



REPUBLIC OF CYPRUS



DEPARTMENT OF CIVIL AVIATION

APPLICATION FORM FOR EASA THEORETICAL KNOWLEDGE EXAMINATIONS

This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Please read the attached Guidance Notes before completing this form.

FALSE REPRESENTATION STATEMENT

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons so doing render themselves liable, on summary conviction, to a severe fine and/or imprisonment.

1. APPLICANT DETAILS	
Surname:	Forename(s):
Date of Birth:	Nationality:
Town of Birth:	Country of Birth:
Permanent Address:	
Telephone:	Mobile telephone:
e-mail:	
Address for Correspondence (if different from above):	
Name of Approved Training Organisation	
Date of examination requested	

2. EXAMINATION DETAILS

Aircraft Category: Aeroplane Helicopter

Licence: PPL ATPL

Subject	✓	Attempt No.	Date Passed
Air Law			
Aircraft General Knowledge (Only for PPL)			
Aircraft General Knowledge (airframes/systems/powerplant)			
Aircraft General Knowledge (instrumentation)			
Mass & Balance			
Flight Performance and Planning (Only for PPL)			
Performance			
Flight Planning & Monitoring			
Human Performance			
Meteorology			
Navigation (Only for PPL)			
General Navigation			
Radio Navigation			
Operational Procedures			
Principles of Flight			
Visual Flight Rules (VFR) Communications			
Instrument Flight Rules (IFR) Communications			

3. ATO CERTIFICATION	
<p>I certify that (name)..... has completed a course of theoretical knowledge training for the examinations applied for in Section 2. I further certify that I have confirmed that the applicant has completed the appropriate elements of the training course to a satisfactory standard and is recommended to take the examinations</p> <p>Course Start Date: Course End Date: Hours completed on course:</p> <p>Approved Training Organisation (ATO):ATO Approval No.</p> <p>Competent Authority issuing Approval:</p> <p>Name of Head of Training:</p>	
<p>Signature of Head of Training: Date:</p>	
<p>Training Organisation Stamp</p>	
<p>PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1</p>	

4. DECLARATION OF APPLICANT	
<p>I DECLARE that the information given on this form is correct. I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.</p>	
<p>Applicant's Signature: Date:</p>	
<p>PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1</p>	

5. PAYMENT METHOD	
<p>Please complete and submit form LIC/ACC/01 as per instruction on section 6 of this form.</p>	

6. SUBMISSION INSTRUCTIONS	
<p>Send the completed application to: Cyprus Department of Civil Aviation Licensing Department 27 Pindarou str, 1060 Nicosia, Cyprus</p> <p>Please note that failure to provide all the necessary documentation may lead to a delay in processing the application.</p> <p>To apply for EASA Theoretical Knowledge Examinations the following additional information is required to be provided:</p> <ol style="list-style-type: none"> 1. Evidence of identity. (Current passport, Birth Certificate or Cyprus Identity card); 2. Theoretical Knowledge Course completion Certificates 3. Copy of Part-ORA Approved Training Organisation approval certificate; <p>Note: where copies are provided these should be certified as "True Copies" as per Section B of Guidance Notes.</p> <p>If you are unable to find the information you require please contact our Licensing team on +35722404126/+35722404128 or email at eld@dca.mcw.gov.cy</p>	

**APPLICATION FORM FOR EASA THEORETICAL KNOWLEDGE EXAMINATIONS
GUIDANCE NOTES**

A. General Guidance

In order for the Licensing Section to process your license application as quickly as possible, it is important that you complete the application form correctly and submit all the required supporting documentation.

The application form and this guidance document, covers theoretical knowledge examinations for all license categories. Please work your way through the guidance note and ensure that you read and fully digest the information applicable to your application.

This document will give guidance on:

1. Where to apply for your examination
2. How to contact us if you have a query
3. Supporting documentation required with the application
4. How to complete each section of the application form

B. Guidance for Certification of Original Documents

The following people can act as 'certifiers':

- Head of Training or Quality Manager of Approved Training Organisation.

Instructions for the certifier of your original documents are as follows:

1. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date.
3. Certifier's name must be printed in block capitals.
4. Must include position or capacity, e.g. Head of Training

C. How to complete each section of the application form

General

All applicants are strongly advised to read European Commission Regulation (EU) No. 1178/2011 as amended, which describes in detail the requirements for the grant of a PART FCL Private Pilot License (Aeroplane) and any relevant Aeronautical Information Circulars before completing this form.

Section 1 – Date of Examination

Refer to relevant AIC or contact DCA for examination schedule

Section 4 – Declaration of Applicant

This section must be completed after reviewing all information entered on the application form.

Section 5 – Payment Methods

Payment may either be in cash at the Account Section of DCA or by a Cheque payable to the Director of the DCA. Please enclose copy of receipt form LIC/ACC/01 with your application of submission.

Applicable Fees and Charges are published at DCA official website.

Section 6 – Submission Instructions

By Post

As detailed in Section 13 Submission instructions of application form.

Public Counter

The DCA offices hours are open to the public from 0800 to 1430 Monday to Friday.

How to contact us if you have a query

If you are unable to find the information you require please contact our Licensing team on +35722404126/+35722404128 or email at eld@dca.mcw.gov.cy