



UK APPLICATION FOR THE GRANT OF AN FAA A&P SUPPORT LETTER FOR A GROUND ENGINEER UK LICENCE HOLDERS ONLY

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

This Form must be sent directly to the UK CAA at the time of applying for the grant of an FAA A&P Support Letter

1. PERSONAL DETAILS

CAA Personal Reference Number

Surname Forename(s)

Title Date of birth (dd/mm/yyyy)

Nationality Town and Country of birth

Permanent address

..... Postcode

Telephone Number Email address.....

Correspondence address (if different from above)

..... Postcode

2. DECLARATION

I declare that the information on this form is correct.

Signature

Name (in full) Date

It is an offence under the UK Air Navigation Order 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. A cancellation charge may be applied as per the CAA scheme of charges when an active application request has been cancelled by the CAA or the customer.

3. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. 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.

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

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

Application Form Submission Service

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.