

Application for EU Member State Transfer of Part 66 Aircraft Maintenance Licence (AML)



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Please read the attached Guidance Notes before completing this form.

FALSE REPRESENTATION STATEMENT

It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

1. APPLICANT DETAILS

CAA Personal reference number/AML number (if known):

Date of Issue of current licence (dd/mm/yyyy)

Title: Forename: Surname:

Date of birth (dd/mm/yyyy): Place of Birth:

Nationality:

Permanent Address:

Country Postcode:

Is this a change of address? Yes No

Telephone: Mobile telephone:

E-mail:

A certified copy of your Passport, EAA/EU National Identity Card or Full Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

2. ADDRESS FOR CORRESPONDENCE (if different from above) To be completed by the Applicant

Postal Address:

.....

..... Postcode:

3. EMPLOYER'S DETAILS To be completed by the Applicant

Name of Current Employer:

Address:.....

..... Postcode:

Maintenance Organisation Approval Reference:.....

Contact number: Date Employment Commenced:

4. DECLARATION OF APPLICANT

I wish to apply for state Transfer of Part-66 AML as indicated and confirm that the information contained in this form was correct at the time of application. I hereby confirm that:

- 1) I confirm that my request will be subject to the agreement between the UK CAA and the member state to which I wish to transfer.
- 2) I confirm that I will return my original Part 66 AML to the UK CAA prior upon request.
- 3) I also understand that any incorrect information could disqualify me from holding a Part-66 AML.
- 4) I consent to all my personal data currently held by the UK CAA to be transmitted to the member state Authority as listed in section 5 below.

Name: Position:

Signature: Date:

5. EU MEMBER STATE WHERE LICENCE IS TO BE TRANSFERRED TO	To be completed by the Applicant
Name of EU Member State Competent Authority:	
EU Member State:	
Address of Competent Authority:	
.....	
Competent Authority Contact:	
Competent Authority Contact Email:	
.....	

6. APPLICATION (tick as appropriate)	To be completed by the Applicant						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">A</td> <td style="width: 20%; text-align: center;">B1</td> <td style="width: 20%; text-align: center;">B2</td> <td style="width: 20%; text-align: center;">B3</td> <td style="width: 20%; text-align: center;">C</td> </tr> </table>		A	B1	B2	B3	C	
	A	B1	B2	B3	C		
Aeroplane Turbine							
Aeroplane Piston							
Helicopter Turbine							
Helicopter Piston							
Avionics							
Piston engine non-pressurised aeroplanes of MTOM of 2000kg and below							
Complex motor-powered aircraft							
Aircraft other than complex motor-powered aircraft							

7. ESSENTIAL INFORMATION required for administration purposes, the following information will facilitate us in completing your application, failure to supply this information may result in your application being delayed while we endeavor to contact you.

7a. BASIC LICENCE – National		To be completed by the Applicant	
Basic Licence Category	Limitations	Basic Licence Category	Limitations

7b. AIRCRAFT TYPE(S) - Annex I - Annex II (If required, use continuation page)		To be completed by the Applicant	
Aircraft Type Rating	Limitations	Aircraft Type Rating	Limitations

8. ADDITIONAL INFORMATION	To be completed by the Applicant

CAA USE ONLY

9. PAST OR PENDING ENFORCEMENT ACTION

10. PART 66.B.20 RECORD-KEEPING
--

To ensure adequate traceability the UK CAA has enclosed those records held for the above-named applicant:

- the application for an aircraft maintenance licence or change to that licence, including all supporting documentation
- a copy of the aircraft maintenance licence including any changes
- copies of all relevant correspondence
- details of any exemption and enforcement actions;
- any report from other competent authorities relating to the aircraft maintenance licence holder
- the records of examinations conducted by the competent authority
- the applicable credit report used for crediting

11. CAA RECOMMENDATION

The UK CAA agrees that the applicant may transfer his/her Part 66 licence to the above specified EU member state Competent Authority in accordance with Part 66.1(a).

The UK CAA shall transfer all the applicants licence records held under Part 66.B.20 to the above specified EU member state Competent Authority for a new licence to be issued based on these records

The UK CAA certify that the details given above and on any additional pages included are true and correct:

Signature: Date:

12. CHARGES

The charge(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5) to be paid on application are enclosed herewith.

NB: This application will not be processed until the applicable charges have been received.

Total charges included are: £

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

IMPORTANT NOTES:

- **Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- **Overseas Visits:** If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates, and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by travelling overseas will be payable by the applicant on demand.
- **Withdrawal/Cancellation of Application:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.

13. FINANCIAL DECLARATION

I am applying for a state transfer of Part-66 AML I declare that to the best of my knowledge the particulars entered in Section 1 of this application are accurate.

I enclose payment for the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:

Signature of Applicant: Date:

14. SUBMISSION INSTRUCTIONS

Documents Submitted:

1. Original EASA Part-66 aircraft maintenance licence (Note: Retain a Copy of your licence for your records)
2. Certified true copy of your Passport, EAA/EU National Identity Card or Full Photographic Driving Licence.

Should the need arise the CAA retains the right to request the original document if it is deemed necessary in order to complete the application

Please send your completed application and supporting documentation to:

Shared Service Centre
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

Application for:..... Dated:

Original Applicant's Name:

Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx)

Registered Company or Trading Name: (if applicable)

Contact Telephone Number:

2. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).

Visa Mastercard Debit Card Cheque/Banker's Draft Bank Transfer Cash (max.£1000)

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc
Bloomsbury Parr's Branch
PO Box 158
214 High Holborn
London
WC1V 7BX

Account Name: Civil Aviation Authority
Account Number: 36029769
Sort Code: 60-30-06
Swift Code: NWBK GB 2L
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £ BACS/CHAPS/ASN Reference*:

* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: Payers Email: Date of Transfer:

b) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:

Start date: /

Issue No: (if applicable)

Amount: £

Name (as written on card):
(BLOCK CAPS)

Full postal address of card holder:

..... Postcode:.....

Card holder's signature:

Please tick box if paying with Company Card Company Name:

Do not send credit card details by email. Please send the completed payment form along with the completed application and supporting documentation to the address details provided in Section 14.

Application for State Transfer of Part 66 Aircraft Maintenance Licence (AML) – GUIDANCE NOTES

Guidance Note 1: Introduction

Having a clear and correctly completed application form (together with any supporting documents) will enable UK CAA to proceed with your Member State Licence transfer of your Part 66 Aircraft Maintenance Licence more efficiently and prevent delays to your application.

Note: failure to submit a correctly completed application form, with the required supporting documents will lead to the cancellation and return of your application.

Guidance Note 2: Certifiers of Identification

The following people can act as 'certifiers':

- Postholders of a Part 145/147/MF/MG Organisation.
- official bodies such as the post office or solicitors who provide this service.

Instructions for the certifier of your ID document are as follows:

1. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date.
3. Certifier's name must be printed in block capitals.
4. Must include position or capacity, e.g. Maintenance Manager of XXXXXXXX Organisation.

Guidance Note 3: Sections of the Form Explained

Section(s) 1, 2 and 3 Personal/Employers Details

To be completed in all cases

Section 4 – Declaration

This section to be completed in all cases, by signing the declaration you are confirming that all of the information is correct and true and that your request will be subject to the agreement between the UK CAA and the member state to which you wish to transfer.

Section 5 – EU Member State to where the licence is to be transferred to

This section to be completed with the relevant details of the member state to which the licence is to be transferred to.

Section 6 - Application

This section should be used to provide details of the basic licence held.

Section 7 a to b – Basic Licence, Type Ratings and associated Limitations

This section should be used to record details of Basic Licence Category, Type/Group Ratings and any associated national limitations applied to basic and/or type/group ratings.

Note: If there is insufficient space to list all Type/Group ratings then please use the continuation page at the end of this form.

Section 8 – Additional Information

This section should be used if there is any relevant information you wish to make known prior to transfer e.g. time constraints.

Sections 9, 10 and 11 – CAA Use Only

These sections to be completed by the CAA only

Section 12 - Charges

This application will not be processed until the applicable charges have been received

Section 13 - Financial Declaration

This section is to be completed in all cases

Section 14 – Submission Instructions

This section should be used to ensure that the appropriate documents relevant to the application are submitted.

Payment Authorisation

This section is to be completed in all cases. This information is provided at the applicant's risk and will be used by the CAA for this payment only and will not be used for any other purpose. Once payment is taken the payment authorisation will be destroyed.

