



Form No. RPPL.F.251E
Version No. 5
Issue Date: 13/02/2024

**APPLICATION FORM FOR THEORETICAL
KNOWLEDGE EXAMINATIONS
PART-FCL PPL / PART-SFCL SPL**

Please complete the form in **BLOCK CAPITALS** having read the guidance notes attached to this form.

APPLICATION FOR (Please ✓)

AEROPLANE HELICOPTER SAILPLANE OTHER _____

1. PERSONAL DETAILS

IAA 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

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. LAPL, PPL, CPL, ATPL etc)	Category of Licence (e.g. Aeroplane, Helicopter Sailplane etc)	Licence No.	Expiry Date

3. GROUND COURSE CERTIFICATION

Note – (To be completed by Instructor)

I hereby certify that the applicant has completed a course of ground studies at:

_____ and is deemed sufficiently prepared for the Examinations.

Signed : _____ Name: _____

(Ground/Flight Instructor)

Date:

**FLIGHT SCHOOL / CLUB
OFFICIAL STAMP**

OFFICIAL STAMP

4. PART-FCL PPL / PART-SFCL EXAMINATIONS

Subject	ATTEMPT				*2 Passed
	*1 1st	2nd	3rd	Other	
Air Law (010)					
Human Performance and Limitations (020)					
Meteorology (030)					
Communication (040)					
Principles of Flight (050)					
Operation Procedures (060)					
Flight Performance & Planning (070)					
Aircraft General Knowledge (080)					
Navigation (090)					
TOTAL NUMBER OF EXAMINATIONS APPLIED FOR:					
Examination Number (if already known)					

IAA USE ONLY	
Date	
Credit Card / Debit Card	

5. 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 01/09 "Rules to be observed at examinations" available from the IAA website: www.iaa.ie

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.

6. 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 Date 'Passed 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.215/SFCL.135 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) or declared training organisation (DTO) 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/DTO 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.

THEORETICAL KNOWLEDGE COURSE CERTIFICATION

This section is to be completed by the applicant's Ground / Flight Instructor and must be stamped with the Ground / Flight Instructor School's official stamp.

Applications received without the Ground Course Certification Stamped and signed (first time applications only), or without the correct fee will be returned to the applicant.

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

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 7).

Note: Subject to any other conditions in PART-FCL / PART-SFCL as appropriate, an applicant shall be deemed to have successfully completed the theoretical knowledge examinations for the PPL (A or H) / SPL when awarded a pass in all parts within **18 months**. A pass in theoretical knowledge examinations will be accepted for the grant of a PPL/SPL during the **24 months** from the date of successfully completing the examinations.

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:-

This completed Application Form

Completed payment form

If recommendation is from an ATO/DTO approved/declared by another EASA Member State, a copy of the organisation approval certificate or acceptance of declaration

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

7. FEES FOR AERONAUTICAL EXAMINATIONS

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

Late application fee supplements:

Where an examination application is received less than 14 days but at least 7 days before the examination starting date, the fees for such application, if accepted, shall be increased by 20%.

Where an examination application is received less than 7 days before the examination starting date, the fees for such application, if accepted, shall be increased by 50%.

Note: The Authority reserves the right to refuse a late application

Withdrawal from or non-attendance at an examination.

- (i) Any withdrawal of an examination application must be notified to The Personnel Licensing Office in writing, and if made orally must be confirmed by the applicant in writing, within 5 days after such oral notification.
- (ii) Where an examination application is withdrawn more than 14 days before the examination starting date, a cancellation fee will not be levied on the applicant.
- (iii) Where an examination application is withdrawn within 14 days and not less than 7 days before the examination starting date, 20% of the examination fees payable shall be forfeited by the applicant.
- (iv) Where an examination application is withdrawn within 7 days before the examination starting date, 50% of the fees shall be forfeited by the applicant.
- (v) Where an examination applicant fails to attend at an examination, the fees in respect of that examination shall be forfeited by the applicant. Where such failure to attend is in respect of a subject(s), only the fees in respect of that subject(s) shall be forfeited by the applicant.
- (vi) Where a portion of the fees has been forfeited by the applicant under (iii) or (iv) above, the balance will be retained by The Personnel Licensing Office and will be set against the fees for future examination applications.

8. PAYMENT FORM

The current fee can be found in the current version of the [Fees Order](#).

I am paying by:-

CREDIT CARD DEBIT CARD

- 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 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)