



Form. No. RPPL-F-171E
 AMDT No. 3.0
 Page No. 1 of 5
 Issue Date: 20/02/2024

**APPLICATION FOR CONVERSION OF AN
 EXISTING IAA NATIONAL PILOT LICENCE
 TO A PART-FCL LICENCE**

NOTE: European Commission Regulation (EU) No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and FCL.015).

If your medical records are not held by the IAA, your application will be rejected.

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

Address for correspondence (if different from above)

..... Postcode

2. DETAILS OF IAA NATIONAL PILOT LICENCE(S) HELD

Type of Licence (e.g. PPL, CPL, ATPL etc)	Category of Licence (e.g. Aeroplane, Helicopter etc)	Licence Number.	Expiry Date

3. MEDICAL CERTIFICATE

State of Issue of Medical Certificate	Class	Date of most recent Medical Examination	Expiry Date	AME Name, Medical Centre & City	Limitations / Endorsements	IAA use only



Form. No. RPPL-F-171E
AMDT No. 3.0
Page No. 2 of 5
Issue Date: 20/02/2024

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4. DETAILS OF RATINGS HELD (see Guidance notes)

Give details of each **valid** (unexpired) Type, Class, Instructor and Night rating(s) (as applicable) endorsed on your IAA National Pilot licence.

Note: Expired ratings will **NOT** be transferred to the Part-FCL licence.

Rating held	Indicate if Test / Check was flown Single Pilot (SP) or Multi-Pilot (MP)	Date of Skill Test / Proficiency Check (if applicable)	Expiry Date of Rating	IAA use only

5. DETAILS OF INSTRUMENT RATING(S) HELD (if applicable)

Give the date of the most recent Instrument Rating Skill Test(s) and/or Proficiency Check(s) endorsed on your IAA National Pilot Licence.

Type / Class of Aircraft	Indicate if Test / Check was flown Single Pilot (SP) or Multi-Pilot (MP)	Date of Test / Check	Expiry Date of Rating	IAA use only

6. DETAILS OF ATPL THEORETICAL KNOWLEDGE CREDIT HELD (if applicable) (CPL holders only)

Member State under whose authority exams were passed	Type of exams (State 'EASA', 'JAR-FCL' or 'National')	Date of final ATPL examination pass	IAA use only

7. ENGLISH LANGUAGE PROFICIENCY (ELP)

Please complete only **ONE** of the following options in this Section, as applicable

(a) Valid ELP Level endorsed on IAA National Pilot Licence

ELP Level	Expiry date (if applicable)	IAA use only

(b) No valid ELP level endorsed on IAA National Pilot Licence

Date of ELP Assessment	Level achieved	Name of Examiner	Examiner Number	IAA use only



Form. No. RPPL-F-171E
 AMDT No. 3.0
 Page No. 3 of 5
 Issue Date: 20/02/2024

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8. FLIGHT EXPERIENCE (Aeroplane & Helicopter licences ONLY)

	Hours completed		IAA use only
	Aeroplane	Helicopter	
Flight time as PIC on multi-pilot aircraft (State Type(s) below) (Type(s)).....	(State Type(s))	(State Type(s))	
Flight time as pilot (PICUS or Co-pilot) on multi-pilot aircraft (State Type(s) below) (Type(s)).....	(State Type(s))	(State Type(s))	
Flight time as pilot (PICUS or Co-pilot) in multi-pilot operations on single-pilot aeroplanes (Type(s)).....	(State Type(s))		
Flight time as PIC on single-pilot aircraft			
PPL/IR holders ONLY: Flight time in accordance with IFR			
PPL holders only: Total flight time			
PPL holders only: I have demonstrated the use of radio navigation aids to the satisfaction of the Chief Flying Instructor or Head of Training at an Approved Training Organisation on (date):..... which has been certified in my flying logbook.			

9. APPLICATION & DECLARATION

I hereby apply to convert my IAA National Pilot licence to the Part-FCL licence indicated below;

ATPL(A) ATPL(H)

CPL(A) CPL(H)

PPL(A) PPL(H) Balloon Pilot Licence Sailplane Pilot Licence

LAPL(A) LAPL(H) LAPL(B) LAPL(S)

I certify that I have studied and assimilated sufficient knowledge of the relevant parts of Part-OPS and Part-FCL, appropriate to the Part-FCL licence applied for.

I hereby declare that:-

- 1) I do not hold a Part-FCL flight crew licence issued by another Member State;
- 2) I have not applied for a Part-FCL flight crew licence in another Member State;
- 3) I have never held a flight crew licence, issued by another Member State, which was revoked or suspended.

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. RPPL-F-171E
AMDT No. 3.0
Page No. 4 of 5
Issue Date: 20/02/2024

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GUIDANCE NOTES

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 Part-FCL licence, and will also be the address to which the licence will be sent. If you want the licence sent to an alternative address, please enter the details under 'correspondence address'.

Section 2 – Details of IAA National Pilot Licence(s) held

Please enter details of your IAA National Pilot Licence(s).

Section 3 – Medical Certificate

Please enter details of your valid Part-MED or JAR-FCL medical certificate.

Note: European Commission Regulation (EU) No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and FCL.015). **If your medical records are not held by the IAA, your application will be rejected**

Section 4 – Details of ratings held

Please give details of all **valid** Type, Class, Instructor and Night ratings (as applicable) endorsed on your IAA National Pilot's Licence. **Note:** only **valid** ratings will be transferred to the Part-FCL licence.

Section 5 – Details of Instrument rating(s) held

Please give details of all **valid** Instrument rating(s) endorsed on your IAA National Pilot's Licence. **Note:** only **valid** ratings will be transferred to the Part-FCL licence.

Section 6 – Details of ATPL(A) Theoretical Knowledge credit held

If applicable, please enter details of the ATPL(A) theoretical knowledge examinations passed.

Section 7 – English Language Proficiency (ELP)

Please enter details of a valid ELP level endorsed on your IAA National Pilot's Licence, or of an acceptable ELP assessment completed in order to satisfy the requirement for ELP, as applicable.

Section 8 – Flight Experience

Please enter details of your flight experience in the relevant sections of the table.

Section 9 – 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.



Form. No. RPPL-F-171E
 AMDT No. 3.0
 Page No. 5 of 5
 Issue Date: 20/02/2024

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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:-

- Copy of your IAA national pilot licence(s) (all pages)
- Copy of your valid Part-MED or JAR-FCL Medical Certificate
- Copy of your Passport (State of Issue / Passport Number / Photograph page(s) only) or National Identity Card
- Copy of ATPL theoretical knowledge examination results (if applicable / available) – **CPL holders only**
- Copy of the last 3 pages of your logbook
- Written certification or copy of logbook certification from a Chief Flying Instructor or the Head of Training of an Approved Training Organisation that you have demonstrated the use of radio navigation aids - **PPL holders only**
- Completed payment form.

Logbook(s) are not required to be submitted but the IAA does reserve the right to request your logbook(s) at a later stage.

PAYMENT FORM

The current Licence issue fee can be found in the current IAA Fees Schedule. The licence issue fee includes the transfer of all valid (non-expired) ratings endorsed on your existing IAA National Pilot Licence. The endorsement of new rating(s) (e.g. rating(s) not already endorsed on your existing IAA National Pilot Licence, will incur an **additional** fee per rating.

Full details of fees charged and levied by the IAA are available in the current version of the [Fees Schedule](#).

I am paying by:-

DEBIT CARD **CREDIT CARD**

- PLEASE DO NOT SEND CASH -

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 credit 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)