

**This page is not part of the application and is for your information only.  
This page has not to be sent to the Belgian CAA.**

Record of versions

Version	Date of revision	Topics	Regulation
2.2	25/02/2021	Form in accordance with IR (EU) 2020/2193	IR(EU)2020/2193
2.3	08/09/2021	Form in accordance with IR (EU) 2020/359	IR(EU)2020/359
2.4	10/01/2025	Added not having another EASA licence declaration	

**When to use this application form?**

In case of applying for a Commercial Pilot Licence (CPL) or the first issuance of an Instrument rating (IR) or a Basic instrument rating (BIR).

**How to use this application form?**

Print and fill in the pages intitled "First page" and "Last page" and the in-between page(s) describing the training you followed. The relevant requirements for getting a licence or rating are always gathered on one page. You don't have to print and send us all the pages. Only "First page", "Last page" and the in-between pages for the training are needed.

**Which pages to fill in?**

**First page (Application – Details of the applicant – Address for correspondence – Medical fitness) has to be filled in systematically.**

- If you wish to inform us about your personal details or about any changes in our personal details, please fill in the "2.2 Applicant details". Otherwise fill in your personal licence number only, in the "2.1 Applicant details".
- Address for correspondence – has to be filled in if the address for correspondence is different from your personal address.
- You have to provide us with a copy of your medical certificate issued in conformity with Part-MED.  
If you are not holding a Belgian issued medical certificate please contact the Belgian Aero-Medical Section at info.ams@mobilit.fgov.be.

**Any in-between page(s) you need for the licence or rating you are applying for.**

- ATP, CPL/IR, CPL Integrated courses page when you have completed an integrated training.
- CPL modular course page when you have completed a CPL modular course.
- IR modular course page when you have completed an IR modular course, a BIR course or an IR competency-based.
- As some trainings require a minimum flying experience as prerequisites, you have to demonstrate that you meet these minima.

**Last page (Confirmation of skill test – Declaration of applicant) has to be filled in systematically.**

- Confirmation of skill test will be filled in by the examiner.  
**Remark:** this section may also serve for the confirmation of skill test of an IR competency-based or of a BIR for holders of a valid ICAO IR having demonstrated a minimum experience of flight time under IFR as PIC on aeroplanes (50 hours for IR(A) competency-based or 25 hours for BIR).
- Please specify in the declaration how you wish to receive your licence from BCAA.

**Supporting documentation**

At the end of a section of this application form, you will find the documentation needed. Don't forget to add it to your application.

- Copy of your ID card or passport
- Copy of Part-MED medical certificate
- Copy of theoretical knowledge examination results (if not taken with the Belgian CAA)
- Copy of Part-ORA ATO/DTO approval certificate (if ATO/DTO is not approved by the Belgian CAA)
- Copy of Part-FCL examiner's approval certificate (if examiner is not approved by the Belgian CAA)

**Remarks**

Within 10 days after receipt of a skill test/proficiency check result, an appealable decision about the test/check results may be requested in writing to the Belgian Civil Aviation Authority.

Any incorrect information could disqualify the applicant from taking any examination or being granted a personnel licence, certificate, rating, authorisation or attestation. Furthermore, in case of obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence, in spite of the penalties susceptible to be imposed on the pilot, the decision of acceptance will be the object of a decision of immediate withdrawal.

Your logbooks have to be duly filled in, please read the instructions for use included in your Part-FCL logbook or consult the corresponding Acceptable Means of compliance (AMC1 FCL.050). Instruction time must be certified in your logbook by the appropriately rated or authorised instructor from whom it was received. Assessment of competence, skill test and proficiency check must be certified in your logbook by the appropriately rated or authorised examiner from whom it was taken.

**AEROPLANES – Application form**  
**Part-FCL Commercial pilot licence / Instrument rating**

**Date of reception:**

**First page**

**1. Application** to be completed by the applicant

I am applying for the following aeroplane licence or rating:

**CPL**                       **IR**                       **BIR**

Aeroplane class/type rating (please specify): .....

Type of course(s) completed (if any):

CPL modular                       IR modular                       BIR  
 CPL integrated                       CPL/IR integrated  
 ATP integrated                       IR competency-based

**2.1 Applicant details** to be completed by the applicant

Belgian licence number: BE.FCL.....A

**2.2 Applicant details** to be completed by the applicant

Belgian national register of natural persons number: .....

Title: ..... Name: ..... First name(s): .....

Date of birth (dd/mm/yyyy): ..... Nationality: .....

Town of birth: ..... Country of birth: .....

Permanent address: .....

Town/Country: ..... Postcode: .....

Telephone: ..... Alternative telephone number: .....

E-mail: .....

Supporting documentation required with the application:  
Copy of your valid passport, EEA/EU national identity card or full EU photographic driving licence

**3. Address for correspondence (if different from above)** to be completed by the applicant

Postal address: .....

Town/Country: ..... Postcode: .....

**4. Medical fitness** to be completed by the applicant

Note: Your medical certificate must be valid on the licence or rating issue date.

Supporting documentation required with the application: Copy of Part-MED medical certificate

**ATP, CPL/IR, CPL Integrated courses**

**Confirmation of theoretical knowledge examination to be completed by the applicant**

I have taken my theoretical examination with the following competent authority:

.....

Supporting documentation required with the application:

Certified copy of theoretical knowledge examination results (if not taken with the Belgian CAA)

**Integrated courses certificate to be completed by the training organisation (ATO)**

I certify that (applicant) ..... has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of a Commercial Pilot's Licence  with or  without instrument rating in accordance with Part-FCL.

Date course started: ..... Date course completed: .....

The course consisted of: (refer to Part-FCL Appendix 3)

..... total hours flying training

..... hours dual instruction including ..... instrument ground time

..... hours as PIC including ..... hours SPIC.....hours instrument flight as SPIC

..... hours cross-country as PIC including a 300 NM VFR cross-country flight on (date).....

Aerodrome of departure ..... Intermediate aerodrome 1 .....

Aerodrome of arrival ..... Intermediate aerodrome 2 .....

..... hours flight time at night

..... hours dual flight instruction at night

..... hours cross-country navigation at night

..... solo take-offs and landings at night

..... hours UPRT dual flight instruction

..... hours instrument time comprising

..... hours instrument flight as SPIC

..... hours MCC training (if applicable)

.....hours instrument flight **instruction** on the aircraft and FSTD

..... hours instrument ground time in a FNPT II, FTD 2 or FFS (excluding MCC training)

..... hours instrument ground time in a FNPT I

..... hours dual flight instruction on a 4 persons – variable pitch – retractable landing gear aeroplane

ATO: ..... ATO approval N° .....

Name of person having the rights to engage the responsibility of the ATO:

.....

Signature:

Date: .....

Supporting documentation required with the application:

Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

**CPL modular course****Confirmation of theoretical knowledge examination to be completed by the applicant**

I have taken my theoretical examination with the following competent authority:

.....

Supporting documentation required with the application:

Certified copy of theoretical knowledge examination results (if not taken with the Belgian CAA)

**Flying experience before start of the CPL modular course to be completed by the applicant**

..... hours as PIC and ..... hours in dual on aeroplanes

..... hours cross-country flight as PIC on aeroplanes

..... hours as PIC of other categories of aircraft  H  TMG/S  As**Flying experience after the CPL modular course to be completed by the applicant**

..... hours as PIC and ..... hours in dual on aeroplanes

..... hours cross-country flight as PIC on aeroplanes

a 540 km (300 NM) VFR cross-country flight on (date).....

Aerodrome of departure ..... Intermediate aerodrome 1 .....

Aerodrome of arrival ..... Intermediate aerodrome 2 .....

**CPL (reduced) modular course certificate to be completed by the approved training organisation (ATO)**

I certify that (applicant) ..... has satisfactorily met the pre-requisite requirements in accordance with Part-FCL prior to commencing a course of training and has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of a Commercial Pilot's Licence.

Date course started: ..... Date course completed: .....

The course consisted of: (refer to Part-FCL Appendix 3, Section E)

..... hours dual visual flight instruction (including any credits)

..... hours dual flight instruction on a 4 persons – variable pitch – retractable landing gear aeroplane

..... hours dual flight instruction on a multi-engine aeroplane (if a multi-engine aeroplane is used for the skill test)

..... hours flight time at night (if applicable)

..... hours dual flight instruction at night (if applicable)

..... hours cross-country navigation at night (if applicable)

..... solo take-offs and landings at night (if applicable)

..... hours instrument instruction (Including ground time and any credits)

..... hours instrument ground time in a FSTD (if applicable, including any credits)

..... hours credits (applicable for pilots holding a valid IR(A), IR(H) or a BIF certificate)

ATO: ..... ATO approval N° .....

Name of person having the rights to engage the responsibility of the ATO:

.....

Signature:

Date: .....

Supporting documentation required with the application:

Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

**IR modular course****Confirmation of theoretical knowledge examination to be completed by the applicant**

I have taken my theoretical examination with the following competent authority:

.....

Supporting documentation required with the application:

Certified copy of theoretical knowledge examination results (if not taken with the Belgian CAA)

**IR modular training – Flying experience to be completed by the applicant**

..... hours cross-country flight as PIC

..... hours cross-country flight as PIC on aeroplanes

..... hours as PIC of other categories of aircraft  H  TMG/S  As

**IR competency-based – Flying experience to be completed by the applicant**

..... hours under IFR as PIC on aeroplanes before the IR competency-based course

**BIR based on valid ICAO IR(A) – Flying experience to be completed by the applicant**

..... hours under IFR as PIC on aeroplanes before BIR skill test

**IR (reduced) modular course or competency-based course or BIR course certificate to be completed by the approved training organisation (ATO)**

I certify that (applicant) ..... has satisfactorily met the pre-requisite requirements in accordance with Part-FCL prior to commencing a course of training and has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of an instrument rating.

Date course started: ..... Date course completed: .....

Date of pre-entry assessment in the case of competency-based course: .....

The course consisted of:

..... hours instrument time under instruction (including instrument ground time)

..... hours instrument ground time in a FNPT II or FFS

..... hours instrument ground time in a FNPT I

..... hours credit

ATO: ..... ATO approval N° .....

Name of person having the rights to engage the responsibility of the ATO:

.....

Signature:

Date: .....

Supporting documentation required with the application:

Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

**Confirmation of skill test**

to be completed by the examiner

I certify that (applicant) ..... has satisfactorily completed a:

**CPL(A) skill test**

CPL(A) skill test pass date: .....

Name of examiner: ..... Examiner N° .....

Authorising competent authority: .....

Signature (examiner): ..... Date: .....

**IR(A) or  BIR skill test**

IR(A) skill test pass date: ..... or BIR skill test pass date: .....

Name of examiner: ..... Examiner N° .....

Authorising competent authority: .....

Signature (examiner): ..... Date: .....

**Addendum for IR(A) or BIR skill test based on a valid ICAO IR(A)**

I further certify that the applicant has demonstrated during the IR skill test an adequate level of theoretical knowledge of air law, meteorology and flight planning and performance (IR).

I further certify that I have verified the identity of the applicant and that the applicant complies with all the qualification, training and experience requirements for the grant of the licence or rating for which the skill test is taken.

Name of examiner: ..... Examiner N° .....

Authorising competent authority: .....

Signature (examiner): ..... Date: .....

Supporting documentation required with the application:

Copy of Part-FCL examiner's approval certificate (if examiner is not approved by the Belgian CAA)

Note - Examiners are reminded that they must complete the skill test report form and submit a copy of it to Licensing department, within 14 working days from the skill test. The licence will not be issued to the applicant until the report form is received.

**Declaration of applicant**

to be completed by the applicant

I declare that the information provided on this form is correct.

I declare not having a licence issued by another EASA Member State, having applied for such a licence or such a licence having been revoked or suspended

I have fully reviewed all applicable guidance material and have submitted all of the necessary paperwork for my application to be considered.

I wish to pick up my licence from the BCAA during the opening hours.

I wish that BCAA send my licence to my postal address.

Signature (applicant): ..... Date: .....