

# APPLICATION FOR SAME DAY AND SPECIAL DELIVERY SERVICES



Submission instructions can be found at the end of the form.

CAA use only

Please indicate the requested service below and submit this form via the Application Form Submission Service, please see the submission instructions at the bottom of the form.

SECTION 1: SAME DAY PROCESSING SERVICE		
AIRWORTHINESS PRODUCT	Additional Fee AOC AOC No:.....	Additional Fee Non AOC
Re-registration		
Part 21 temporary Permit to Fly issue		
Part 21 temporary Permit to Fly issue, including approval of non-design related Flight Conditions		
Over-fly exemptions		

**SECTION 2: ELECTRONIC CERTIFICATES**

The CAA now issues Aircraft Electronic Certificates. When printed, they satisfy the on-board carriage requirements for aircraft engaged in international air navigation in accordance with UK Air Navigation Order (ANO) Article 229, Regulation (EU) No 965/2012 Air Operations and Articles 29 and 31 of the Convention on International Civil Aviation as well as the requirements of Annex 7 and 8 to the same Convention.

Hard copy certificates are no longer provided.

**SECTION 3: DECLARATION**

I have read the service information on the CAA website and agree to pay the additional charges as detailed above.

Signed: .....

Print Name: ..... Date: .....

**SECTION 4: APPLICATION FORM SUBMISSION SERVICE (SUBMIT)**

**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.**

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

**Email** (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

**SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**



If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.

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£ .....	Folio: .....	Received by: .....	Date:.....