

1 Explanation

1.1 Use this form for the application of the (first) issue of an air traffic controllers licence, rating(s), rating endorsements or the re-issue of a licence document.

1.2 A fixed fee will be charged for processing the applications listed under 1.1. You will receive an invoice for the fee owed. If payment is made by means of crediting a Kiwa Register account, then the holder of the current account must complete and sign section 7 of this form.

1.3 Please send the application including the enclosures as separate PDF files to Kiwa Register at the address stated above.

1.4 After your application has been correctly submitted and paid in full, processing will take approximately 15 working days to complete.

1.5 Incomplete or incorrectly completed forms (including not submitting the required documents) will not be processed.

1.6 For additional information please visit our website: www.kiwaregister.com.

2 Particulars of applicant

2.1 Name	
2.2 Given name(s)	
2.3 Licence number (i.a.)	
2.4 Date of birth	
2.5 Nationality	
2.6 Address of applicant	
2.7 Postal code and place of residence	
2.8 Correspondence address	
2.9 Postal code and place of residence	
2.10 Telephone number	
2.11 E-mail address	

3 Application type

- First Issue of an ATCO licence, rating(s) and rating endorsement(s) (continue from section 4)
- Issue of an ATCO licence, rating(s) and rating endorsement(s) (continue from section 4)
- Issue of a licence endorsement(s) (continue from section 4)
- Language proficiency endorsement (continue from section 4)
- Revalidation of an ATCO licence unit endorsement(s) (continue from section 4)
- Revalidation of a licence endorsement(s) (continue from section 4)
- Renewal of an ATCO licence unit endorsement(s) (continue from section 4)
- Renewal of a licence endorsement(s) (continue from section 4)
- Re-issue of a licence document (following loss or theft) (continue from section 6)
- Exchange of (student) ATCO license issued by another EU member state (continue from section 5)

	Unit	Rating	Rating endorsement(s)	Position/Sector
<input type="checkbox"/>	EHAM	ADC		GMC CET
<input type="checkbox"/>	EHAM	ADC		GMC SWT
<input type="checkbox"/>	EHAM	ADC	SUR	AIR CET
<input type="checkbox"/>	EHAM	ADC	SUR	AIR SWT
<input type="checkbox"/>	EHAM	APS		
<input type="checkbox"/>	EHAA	ACS		SC1
<input type="checkbox"/>	EHAA	ACS		SC2
<input type="checkbox"/>	EHAA	ACS		SC3
<input type="checkbox"/>	EHRD	ADC	SUR	
<input type="checkbox"/>	EHRD	APP		
<input type="checkbox"/>	EHRD	APS		
<input type="checkbox"/>	EBBK	ADC	SUR	
<input type="checkbox"/>	EBBK	APS		
<input type="checkbox"/>	EHGG	ADC	SUR	
<input type="checkbox"/>	EHGG	APP		
<input type="checkbox"/>	EHGG	APS		
<input type="checkbox"/>	EHLE	ADC	SUR	
<input type="checkbox"/>				
<input type="checkbox"/>				
Licence endorsement(s)				
<input type="checkbox"/> OJTI	<input type="checkbox"/> STDI	<input type="checkbox"/> Assessor	Language proficiency endorsement (LPE)	
			<input type="checkbox"/> Level 4	
			<input type="checkbox"/> Level 5	
			<input type="checkbox"/> Level 6	

5.1 Issue of a licence

In order to assess your application, Kiwa Register requires you to attach the following documents (if relevant) to the application form. Select the documents that accompany your application.

- Copy of medical certificate (not required for OJTI, STDI or Assessor)
- Copy of passport or identity card
- Original Student ATCO licence (if applicable)
- Copy of the ATCO licence issued by an other EU Member State in case of "ATCO.A.010 Exchange of licence"
- Copy of relevant training certificate/documents proving the successful completion of:
 - Initial training (integrated)
 - Basic training
 - Rating training
 - Unit training
 - Practical instructor training
 - Assessor training
- Copy of the official recognition of the foreign ATO (obligatory if the training took place in another EASA memberstate)
- Copy of language proficiency certificate (not required in case of exchange of licence or in case of an ATCO application if you're already a holder of an SCL).

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Certificates / Documents

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| 5.2 | The issue of a language proficiency endorsement LPE | <input type="checkbox"/> Copy of language proficiency certificate
<input type="checkbox"/> Copy of the official approval of the foreign ATO (obligatory if the LPE-training took place in another EASA memberstate) |
| 5.3 | Revalidation of an unit endorsement | <input type="checkbox"/> Copy of the ATCO unit endorsement revalidation form
<input type="checkbox"/> Copy of the competence assessment form |
| 5.4 | Revalidation of an OJTI/STDI/ Assessor licence endorsement | <input type="checkbox"/> Copy of refresher training certificate/document proving the successful completion of the training |
| 5.5 | Renewal of a unit endorsement | <input type="checkbox"/> Copy of an assessment form of training undertaken in accordance with ATCO.B.020 and ATCO.D.060 |
| 5.6 | Renewal of an OJTI/STDI/Assessor licence endorsement | <input type="checkbox"/> Copy of refresher training certificate/document proving the successful completion of the training
<input type="checkbox"/> Copy of the competence assessment form |

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Payment and correspondence

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|-----|----------------|---|
| | | Fixed fees are charged for processing applications and issuing (Student) ATCO licences. The respective amounts are listed at www.kiwaregister.com . |
| 6.1 | Payment method | <input type="checkbox"/> Pay by invoice
<input type="checkbox"/> Current account of the training organisation (fill in sections 7.4 and 7.5 on this form) |
| 6.2 | Correspondence | <input type="checkbox"/> Correspondence related to this application can be sent to the postal address of the training organisation (fill in sections 7.4 and 7.5 on this form) |

7

Declaration and signature

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|-----|---|---|
| 7.1 | Declaration | <p>I hereby:</p> <ol style="list-style-type: none"> 1. apply for the issue/revalidation/renewal of (Student) ATCO licence, ratings and/or endorsements as indicated; 2. confirm that the information contained herein is correct at the time of the application; 3. confirm that I am not holding any (Student) ATCO licence issued in another member state (n.a. for exchange of licence); 4. confirm that I have not applied for any (Student) ATCO licence in another member state; 5. confirm that I have never held a (Student) ATCO licence issued in another member state which has been revoked or suspended in any other member state. <p>I am aware that any incorrect information in or accompanying the application form can result in rejection of the application.</p> |
| 7.2 | Location and date | |
| 7.3 | Applicant's signature | |
| 7.4 | Signature of contact at the training organisation or ANSP | |
| 7.5 | Stamp of the training organisation or ANSP | <input type="checkbox"/> I hereby declare as an employer that my candidate has authorized me to apply for this document on his/her behalf and do everything necessary to issue this document to my employer. |