

Application for the Notification of a Change to Personal Details to an ATCO or FISO Licence or Radio Operator Certificate of Competence (Regulation UK (EU) 2015/340 and Air Navigation Order 2016)



Please read the included guidance notes before completing. Submission instructions can be found at the end of the form.

FALSE REPRESENTATION STATEMENT

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.

1. TYPE OF CHANGE

(Completed by the Applicant)

Change of Address:

Change of Name:

Change of Nationality:

2. PERSONAL DETAILS FOR INCLUSION IN NEW LICENCE/CERTIFICATE

(Completed by the Applicant)

Please refer to Section 2.1 in the Guidance Notes for supporting documentation required.

ATCO Licence number:

FISO Licence number:

Radio Operators Certificate of Competence number:

Title: Surname: Forename(s):

Date of Birth (dd/mm/yyyy): Nationality:

Place of Birth: Country of Birth:

Applicants Address:

County: Postcode: Country:

Telephone Numbers: Home: Mobile:

Email Address:

Unit Name:

Unit Address:

County: Postcode: Country:

ICAO Location Indicator:

The licence will be sent to the unit by default unless specified otherwise by the unit or individual with an explanation to: ats.licensing@caa.co.uk.

3. FINANCIAL DECLARATION

(MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY)

I am applying for the Change to Personal Details to an ATCO or FISO licence and/or Radio Operator Certificate of Competence.

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I agree to pay the charges for this application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant (as shown in 1):

Signature of Applicant (named in 1): Date:

4. PAYMENT BY A THIRD PARTY	HANDLED BY A THIRD PARTY
Please provide payee details here (if different from above) Email: Mobile number:	Is the applicant being handled by a third party? Name of individual handling application Email: Mobile number:

5. 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, 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.

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')

Where payment is to be made via bank transfer, the payment reference must include the individual's CAA reference number and application form, e.g. 123456A1411A.

If a transfer is for multiple individuals/applications, please send an accompanying email to licence.applications@caa.co.uk detailing the fee for each CAA reference and application. This ensures accurate reconciliation of payments, and will reduce the time taken to process your application.

Delays will occur where the above guidance is not followed.

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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Guidance on completion of CAA Form SRG 1411E



General

This form must be used to notify CAA Licensing Assessment when updating address, name or nationality.

Section 1 Type of Change

Tick the appropriate box depending on the type of change or notification being made and complete all sections of the form prior to submission.

Section 2 Personal Details for Inclusion in New Licence/Certificate

This section must be fully completed.

Section 2.1 Supporting Documentation Required with the Application

Please refer to the table which indicates the supporting documentation which is required to submit with your application:
Note: For an update to personal detail including to change a name back to a maiden name following a divorce, please see Change of Name by Deed Poll

Application	Certified copy of the applicants' licence/certificate (as appropriate)	Certified copy of your valid Passport or temporary or full and valid photographic UK driving licence	Certified copy of your Marriage or Civil Partnership Certificate	Certified copy of the Change of Name Deed Poll
Change of Address	✓	✓	N/A	N/A
Change of Name by Marriage or Civil Partnership	✓	✓	✓	N/A
Change of Name by Deed Poll	✓	✓	N/A	✓
Change of Nationality	✓	✓	N/A	N/A

You must ensure that your medical certificate is amended accordingly.

Section 3 Financial Declaration

This section must be completed by the applicant in all cases, even if the payment is being made by a third party as indicated in Section 5 and when there is no payment associated with the application/notification.

Section 4 Payment by a Third Party

This section must be completed if payment is not being made by the applicant.

INCLUSIONS

Where required remember to include copies of relevant licences and certificates with your application.

CERTIFIERS OF DOCUMENTS

Any Senior Staff member of the applicant's employer can act as a 'certifier'. Instructions for the certifier of your 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. Unit Manager.

SRG Forms for ATCO Licensing

- SRG1411A: Application for the Issue of an Air Traffic Controller Licence
- SRG1411B: Application for the inclusion, renewal or cancellation of Unit Endorsements in an ATCO Licence
- SRG1411D: Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment
- SRG1411E: Application for the Notification of a Change to Personal Details to an ATCO or FISO licence or Radio Operator Certificate of Competence
- SRG1411F: Application for the reissue of a UK Regulation (EU) 2015/340 Air Traffic Controller (ATCO) Licence that has been exchanged for an EU Member State licence
- On-Line Form: [Replace a licence or certificate that has been lost, damaged or stolen](#)
- SRG1415: Application for the issue, revalidation or renewal of an ATC Assessor, OJTI or STDI licence endorsement
- SRG1416: Record of Revalidation of an ATCO Unit Endorsement
- SRG1421: Application for the Issue of a Student Air Traffic Controller License or the inclusion of Additional Ratings
- SRG1426: Air Traffic Controller Licence - Revalidation or Renewal of an English Language Proficiency Endorsement