

1 Explanation

1.1

Use this form for the application of the (first) issue of a (student) air traffic controllers licence or revalidation, renewal of rating(s) endorsement or the re-issue of a licence document.

1.2

A fixed fee will be charged for processing the applications listed under 1.1. You will receive an invoice for the fee owed. If payment is made by means of crediting a Kiwa Register account, then the holder of the current account must complete and sign section 7 of this form.

1.3

Please send the application to Kiwa Register at the address given above.

1.4

After your application has been correctly submitted and paid in full, processing will take approximately 15 working days to complete.

1.5

Incomplete or incorrectly completed forms (including not submitting the required documents) will not be processed.

1.6

For additional information please visit our website: www.kiwaregister.nl.

2 Particulars of applicant

2.1 Name	
2.2 Given name(s)	
2.3 Licence number (i.a.)	
2.4 Date of birth and place of birth	
2.5 Nationality	
2.6 Address	
2.7 Postal code and place of residence	
2.8 Correspondence address	
2.9 Postal code and place of residence	
2.10 Telephone number(s)	Private Mobile
2.11 E-mail address	

3 Application type

- | | |
|---|---------------------------|
| <input type="checkbox"/> Issue of a Student ATCO licence, rating(s) and rating endorsement(s) | (continue from section 4) |
| <input type="checkbox"/> Issue of an ATCO licence, rating(s) and rating endorsement(s) | (continue from section 4) |
| <input type="checkbox"/> Issue of a licence endorsement(s) | (continue from section 4) |
| <input type="checkbox"/> Language proficiency endorsement | (continue from section 4) |
| <input type="checkbox"/> Revalidation of an ATCO licence unit endorsement(s) | (continue from section 4) |
| <input type="checkbox"/> Revalidation of a licence endorsement(s) | (continue from section 4) |
| <input type="checkbox"/> Renewal of an ATCO licence unit endorsement(s) | (continue from section 4) |
| <input type="checkbox"/> Renewal of a licence endorsement(s) | (continue from section 4) |
| <input type="checkbox"/> Re-issue of a licence document (following loss or theft) | (continue from section 6) |

4 Rating / Rating endorsement / ATC Unit / Sector

Rating	Rating endorsement(s)					Unit	Sector	Working position
<input type="checkbox"/> ADI	<input type="checkbox"/> TWR	<input type="checkbox"/> GMC	<input type="checkbox"/> GMS	<input type="checkbox"/> AIR	<input type="checkbox"/> RAD			
<input type="checkbox"/> ADI	<input type="checkbox"/> TWR	<input type="checkbox"/> GMC	<input type="checkbox"/> GMS	<input type="checkbox"/> AIR	<input type="checkbox"/> RAD			
<input type="checkbox"/> APS	<input type="checkbox"/> TCL							
<input type="checkbox"/> ACS	<input type="checkbox"/> TCL							
<input type="checkbox"/> APP								

4 Rating / Rating endorsement / Licence endorsement(s)

Licence endorsement(s)			
<input type="checkbox"/> OJTI	<input type="checkbox"/> STDI	<input type="checkbox"/> Assessor	Language proficiency endorsement (LPE)
			<input type="checkbox"/> Level 4
			<input type="checkbox"/> Level 5
			<input type="checkbox"/> Level 6

5 Unit endorsement revalidation / renewal

<i>The applicant meets the requirements according to (EU) Nr. 2015/340 ATCO.B.020. The unit endorsement(s) annotated below are revalidated/renewed*. Based on this, revalidation/renewal* can be done as listed below. (*Delete as appropriate)</i>			
Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	
I certify that the data is complete and true. Authorised assessor	Name:	Licence number assessor:	Signature:

6 Certificates / Documents

	<i>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.</i>
6.1 Issue of a licence	<input type="checkbox"/> Copy of medical certificate <input type="checkbox"/> Copy of passport or identity card <input type="checkbox"/> Original Student ATCO licence (if applicable) <input type="checkbox"/> Copy of relevant training certificate/documents proving the successful completion of: <ul style="list-style-type: none"> <input type="checkbox"/> Initial training (integrated) <input type="checkbox"/> Basic training <input type="checkbox"/> Rating training <input type="checkbox"/> Unit training <input type="checkbox"/> Practical instructor training <input type="checkbox"/> Assessor training <input type="checkbox"/> Copy of language proficiency certificate <input type="checkbox"/> Copy of form "Declaration for temporary permission to act as (student) air traffic controller"
6.2 The issue of a language proficiency endorsement LPE	<input type="checkbox"/> Copy of medical certificate <input type="checkbox"/> Copy of language proficiency certificate
6.3 Revalidation of an unit endorsement	<input type="checkbox"/> Copy of medical certificate <input type="checkbox"/> Copy of the ATCO unit endorsement revalidation form <input type="checkbox"/> Copy of the competence assessment form <input type="checkbox"/> Copy of form "Declaration for temporary permission to act as (student) air traffic controller"
6.4 Revalidation of an OJTI/STDI/ Assessor licence endorsement	<input type="checkbox"/> Copy of medical certificate <input type="checkbox"/> Copy of refresher training certificate/document proving the successful completion of the training
6.5 Renewal of a unit endorsement	<input type="checkbox"/> Copy of medical certificate <input type="checkbox"/> Copy of an assessment form of training undertaken in accordance with ATCO.B.020 and ATCO.D.060 <input type="checkbox"/> Copy of form "Declaration for temporary permission to act as (student) air traffic controller"

6 Certificates / Documents

6.6	Renewal of an OJTI/STDI/Assessor licence endorsement	<input type="checkbox"/> Copy of medical certificate <input type="checkbox"/> Copy of refresher training certificate/document proving the successful completion of the training <input type="checkbox"/> Copy of the competence assessment form
6.7	Re-issue SCL/ATCO licence	<input type="checkbox"/> Copy of medical certificate
6.8	Exchange of licence	<input type="checkbox"/> Copy of a medical certificate <input type="checkbox"/> Copy of passport or identity card <input type="checkbox"/> Copy of the ATCO licence issued by the other EU member state

7 Payment and correspondence

		<i>Fixed fees are charged for processing applications and issuing (Student) ATCO licences. The respective amounts are listed at www.kiwaregister.nl.</i>
7.1	Payment method	<input type="checkbox"/> Pay by invoice <input type="checkbox"/> Paid at the Kiwa Register desk (enclose the receipt with this application) <input type="checkbox"/> Current account of the training organisation (fill in sections 8.4 and 8.5 on this form)
7.2	Correspondence	<input type="checkbox"/> Correspondence related to this application can be sent to the postal address of the training organisation (fill in sections 8.4 and 8.5 on this form)

8 Declaration and signature

8.1	Declaration	<i>I hereby:</i> <i>1. apply for the issue/revalidation/renewal of (Student) ATCO licence, ratings and/or endorsements as indicated;</i> <i>2. confirm that the information contained herein is correct at the time of the application;</i> <i>3. confirm that I am not holding any (Student) ATCO licence issued in another member state (n.a. for exchange of licence);</i> <i>4. confirm that I have not applied for any (Student) ATCO licence in another member state;</i> <i>5. confirm that I have never held a (Student) ATCO licence issued in another member state which has been revoked or suspended in any other member state.</i> <i>I am aware that any incorrect information in or accompanying the application form can result in rejection of the application.</i>
8.2	Location and date	
8.3	Applicant's signature	
8.4	Signature of contact at the training organisation	
8.5	Stamp of the training organisation	