



CROATIAN CIVIL AVIATION AGENCY (CCAA)



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INFORMATION SHEET

Change of State of Pilot License Issue – EU only SOLI TRANSFER - medical part

Do you want to transfer your pilot licence and/or medical records to another EU member state? This is how you proceed for a state of licence issue (SOLI) change.

The licensing authority that issues your pilot licence must hold your medical information. All European Union Aviation Safety Agency (EASA) licences must be held with the same EU Member State. If you wish to transfer your EU licence from one EU Member State to another, you are required to follow the NAAs application process. If you do not yet hold a licence but are applying to CCAA for one, a possible EU medical certificate issued in another EU member state must be transferred. The best way is to apply to the country that you want as your future competent authority. The old (transferring) and future (receiving) competent authority will coordinate the handling of your application.

You are required to submit a request form for the transfer of medical documentation: MED-FRM-008 Form for the transfer of aero-medical records — for the purpose of change of state of licence issue (AERO-MEDICAL SOLI FORM). You can find the form at the bottom of the website https://www.ccaa.hr/en/forms-72237. Append to the application copies of the following documents: your current licences and any accompanying documents, your medical certificate if you have one, and your passport. You can send your request by email to aeromedical@ccaa.hr.

If you are moving to us, we will request confirmation and medical data from your current NAA. You will be informed when the verification request has been sent to the authority in the state that originally issued your licence. Once we receive it and when the licensing transfer is completed, we will email you and ask you to surrender your current medical certificate, which we will replace with a new one, with the Croatian code. A pilot may only hold 1 EU licence and medical certificate at a time. Therefore, you must give up your current licence before we can issue your new Croatian licence. Please do not submit your licence or medical certificate to us before being asked to do so by the official processing your application!

Do you currently hold a licence issued by the CCAA, and would you like to transfer it to another Member State? If so, you must contact the relevant EU member state and follow their application process. The other NAA will contact us to provide a confirmation and medical data, after which they will replace your license and medical.

Remark

Very Important: Applicants should be aware that some licensing authorities charge fees for the transmission of licence and aero-medical records. It is your responsibility to check for and pay such charges before submitting your application.

Sometimes the transfer process, i.e. the exchange of data between the competent authorities, takes longer, so if this is your case, be patient and stay in touch with us.

The medical examinations can be performed in another EU member state. Still, you must indicate which country is the state where the pilot's licence was issued, so that AME can send your medical documentation to them.