



Form. No. ECON.ACW.F.800  
 AMDT No. 8  
 Page No. 1 of 4  
 Issue Date: 30/09/2024

**APPLICATION FOR THE ISSUE OF A  
 CABIN CREW ATTESTATION (CCA)**

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(s)..... First Name(s) .....

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

Nationality ..... Place of Birth .....

Permanent address .....

..... Postcode .....

Contact Tel. No. .... Mobile Tel. No. ....

E-mail address .....

Address for correspondence (if different from above) .....

..... Postcode .....

**2. DETAILS OF PREVIOUS ATTESTATIONS HELD**

State of Issue	Airline		Attestation Unique Reference No. / code	Date of Issue



Form. No. ECON.ACW.F.800  
 AMDT No. 8  
 Page No. 2 of 4  
 Issue Date: 30/09/2024

**APPLICATION FOR THE ISSUE OF A CABIN CREW ATTESTATION (CCA)**

**3. COURSE COMPLETION CONFIRMATION (for first time application for a CCA)**

Where a separate Course Completion Certificate issued in accordance with Part-CC (CC.TRA.220) is not supplied with this application, this confirmation must be signed by the Head of Training (or nominated Deputy) of the Airline or Cabin Crew Training Organisation (CCTO) that conducted the initial course of training (CC.TRA.220).

I certify that ..... has satisfactorily completed a course of training in accordance with CC.TRA.220 for the issue of a CCA and has passed the required examination covering all parts of the course.

Course Date(s)..... Examination Date:.....

Signature ..... Date .....

Name (BLOCK CAPITALS) ..... Position .....

Name of Training Organisation (TO)..... TO No. ....

**4. 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 issuance of a Cabin Crew Attestation (CCA), the administration and maintenance of subsequent issues 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](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.

**5. APPLICATION & DECLARATION**

I hereby apply for the issue of a Cabin Crew Attestation (CCA) based on

Initial Issue

Replacement of lost/stolen CCA.

I hereby declare that:-

- 1) I do not hold CCA(s) issued by any EASA Member State in accordance with Part CC (see guidance note 4) unless I am transferring those CCA(s) as part of this application;
- 2) I have not applied for a CCA in another Member State;
- 3) I have never held a CCA, issued by another Member State, which was revoked or suspended.

I understand that the information provided may require verification from the issuing bodies.

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

Applicant's 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.



Form. No. ECON.ACW.F.800

AMDT No. 8

Page No. 3 of 4

Issue Date: 30/09/2024

## APPLICATION FOR THE ISSUE OF A CABIN CREW ATTESTATION (CCA)

### GUIDANCE NOTES, PAYMENT FORM & SUBMISSION INSTRUCTIONS

#### Guidance Notes

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 will be entered on your attestation, and will also be the address to which the attestation will be sent. If you want the attestation sent to an alternative address, please enter the details under 'correspondence address'.

The Full Name (Surname and First Name) shall be as stated as in the official identity document of the applicant.

Date and place of birth as well as nationality shall be as stated as in the official identity document of the applicant.

##### Section 2 – Details of Attestation(s) held

Please enter details of the Attestation(s) held.

Evidence that you have exercised the privileges of your attestation with an operator registered in an EASA Member State during the previous 60 months must also be provided.

Note that it is no longer possible to issue a CCA on the basis of an EU-Ops attestation

##### Section 3 – Course Completion Confirmation

This Section must be completed by the Head of Training (or nominated Deputy) of the Operator or CCTO that conducted the course of training (for first time applications only) where an original Course Completion Certificate issued in accordance with Part-CC (CC.TRA.220) is not supplied with this application.

##### Section 4 – Application & Declaration

This section must be completed by the applicant after reviewing all information entered on the application form. If you are unable to agree with any of the statements in the declaration, please contact the Personnel Licensing Office for further advice before submitting this application. Contact details can be found on the IAA website: [www.iaa.ie](http://www.iaa.ie).

##### General

Please allow 30 working days processing time before making any enquiries relating to this application.

### SUBMISSION INSTRUCTIONS

## Please note that failure to complete this form fully and submit all required documentation may result in the return of your application

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:-

- Original Attestation and any other attestations that you hold or have held. (Note if the original attestation is required for operational reasons during the application process, a copy will suffice. The new attestation cannot be issued to the applicant until the original is presented to the IAA.)
- Original Course Completion Certificate (See section 3 and associated guidance notes)
- Evidence that you have exercised the privileges of your attestation with an operator registered in an EASA Member State during the previous 60 months. (from the expected date of issue of new attestation)  
(Evidence may be in the form of FTL records, original signed statement of confirmation of operational use from operator etc.)
- Copy of your official identity document (Passport, National Identity Card etc) (State of Issue / Passport Number / Photograph page(s) only)
- Completed payment form (below)

##### If applicable;

- Copy of course approval certificate (including any Appendices)  
**(Only if course was completed by an Airline Operator or CCTO approved by Ireland)**



Form. No. ECON.ACW.F.800  
AMDT No. 8  
Page No. 4 of 4  
Issue Date: 30/09/2024

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CABIN CREW ATTESTATION (CCA)**

**NOTE:** – you are recommended to use a secure, recorded postal method.

**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](http://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.

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 -**