



Form. No. ECON.ACW.F.119

AMDT No. 9

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Issue Date: 24/09/2024

**APPLICATION FOR THE RE-ISSUE
OF A FLIGHT CREW LICENCE**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 IAA FLIGHT CREW LICENCE TO BE RE-ISSUED

Type of Licence (e.g. SPL, PPL, CPL, ATPL, FEL etc)	Category of Licence (e.g. Aeroplane, Helicopter etc)	Licence No.	Expiry date	Licence issued in accordance with Part-FCL? (Yes / No)

3. MEDICAL CERTIFICATE

State of Issue	Class (1 or 2)	Date of most recent Medical Examination	AME Name, Medical Centre & City	Details of any Limitations / Endorsements	IAA use only

4. TYPE / CLASS / INSTRUMENT / INSTRUCTOR RATING VALIDITYList each **valid** Type, Class, Instrument and/or Instructor rating(s) (as applicable) endorsed on your existing IAA Flight Crew Licence, and give the date of the most recent Skill Test (LST) or Proficiency Check (LPC) (if applicable) and expiry date for each rating.

Type / Class / Instrument / Instructor Rating	Date of Skill Test / Proficiency Check (if applicable)	Expiry Date of Rating	IAA use only



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5. ENGLISH LANGUAGE PROFICIENCY

ELP Level endorsed on IAA licence	Expiry date (if applicable)	IAA use only

6. 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 issue of a licence, the administration and maintenance of subsequent licences/certificates 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, or write to Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.

7. APPLICANT'S DECLARATION

I hereby apply for the re-issue of my IAA flight crew licence as indicated in Section 2 of this form.

I hereby 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.



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GUIDANCE NOTES, PAYMENT FORM & 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 will be entered on your flight crew 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 Flight Crew Licence to be re-issued

Please enter details of the flight crew licence to be re-issued.

Section 3 – Medical Certificate

Please enter details of your Part-FCL Class 1 or Class 2 Medical Certificate.

Note: Applicants must hold a valid Part-FCL Medical Certificate appropriate to the type of licence to be re-issued.

Section 4 – Type / Class / Instrument / Instructor rating validity

Please enter details of each valid type, class, instrument and/or instructor ratings (as applicable) endorsed on the licence to be re-issued.

Note: Applicants must hold at least one valid type, class, instrument or instructor rating in order for a licence to be re-issued.

Section 5 – English Language Proficiency

Please enter the ELP level & validity endorsed on your IAA flight crew licence. If your ELP has expired, you must renew it before your licence can be re-issued.

Section 7 – Applicant's Declaration

This section must be completed by the applicant after reviewing all information entered on the application form.

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.

Please enclose the following:-

- Copy of your valid Part-Med Medical Certificate
- Completed payment form

Please note that failure to submit all required documentation may result in the return of your application.



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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.

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 -