



Issued: 9 June 2017

Verification of Third Country ICAO Licences

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	All Registered Training Facilities, Flight Training and Approved Training Organisations
Licensed/Unlicensed Personnel:	All Third Country Licence Holders

1 Introduction

- 1.1 The purpose of this Information Notice (IN) is to announce that the Civil Aviation Authority (CAA) will require the verification of Third Country ICAO Licences from 1 July 2017, for those individuals who wish to apply for a licensing service with the CAA on the basis of such licences and ratings attached to such licence. The verification of licences has been required for those wishing to have a validation issued for some time.
- 1.2 Third Country ICAO Licences, in the context of this IN are licences issued by States that are not subject to the requirements of the European Aviation Safety Agency. Licences issued in accordance with Commission Regulation (EU) 1178/2011 as amended (the Aircrew Regulation), are subject to the change of State of Licence issue requirements.

2 Background

- 2.1 Currently applications submitted on the basis of credits from an ICAO licence only require a certified true copy of the licence and medical documents. This makes the identification of fraudulent documentation difficult, and provides the CAA no indication of the latest status of the documents or whether they are subject to any enforcement action by the issuing authority. This new process has been introduced to ensure the integrity of licences issued by the CAA on the basis of Third Country licences.

3 Scope

- 3.1 As of 1 July 2017, all third country ICAO licence holders are required to apply for the verification of their licence when applying for any licensing service from the CAA on the basis of their licence.
- 3.2 Applicants for the following services will be subject to the verification of their licence:
- Conversion of ICAO licence to CAA issued licence
 - Transfer of any rating or instructor authorisations(s)/certificate(s)
 - Renewal or revalidation of any rating on the basis of currency on the Third Country licence
 - Credit towards additional ratings
 - Competency Based Instrument Rating when the application is on the basis of their Third Country instrument rating
 - Instrument Rating (Restricted) where applied for on the basis of a Third Country single pilot instrument rating
 - Validations certificates
- 3.3 This requirement comes into force with effect from 1 July 2017, applications for any of the services stated in paragraph 3.2 will not be processed until the licence and medical have been verified by the issuing State. Applicants who attend the public counter at Aviation House without having had their ICAO licence verified will be unable to use the same day service facility.
- 3.4 The verification must be supplied to the CAA directly by the Authority that issued the ICAO licence, and remains valid for **six months** from the date of issue. It is the applicant's responsibility to ensure that the verification is sent to the UK CAA by the NAA, and an application for a licensing service should only be submitted once we are in receipt of the verification. You will be required to contact our customer service team on **01293 573 700** for confirmation whether we have received the verification.
- 3.5 Application for a licensing service detailed in paragraph 3.2 is to be made within the timeframe stated in paragraph 3.4 on the appropriate application form(s); failure to comply will result in rejection of the application(s). The CAA will not recognise an expired ICAO licence or medical certificate in any circumstance.
- 3.6 Should your ICAO licence or medical privileges relevant to your licensing application to the CAA be amended or change prior to the completion of this service, you are required to obtain a subsequent verification confirming such changes.

4 Further Information

- 4.1 Application for verification is to be made using form [SRG2142](#) - if submitting the application via email, please quote the application number SRG2142 in the subject field.
- 4.2 You may be required to meet additional requirements as set out by the Authority that issued your ICAO licence, in order for them to release your personal information to the UK CAA. You will need to taken into account any additional time taken by the NAA to process such a request, and how this may impact your subsequent licensing application to the UK CAA. Applications must be made in sufficient time to ensure your application is not rejected.

- 4.3 For the validation of a Flight Crew Licence Issued by an ICAO State for Commercial Activities under Annex III of the Aircrew Regulation, please use application form [SRG2134](#).

5 Queries

- 5.1 Any queries or requests for further guidance as a result of this communication should be addressed to

Shared Services Centre
Licensing Support
Civil Aviation Authority
Aviation House
Gatwick Airport
RH6 0YR

E-mail: FCLWEB@caa.co.uk.

6 Cancellation

- 6.1 This Information Notice will remain in force until further notice.