



Form No. ECON.EXAM.F.253E
 Version No. 6
 Page 1 of 4
 Issue Date: 15/01/2025

**IRISH AVIATION AUTHORITY
 APPLICATION FORM FOR THEORETICAL
 KNOWLEDGE EXAMINATIONS
 PART-FCL IR
 (AEROPLANE & HELICOPTER)**

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.

Tick if First Application

APPLICATION FOR (Please ✓) AEROPLANE HELICOPTER SAILPLANE OTHER _____

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 FLIGHT CREW LICENCE(S) HELD (IF ANY)

State of Issue	Type of Licence (e.g. PPL, CPL, MPL, ATPL etc)	Category of Licence (e.g. Aeroplane, Helicopter etc)	Licence No.	Expiry Date

3. FLYING TRAINING ORGANISATION (FTO): THEORETICAL KNOWLEDGE COURSE CERTIFICATION

Note – (An initial Examination Application will not be accepted unless the FTO providing the applicant’s Theoretical Knowledge Instruction completes this section)

Course Number: _____ Integrated/Modular* _____
(*delete as applicable)

% Residential _____ Sponsor (If any) _____

Signed by FTO Head of Training (Or Deputy): _____

Name: _____ Date: _____

FLYING TRAINING ORGANISATION PROVIDING

OFFICIAL STAMP



THEORETICAL KNOWLEDGE INSTRUCTION

4. PART-FCL IR EXAMINATIONS

Subject	*1	ATTEMPT	*2 Passed			
		1st	2nd	3rd	4th	
Air Law						
Aircraft General Knowledge — Instrumentation						
Flight Performance and Planning						
Human Performance and Limitations						
Meteorology						
Navigation						
Communications						

TOTAL NUMBER OF EXAMINATIONS APPLIED FOR:

Examination Number (if already known)

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 to sit examinations, the administration and maintenance of subsequent licences 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.

6. DECLARATION

I hereby declare that I have read this Application Form, including the guidance sections therein, and all the information given in this form is true and correct to the best of my knowledge and belief. I also declare that I have read and understand Personnel Licensing Advisory Memorandum 001 "Rules to be observed at examinations" available from the IAA website: www.iaa.ie.

I understand and accept that various security methods are used during the exams including video monitoring and recording.

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.EXAM.F.253E
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 Page 3 of 4
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IAA USE ONLY	
Date	
Credit/Debit	

7. GUIDANCE NOTES ON COMPLETION OF APPLICATION FORM

Please complete the Application Form in BLOCK CAPITALS

Examinations (Part 4 Application Form)

*1 Please enter "✓" in the "(1st 2nd, 3rd and 4th ATTEMPT)" box against the subject(s) you wish to take.

*2 Enter the date if you passed the subject(s) on a previous attempt or write "Exempt" if you have been previously granted a written exemption(s) from a subject(s) by the Irish Aviation Authority. (FCL.615 IR refers)

FCL.025 Theoretical knowledge examinations for the issue of licences

(a) Responsibilities of the applicant

(1) Applicants shall take the entire set of examinations for a specific licence or rating under the responsibility of one Member State.

(2) Applicants shall only take the examination when recommended by the approved training organisation (ATO) responsible for their training, once they have completed the appropriate elements of the training course of theoretical knowledge instruction to a satisfactory standard.

(3) The recommendation by an ATO shall be valid for 12 months. If the applicant has failed to attempt at least one theoretical knowledge examination paper within this period of validity, the need for further training shall be determined by the ATO, based on the needs of the applicant.

Repeat examination subject(s) are charged at the respective cost per subject. When the applicant is paying by Credit Card, the Credit Card details should be entered in the 'Payment' section of Part 8 of this Application Form.

Important: The Authority cannot accept liability for cash sent in the post.

THEORETICAL KNOWLEDGE COURSE CERTIFICATION

This section is to be completed by the Head of Training of the ATO providing the applicant's Theoretical Knowledge Instruction and must be stamped with the ATO's official stamp.

If you are entitled, under Part-FCL.035(b), to sit the examinations without completing a course of ground studies, your application must be accompanied by a letter explaining how the necessary Theoretical Knowledge was acquired.

Important: For correspondence purposes, please print in BLOCK CAPITALS your name and postal address.

Please return your completed Application Form with the appropriate fee to:

Examination Unit,
 Personnel Licensing Office,
 Irish Aviation Authority,
 The Times Building,
 11-12 D'Olier Street,
 Dublin 2,
 Ireland

Application Forms should reach the Examination Unit at least 14 days before the examination date. Late applications may be refused or be subject to a late application fee supplement (see section 8).

SUBMISSION INSTRUCTIONS



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 Page 4 of 4
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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: -

- This completed Application Form
- Completed payment form
- If recommendation is from an ATO approved by another EASA Member State, a copy of the organisation approval certificate.

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

8. FEES FOR AERONAUTICAL EXAMINATIONS

Repeat examination subject(s) are charged at the respective cost per subject. Payment is by MySRS.
 Ensure the subject annotated on the form is the one you intend to sit. No change of subject(s) applied for on the application form cannot be accommodated.
 Withdrawal or non-attendance at examinations

- No refunds/credits are issued.

Note: Exam rechecks are charged at the same fee as the original exam

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 -