

Application for Air Traffic Controller (ATC) Licence

Notes: i) Read the form thoroughly and complete the appropriate sections only.

ii) Complete the form in BLOCK CAPITALS or tick boxes unless otherwise indicated.

iii) refer to the guidance beneath for the supporting documents to be attached with the application as appropriate.

SECTION 1: APPLICATION FOR (Complete Sections Listed)

<input type="checkbox"/>	Issue of Student ATCO Licence, rating(s) and rating endorsements (Sections 1,2,3,6 and 11)
<input type="checkbox"/>	Issue of ATCO Licence, rating(s) and rating endorsement(s) (Sections 1, 2, 3, 5, 6 and 11)
<input type="checkbox"/>	Revalidation of ATCO Licence rating, endorsements (Sections 1,2,4 and 11)
<input type="checkbox"/>	Renewal of ATCO Licence rating, endorsements (Sections 1,2, 4 or 5 or 6(as applicable) and 11)
<input type="checkbox"/>	Cancellation of Unit Endorsement (Sections 1,2,7 and 11)
<input type="checkbox"/>	English Language endorsement(s) (Sections 1,2,6 and 11)
<input type="checkbox"/>	Replacement (Sections 1, 2,8 and 11)
<input type="checkbox"/>	Change of Personal Details (Sections 1, 2,9 and 11)
<input type="checkbox"/>	Conversion of Foreign Licence (Sections 1, 2,10 and 11)

SECTION 2: PERSONAL DETAILS

DGCA ATC Licence Number (if held).....

Surname: Forename(s)

Title:.....

Date of Birth (dd/mm/yyyy): Nationality

Place of Birth: Country of Birth:.....

Permanent Address:

Country: Postcode:.....

Postal Address:(normally unit address)

Country: Postcode:.....

Telephone Numbers: Res./Mobile:.....

Office:

SECTION 3: UNIT ENDORSEMENT APPLIED FOR

Location of examination: date (dd/mm/yyyy):

Note: This information **MUST** be included

Unit Endorsement	Rating	Rating Endorsement
.....	ADV Aerodrome Control Visual	
.....	ADI Aerodrome Control Instrument	TWR Tower Control
	ADC Aerodrome Control	AIR Air Control
		RAD Aerodrome Radar
		GMC Ground Movement Control
		GMS Ground Movement Surveillance

SECTION 3: UNIT ENDORSEMENT APPLIED FOR Cont'd.....

APP Approach Control Procedural

*Sector/Position(s) (if appropriate)

APS Approach Control Surveillance

SRA Surveillance Radar Approach

PAR Precision Approach Radar

TCL Terminal Control

ACP Area Control Procedure

*Sector/Position(s) (if appropriate)

ACS Area Control Surveillance

RAD Radar

TCL Terminal Control

ADS Automatic Dependent Surveillance

FOR THE RATING APPLIED FOR, PROVIDE DETAILS OF THE APPROVED COURSE COMPLETED

Rating: Approved Course completed (dd/mm/yyyy): Course number:

Name of training organisation:

Rating: Approved Course completed (dd/mm/yyyy): Course number:

Name of training organisation:

Rating: Approved Course completed (dd/mm/yyyy): Course number:

Name of training organisation:

SECTION 4: UNIT ENDORSEMENT ASSESSMENT RESULTS (enter results after Examination is complete)

Actual Assessment date (dd/mm/yyyy):

State the Unit Endorsement (from the table above)

Practical

Oral

PASS

FAIL

PASS

FAIL

PASS

FAIL

PASS

FAIL

PASS

FAIL

PASS

FAIL

PASS

FAIL

PASS

FAIL

Examination remarks (where the outcome is 'FAIL', Assessors are to record reasons for the decision)

Practical:

Oral:

MEMBERS OF ASSESSMENT BOARD (To be completed by Assessor(s))

Assessor Name:.....

Assessor Licence Number:.....

Assessor Signature:.....

Assessor Name:.....

Assessor Licence Number:.....

Assessor Signature:.....

SECTION 5: LICENCE ENDORSEMENTS (Tick the relevant boxes)

	OJTI	STDI	ASSESSOR	REMARKS
Initial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Renewal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 6: ENGLISH LANGUAGE PROFICIENCY ENDORSEMENT

	Level 4	Level 5	Level 6	REMARKS
Initial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Renewal	<input type="checkbox"/>	<input type="checkbox"/>	N/A	

The English Language Proficiency of the applicant has been assessed in accordance with Unit procedures.

The applicant has been assessed against the ICAO language proficiency rating scale and has been assessed to have proficiency in the English Language at the above indicated level

The assessment was carried out on (dd/mm/yyyy):

Assessment conducted by:

.....

SECTION 7: CANCELLATION OF UNIT ENDORSEMENT

Rating/Endorsement/Sector/Operational Position (e.g. ADI/TWR/RAD/GMS/XXXX Tower)

.....

SECTION 8: DUPLICATE LICENCE

Circumstances of lost or stolen licence

.....

.....

First Occurrence Repeated Occurrence

Employer/police report attached Yes No

SECTION 9: CHANGE OF PERSONAL DETAILS

Previous Details:

Full Name:

Nationality:

Current Details:

Full Name:

Nationality:

Certified official documents must be attached proving applicant claims

SECTION 10. DETAILS OF FOREIGN LICENCE HELD

Issuing Authority		Licence Number	
Ratings		Expiry date	
Endorsements (if any)		Expiry date	
ELP Level		Expiry date	
Medical Certificate Class		Expiry date	

False Statement

The making of false statement for the purpose of procuring the issue of a certificate, licence or other document is an offence under the Aviation Legislation. The Directorate General of Civil Aviation may, in any case in which they think it is desirable, require the applicant for a certificate of registration to furnish such evidence as they may desire and to make and subscribe a statutory declaration as to the truth of the facts set out in the application.

SECTION 11: DECLARATION BY APPLICANT

I hereby declare that I have carefully considered the statements made and that to the best of my belief they are correct.

Signature:

Date(dd/mm/yyyy):

DECLARATION BY THE ATS LICENSING DIVISION HEAD

I, the undersigned, hereby certify (*delete as appropriate*):

The details of the air traffic control training are correct and/or that the Unit Training Plan requirements have been satisfactorily completed.

The applicant is recommended for Unit Endorsement(s).

The applicant no longer holds the Unit Endorsement(s) stated in Section 7.

Name:

Designation:

Date (dd/mm/yyyy):

Signature:

Organisation:.....

For Official Use only (DGCA/ASD)

Date of Receipt:

Application

Accepted:

Rejected:

Pending:

Approved:

Remarks:

Name and signature of assigned inspector:

Name:

Signature:.....

Date:.....

Guidance for the Supporting Documents to be attached along with the application

STUDENT AIR TRAFFIC CONTROL LICENCE

S/No.	Items	Remarks
1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID (must be at least 18 years old)	
3	Evidence of completion of approved initial training relevant to the rating and rating endorsement if applicable	
4	Recent personal photo	
5	English Language Proficiency certificate at level 4 or higher, which has been issued by an approved testing provider.	
6	Valid Class 3 medical certificate	

AIR TRAFFIC CONTROL LICENCE (INITIAL)

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID (must be at least 21 years old)	
3	Recent personal photo	
4	Student Air Traffic Controller's licence	
5	Evidence of completion of Approved Training relevant to rating, rating endorsement and unit endorsement, as applicable	
6	Valid Class 3 medical certificate	
7	English Language Proficiency certificate at level 4 or higher, which has been issued by an approved testing provider	

RATING ENDORSEMENT

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence	
4	Evidence of Completion of Approved Training relevant to rating, rating endorsement and unit endorsement, as applicable	
5	Evidence the holder has been assessed as competent in accordance with the approved Unit Competence Scheme	
6	Valid Class 3 medical certificate	
7	English Language Proficiency certificate at level 4 or higher, which has been issued by an approved testing provider	

UNIT ENDORSEMENT and REVALIDATION

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence	
4	Evidence of completion of the relevant Unit training course	
5	Evidence the holder has exercised the privileges of the licence for a minimum number of hours as indicated in the approved Unit Competence Scheme;	
6	Evidence the holder has been assessed as competent in accordance with the approved Unit Competence Scheme	
7	Completion of refresher training within the year preceding the application (for revalidation)	
8	Valid Class 3 medical certificate	
9	English Language Proficiency certificate at level 4 or higher, which has been issued by an approved testing provider	

UNIT ENDORSEMENT RENEWAL

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence	
4	Evidence of completion of the relevant approved unit endorsement training	
5	Valid medical certificate	
6	English Language Proficiency certificate at level 4 or higher, which has been issued by an approved testing provider	

ENGLISH LANGUAGE PROFICIENCY

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence	
4	English Language Proficiency certificate at level 4 or higher, which has been issued by an approved testing provider	

OJTI ENDORSEMENT

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence with a valid Unit Endorsement	
4	Evidence that the applicant has exercised the privileges of an ATC licence in the rating they will instruct in, for a period of at least 2 years (a period of 6 months experience of the required 2 years must be preceding the application)	
5	Evidence the applicant has successfully completed a practical instructional techniques course within the year preceding the application	

OJTI ENDORSEMENT RENEWAL

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence with a valid Unit Endorsement	
4	Evidence of receiving refresher training on practical instructional skills	
5	Evidence the applicant has successfully passed practical instructor competence assessment within the year preceding the application for renewal	
6	Evidence that the applicant has exercised the privileges of an ATC licence for a period of at least 2 years immediately preceding the application of renewal	

STDI ENDORSEMENT

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence	
4	Evidence of at least 2 years experience in the rating to instruct in	
5	Evidence of successfully completing a practical instructional techniques course	

STDI ENDORSEMENT RENEWAL

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence	
4	Evidence of receiving refresher training on practical instructional skills and current operational practice	
5	Evidence the applicant has successfully passed practical instructor competence assessment within the year preceding the application for renewal	

ASSESSOR ENDORSEMENT

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence	
4	Evidence that the applicant has exercised the privileges of an ATC licence in the rating, rating endorsement they will assess in, for a period of at least 2 years	
5	Evidence the applicant has successfully completed an assessor course within the year preceding the application	

ASSESSOR ENDORSEMENT RENEWAL

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Copy of ATC Licence	
4	Evidence of receiving refresher training on assessment skills and current operational practices	
5	Evidence the applicant has successfully passed assessor competence assessment within the year preceding the application for renewal	

DUPLICATE LICENCE

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Recent personal photo	
4	Copy of ATC Licence	
5	Copy of police report in case of licence lost or stolen	

CONVERSION OF FOREIGN LICENCE

1	Official Request letter from the Air Navigation Service Provider	
2	Copy of Passport or Civil ID	
3	Recent personal photo	
4	Copy of Foreign ATC Licence	
5	Licence verification letter from the foreign issuing authority	
6	Copy of class 3 medical certificate	