



Form. No. ECON.ACW-F-270

AMDT No. 5

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Issue Date: 30/09/2024

APPLICATION FOR AN ENGLISH LANGUAGE PROFICIENCY (ELP) GROUND EXAMINATION

(ALL FLIGHT CREW LICENCE CATEGORIES)

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.

A list of current ELP Ground Examiners is available on the IAA website at www.iaa.ie

Please complete the form in BLOCK CAPITALS having read the pre-test briefing notes supplied by the Examiner.

1. PERSONAL DETAILS

IAA Licence Reference No. (if known) [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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 FLIGHT CREW LICENCE(S) HELD (if applicable)

Table with 5 columns: State of Issue, Type of licence (e.g. SPL, PPL, CPL, ATPL, F/E) & Category of Licence (e.g. Aeroplane, Helicopter etc), Class, Type & Instrument Ratings endorsed on Licence, Licence No., Expiry Date

3. DETAILS OF PREVIOUS ENGLISH LANGUAGE PROFICIENCY (ELP) EXAMINATION(S) UNDERTAKEN

(Note : If no ELP test has previously been undertaken, please enter "NONE")

Table with 5 columns: Date of Test, State where tested, Examiner's Name, Examiner's Authorisation No., Result of Test (i.e., ICAO Level 1 to 6)

4. APPLICATION (tick as appropriate)

I am applying for the PART-FCL English Language Proficiency (ELP) ground examination indicated below:-

SPL (A) [ ] PPL or CPL (SPA) [ ] CPL, MPL or ATPL (MPA) [ ] Flight Engineer (MPA) [ ]

SPL (H) [ ] PPL or CPL (SPH) [ ] CPL or ATPL (MPH) [ ]

Microlight Aeroplane [ ] Gyroplane [ ] Free Balloon [ ] Glider [ ] Other (specify) ..... [ ]



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**5. 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 application for a language proficiency endorsement on your licence, the administration and maintenance of subsequent endorsement and for enforcement purposes and any related oversight requirements. 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.

**6. 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 have presented the required photographic evidence of my identity.

Applicant's Signature ..... Date .....

**Note:** It is an offence under Article 34 of the IAA (Personnel Licensing) Order 2000 (S.I. 333 of 2000) 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 required by the Order, or the applicable EU Requirements, whether for that person or any other person.

**7. ENGLISH LANGUAGE PROFICIENCY (ELP) GROUND EXAMINATION RESULT**

ICAO Headings:	Pronunciation	Grammar / Structure	Vocabulary	Fluency	Comprehension	Interaction
Level Result (Number):						
<b>Overall Assessment</b> is the Lowest Score in above Result Boxes (Minimum Pass is Level 4):						
<b>Comments:</b>						

I hereby declare that I have verified the required photographic evidence of the applicant's identity.

Form of photographic Identification presented:

Driving licence  (State of Issue ..... Document No. .... )

Passport  (State of Issue ..... Document No. .... )

Examiner's Signature ..... Date .....

Examiner's Name (BLOCK CAPITALS) ..... Examiner No. ....



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## SUBMISSION INSTRUCTIONS

The completed application form must be sent to:

Personnel Licensing Office, Irish Aviation Authority, The Times Building, 11/12 D'Olier Street, Dublin 2, Ireland.

Please enclose the following:-

Completed payment form

Please note that a **minimum** of 15 working days will normally be required to check and confirm the information given above - if data is missing or omitted the process may take **considerably** longer.

## 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 -**