

# Application conversion FAA Licence into Part-FCL Licence



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www.kiwaregister.com

## 1 Explanation

- 1.1 This form is used for the application for a EU Part-FCL PPL(A), IR(A), Night(A), SEP (land), MEP (land) on the basis of the EU US Agreement".
- 1.2 The process time of your application will take approximately 15 working days from the moment your application has been submitted completely, correctly and paid in full
- 1.3 Please send the application including the enclosures as separate PDF-files (see point 6) to Kiwa Register at the address stated above.
- 1.4 Incomplete or incorrectly completed forms (including not submitting the required documents) will not be processed.
- 1.5 Kiwa Register reserves the right to request original documents (e.g. logbook) to verify.
- 1.6 Use the above mentioned address to send the application to Kiwa Register (it's allowed to send your application by e-mail).
- 1.7 Fixes fees are charged to process applications.
- 1.8 For additional information please visit our website: [www.kiwaregister.com](http://www.kiwaregister.com) or [www.kiwalicensing.com](http://www.kiwalicensing.com) (English).

## 2 Details of applicant

2.1	Name	
2.2	Given name(s)	
2.3	Licence number (if applicable)	
2.4	Date and place of birth	
2.5	Nationality	
2.6	Permanent Address	
2.7	Postal code and town/city	
2.8	Correspondence address	
2.9	Postal code and town/city	
2.10	Telephone number(s)	<input type="checkbox"/> Private <input type="checkbox"/> Mobile
2.11	E-mail address	

## 3 Application type

3.1	Select your application type	<input type="checkbox"/> Private Pilot Licence – Aeroplane	<input type="checkbox"/> Language Proficiency Endorsement English 4 (based on FAA licence)
		<input type="checkbox"/> SEP (land)	<input type="checkbox"/> Language Proficiency Endorsement English 5
		<input type="checkbox"/> MEP (land)	<input type="checkbox"/> Language Proficiency Endorsement English 6
		<input type="checkbox"/> Night(A) rating	<input type="checkbox"/> RT-VFR
		<input type="checkbox"/> IR(A) for SE	<input type="checkbox"/> RT- VFR/IFR
		<input type="checkbox"/> IR(A) for ME	

## 4 Licence information

4.1	Holder of a Part-FCL licence	<input type="checkbox"/> Yes <input type="checkbox"/> No  In case of holder of a part-FCL licence please fill out point 4.2, 4.3 and 4.4
4.2	Part-FCL license number	
4.3	Type of license	
4.4	State of license issue	

## 5 EU theoretical-knowledge

5.1 Have you passed the EU theoretical-knowledge or flight instruction, theoretical-knowledge examination or skill test in another EU Member State then this one?

- Yes
- No

If yes, please indicate which country:

5.2 Theoretical Knowledge Examination

5.3 Flight instruction

5.4 Skill Test

## 6 Required documents

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.

Please send the documents as separate PDF-files. For example: A copy of your passport as one PDF, a copy of your medical as one PDF-file.

- A copy of the FAA pilot licence
- A copy of the valid medical certificates (FAA and EU-Part MED)
- A copy of the passport or equivalent proof of identity
- A copy of the theory results (if applicable)
- A copy of the skill test forms
- A copy of the examiner certificate and a copy of the examiner's licence (required if you have been examined by a non-Dutch EU examiner)
- A copy of the logbook to show other relevant information, e.g. experience, the last flight review, the training performed (please note: all the copies of the logbook must be signed by the applicant)
- A copy of the LPE-test (in case of a LPE 5 or 6)
- A copy of the LAB approval if the LPE-test is completed at a non-Dutch EASA LAB
- A copy of the Acclimatization Flying training course completion
- A copy of the ATO approval if the Acclimatization Flying training is completed at a non-Dutch EASA ATO

## 7 Payment and correspondence

7.1 Payment method

- Pay by invoice
- Current account of the ATO/ Flight school in sections 8.4 and 8.5 on this form)

7.2 Correspondence

- Correspondence related to this application and pilot licence/rating can be sent to the postal address of the ATO/ flight school in sections 8.4 and 8.5 on this form)

## 8 Express Service

8.1 The Express Service offers you the issue of the required product on the third working day after receipt of a correct and complete application (including payment) at the latest

**There are costs attached to the Express Service. For more information visit [www.kiwaregister.nl](http://www.kiwaregister.nl).**

All products for aircrew personnel can be applied for in Express Service. Send your application for the Express Service by e-mail to [express.service.luchtvaart@kiwa.nl](mailto:express.service.luchtvaart@kiwa.nl).

Terms and conditions

The product application must include all the required supplementary documents and these must be correct and valid. The Express Service will only begin once payment for both the product and the Express Service has been received.

You can pay:

1. via bank transfer (payment is deemed received as soon as we have confirmation that the payment has been credited to our bank account)
2. at the Kiwa Register counter by appointment (payment is deemed received as soon as the debit card payment has been successfully completed)

8.2 Apply for the Express Service

- I will make use of the Express Service

8.3 Receive product

- Standard post (not included in the three working days delivery)
- Pick up at the Kiwa Register counter

Signature and declaration

9.1 Declaration

I hereby declare, that I have not submitted any other request to another competent authority of a Member State of EASA.

I do not hold any PART-FCL, Part-BFCL or Part-SFCL in any other Member State of EASA.

I have never held any personnel license, certificate, rating, authorization or attestation with the same scope and in the same category issued in another Member State which was revoked or suspended in any other Member State.

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

I hereby declare that the information provided on this application form is true, complete and correct to the best of my belief and knowledge. I understand that in accordance with the AMC1 ARA.GEN.315(a), it is an offence to submit incorrect information or accompanying the application, which is punishable by AMC1 ARA.GEN.315(a).

I hereby declare, through my signature below, that I authorize the FAA to verify the contents of this applicant from information derived from my airmen record maintained by the FAA in accordance with the Privacy Act, under Privacy Act System of Record, Aviation Record on Individuals, SORN 847.

9.2 Location and date

9.3 Applicant's signature

Signature ATO

10.1 Location and date

10.2 Name of contact at the ATO/flight school

10.3 Signature of the contact at the ATO/flight school

10.4 Stamp of ATO/flight school

Only fill in if the ATO handles the payment and/or correspondance.

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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 me employer.