



APPLICATION TO BECOME A DFT CERTIFICATED INSTRUCTOR

This form should be used to apply to become a DfT Certificated Instructor, and to be issued a Certificated Instructor Number (CIN). **Please use the checklist in section 7** to ensure you have all the required documentation, as incomplete applications will be subject to a delay.

SECTION 1 – APPLICANT’S PERSONAL DETAILS (Information should be as per ID document)

Surname: Any previous surname:
First name: Any other given names:
Also known as:
DOB: NI Number:
ID Document type: ID issuing country:
ID number: Nationality:
Contact email:
Personal email:
Personal Mobile¹: Work telephone:
Personal address:
Postcode:

SECTION 2 – TRAINING PROVIDER DETAILS

Linked Training Provider:
Company name if different from above:
Job title of applicant:

SECTION 3 – BACKGROUND CHECK DECLARATION

It remains the employer’s responsibility to undertake the necessary checks to obtain a background check in line with EU Regulation 2015/1998 (as retained in UK law). The CAA will be conducting secondary checks on the applicant’s identification (ID check) and Criminal Records Check (CRC). The background check consists of 3 parts:

- A 5 year employment history
- An ID check
- A Criminal Record Certificate

The employer should confirm the 5 year employment history, using the declaration set out below. The declaration section should be completed by an appropriate management or HR person, unless you are making a self-declaration.

The ID check will be carried out by the CAA and we will contact you to arrange a suitable time to undertake this check – this will require a visual confirmation of the ID against the bearer. Please provide a photocopy of your ID with your application.

The most recent Criminal Record Certificate(s), covering all states of residence for the previous 5 years, must be submitted with this application form to the CAA².

¹ If the applicant has no personal mobile a landline can be given.

² The most recently obtained CRC should be provided, as checked by the employer as part of a background check.

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Employer Declaration – 5 years employment history

I hereby confirm that _____ (print name) has successfully completed background check on _____ (date) in line with EU Regulation 2015/1998 (as retained in UK law) and will be working as an aviation security instructor.

Name:

Company Name: _____ Please tick this box to verify your statement

Role in company:

Contact telephone number:

If you are self-employed and making a self-declaration please tick this box

Please note that if you are self-certificating we will require verification from either an accountant or another Certificated Instructor to corroborate 5 years continuous employment history.

SECTION 4 – COUNTER TERRORIST CHECK

*Please fill out the below carefully so your CTC application can be linked to your instructor application. If you have not yet applied for CTC, please write N/A. Please note, you will **not** be able to be issued a CIN without a valid CTC clearance. Clearance to SC level is also acceptable, should this already be held.*

Application reference number:

Sponsor organisation:

Sponsor name:

Date of application:

If you are an independent instructor who requires sponsorship from the CAA, please tick this box

If you have existing CTC or SC clearance, please tick this box and **enclose a copy of your confirmation of clearance**

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SECTION 5 – CERTIFICATION REQUIREMENT

Please indicate below which of the DfT approved syllabuses you wish to be certificated for:

Ground (Operatives and/or Supervisors)	<input type="checkbox"/>	Cargo (Regulated Agent)	<input type="checkbox"/>
Aircrew	<input type="checkbox"/>	Cargo (Known Consignor)	<input type="checkbox"/>
Airport Supplies	<input type="checkbox"/>	Aviation Security Manager	<input type="checkbox"/>
In-flight Supplies	<input type="checkbox"/>	Recognition of Firearms and Explosives	<input type="checkbox"/>
Hold Baggage Reconciliation	<input type="checkbox"/>	General Security Awareness Training	<input type="checkbox"/>
Aircraft Search Training Package	<input type="checkbox"/>		<input type="checkbox"/>

SECTION 6 – INSTRUCTOR DECLARATION

- I hereby confirm that the training I will be conducting under the UK National Aviation Security Programme (NASP) will be delivered in the UK, to persons or entities within scope of the UK NASP and that for any training to be conducted outside these parameters I will seek permission from the CAA beforehand (unless the training is conducted on behalf of the DfT).
- I understand that I am required to inform the CAA as soon as possible of a) any change in my contact details (including my employer) and b) any disqualifying convictions incurred. I understand that it is my responsibility to notify UKSV of any change in personal circumstances if following the granting of my clearance I:
 - Marry/ form a Civil Partnership/ divorce/ dissolve a civil partnership or have a new or change of partner (with whom I live as a couple)
 - Receive a Police caution, reprimand, or final warning; am arrested or refused bail or are convicted of an offence (other than minor road traffic offences).
- I consent to my personal information being retained by the CAA for the purposes of being a certificated aviation security instructor and understand that this will entail sharing this information with government partners and law enforcement agencies for the purpose of an enhanced background check.
- We may share your personal data with employers, our trusted third-party organisations, government agencies and law enforcement authorities. We may need to share your personal data to fulfil our purposes for processing your personal data and/or because those third parties need to process your personal data for their own purposes to safeguard national security and prevent and detect crime. Where we share your personal data with third parties, they will only use it in compliance with data protection legislation. These third parties may transfer your personal data overseas, but we will always ensure the disclosure is legitimate and proportionate for processing. For more information on who we share your personal data with, please contact aphids@avsec.caa.co.uk.

Please tick to indicate your agreement.

Name.....

Date.....

SECTION 7 – SUBMISSION CHECKLIST

I enclose the following documentation in support of my application:

Aviation security training course certificates

Level 3 Award in Education and Training (or equivalent)

Relevant evidence for occupational competence (if applicable)

Photocopy of ID document

Verification of continuous employment history (required only if making a self-declaration in section 3)

CTC or SC clearance letter (if applicable)

Criminal Record Certificate (covering all states of residence for the last 5 years)

Once complete and all relevant documentation is collated, please submit this application form along with your supporting evidence to avsec.training@avsec.caa.co.uk