

1 Explanation

1.1 Use this form for the application of the (first) issue of a student air traffic controllers licence, rating(s) and/or 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 a Student ATCO licence, rating(s) and rating endorsement(s) (continue from section 4)
- Language proficiency endorsement (continue from section 4)
- Amendment of a Student ATCO licence (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 4)

4 Rating / Rating endorsement

	Rating	Rating endorsement(s)
<input type="checkbox"/>	ADC	
<input type="checkbox"/>	ADC	SUR
<input type="checkbox"/>	APS	
<input type="checkbox"/>	ACS	
<input type="checkbox"/>	APP	
	Language proficiency endorsement (LPE)	
<input type="checkbox"/>	Level 4	
<input type="checkbox"/>	Level 5	
<input type="checkbox"/>	Level 6	

5 Certificates / Documents

	<p>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.</p>
5.1 Issue of a licence	<ul style="list-style-type: none"><input type="checkbox"/> Copy of medical certificate<input type="checkbox"/> Copy of passport or European identity card<input type="checkbox"/> Copy of the Student ATCO licence issued by another EU Member State in case of "ATCO.A.010 Exchange of licence"<input type="checkbox"/> Copy of relevant training certificate/documents proving the successful completion of:<ul style="list-style-type: none"><input type="checkbox"/> Initial training (integrated)<input type="checkbox"/> Basic training<input type="checkbox"/> Rating training<input type="checkbox"/> Copy of the official approval of the foreign ATO (obligatory if the training took place in another EASA member state)<input type="checkbox"/> Copy of language proficiency certificate (not required in case of exchange of licence)
5.2 The issue of a language proficiency endorsement LPE	<ul style="list-style-type: none"><input type="checkbox"/> Copy of language proficiency certificate (not required in case of exchange of licence)<input type="checkbox"/> Copy of the official recognition of the foreign LAB (obligatory if the training took place in another EU country)

6 Payment and correspondence

	<p>Fixed fees are charged for processing applications and issuing (Student) ATCO licences. The respective amounts are listed at www.kiwaregister.com.</p>
6.1 Payment method	<ul style="list-style-type: none"><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	<ul style="list-style-type: none"><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

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	<ul style="list-style-type: none"><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.