Federal Department of the Environment, Transport, Energy and Communications DETEC

Federal Office of Civil Aviation FOCA Safety Division – Flight Operations

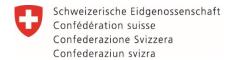
Swiss Confederation

APPLICATION FORM FOR THE CHANGE OF COMPETENT AUTHORITY				
Applicant details:	Full name			
	(Last and first names)			
	Date of birth (dd/mm/yyyy)			
	Nationality			
	Place and country of birth			
	Place of origin (for Swiss citi-			
	zens only)			
	Address:			
	Street			
	Country, ZIP code, city			
	Contact details			
	(a) Email	(a)		
		· /		
	(b) Phone number	(b)		
	Address of employer to which			
	the licence and invoice should			
	be sent (if different from above)			
	Title of licence(s)/certificate(s)			
	(including restriction(s)) and cor-			
	responding licence(s)/certifi-			
	cate(s) number(s) *			
	Current competent authority			
	Future competent authority			
I,	(last name, first name) hereb	y apply fo	or a change of competent authority	
from my current cor	mpetent authority to the future comp	etent autl	nority. To that end, I consent to a	
transfer of medical records, including the transfer of medical records and associated exchange of in-				
formation between the current and future competent authorities. I apply for transfer of all my licences				
issued in accordance with Regulations (EU) No 1178/2011, (EU) 2018/395 and (EU) 2018/1976				
within the different categories.				
I will immediately surrender my current licences/certificates to the future competent authority in				
exchange for the new licences/certificates ready to be issued.				
I understand that the current competent authority remains my competent authority until I have				
received the new licences/certificates, as applicable, issued by the future competent authority.				
I hereby declare, that I have not submitted any other request to another competent authority than the				
•	uthority as indicated above.			
	formation provided on this application		•	
Any incorrect information on this form or non-compliance with the essential requirements of Annex IV to the Basic Regulation or with the requirements of Regulation (EU) No 1178/2011, (EU) 2018/395				
_	· · · · · · · · · · · · · · · · · · ·			
	6 could disqualify the applicant from	naving h	is records transferred from the	
	e competent authority.		Data	
Signature:			Date:	

ADMINISTRATIVE INFORMATION – FOR FOCA ONLY

^{*} Indicate all licences and certificates currently held.

Enclosures:			
□ Copy of your foreign Part-FCL licence			
□ Copy of your passport			
□ Copies of the last two log book pages			
□ If MP rating to be accepted: a copy of last check form is required			
□ Copy of the ATPL theory exam - <u>result of each subject</u> is required			
□ Certificate of MCC course (if not entered in the licence)			
If you have an examiner qualification in your foreign licence please read carefully the information under "guides and workinstructions / examiner system" which you can find through the following link: <u>Examiners for pilot examinations</u>			
Please note that failure to submit all of the required documentation may lead to a delay in the processing of your application.			
Your complete application may be sent by email to: sb_lizenzen@bazl.admin.ch			
Federal Office of Civil Aviation (FOCA)			
Safety Division - Flight Operations			
Flight Personnel / Licensing Office			
CH-3003 Bern			



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BAZL-022.4-213/2/1/16/1

Specification of a Swiss delivery address

Ladies and Gentlemen

You are a holder of a Swiss license showing an address in a foreign country. According to article 11b paragraph 1 of the Federal Law on Administrative Procedure we are obliged to demand a Swiss delivery address for each Swiss license holder. The address may be a regular postal address or care of someone who is willing to receive your mail, a Swiss employer, a flight school, a law firm or similar.

We therefore request that you communicate a Swiss delivery address. In case we do not know your Swiss delivery address by the time we issue your next license, we shall no longer be able to guarantee a delivery to a foreign address.

However, if we do have knowledge of your Swiss delivery address, we may, at your specific request, still forward the license to your foreign address.

Should you not be able to indicate any Swiss delivery address at all, we shall no longer forward any licenses to any foreign address and the following shall apply:

- The license will be ready to be picked up in person at the FOCA licensing office located in Ittigen.
- You have the option of instructing a courier service yourself such as DHL or similar.
- Organizing a courier service and its fees shall entirely be your own responsibility and at your expense.
- If you choose the option of a courier service you will need to inform us in writing ahead of time; we shall then respond to you when the license is ready to be picked up by your courier service.

Thank you for your understanding.

Sincerely yours

FOCA Section Flight Personnel CH-3003 Bern

01.02.2022

Specification of a Swiss delivery address to be sent in the following format:

SB Lizenzen@bazl.admin.ch

Title: Swiss delivery address / license no. / family name / first name

Text: 1. Swiss delivery address

2. Foreign address for license delivery

