

**GOVERNMENT OF INDIA  
CIVIL AVIATION DEPARTMENT**

File No.....

**APPLICATION FOR THE ISSUE/ CONVERSION OF ATPL(AEROPLANE)**

1.	Name <i>(as in 10<sup>th</sup> certificate)</i>		Affix self attested recent photograph of size 3 x 4 cm  (also enclose atleast 5 photographs with form)
	Father's Name		
	Mother's Name		
2.	Date of birth & Age <i>(as in 10<sup>th</sup> certificate)</i>		
3.	Place of birth		
4.	Country of birth		
5.	Nationality		
6.	Correspondence address		
7.	Permanent address		(signature of candidate)

**8. Educational Qualification:**

	Examination	Name of Board/ university	Year	Subjects offered (write name of subjects)	Remarks
(i)	Class X or equivalent				
(ii)	Class XII or equivalent				
(iii)	Any other				

*10<sup>th</sup> & 12<sup>th</sup> shall be from recognized Board/ University. 12<sup>th</sup> shall have Physics and Maths. For recognition and equivalency please check from Association of Indian Universities.*

**9. Knowledge: (Computer Number - .....)**

	Paper	Passed in Session	Roll No.	Date of Result	Valid upto	Remarks
a)	Air Regulation <small>{not required for hold valid Indian CPL}</small>					
b)	Air Navigation					
c)	Aviation Meteorology					
d)	Radio Aids and Instrument					
e)	ATPL Composite <small>{in lieu of b) , c) &amp; d) if applied for conversion}</small>					
f)	Technical General <small>{not required, if applied for conversion and foreign ATPL is on multi}</small>					
g)	Technical Specific <small>or valid Indian CPL on Multi {not required, if applied for conversion and foreign ATPL is on multi}</small>					
	(i) A/c Name.....					
	(ii) A/c Name.....					
h)	Technical Performance <small>or valid Indian CPL on Multi {not required, if applied for conversion and foreign ATPL is on multi}</small>					
	(i) A/c Name.....					
	(ii) A/c Name.....					
i)	Signal reception test @ 6/8 w.p.m.	<small>or valid Indian CPL on Multi {not required, if applied for conversion and foreign ATPL is on multi}</small>		Passed	Yes/ No	

*In case of conversion of foreign license, Technical Specific result in respect of the aircrafts shall be given from the contracting State. Holder of Valid Indian ATPL(H) Required to submit result of Technical General, Technical Specific and Performance only. Technical performance is for A/c above 5700 Kgs All technical exams are valid upto two and half years only.*

10.	<b>RTR and FRTOL details</b>	<b>Number</b>	<b>Date of issue</b>	<b>Valid upto</b>	Whether applied for FRTOL <input type="checkbox"/>	Remarks
	<b>Details of RTR(A)/RTR(P)</b>					
	<b>FRTOL License</b>				Yes/ No	

**11. Details of Class-1 Indian Medical**

<b>Medical Centre</b>	<b>Date of medical</b>	<b>Valid upto</b>	<b>Remarks</b>

*Class-I medical is valid for one year if age is below 40 yrs and valid for 6 months if age is 40 and above.*

**12. Flying experience:**

a) Total flying details till date:- from ..... To .....

A/c flown <input type="checkbox"/>	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	DAY		NIGHT		DAY				NIGHT				On Aircraft		Synthetic Simulator hrs	
	Dual	Solo	Dual	Solo	U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC	Total	Simulated		Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		(15)
<b>TOTAL</b>																

Note: write P1 U/s experience separately and do not include in Co-pilot column. (submit P1U/S) log book also )

Total flying experience till THE DATE OF SUBMISSION OF PAERS IN DGCA (fill up in the following table from table a) above:

Requirement	Hrs Req.	Actual	Remarks
<b>Total flying experience details</b>			
(i) <b>Total flying time</b> (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	<b>1500</b>		
(ii) <b>Total as PIC</b> (in this P1 U/S hrs are counted 50%) {Col (2) +(4)+(8)+(12)} + {50% of Col (7)+(11)}	<b>500</b>		
(iii) <b>Total Night flying experience</b> (in this 50% of multi co-pilot night hrs are counted) {Col (3) +(4)+(9)+(11)+(12)} + {50% of Col (10)}	<b>100</b>		
(iv) <b>Total Instrument Time</b> {col (14)+(15)+(16)} (not more than 50 hrs shall be counted from col 16) (attach sortie wise statement )	<b>100</b>		
<b>X-country flying time</b>			
(v) <b>Total X-country by day and night</b> (attach sortie wise statement )	<b>1000</b>		
(vi) <b>Total PIC X-country by day and night</b> (attach sortie wise statement )	<b>200</b>		
(vii) <b>Total PIC X-country flying time by Night</b> (attach sortie wise statement )	<b>50</b>		

b) Flying in preceding one Year FROM THE DATE OF SUBMISSION OF PAERS IN DGCA( FROM ..... TO .....

A/c flown <input type="checkbox"/>	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	DAY		NIGHT		DAY				NIGHT				On Aircraft		Synthetic Simulator hrs	
	Dual	Solo	Dual	Solo	U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC	Total	Simulated		Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		(15)
<b>TOTAL</b>																

Total flying experience in **preceding one year:** (fill up in the following table from table b) above)

Requirement	Hrs Req.	Actual	Remarks
<b>Total flying time</b> (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	<b>150</b>		

c) Flying in preceding 6 months FROM THE DATE OF SUBMISSION OF PAERS IN DGCA( FROM ..... TO .....

A/c flown <input type="checkbox"/>	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	DAY		NIGHT		DAY				NIGHT				On Aircraft		Synthetic Simulator hrs	
	Dual	Solo	Dual	Solo	U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC	Total	Simulated		Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		(15)
<b>TOTAL</b>																

Total flying experience in **preceding six months year:** (fill up in the following table from table (c) above)

Requirement	Hrs Req.	Actual	Remarks
<b>Total flying time</b> (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	<b>10</b>		

**13. Skill in preceding six months from date of application in DGCA, as required vide section-M**

a)	Requirement	A/c Name	duration	Date of test	Valid upto	Tick If CPL/ IR valid on multi	Remarks
(i)	<b>general flying test by day</b> (GFT not required if CPL with multi is valid)					CPL is valid – Yes	
(ii)	<b>general flying test by night</b> (GFT not required if CPL with multi is valid)						
(iii)	<b>IR Test</b> (IR not required if CPL & IR with multi is valid)					IR is valid - Yes	

**Note:** All the skill tests & instrument rating test shall be submitted in DGCA approved performa. Each test reports shall be duly signed by the DGCA approved examiner & counter signed by the aerodrome authorities and shall be submitted in original. (DGCA approved performas are available on DGCA website under tab-forms). All the above tests i.e. 13. a) (i), (ii) &(iii) shall be on the same aircraft type. All the flying tests shall have been conducted only after the date of passing of DGCA exam on that aircraft type.

**For additional aircraft ratings (A/c Name..... attach A/c specific result & give details in 9 above)**

b)	Requirement	Duration	Date of Test	Valid upto	Remarks
(i)	<b>general flying test by day</b>				
(ii)	<b>general flying test by night</b>				
(iii)	<b>IR Test</b>				

15.	<b>Were you been involved in aircraft accident/ incident in preceding 5 years</b> If yes, give details thereof; with the disciplinary action taken, if any:-	Yes/ No	
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16.	<b>Do you hold an Indian CPL – Yes / No (if yes, give following details)</b>					
	<b>CPL Licence Number</b>	<b>Issue date</b>	<b>Valid upto</b>	<b>PIC endorsements</b>	<b>Co-pilot endorsements</b>	

17.	<b>Do you hold an Indian Instrument Rating on CPL – Yes / No (if yes, give following details)</b>					
	<b>IR Number</b>	<b>Issue date</b>	<b>last IR test date</b>	<b>Last IR on Aircraft/sim</b>	<b>Valid upto</b>	

Note: IR test is valid for one year from the date of test and it shall be endorsed on the Instrument rating issued on CPL. IR test shall be on aircraft/ Level 'D' Simulator

**18. Fee Details:**

DD Number and Date	Place of issue & Bank Name	Amount	
<b>If fees is to be debited in the Advance Deposit Account of the operator, please fill up following:-</b>			
<b>Name of Operator</b>		<b>Signature of authorized</b>	
		<b>Name</b>	
		<b>Seal</b>	

Fees shall be paid in the form of Demand Draft, drawn on any nationalized bank in favor of 'Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi' payable at Delhi. Ref **rule 48** for fee amount.(Rs 5000 for issue of each license and additional Rs 5000 for each aircraft rating/ instrument rating)

**19. for defense personnel only:**

	Condition	Complied	
i)	<b>Whether the applicant is/ was in the service of Defense Forces of India.</b>	Yes/ No	
ii)	<b>If serving, No Objection Certificate obtained from the concerned Hqrs.</b>	Yes/ No	
iii)	<b>If serving, indicate whether accident/incident free certificate for the preceding 5 years has been obtained from the concerned Hqrs.</b>	Yes/ No	
iv)	<b>If not serving, indicate the Force..... and date of release.....</b> (attach copy of release certificate)		

**20. If application is for conversion of foreign ATPL, please give following details; also:-**

<b>a)</b>	<b>Details of foreign license</b>		
	<b>i) Country of issue</b>		
	<b>ii) Name &amp; Number of license</b>	ALTP-	
	<b>iii) Date of issue of license</b>		
	<b>iv) Validity of license</b>		
	<b>v) Aircraft ratings (PIC/Co-pilot)</b>		
	<b>vi) Instrument Rating</b>		

<b>b)</b>	<b>Details of foreign medical</b>		
	<b>i) Class &amp; Date of foreign medical</b>		
	<b>ii) Validity of foreign medical</b>		

<b>c)</b>	<b>Have you enclosed the verification of foreign license and medical from the contracting state's regulatory authority</b>	Yes/ No	
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<b>d)</b>	<b>Name, address, website &amp; e-mail ID of the contracting state's flying training institute from where you did training.</b>		
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<b>e)</b>	<b>Details of passport &amp; travel for flying training (enclose copy of all the pages)</b>		
	<b>i) Full Name on Passport:</b>		
	<b>ii) Passport Number:</b>		
	<b>iii) place of Issue:</b>		
	<b>iv) valid upto:</b>		

**21. Any other information:**

**Declaration by the Applicant**

I declare that in terms of provisions of Rule 39A of the Aircraft Rules,1937, I have not suppressed or given any wrong information herein above for the purpose of obtaining the licence/ rating applied for here. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.

Place:

Date:

Signature of the applicant

**21. Please tick the list of enclosures submitted :**

Sl.	List of the documents to be submitted with application form	Submitted	
		Yes	No
<b>For knowledge have you submitted:</b>			
1.	Passed result of Air Regulation {not required for holder of valid Indian CPL and IR}		
2.	Passed result of Air Navigation		
3.	Passed result of Aviation Meteorology		
4.	Passed result of Radio Aids and Instrument		
5.	Passed result of ATPL Composite {in lieu of Nav, Met & Radio aids if applied for conversion}		
6.	Passed result of Technical General {not required, if applied for conversion}		
7.	Passed result of Technical Specific {from contracting state, if applied for conversion; not required if multi a/c is endorsed on foreign ATPL} or {passed in India; not required if already have valid multi endorsement on Indian CPL}		
8.	Passed result of Technical Performance {from contracting state, if applied for conversion; not required if multi a/c is endorsed on foreign ATPL} or {passed in India; not required if already have valid multi endorsement on Indian CPL}		
9.	Passed result of signal reception test @ 6/8 w.p.m. {from contracting state, if applied for conversion; not required if having valid Indian CPL}		
<b>For flying experience have you submitted:</b>			
10.	Duly certified log books and separate log book of P1 U/S		
11.	CA39 duly certified by the competent authority for total flying period		
12.	CA39 duly certified by the competent authority for preceding one year		
13.	CA39 duly certified by the competent authority for preceding six months		
14.	Sortie wise statement of total X-country flying		
15.	Sortie wise statement of total PIC X-country flying		
16.	Sortie wise statement of total PIC X-country flying by night		
17.	Sortie wise statement of at least 100 hrs instrument flying		
18.	Report of General Flying Test by Day (in preceding 6 months) {not required for holder of valid Indian CPL on multi}		
19.	Report of General Flying Test by Night (in preceding 6 months) {not required for holder of valid Indian CPL on multi}		
20.	Report of IR Test (if IR requested) {not required for holder of valid Indian CPL and IR on multi}		
21.	Accident / incident record, if any		
<b>General Items</b>			
22.	RTR(A) License or Result of RTR(A) exam (if passed recently) (but RTR(A) license is must before issue of flight crew license, please also give a copy of license)		
23.	If you hold any other DGCA license please give a copy		
24.	10 <sup>th</sup> certificate in original and an attested copy		
25.	Verification of 10 <sup>th</sup> certificate from the concerned board/ university		
26.	12 <sup>th</sup> Certificate in original and an attested copy		
27.	Verification of 12 <sup>th</sup> certificate from the concerned board/ university		
28.	Valid Calss-I medical assessment or CA-35 form in original and a copy.		
29.	Foreign license with copy (if applied for conversion)		
30.	Valid foreign medical assessment with copy (if applied for conversion)		
31.	Verification of foreign license/ rating and medical from state (if applied for conversion)		
32.	Full copy of the passport (if applied for conversion)		
33.	Five photographs		
34.	Have you submitted fee as per rule 48		
<b>For Defense personnel only:</b>			
35.	If serving defense personal, have you submitted NOC from the concerned Hqr.		
36.	If serving defense personal, have you submitted accident/incident free certificate for the preceding 5 years from concerned Hqr.		
37.	If non-serving defense personal, have you submitted the release certificate.		

## **INSTRUCTIONS TO THE APPLICANTS**

1. This application, duly filled may be submitted personally OR through an authorized person OR by registered post to Director Training & Licensing, Directorate General of Civil Aviation, Technical Centre, Opp. Safdarjang Airport, Aurbindo Marg, New Delhi 110003.
2. The date of application is the date at which the application is received in DGCA. Therefore, applicant shall ensure his application reaches in time at DGCA.
3. All the calculations of the validity, total flying, flying in preceding 12 months/ 6 months is based on the date of application in DGCA and applicant shall possess all the requisite documents including medical, DGCA written exam results, RTR(A) on the date of submission of papers in DGCA, else application would be summarily rejected.
4. In case of foreign national, enclose nationality certificate OR attested copy of passport.
5. fill up separate CA-39 for total flying , flying in preceding one year and preceding 6 month (total 3 CA-39). A sample CA-39 performa is with this form.
6. Log book shall be maintained as per rule 67 and there shall be no cuttings. The entries of the skill tests/X-country tests/ IR tests shall be duly certified in the log book by the examiner who conducted the check. The number of landings carried out during the tests shall be clearly mentioned in the log book.
7. In case of application for conversion of foreign license, applicants are required to submit preceding six months record of flying by giving the copy of relevant portion of the log book.
8. All the skill tests shall be conducted only after the candidate passes the written examination for that type of aircraft.
9. The photograph shall be identical, recent, coloured, size 3cmx 4cm showing frontal view of full face and having name printed on them. The name shall be the same as in 10<sup>th</sup> certificate.
10. If, any person has changed his name than what appears on his 10<sup>th</sup> certificate, he shall submit all the relevant certificates and documents required by law in support of change in name.
11. Remarks column is for office use only.

