

**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 number	Date of revision	Topics
2.0	20/12/2019	Form in accordance with IR (EU) 2019/1747
2.1	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).

**How to use this application form?**

Print and fill in the pages intituled "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@mobililit.gov.be.

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

- As some trainings require a minimum flying experience as prerequisites, you have to demonstrate that you meet these minima.  
**Remark:** 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) or consult the corresponding information notice on our website.

**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.
- Please specify in the declaration how you wish to receive your licence from BCAA.

**Supporting documentation**

1. Copy of your valid passport, EEA/EU national identity card or full EU photographic driving licence
2. Copy of Part-MED medical certificate
3. Certified copy of theoretical knowledge examination results (if not taken with the Belgian CAA)
4. Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)
5. Copy of your licence in other category of aircraft (if you have flight time as PIC in other category of aircraft)
6. 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.

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.

**HELICOPTERS – 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 helicopter licence or rating:

**CPL**                       **IR**

Helicopter type rating (please specify): .....

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

- CPL modular                       IR modular  
 CPL integrated                       CPL/IR integrated  
 ATP integrated                       ATP/IR integrated

**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/IR, 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  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 visual instruction including ..... ground time  
..... hours dual visual instruction in a FFS level C/D, or ..... hours dual visual instruction in a FTD 2/3, or  
..... hours dual visual instruction in a FNPT II/III, or ..... hours dual visual instruction in an aeroplane/TMG  
..... hours instrument instruction including  
..... hours in a helicopter FFS, FTD 2/3 or FNPT II/III or ..... hours in a helicopter FNPT I or aeroplane  
..... hours MCC  
..... hours as PIC including ..... hours SPIC  
..... hours solo day and ..... hours solo night  
..... hours cross-country flight and ..... hours cross-country flight as SPIC  
..... hours dual cross-country flight and ..... hours cross-country flight as PIC  
(date) ..... of a 100 NM VFR cross-country flight

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 night circuits (each circuit shall include a take-off and a landing)  
..... hours dual instrument time  
..... hours basic instrument instruction  
..... hours IR training including ..... hours in multi-engine IFR-certificated helicopter

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)

**CPL modular course – Flying experience to be completed by the applicant**

..... hours flight time

..... hours as PIC on helicopters

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

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

A 185 km (100 NM) VFR cross-country flight on (date).....

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

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

Supporting documentation required with the application:

Copy of your licence in other category of aircraft (if you have flight time as PIC in other category of aircraft)

**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)

..... hours dual visual instruction including ..... ground time

..... hours dual visual instruction in a FSTD

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

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

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

..... solo night circuits (each circuit shall include a take-off and a landing) (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 and EIR training – Flying experience**

to be completed by the applicant

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

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

..... hours as PIC of other categories of aircraft  H  TMG/S  As**IR (reduced) modular course or competency-based course or EIR 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: .....

The course consisted of:

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

..... hours instrument time in an IFR-certificated helicopter

..... hours instrument ground time in a FTD 2/3, FNPT II/III or FFS

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

..... hours instrument time in an aeroplane approved for the course

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(H) skill test**

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

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

Authorising competent authority: .....

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

**IR(H) skill test**

IR(H) skill test pass date: .....

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

Authorising competent authority: .....

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

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: .....