



Form. No. RPPL-F-800
 AMDT No. 2.0
 Page No. 1 of 3
 Issue Date: 08/07/2013

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

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

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

This Certificate 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.



Form. No. RPPL-F-800
AMDT No. 2.0
Page No. 2 of 3
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4. APPLICATION & DECLARATION

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

Initial Issue

Conversion of existing 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 converting 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- 3) I have never held a CCA, issued by another Member State, which was revoked or suspended.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.

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.

Section 3 – Course Completion Certificate

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).

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.

General

Please allow 15 working days processing time before making any enquiries relating to this application.



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 Page No. 3 of 3
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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.)
- 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 an EASA Member State other than Ireland)

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

PAYMENT FORM

The current issue fee can be found under '[Fees for Flight Crew Licensing](#)' on the IAA website ([|www.iaa.ie](http://www.iaa.ie)).

Full details of fees charged and levied by the IAA are published in the [Irish Aviation Authority \(Fees\) \(No. 2\) Order](#).

I am paying by:-

CREDIT / DEBIT CARD CHEQUE POSTAL ORDER

- 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 card details are destroyed upon completion of the transaction.

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)