# Application form for the Validation (or Extension of Validation) of a Flight Crew License Issued by an ICAO Contracting State for Commercial Activities and for non-commercial operations where the pilot is Remunerated under Article 5 of Minister Order No. 218/2023 transposing EU Reg 2020/723.

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| **FALSE REPRESENTATION STATEMENT**  It is an offence under the Albanian legislation to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both. |

Name(s): ................................................... Surname: ..........................................................................................................

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

Town of birth: ......................................................... Country of birth: ...............................................................................................

Permanent Address: .........................................................................................................................................................................................................

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............................................................................................................................... Postcode: .................................................................................

Telephone: .............................................................. Alternative telephone Number: ......................................................................................

E-mail: ............................................................................................................................................................................................................................

A certified copy of your valid Passport (see Guidance Note 1) must accompany your application as proof of identification.

**1. APPLICANT DETAILS**

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| **2. MEDICAL FITNESS To be completed by the Applicant** | | |
| Class of Medical Certificate held | Date of last Medical | Date of Expiry |
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| **3. DETAILS OF OPERATING COMPANY/EMPLOYER To be completed by the Applicant** |
| Name of Operator/Employer: ..................................................................... AL.AOC Number (if applic.): ........................................................... Address: ...................................................................................................................................................................................................................................  ...............................................................................................................................Postcode: ...........................................................................  Telephone Number: ............................................................................. Email: ................................................................................................... |

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| **4. VALIDATION REQUIREMENTS** |
| Capacity in which flight crew member will be employed:  Pilot in Command Co-Pilot Activity for which validation is required:  Acceptance flight Ferry flight  Commercial air transport Initial line flying  Delivery flight Test flight  Demonstration flight Instruction flight for entry into service  Display flight Other commercial activity  Description of other commercial activity (for example, crop spraying, or flying the aircraft owner: ........................................  .................................................................................................................................................................................................  **Privileges applied for (Aeroplanes):**  Commercial air transport in multi-pilot aeroplanes as PIC Commercial air transport in multi-pilot aeroplanes as co-pilot Commercial air transport in single-pilot aeroplanes as PIC  Commercial air transport in single-pilot aeroplanes as co-pilot according to Part-OPS Exercise of privileges in aeroplanes in operations other than commercial air transport  (commercial activities and non-commercial operations where the pilot receive remuneration)  **Privileges applied for (Helicopters):**  Commercial air transport in multi-pilot helicopters as PIC in VFR and IFR operations Commercial air transport in multi-pilot helicopters as PIC in VFR operations Commercial air transport in multi-pilot helicopters as co-pilot in VFR and IFR operations Commercial air transport in multi-pilot helicopters as co-pilot in VRF operations Commercial air transport in multi-pilot helicopters as co-pilot  Commercial air transport in single-pilot helicopters as PIC  Exercise of privileges in helicopters in operations other than commercial air transport (commercial activities and non-commercial operations where the pilot receives remuneration)  Type or class of aircraft:  .................................................................................................................................................................................................  .................................................................................................................................................................................................  End date for validation (if less than 12 months):……………………………………………………………..(dd/mm/yyyy)\*  \*The validation can only be issued for a maximum of 12 months from date of test. |

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| **5a. PARTICULARS OF THIRD-COUNTRY LICENCE** | | |
| Licence to be validated | Country of issue |  |
| Type of Licence |  |
| Licence number |  |
| Date of issue |  |
| Date of expiry |  |
| Date of last medical examination |  |
| Limitations or Endorsements |  |
| Radio Telephony Operator’s Licence | License number |  |
| Instrument Rating | Date of Issue |  |
| Date of last check |  |

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| **5b. PARTICULARS OF THIRD-COUNTRY LICENCE** | | | | |
| **Total pilot experience** | | | **Aeroplanes** | **Helicopters** |
| **All Applicants** | Total flying experience | Total as pilot in command |  |  |
| Total as Co-Pilot |  |  |
| Total flight time on aircraft type/class to be validated |  | |
| Last flight on aircraft type/ class to be validated |  | |
| **Commercial Air Transport Operations Applicants Only** | Total Single Multi Pilot experience \*  Tick as applicable \* | Pilot in command (PIC) |  |  |
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| PIC in preceding 12 months |  |  |
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| Co-Pilot |  |  |
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| Co-Pilot in preceding 12 months |  |  |
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| Total hours Seaplane operations | |  |  |
|  | | | **Aeroplanes (other than TMG)** | **Helicopters** |
| **Other Commercial Activities Applicants** | Total flying experience | PIC |  |  |
| Co-Pilot |  |  |
| Hours in activity required for the validation issue | |  |  |
| Hours in activity required in preceding 12 months | |  |  |
| Total | | |  |  |

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| **6. ENGLISH LANGUAGE PROFICIENCY ASSESSMENT** | | |
| ICAO English Language Proficiency\* | Date |  |
| ICAO Level |  |
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| The above examination was completed at (Test location) | | |
| \* Applicable to applicants who do not hold an English Language Proficiency endorsement in English issued by the CAA | | |

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| **7. APPLICATION FOR EXTENSION TO VALIDATION** |
| To be completed if the application is for the extension of an existing validation certificate **before** the validation expires. I confirm that. has commenced a course of training towards the issue of  a Part-FCL CPL ATPL IR  It is expected that the applicant will apply for the license by. (dd/mm/yyyy). The applicant is requesting an extension to the above validation in accordance with the terms set out in Article 5 of Albanian Regulation Minister Order 218/2023 transposing Reg (EU) No. 2020/723.  Approved Training Organization (ATO): ........................................................................ ATO Approval No: ..........................  Competent Authority issuing approval: ...................................................................................................................................  Head of Training’s Name: ........................................................................................................................................................ |
| Signature (Head of Training) *(if applicable):* .............................................................................................. Date: .................................. |
| **The period of the extension is at the discretion of the CAA, taking in to account the requirements to be complied with granting an EASA Part-FCL license.** |
| **PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1** |

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| **8. DECLARATION OF APPLICANT (tick as appropriate) To be completed by the Applicant** |
| I declare that: (complete a, b and c as appropriate)   1. I live in Albania 2. the Principal Place of Business of the Operator I am employed by is located at ...........................................................   . (please give address)   1. the aircraft for which I require a validation is registered as...........................................   I have read and understood the Part-FCL and Albanian Air Ops (as applicable) implementing rules relevant to my license and the proposed operations  I have not been issued with a validation previously under Albanian Regulation transposing (EU) No. 1178/2011, by the Republic of Albania  and that I have not had a validation refused, suspended, or revoked by the CAA |
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| Signature: .......................................................................................................................... Date: .................................. |
| **PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1** |

**GUIDANCE NOTE**

Having a clear application form and pilots’ log(s) will enable the CAA to issue validations more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please note that failure to submit a correctly completed application form with the required supporting documents will lead to the formal delay and/or rejection of your application.

**IMPORTANT INFORMATION**

**In order to exercise the privileges of a validation where the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator’s Licence. Such a licence will only be granted if the applicant holds a Language Proficiency Certificate in English in accordance with FCL.055 and Appendix 2 of Part-FCL prior to licence application. Should you not hold a valid Language Proficiency in English your application will be rejected.**

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| **GUIDANCE NOTE 1: Certifiers of ID** |
| The following people can act as 'certifiers':   * Head of Training at Air Operating Company or Operator’s Accountable Manager.   **Instructions for the certifier of your ID document 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 Approved Training Organization |

**General Guidance**

1. The validation of flight crew licenses granted by ICAO Contracting States is in accordance with the provisions of Article 5 of Albanian Minister Order No 218/2023 transposing EU No 2020/723 and MO 178/2023 transposing (EU) Regulation No. 1178/2022) for the time being in force, and with the standard set out in paragraph 1.2.2 of Annex 1 (Personnel Licensing) 6th Edition to the Convention on International Civil Aviation.
2. Before a license is validated, it must have the aircraft type(s) or class(es) for which the validation is required, specified in the Aircraft Rating.
3. Applications for a Certificate of Validation may be submitted via the employer/operating company whose principal place of business is in Albania on behalf of the holder of a Third country professional pilot's licence whose service they wish to utilise. Certificates of Validation, when issued, must be passed to the licence holder who should retain it with the licence to which it relates, so that both may be produced on request to a person so authorized.
4. As of 1 July 2017, all third country ICAO licence holders are required to apply for the verification of their licence when applying for any licensing service from the CAA on the basis of this license, The Albanian CAA will apply to the National Aviation Authority for verification of your license, and will only process the validation once this has been received. The CAA will not recognize an expired ICAO license, rating or medical certificate in any circumstance.
5. Evidence of experience (certified by the operator if applicable.) This does not apply to airships and specific tasks of limited duration.

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| **GUIDANCE NOTE 2: LOGBOOK EVIDENCE** |
| Documentation showing that you have met the flying experience requirements for the licence or rating you are applying for, that you are in current flying practice and that you meet the experience requirements  This must be sent either as:   * original logbooks, or * copies of your logbook pages (certified by your operator or an examiner),   **Certification format**  The certifier should write on the copies the following:   * the declaration “I have seen the original document and I certify that this is a complete and accurate copy of the original” * his/her signature * his/her name (in block capitals) * his/her position or capacity (e.g. "Head of approved training organization) |

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| **GUIDANCE NOTE 3: Which sections of the application form to complete** | |
| **Application applied for** | **Sections to be completed** |
| Validation for Commercial Air Transport | All sections |
| Validation for Other Commercial Activities | All sections |
| Validation for specific tasks of limited duration | 1, 2, 3, 4, 5a, 8 |

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| Application | Original flying logbook(s) or copies certified by Operator | Original and current third country  professional Flight Crew Licence with appropriate Type Rating and validating Medical Certificate or copies certified by Operator | Letter of verification from issuing National Aviation Authority, see General Guidance Note 4 | Certified copy of your valid Passport,  see Guidance Note 1 | Original Part- MED Class One Medical Certificate or copy certified by Operator | Applicable examiners Report |
| Validation for Commercial Air Transport |  |  |  |  |  |  |
| Validation for Other Commercial Activities |  |  |  |  | N/A |  |
| Validation for specific tasks of limited duration | N/A |  |  |  | N/A | N/A |