. 3	
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	Issue Date: 01/07/2024	

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 LICENCE(S) TO BE VERIFIED

State of Licence Issue			
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

Note: Copies of associated licences and supporting medical certificate are to be included with this form



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3. CONSENT TO RELEASE INFORMATION

Agreement for release of information to the Irish Aviation Authority

I hereby give consent to _____ Aviation Authority to disclose information relating to my licensing status with that Authority to the Irish Aviation Authority (IAA). I understand that the data provided will be used for the purpose of verification of the licensing status declared by me to the IAA

Signature: _____

Date: _____

NOTE: This consent to release of information is not an application for a service.

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

4. 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 an application request but provides clearance to release information to the Irish Aviation Authority in support of a pending or future application. I understand that the Irish Aviation Authority initiate the release of information request unless it deems that an application is pending or likely.

I understand that the consent provided here may not be sufficient for some Aviation Authorities and that I may have to complete some additional tasks specific to that Authority in order to have information released.

Signature: _____

Date: _____

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 & 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 licence(s) held and the State of Licence issue. Copies of the associated licence and supporting medical certificate are to be provided with this form.

Section 3 – Consent to release information

Provide the full detail requested. Failure to do so may delay or prevent the process.

Section 4 – 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 this process. The IAA is not responsible for the time that another Authority may take to process such requests.

Some Aviation Authorities may require additional to the information contained in this form to release information. The Authority may have its own forms for completion and require payment for processed. In such cases the responsibility for same lies with the applicant.

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](#)

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

- PLEASE DO NOT SEND CASH -