



Form No. ECON.EXAM.F.251E
Version No. 7
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Issue Date: 14/10/2024

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

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.

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



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4. PART-FCL PPL / PART-SFCL EXAMINATIONS

Subject	ATTEMPT				*2 Passed
	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 (PLAM 001) "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.



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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.



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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 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 can 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 -