

Application for Radio Operator's Certificate of Competence

Please complete this form online (preferred method) then print, sign and submit as instructed.
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.



Unique No. (to be completed by CAA)

Please read attached Guidance Notes before completing this form.

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. APPLICATION (tick as appropriate)

To be completed by the Applicant

I am applying for a Radio Operator's Certificate of Competence (ROCC):

Air Ground Communications Service (AGCS)

Clearance Delivery Officer (CDO)

Offshore Communications Service (OCS)

Parachute (PARA)

2. APPLICANT DETAILS

To be completed by the Applicant

CAA Personal reference number (if known):

Title: Forename(s): Surname:

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

Place of birth: Country of birth:

Permanent Address:

..... Postcode:

Telephone: Alternative telephone Number:

E-mail: Fax Number:

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

3. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address (if different from above):

.....

..... Postcode:

4. EXEMPTIONS (to be completed if applying for exemption from both the written and practical examinations for the grant of a ROCC (AGCS or CDO).)

To be completed by the Applicant

UK CAA Air Traffic Controller's Licence holder with a current Unit Licence Endorsement.

Licence Number:

UK CAA FISO Licence holder with a current Aerodrome/Area Control Centre validation.

Licence Number:

Holder of an ATC Certificate of Competence issued to a member of HM Forces with a current unit validation.

Licence Number:

HM Forces, a copy of the ATC Certificate of Competence must be submitted with the application.



5. EXAMINATION DETAILS To be completed by an authorised *Assessor(s)

Please enter written and/or practical examinations undertaken e.g. Written Examination (AGCS)

Examination type (written/practical)	Date Examination held	Location of Examination	Assessor Name (BLOCK CAPITALS)

Where the written and practical examination(s) have been conducted by different authorised Assessors, both Assessors should complete the relevant examination details and sign below.

A copy of the written examination paper is to be submitted with this application.

6. ASSESSOR DECLARATION To be completed by the Assessor(s)

I certify that I have examined the applicant and that they have successfully completed the above examination(s)

Assessors Signature: Date:

Assessors Signature: Date:

7. FINANCIAL DECLARATION (MUST BE COMPLETED BY THE APPLICANT EVEN IF PAYMENT IS BEING MADE BY A THIRD PARTY)

I declare that to the best of my knowledge the particulars entered on 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: Date:

8. COURIER CHARGES

Note to all applicants: All original documents submitted by the customer and CAA issued documents, will be sent by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "[Courier Charge](#)". The courier charge will be added to the relevant charge as per the Personnel Licensing [Scheme of Charges](#) and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by the use of normal postal services.

If you wish to OPT OUT of document return by secure courier, please tick box.

Please note: The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.