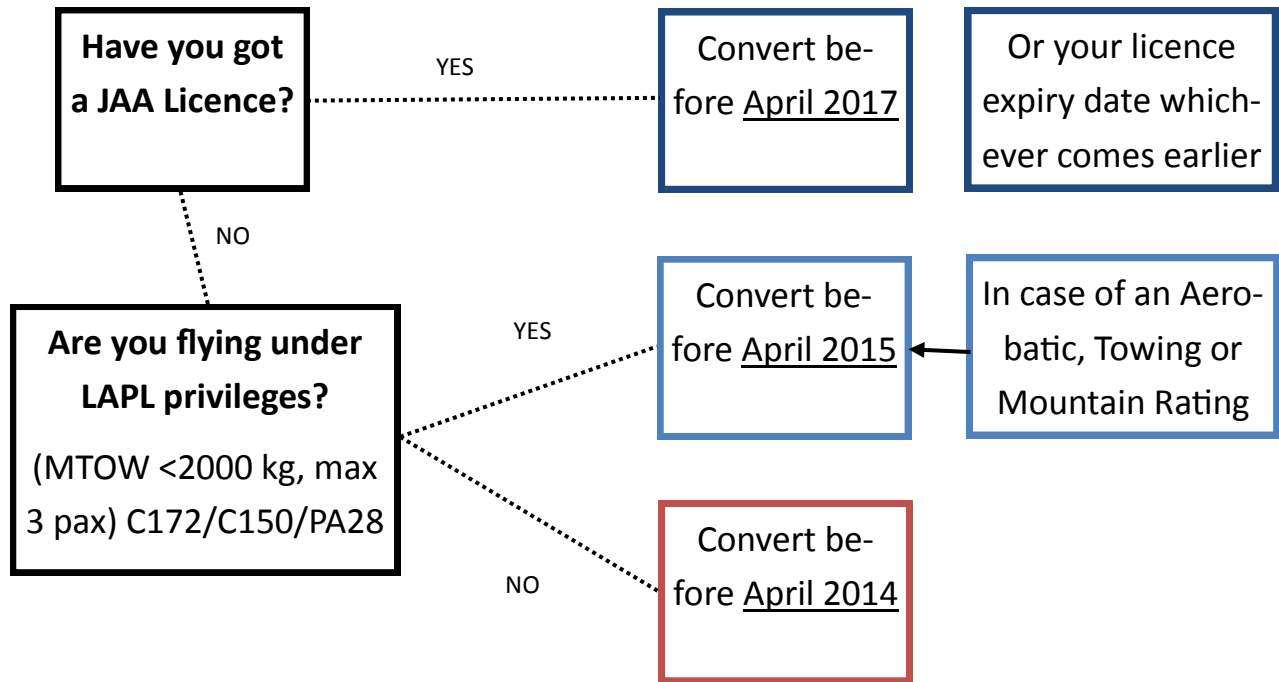




For more information www.caa.co.uk/privatepilots

When to convert your licence?



How to convert your licence?

1) Make sure you have got an EASA medical. LAPL medical can be obtained from your GP when they have registered with the CAA for the Medical Scheme, otherwise AME (<http://www.caa.co.uk/application.aspx?catid=49&pagetype=65&appid=21>)

2) Make sure your FRTOL is valid. (If issued before 2008 this is NOT valid anymore. See Colin Rodger and send form SRG1199 off to the CAA as soon as possible)

3) Fill out form SRG1104 (you can now do this online)

4) Add a copy of your licence, SEP page, FRTOL, medical and photo ID with a 'certified correct copy stamp/text' (See guidance note 1)

GUIDANCE NOTE 1: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation.

Instructions for the certifier of your ID 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. Head of Approved