Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

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

Federal Office of Civil Aviation FOCA
Safety Division – Flight Operations

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 citizens only)	
	Address: Street Country, ZIP code, city	
	Contact details (a) Email (b) Phone number	(a) _____ (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 corresponding licence(s)/certificate(s) number(s) *	
	Current competent authority	
	Future competent authority	

I, _____ (last name, first name) hereby apply for a change of competent authority from my current competent authority to the future competent authority. To that end, I consent to a transfer of medical records, including the transfer of medical records and associated exchange of information 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 future competent authority as indicated above.
I declare that the information provided on this application form is true, complete and correct.
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 and (EU) 2018/1976 could disqualify the applicant from having his records transferred from the current to the future competent authority.

Signature:	Date:

* 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 - result of each subject 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: Examiners for pilot examinations

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