# European Aero-Medical Repository

# User Training for Aero-Medical Examiners

Version 1

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# 1 Introduction

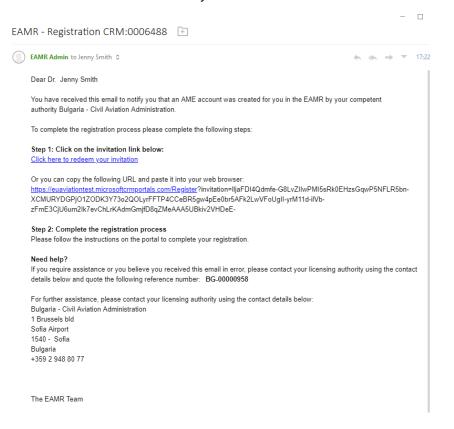
The European Aero-Medical Repository (EAMR) aims to facilitate the sharing of information regarding the medical certification of pilots (class 1 applicants) among Member States (medical assessors of the licensing authority, aeromedical examiners and aeromedical centers), while respecting patient confidentiality and ensuring protection of personal data.

The purpose of this document is to serve as training material for aero-medical examiners looking to use the EAMR service.

# 2 Getting Started

### 2.1 Redeeming the login access token

**Step 1.** As an AME you will receive an email invitation to the EAMR portal. Please follow the link in the email body.



**Step 2.** Press the Register button in the EAMR portal.

er Eamr	Sign in
Sign up with an invi	tation code
* Invitation code	lljaFDI4Qdmfe-G8LvZIIwPMI5sRk0EHzsGqwP5NFLR5bn-XCMURYDGPjO1ZODK3Y73o2QOLyrFFTP4CCeBR5gw4pEe0br5AFk2LwVFoUgII-yrM11d-ilVb-z
	I have an existing account
	Register
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**Step 3.** Type a new password to access the EAMR portal and press the Register button.

er EAMR			Sign in
Redeeming code: IljaFDI4Qd zFmE3CjU6um2Ik7evChLrKA	lmfe-G8LvZIIwPMI5sRk0EHzsGqwP5NFLR5bn-XCMURYDGP dmGmjfD8qZMeAAA5UBkiv2VHDeE-	01ZODK3Y73o2QOLyrFFTP4CCeBR5gw4pEe0br5AFk2LwVFoUgIl-yrM11d-ilVb-	
Register for a new lo	cal account		
* Email	jenny.smith@ondynamics.com		
* Username	jennysmith		
* Password			
* Confirm password			
	Register		
	Copyright © 2020. European Union Avia	on Safety Agency. All rights reserved. Release 23.	

#### **Step 4.** Review your NAA and personal details.

e EAMR	My Open Certificat	es   My Processed Certificates   Find Applicant   Jenny Smith -
Welcome to the EAMR portal / Profile		
	Your information	
Jenny Smith	First Name	Family Names
	Jenny	Smith
Profile	Previous Name	NAA
Tome	_	Bulgaria - Civil Aviation Administration
E Security	E-mail	
Change password	jenny.smith@ondynamics.com	
	Additional information (appli	icable only to pilots)
	Applicant File ID	DOB
	_	—

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# 2.2 Login to the EAMR Portal

**Step 1.** Navigate to the EMAR portal using the <u>https://euaviation.powerappsportals.com</u>, and select 'Sign-In'.

le EAMR			Sign in
Sign in			
Sign in with a local ac	count		
* User name	jennysmith		
* Password	•••••		
	Remember me?		
	Sign in Forgot your password?		
	Cosyright © 2020 European Unior	Avlation Salety Agency, All rights reserved. Rélease 23.	

Step 2. You will then be taken to the EAMR Portal home page.

er eamr	My Open Certificates My Processed Certificates Find Applicant Jenny Smith 🗸
	WELCOME TO THE EAMR PORTAL
	-Medical Repository (EAMR) aims to facilitate the sharing of information regarding the medical certification of pilots (class 1 ng Member States (medical assessors of the licensing authority, aeromedical examiners and aeromedical centers), while respecting patient confidentiality and ensuring protection of personal data.

# 3 Applicant Processing

# 3.1 Search for an applicant

Step 1. Click on the Find Applicant menu. The "Search for an Applicant" page is displayed

er EAMR		My Open Certificates	My Pr	ocessed Certificates	Find Applicant	Jenny Smith +
Step 1 of 5 - Search for an Applicant					/	
Please enter the following fields to identify an exi						
ID Country *	ID Type *		Ŧ	ID Number(number)	*	
Unique ID						
CREATE APPLICANT FIND APPLICANT						

**Step 2.** Enter the Applicants EAMR ID, or enter the applicant's ID details, and press the Find Applicant button.

e EAMR	My Open Certificates	My Processed Certificates Find Applicant Jenny Smith -
Step 1 of 5 - Search for an Applicant		
Please enter the following fields to identify an existing ap	plicant.	
ID Country *	ID Type *	ID Number(number) *
Q		Ŧ
Unique ID		
BG-00000865		
CREATE APPLICANT FIND APPLICANT		
CREATE APPLICANT FIND APPLICANT		

eamr			My Open Certificates	My Pro	cessed Certificates Find Applic	cant Jenny Smith -
Step 1 of 5 - Search for a	n Applicant					
Please enter the following fields to id	entify an existing ap	plicant.				
D Country *		ID Type *			ID Number(number) *	
Spain	<b>x</b> Q	Passport		*	5r56	
Unique ID						
CREATE APPLICANT FIND APP						
	•					

#### **Step 3.** The applicant's record is displayed.

			My Open Ce	ertificates My Proce	essed Certificates	Find Applicant Jer	ny Smith
Step 2 of 5 - /	Applicant Details						
Applicant Detai Please complete applica		ure applicant informa	tion is correct in the case of a	n existing applicant.			
First Name(s) *			Fan	nily Names *			
Joana			В	auer			
Previous Name(s)			DO	В*			
			3,	/4/1967			<b>m</b>
E-mail *			Ass	ociated NAA *			
jba@mailinator.com			в	ulgaria - Civil Aviation Adı	ministration		
ID T	ID North an A		E-in Dete	ID Country			fication
ID Туре	ID Number 🛧		Expiry Date	ID Country	/ A	Add Identi	fication
ID Type Passport	ID Number 🛧 5r56		Expiry Date 15/1/2020	ID Country Spain	/ A		fication
Passport Medical Certific	5r56			Spain		pplicant's Nationality	_
Passport Medical Certific	5r56				Med. Certification		_
Passport Medical Certific The applicant's current	5r56 ates medical certificates are	e shown below.	15/1/2020	Spain Issue/Decision Date	Med. Certification	pplicant's Nationality Medical Examination	_
Passport Medical Certific The applicant's current Certificate Number	5r56 ates medical certificates are Certificate Type	e shown below. Status	15/1/2020 Expiry Date	Spain Issue/Decision Date ↓	Med. Certification Limitations	pplicant's Nationality Medical Examination Date	٥

## 3.2 Add an applicant to EAMR

**Step 1.** If the applicant does not exist in system, please click on the Create Applicant button.

Step 1 of 5 - Search for an Applicant         Please enter the following fields to identify an existing applicant.         ID Country *       ID Type *         Germany       X Q         Passport       G12345678         Unique ID         No Matches Found. Would you like to create an Applicant?         CREATE APPLICANT	ates Find Applicant Jenny Smith -
Please enter the following fields to identify an existing applicant.  ID Country * Germany K Q Fassport G12345678 Unique ID No Matches Found. Would you like to create an Applicant?	
ID Country *       ID Country *     ID Type *     ID Number(n       Germany     x     Q     Passport     G12345678       Unique ID	
Germany X Q Passport G12345676 Unique ID No Matches Found. Would you like to create an Applicant?	
Unique ID No Matches Found. Would you like to create an Applicant?	umber) *
No Matches Found. Would you like to create an Applicant?	90
CREATE APPLICANT FIND APPLICANT	
CREATE APPLICANT FIND APPLICANT	

**Step 2.** Enter the applicant's personal details, including the associated NAA, and press Save and Continue.

@ EAMR	My Open Certificates   My Processed Certificates   Find Applicant	Jenny Smith
Step 2 of 5 - Applicant Details		
Applicant Details Please complete applicant information or ensure applicant information is cor pressing the corresponding button below.	rrect in the case of an existing applicant. if the information above is incorrect please notify the	e Pilot's NAA by
First Name(s) *	Family Names *	
Martin	Jenkins	
Previous Name(s)	DOB *	
	29/1/1975	<b>m</b>
E-mail * New Applicant	Associated NAA *	
martin.jenkins@ondynamics.com	Bulgaria - Civil Aviation Administration	x Q
Previous Save and Continue		

**Step 3.** The Applicant Details screen is displayed, press the Add Identification to add the applicant's ID document details.

		My Open Certificate	s My Process	ed Certificates	Find Applicant	Jenny Smith
tep 2 of 5	- Applicant Details					
Applicant Det		t information is correct in the case of an existin	a applicant			
irst Name(s) *	picant mormation of ensure applican					
Martin		Family Name	:5			
Previous Name(s)		DOB *				
revious Name(s)		29/1/1975				<b>m</b>
E-mail *		Associated N				
martin.jenkins@oi	ndynamics.com		Civil Aviation Admir	istration		
ID Type	ID Number 🛧	Expiry Date	ID Country	A	Applicant's Nationali	tv
	•					2
					TT	<u> </u>
There are no reco			-			·
There are no reco	rds to display.					·
There are no reco	rds to display.	JW.				
There are no reco	rds to display. ficates ent medical certificates are shown belo		re/Decision Date ↓	Med. Certification Limitations		-
There are no reco Medical Certi The applicant's curre	rds to display. ficates ent medical certificates are shown belo		e/Decision Date ↓	Med. Certification	Medical Exam	-
There are no reco Medical Certi The applicant's curre	rids to display. ficates ent medical certificates are shown belo r Certificate Type Status		e/Decision Date ↓	Med. Certification	Medical Exam	-
There are no reco Medical Certi The applicant's curro Certificate Number	rids to display. ficates ent medical certificates are shown belo r Certificate Type Status		re/Decision Date ↓	Med. Certification	Medical Exam	-
There are no reco Medical Certi The applicant's curro Certificate Number	rids to display. ficates ent medical certificates are shown belo r Certificate Type Status		e/Decision Date ↓	Med. Certification	Medical Exam	-
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco	rds to display. ficates ent medical certificates are shown belo r Certificate Type Status rds to display.		re/Decision Date ↓	Med. Certification	Medical Exam	-
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco	rids to display. ficates ent medical certificates are shown belo r Certificate Type Status		e/Decision Date ↓	Med. Certification	Medical Exam	-
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco	rds to display. ficates ent medical certificates are shown belo r Certificate Type Status rds to display.		re/Decision Date ↓	Med. Certification	Medical Exam	-
There are no reco Medical Certi The applicant's curro Certificate Number There are no reco	rds to display. ficates ent medical certificates are shown belo r Certificate Type Status rds to display.		re/Decision Date ↓	Med. Certification	Medical Exam	-

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EAMR My Open Certificates My Processed Certificates Find Applicant Jei Add Identification × Type \* p 2 of Passport ٣ pplicant D Number \* ase complete GER001234567890 Issued By \* st Name(s) \* Germany × Q Martin Expiry Date evious Name(s) 29/2/2020 Ê mail \* martin.jenkins@ pplicant D pture up to fou provided ld Identi Э Туре lity

**Step 4.**Enter the applicants ID details, and press the Save button.

**Step 5.** The applicant record is now in EAMR. The applicant will received an automated email inviting them to access their record.

) EAMR Admin to Martin Jenkins 🗘	♦ ♦ ₹ 17:30
Dear Mr/Ms Martin Jenkins	
You have received this email to notify you that an account was created for you in the EA	MR by your licensing authority.
To complete the registration process please complete the following steps:	
Step 1: Click on the invitation link below: Click here to redeem your invitation	
Or you can copy the following URL and paste it into your web browser: <u>https://euaviationtest.microsoftcrmportals.com/Register?invitation=VWBxgzKuFmLrekP</u> BazPJ2CqeQGxfbrMWZQ7e3kUY-Jn74L8qq4a2DyE7hkMKw8Uwl65YN4CeFzuEI-AZW QvMB3v1VLLkJy37aJ7zGw7ds2Ir95kWt7yfVv46AIEnyb80a14b5g-	
Step 2: Complete the registration process Please follow the instructions on the portal to complete your registration.	
Please follow the instructions on the portal to complete your registration.	rour licensing authority using the contact details
Please follow the instructions on the portal to complete your registration.  Need help?  If you require assistance or you believe you received this email in error, please contact y below and quote the following reference number: BG-00000959  For further assistance, please contact your licensing authority using the contact details t Bulgaria - Civil Aviation Administration	
Please follow the instructions on the portal to complete your registration.  Need help?  If you require assistance or you believe you received this email in error, please contact y below and quote the following reference number: BG-00000959  For further assistance, please contact your licensing authority using the contact details t Bulgaria - Chil Aviation Administration 1 Brussels bld Sofia Airport	
Please follow the instructions on the portal to complete your registration. Need help? If you require assistance or you believe you received this email in error, please contact y below and quote the following reference number: BG-00000959 For further assistance, please contact your licensing authority using the contact details b Bulgaria - Civil Aviation Administration 1 Brussels bid	

### 3.3 Process an initial Medical Certificate

**Step 1.** Find the relevant applicant record, and press the Save and Continue button to process an Initial Certificate.

EAMR		My Open Certificate	es My Processe	ed Certificates	Find Applicant	Jenny Smith
Step 2 of 5 - /	Applicant Details					
Applicant Detai	ile					
	ant information or ensure applicant information	n is correct in the case of an existir	ig applicant.			
First Name(s) *		Family Nam	es *			
Martin		Jenkins				
Previous Name(s)		DOB *				
		29/1/197	5			<b>#</b>
E-mail *		Associated	NAA *			
martin.jenkins@ondy	/namics.com	Bulgaria -	Civil Aviation Admin	istration		
					Add	
	ID Number A	Evain/ Data	ID Country			
ID Type Passport	ID Number ↑ GER001234567890	Expiry Date 29/2/2020	ID Country Germany		Add pplicant's Nationality ermany	
					pplicant's Nationality	y
Passport	GER001234567890				pplicant's Nationality	y
Passport Medical Certific	GER001234567890				pplicant's Nationality	y
Passport Medical Certific	GER001234567890	29/2/2020			pplicant's Nationality ermany	o
Passport Medical Certific The applicant's current	GER001234567890	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o
Passport Medical Certific The applicant's current	GER001234567890 Cates medical certificates are shown below. Certificate Type Status	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o
Passport Medical Certific The applicant's current Certificate Number	GER001234567890 Cates medical certificates are shown below. Certificate Type Status	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o
Passport Medical Certific The applicant's current Certificate Number	GER001234567890 Cates medical certificates are shown below. Certificate Type Status	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o
Passport Medical Certific The applicant's current Certificate Number There are no records	GER001234567890 Cates medical certificates are shown below. Certificate Type Status s to display.	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o
Passport Medical Certific The applicant's current Certificate Number There are no records	GER001234567890 Cates medical certificates are shown below. Certificate Type Status	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o
Passport Medical Certific The applicant's current Certificate Number There are no records	GER001234567890 Cates medical certificates are shown below. Certificate Type Status s to display.	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o
Passport Medical Certific The applicant's current Certificate Number There are no records	GER001234567890 Cates medical certificates are shown below. Certificate Type Status s to display.	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o
Passport Medical Certific The applicant's current Certificate Number There are no records	GER001234567890 Cates medical certificates are shown below. Certificate Type Status s to display.	29/2/2020	Germany	G Med. Certification	pplicant's Nationality ermany Medical Exam	o

**Step 2.** Enter the certificate details, and Initial as the certificate type.

@ EAMR	My O	pen Certificates		My Processed Certificates	Find Applicant	Jenny Smith 👻
Step 3 of 5 - Medical Assessment						
Please complete the relevant information regarding the medical assessment.						
Medical Assessment						
Certificate Number *		Type *				
PL/CERT/0001		Initial				
Medical Limitations *		Examination Da	ate *			
No		22/2/2020				<b>m</b>
Previous Cancel Action Processing						

Please select Initial as the type. *Note*: only the Head of AeMC will have the option of creating an Initial medical certificate.

Type *	
Initial	Ŧ
Initial	
Revalidation	
Renewal	

Please indicate whether there are any medical limitations to the certificate.

Medical Limitations \*

No	Ţ
No	
Yes	

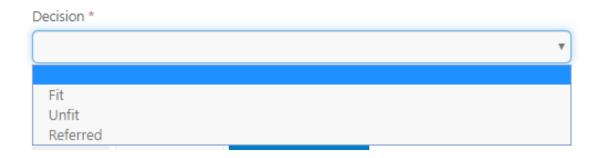
#### **Step 3.** Press save and continue.

@ EAMR	My C	Open Certificates	My Processed Certificate	Find Applicant	Jenny Smith 👻
Step 3 of 5 - Medical Assessment					
Please complete the relevant information regarding the medical assessment.					
Medical Assessment					
Certificate Number *		Type *			
PL/CERT/0001		Initial			Ŧ
Medical Limitations *		Examination Date	*		
No	*	22/2/2020			<b>#</b>
Buring Grantlating Contract Continue					
Previous Cancel Action Save and Continue					

#### **Step 4.**The Medical Assessment Confirmation screen is displayed.

@ EAMR	My Open Certificates My Processed Certif	ficates Find Applicant Jenny Smith -
Step 4 of 5 - Medical Assessment Confirmation Please confirm the outcome of the medical assessment.		
Medical Assessment Confirmation	Issue/Decision Date *	
	• • • • • • • • • • • • • • • • • • •	<b>#</b>
Previous Cancel Action Save and Continue		
Capyrdy	ht © 2020. European Union Aulation Safety Agency. All rights reserved. Release 21.	

**Step 5.** Select your decision from one of the options below. Please select "Fit" if the applicant is fit to Fly, "Unfit" if the applicant is not fit to fly, and "Referred" if you would like to refer the application to the NAA for review.



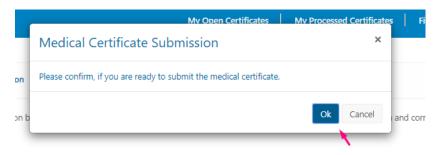
#### **Step 6.** Complete the assessment details, and press Save and Continue.

	My C	Open Certificates My Processed Certificates Find Applicant Jen	ny Smith -
Step 4 of 5 - Medical Assessment Confirmation Please confirm the outcome of the medical assessment.			
Medical Assessment Confirmation			
Decision *		Issue/Decision Date *	
Fit	*	22/2/2020	<b>***</b>
Expiry Date *			
22/2/2021	<b>#</b>		
Previous Cancel Action Save and Continue			
Copyright © 2020. European			

**Step 7.** The confirmation page is displayed. Please review the application details, and press the Finish button to submit the application.

🛞 EAMR			My Open Certificates		My Processed Certificates	Find Applicant	Jenny Smith
Step 5 of 5 - Con	firm Decision						
Please confirm all the entered submitting the application.	l information below. Should a	correction be required use	the 'Previous' button to	o navig	gate to the relevant screen and	l correct the informati	ion before
Applicant Details							
First Name(s)			Family Names				
Martin			Jenkins				
Previous Name(s)			DOB				
_			29/1/1975				
E-mail			Associated NAA				
martin.jenkins@ondynamics.c	com		Bulgaria - Civil A	viatior	Administration		
Nationalities							
Name 🛧					ISO Code	e	
Germany					DE		
Applicant Desuman	to						
Applicant Documen							
ID Туре	ID Number 🛧		piry Date		ID Country	Applicant's Nation	nality
			<b>piry Date</b> /2/2020		ID Country Germany	Applicant's Nation	nality
ID Туре	ID Number 🛧						nality
ID Type Passport	ID Number <b>↑</b> GER001234567890						nality
ID Туре	ID Number <b>↑</b> GER001234567890						nality
ID Type Passport	ID Number <b>↑</b> GER001234567890						nality
ID Type Passport Medical Assessment Type	ID Number <b>↑</b> GER001234567890	29,			Germany		nality
ID Type Passport Medical Assessment Type Initial	ID Number <b>↑</b> GER001234567890	29, Examination Date			Germany Medical Limitations		nality
ID Type Passport Medical Assessment Type Initial Medical Assessment	ID Number <b>↑</b> GER001234567890	Examination Date	/2/2020		Germany Medical Limitations No	Germany	nality
ID Type Passport Medical Assessment Type Initial Medical Assessment Decision	ID Number <b>↑</b> GER001234567890	Examination Date 22/2/2020	/2/2020		Germany Medical Limitations No Expiry Date (for Fit de	Germany	nality
ID Type Passport Medical Assessment Type Initial Medical Assessment	ID Number <b>↑</b> GER001234567890	Examination Date	/2/2020		Germany Medical Limitations No	Germany	nality
ID Type Passport Medical Assessment Type Initial Medical Assessment Decision	ID Number <b>↑</b> GER001234567890	Examination Date 22/2/2020	/2/2020		Germany Medical Limitations No Expiry Date (for Fit de	Germany	nality
ID Type Passport Medical Assessment Type Initial Medical Assessment Decision	ID Number <b>↑</b> GER001234567890	Examination Date 22/2/2020	/2/2020		Germany Medical Limitations No Expiry Date (for Fit de	Germany	nality
ID Type Passport Medical Assessment Type Initial Medical Assessment Decision Fit	ID Number <b>↑</b> GER001234567890	Examination Date 22/2/2020	/2/2020		Germany Medical Limitations No Expiry Date (for Fit de	Germany	nality

#### Step 8. Confirm the submission.



**Step 9.** The application is submitted, and it will appear in your Processed Medical Certificates list.

EAM	R ed Medical (	Certificates			Му С	Open Certificates	My Processed Certificates	Find Applicant	Jenny Smith 🗕
EAMR ID (Applicant)	Applicant	Certificate Number <b>个</b>	Status	AME / MA	Issue/Decision Date	Expiry Date	My Processed Med	ical Certificates	
BG- 00000959	Martin Jenkins	PL/CERT/0001	Released	Jenny Smith	22/2/2020	22/2/2021		Re	leased
							1		
				Courisht B	2020 European Halan Aulation	n Safety Agency. All rights reserve	vel Bolovos 72		

### 3.4 Process a Medical Certificate revalidation

**Step 1.** Open an applicant record from the processed certificates list, or find the applicant using the "Find Applicant" screen.

	EAMR         My Open Certificates           IMy Processed Medical Certificates         My Open Certificates						My Processed Certificates Find Applicant Jenny Smith -
EAMR ID (Applicant)	Applicant	Certificate Number <b>1</b>	Status	AME / MA	Issue/Decision Date	Expiry Date	My Processed Medical Certificates
<u>3G-</u> )0000959	Martin Jenkins	PL/CERT/0001	Released	Jenny Smith	22/2/2020	22/2/2021	Released
				Copyright @	2020. European Union Aviation	n Safety Agency. All rights reserv	nd Relation 22.

e EAMR		My Open Certificates	My Pr	ocessed Certificates	Find Applicant	Jenny Smith -
Step 1 of 5 - Search for an Applicant						
Please enter the following fields to identify an existing a	pplicant.					
ID Country *	ID Type *			ID Number(number) *		
٩			۳			
Unique ID						
BG-00000959						
CREATE APPLICANT FIND APPLICANT						
	Convicient # 2020 Europe	an Union Aviation Safety Agency, All rights reserved. 8	More 23			
	Copyright to 2020. Europe	ar ornon weaton sanny sigerky. All rights reserved, i				

**Step 2.**The applicant details are displayed. Press the Save and Continue button.

Applicant Deta	Applicant Details						
Please complete applie	ant information or ensu	ure applicant informati	ion is correct in the case of an e	xisting applicant.			
irst Name(s) *				Names *			
Martin			Jenki	ns			
Previous Name(s)			DOB *				
				/1975			Ê
-mail * martin.jenkins@ond				ited NAA * aria - Civil Aviation Ad			
						Add Ider	atification
	ID Number 🛧		Expiry Date	ID Country	/ A	Add Ider	ntification
ID Type Passport	ID Number 🕈 GER00123456		Expiry Date 29/2/2020	ID Country Germany			ntification ♥
ID Type Passport Medical Certific he applicant's current	GER00123456	57890	29/2/2020			pplicant's Nationality	C
Passport Medical Certific	GER00123456 cates medical certificates are	s7890 e shown below.	29/2/2020 Expiry Date	Germany Issue/Decision Date	G Med. Certification	pplicant's Nationality ermany Medical Examinatio	٥

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**Step 3.** Select "Revalidation" as the type, and populated the examination date, and press the Save and Continue button.

	My Open Certificates My Processed Certificates Find Applicant Jen	ny Smith 👻
Step 3 of 5 - Medical Assessment		
Please complete the relevant information regarding the medical assessment.		
Medical Assessment		
Certificate Number *	Type *	
PL/CERT/0001	Revalidation	•
Medical Limitations *	Initial	
No	Revalidation	
	Renewal	
Previous Cancel Action Save and Continue		

**Step 4.** Populate the Medical assessment details, and press the Save and Continue button.

Step 4 of 5 - Medical Assessment Confirmation   Please confirm the outcome of the medical assessment.   Medical Assessment Confirmation   Decision *   Fit   Fit   *   Z2/2/020   Expiry Date *   Previous Expiry Date	EAMR	Му	Open Certificates	My Processed Certificates	Find Applicant	Jenny Smith -
lease confirm the outcome of the medical assessment. Aedical Assessment Confirmation ecision * Issue/Decision Date * Tit  22/2/2020						
Medical Assessment Confirmation       Decision *       Fit       *       22/2/2020	Step 4 of 5 - Medical Assessment Confirmation					
becision *     Issue/Decision Date *       Fit     22/2/2020	lease confirm the outcome of the medical assessment.					
Fit 🔹 22/2/2020 🗎	Medical Assessment Confirmation					
	Decision *		Issue/Decision Date	*		
xpiry Date * Previous Expiry Date	Fit	•	22/2/2020			<u> </u>
	xpiry Date *		Previous Expiry Dat	e		
24/2/2021 🛗 22/2/2021	24/2/2021	<b>611</b>	22/2/2021			
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**Step 5.** Review the application details, and press the Finish button to submit the application.

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	Submitting the application.       Applicant Details       First Name(s)     Family Names       Vartin     Jenkins       Previous Name(s)     DOB	Submitting the application.       Applicant Details       First Name(s)     Family Names       Vartin     Jenkins       Previous Name(s)     DOB	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before Family Names Jenkins DOB	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before britting the application. pplicant Details st Name(s) Family Names artin Jenkins evous Name(s) DOB	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application. plicant Details Tame(s) Family Names Jenkins Toos Name(s) DOB	-mail		Associated NAA			
	Submitting the application.       Applicant Details       First Name(s)     Family Names       Martin     Jenkins	Submitting the application.       Applicant Details       First Name(s)     Family Names       Martin     Jenkins	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before Family Names Jenkins	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before britting the application. pplicant Details st Name(s) Family Names artin Jenkins	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application. plicant Details :Name(s) Family Names tin Jenkins	_		29/1/1975			
	Applicant Details First Name(s) Family Names	Applicant Details First Name(s) Family Names	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before Family Names	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details st Name(s) Family Names	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application. plicant Details :Name(s) Family Names	revious Name(s)		DOB			
	Applicant Details First Name(s) Family Names	Applicant Details First Name(s) Family Names	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before Family Names	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details st Name(s) Family Names	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application. plicant Details :Name(s) Family Names						
	Applicant Details	Applicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.						
	submitting the application.	submitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.			Family Names			
	ubmitting the application.	ubmitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.			Family Names			
	ubmitting the application. Applicant Details	ubmitting the application. Applicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	lartin		Jenkins			
	Applicant Details	Applicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	rst Name(s)		Family Names			
	ibmitting the application. pplicant Details	bmitting the application. pplicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	artin		Jenkins			
	applicant Details	ubmitting the application. Applicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.						
	applicant Details	applicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	rst Name(s)		Family Names			
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	applicant Details	applicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.			Jenkins			
	ibmitting the application. pplicant Details	bmitting the application. pplicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.						
	ibmitting the application.	ibmitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	rst Name(s)		Family Names			
	bmitting the application.	bmitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	pplicant Details					
	ubmitting the application.	ubmitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	rst Name(s)		Family Names			
	ibmitting the application.	ibmitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.			Family Manage			
	applicant Details	applicant Details	ormation below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application. pplicant Details	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.						
	bmitting the application.	bmitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	rst Name(s)		Family Names			
	bmitting the application.	bmitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.			Family Names			
	bmitting the application.	bmitting the application.		ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before bmitting the application.	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before mitting the application.	pplicant Details					
				ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	pplicant Details					
				ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before						
				ease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before						
				se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before	se confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screen and correct the information before						
	lease confirm all the entered information below. Should a correction be required use the 'Previous' button to navigate to the relevant screep and correct the information before							ection be required use the 'Previous' button to	navigate to the relevant screen a	nd correct the informati	on before

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### 3.5 Process a Medical Certificate renewal

**Step 1.** Find the relevant applicant record.

@ EAMR		My Open Certificates	My Pr	ocessed Certificates	Find Applicant	Jenny Smith +
Step 1 of 5 - Search for an Applicant						
Please enter the following fields to identify an existing app	licant.					
ID Country *	ID Type *			ID Number(number) *		
Q			Ŧ			
Unique ID						
DE-00000813						
CREATE APPLICANT FIND APPLICANT						

**Step 2.** Press Save and Continue.

EAMR			My Open C	ertificates	My Processe	d Certificates	Find Applicant	Jenny Smith -
Step 2 of 5 - A	Applicant Details							
Applicant Detail Please complete applica		re applicant informat	ion is correct in the case of i	an existing app	licant.			
First Name(s) *			Far	nily Names *				
Betty			N	Wright				
Previous Name(s)			DC	)B *				
			6	5/6/1866				<b>m</b>
E-mail *			As	sociated NAA *				
bwt@mailinator.com			(	Germany - Fede	ral Aviation Of	fice		
ID Type Passport	ID Number <b>↑</b> BW54321		Expiry Date 28/12/2019		ID Country Germany		Applicant's Nationality	C
Passport	BW54321		28/12/2019		Germany			٢
ID Card	BW54321		28/12/2019		Greece			۲
ID Card	BW54321		20/12/2019		Germany			٢
Passport	BWT-0000081	3			Cambodia			٢
Medical Certifica		shown below.						
Certificate Number	Certificate Type	Status	Expiry Date	Issue/Dee	cision Date 🕹	Med. Certification	on Medical Examina Date	tion
BWT0000081313- changed	Renewal	Expired	6/6/1931	6/12/201	9	No	6/12/2019	
Previous Save and	d Continue							

**Step 3.** Select "Renewal" as the type, and populated the examination date, and press the Save and Continue button.

Initial Revalidation Renewal EAMR My Open Certificates My Processed Certificates Find Applicant Je Step 3 of 5 - Medical Assessment lease complete the relevant information regarding the medical assessment. Medical Assessment Certificate Number* Type *	enny Smith
Revalidation   Renewal     My Open Certificates     My Processed Certificates     Find Applicant     Step 3 of 5 - Medical Assessment   ease complete the relevant information regarding the medical assessment.	nny Smith
Renewal         EAMR       My Open Certificates       My Processed Certificates       Find Applicant       Je         Step 3 of 5 - Medical Assessment       - Medical Assessment       - Medical Assessment	nny Smith
EAMR       My Open Certificates       My Processed Certificates       Find Applicant       Je         Step 3 of 5 - Medical Assessment       - Medical Assessment       - Medical Assessment       - Medical Assessment	nny Smith
Step 3 of 5 - Medical Assessment         ease complete the relevant information regarding the medical assessment.         Medical Assessment	enny Smith
ease complete the relevant information regarding the medical assessment. Medical Assessment	
ase complete the relevant information regarding the medical assessment. Medical Assessment	
ase complete the relevant information regarding the medical assessment. Medical Assessment	
Medical Assessment	
type	
BWT0000081313-changed Renewal	Ŧ
Medical Limitation Date *	
No • 22/2/2020	

Step 4. Populate the medical assessment details and decision, and press Save and Continue.

@ EAMR	Му	Open Certificates   My Processed Certificates   Find Applicant	Jenny Smith -
Step 4 of 5 - Medical Assessment Confirmation			
Please confirm the outcome of the medical assessment.			
Medical Assessment Confirmation			
Decision *		Issue/Decision Date *	
Fit	*	22/2/2020	Ê
Expiry Date *		Previous Expiry Date	
22/2/2021	<b>#</b>	6/6/1931	
Previous Cancel Action Save and Continue			

**Step 5.** Review the application details, and press the Finish button to submit the record.

		a correction be required	d use the 'Previous' button to	navigate to the	relevant screen and	d correct the informati	ion before
submitting the application.							
Applicant Details First Name(s)			Family Names				
Betty			Wright				
Previous Name(s)			DOB				
			6/6/1866				
E-mail bwt@mailinator.com			Associated NAA Germany - Federa	Aviation Offic	_		
			Germany - Federa	Aviation Onio	e		
Nationalities							
Name 🛧					ISO Cod	e	
Cambodia					КН		
Ecuador					EC		
Germany					DE		
Greece					GR		
	ents						
Applicant Docume	ents ID Number 🛧		Expiry Date	ID Counti	у	Applicant's Nation	nality
			Expiry Date 28/12/2019	ID Counti Germany	у	Applicant's Nation	nality
Applicant Docume	ID Number 🛧				у	Applicant's Nation	nality
Applicant Docume ID Type Passport	ID Number 🛧 BW54321		28/12/2019	Germany	у	Applicant's Nation	nality
Applicant Docume I <b>D Type</b> Passport ID Card	ID Number 1 BW54321 BW54321		28/12/2019 28/12/2019	Germany Greece		Applicant's Nation	nality
Applicant Docume ID Type Passport ID Card ID Card	ID Number ▲ BW54321 BW54321 BW54321		28/12/2019 28/12/2019	Germany Greece Germany		Applicant's Nation	nality
Applicant Docume ID Type Passport ID Card ID Card	ID Number ▲ BW54321 BW54321 BW54321		28/12/2019 28/12/2019	Germany Greece Germany		Applicant's Nation	hality
Applicant Docume ID Type Passport ID Card D Card Passport	ID Number ▲ BW54321 BW54321 BW54321 BW7-00000813		28/12/2019 28/12/2019	Germany Greece Germany		Applicant's Nation	nality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme	ID Number ▲ BW54321 BW54321 BW54321 BW7-00000813	Examination Date	28/12/2019 28/12/2019	Germany Greece Germany Cambodi		Applicant's Nation	hality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type	ID Number ▲ BW54321 BW54321 BW54321 BW7-00000813	Examination Date	28/12/2019 28/12/2019	Germany Greece Germany Cambodi	a edical Limitations	Applicant's Nation	nality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type	ID Number ▲ BW54321 BW54321 BW54321 BW7-00000813		28/12/2019 28/12/2019	Germany Greece Germany Cambodi	a edical Limitations	Applicant's Nation	nality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type Renewal	ID Number ◆           BW54321           BW54321           BW54321           BW54321           BW54321           NT-00000813		28/12/2019 28/12/2019	Germany Greece Germany Cambodi	a edical Limitations	Applicant's Nation	hality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme	ID Number ◆           BW54321           BW54321           BW54321           BW54321           BW54321           NT-00000813		28/12/2019 28/12/2019 20/12/2019	Germany Greece Germany Cambodi M N	a edical Limitations		nality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme Decision	ID Number ◆           BW54321           BW54321           BW54321           BW54321           BW54321           NT-00000813	22/2/2020 Issue Date / Decisio	28/12/2019 28/12/2019 20/12/2019	Germany Greece Germany Cambodi M N N	edical Limitations		nality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme	ID Number ◆           BW54321           BW54321           BW54321           BW54321           BW54321           NT-00000813	22/2/2020	28/12/2019 28/12/2019 20/12/2019	Germany Greece Germany Cambodi M N N	edical Limitations		nality
Applicant Docume ID Type Passport ID Card ID Card Passport Medical Assessme Type Renewal Medical Assessme Decision	ID Number ◆           BW54321           BW54321           BW54321           BW54321           BW54321           NT-00000813	22/2/2020 Issue Date / Decisio	28/12/2019 28/12/2019 20/12/2019	Germany Greece Germany Cambodi M N N	edical Limitations		nality

**Step 6.** The submitted record appears in the processed certificates list.

My Process	sed Medical (	Certificates					
EAMR ID (Applicant)	Applicant	Certificate Number <b>↑</b>	Status	AME / MA	Issue/Decision Date	Expiry Date	My Processed Medical Certificates
DE- 00000813	Betty Wright	BWT0000081313- changed	Released	Jenny Smith	22/2/2020	22/2/2021	Released
BG- 00000959	Martin Jenkins	PL/CERT/0001	Released	Jenny Smith	22/2/2020	24/2/2021	2

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# 3.6 Referring an applicant to the NAA

**Step 1.**From the applicant's screen, press the Save and Continue button.

		My Open Certifica	ites My Process	ed Certificates	Find Applicant	Jenny Smith -
itep 2 of 5 - /	Applicant Details					
Applicant Detai Please complete applic	Is ant information or ensure applicant informa	ation is correct in the case of an exis	ting applicant.			
First Name(s) *		Family Na	mes *			
Martin		Jenkins				
Previous Name(s)		DOB *				
		29/1/19	75			<b>m</b>
E-mail *		Associate	d NAA *			
martin.jenkins@ondy	<u>namics.com</u>	Bulgaria	a - Civil Aviation Admir	istration		
ID Type	ID Number 🛧	Expiry Date	ID Country	App	olicant's Nationality	y
Passport	GER001234567890	29/2/2020	Germany	Ger	many	٢
Medical Certific			Germany ssue/Decision Date 🕹	Ger Med. Certification Limitations	many Medical Exan Date	
Medical Certific	ates medical certificates are shown below. Certificate Type Status			Med. Certification	Medical Exam	
Medical Certific The applicant's current Certificate Number There are no records	ates medical certificates are shown below. Certificate Type Status			Med. Certification	Medical Exam	

Step 2. Complete the Medical Assessment details.

	My C	pen Certificates	My Processed Certificates	Find Applicant	Jenny Smith +
Step 3 of 5 - Medical Assessment					
Please complete the relevant information regarding the medical assessment.					
Medical Assessment					
Certificate Number *		Type *			
BWT0000081313-changed		Revalidation			Ŧ
Medical Limitations *		Examination Date	*		
No		22/2/2020			m
Previous Cancel Action Save and Continue					
Previous Cancel Action Save and Continue					
N					
			telease 23.		

**Step 3.** In the Medical Assessment Confirmation screen, mark the decision as "Referred", and press Save and Continue.

@ EAMR	My O	pen Certificates   My Processed Certificates   Find Applicant	Jenny Smith 👻
Step 4 of 5 - Medical Assessment Confirmation			
Please confirm the outcome of the medical assessment.			
Medical Assessment Confirmation			
Decision *		Issue/Decision Date *	
Referred	•	22/2/2020	<b>m</b>
Fit Unfit			
Referred	-	•	
Previous Cancel Action Save and Continue			

#### **Step 4.** Review the application details and press Finish to submit the referral.

😸 EAMR		My Open Certificates	My Processed Certificates	Find Applicant Jenny Smith
Step 5 of 5	- Confirm Decision			
Please confirm all the en submitting the applicatio		rrection be required use the 'Previous' button to r	avigate to the relevant screen	and correct the information before
Applicant Details				
First Name(s)		Family Names		
Betty		Wright		
Previous Name(s)		DOB		
_		6/6/1866		
E-mail		Associated NAA		
bwt@mailinator.com		Germany - Federal	Aviation Office	
		,		
Nationalities				
Name 🛧			ISO C	ode
Cambodia			КН	
Ecuador			EC	
Germany			DE	
Greece			GR	
Applicant Docur	ments			
	nents	Expiry Date	ID Country	Applicant's Nationality
ID Type		Expiry Date 28/12/2019	ID Country Germany	Applicant's Nationality
	ID Number 🛧 BW54321	28/12/2019	ID Country Germany Greece	Applicant's Nationality
Passport ID Card	ID Number 🛧 BW54321 BW54321	28/12/2019 28/12/2019	Germany Greece	Applicant's Nationality
ID Type Passport ID Card ID Card	ID Number ↑ 8W54321 8W54321 8W54321 8W54321	28/12/2019	Germany Greece Germany	Applicant's Nationality
ID Type Passport ID Card	ID Number 🛧 BW54321 BW54321	28/12/2019 28/12/2019	Germany Greece	Applicant's Nationality
ID Type Passport ID Card ID Card	ID Number ↑ 8W54321 8W54321 8W54321 8W54321	28/12/2019 28/12/2019	Germany Greece Germany	Applicant's Nationality
ID Type Passport ID Card ID Card Passport	ID Number ↑ BW54321 BW54321 BW54321 BW54321 BWT-00000813	28/12/2019 28/12/2019	Germany Greece Germany	Applicant's Nationality
ID Type Passport ID Card ID Card Passport Medical Assessm	ID Number ↑ 8W54321 8W54321 8W54321 8WT-0000813	28/12/2019 28/12/2019	Germany Greece Germany	
ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type	ID Number ↑ BW54321 BW54321 BW54321 BW54321 BW7-00000813 Nent	28/12/2019 28/12/2019 20/12/2019	Germany Greece Germany Cambodia	
ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type	ID Number ↑ BW54321 BW54321 BW54321 BW54321 BW7-00000813 Nent	28/12/2019 28/12/2019 20/12/2019 Examination Date	Germany Greece Germany Cambodia Medical Limitations	
ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type Revalidation	ID Number ↑ BW54321 BW54321 BW54321 BW54321 BW7-00000813 Nent	28/12/2019 28/12/2019 20/12/2019 Examination Date	Germany Greece Germany Cambodia Medical Limitations	
ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type Revalidation	ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	28/12/2019 28/12/2019 20/12/2019 Examination Date	Germany Greece Germany Cambodia Medical Limitations	
ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type Revalidation Medical Assessm	ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 Neent Confirmation	28/12/2019 28/12/2019 20/12/2019 Examination Date 22/2/2020	Germany Greece Germany Cambodia Medical Limitations No	
ID Type Passport ID Card ID Card ID Card Resport Medical Assessm Type Revalidation Medical Assessm Decision	ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 Neent Confirmation	28/12/2019 28/12/2019 20/12/2019 Examination Date 22/2/2020 Issue Date / Decision Date	Germany Greece Germany Cambodia Medical Limitations No	
ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred	ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 Neent Confirmation	28/12/2019 28/12/2019 20/12/2019 Examination Date 22/2/2020 Issue Date / Decision Date	Germany Greece Germany Cambodia Medical Limitations No	
ID Type Passport ID Card ID Card ID Card Resport Medical Assessm Type Revalidation Medical Assessm Decision	ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	28/12/2019 28/12/2019 20/12/2019 Examination Date 22/2/2020 Issue Date / Decision Date	Germany Greece Germany Cambodia Medical Limitations No	
ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred	ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 Neent Confirmation	28/12/2019 28/12/2019 20/12/2019 Examination Date 22/2/2020 Issue Date / Decision Date	Germany Greece Germany Cambodia Medical Limitations No	
ID Type Passport ID Card ID Card Passport Passport Medical Assessm Type Revalidation Medical Assessm Decision Referred	ID Number ↑ BW54321 BW54321 BW54321 BW7-00000813 nent Confirmation	28/12/2019 28/12/2019 20/12/2019 Examination Date 22/2/2020 Issue Date / Decision Date	Germany Greece Germany Cambodia Medical Limitations No	

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# 4 General Administration

### 4.1 Correcting Medical Certificate details

**Step 1.** To correct a medical certificate please open the relevant applicant record, and select the Edit option next to the certificate as shown below.

E-mail * Associated NAA * Bulgaria - Civil Aviation Administration          Applicant Documentation         Capture up to four (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.         ID Type       ID Number ↑       Expiry Date       ID Country       Applicant's Nationality	EAMR			My Open Certi	ficates My Proce	essed Certificates	Find Applicant	Jenny Smit
seven complete applicant information or ensure applicant information is correct in the case of an existing applicant.         rst Name(s)*       Family Names *         Marin       Jenkins         revious Name(s)       DOB *         ranial *       Associated NAA *         matinijenkins@ondynamics.com       Bulgaria - Civil Aviation Administration         Opplicant Documentation       Several Potentiation and specify the identification in the text box provided.         Type       ID Number ◆       Epiry Date       ID Country       Applicant's Nationality         Pasport       GER0012345677890       29/2/2020       Germany       Germany       ©         Asociated Number & textificates are shown below.         Certificates Type       Satus       Epiry Date       ID Country       Applicant's Nationality         Pasplicant's current medical certificates are shown below.       Exertificate Number       Certificates Type       Satus       Epiry Date       Idex/Decision Date       Med. Certification       Date       Exertificate Number       Medical Examination       Date       Exertificate Number       Medical Examination       Exertificate Number       Idex/Decision Date       Medical Examination       Exertificate Number       Exertificate Number       Medical Examination       Exertificate Number       Exertificate Number								
ease complete applicant information or ensure applicant information is correct in the case of an existing applicant.  rst Name(s)  retions Name(s)  POB *  retions Name(s)  DOB *  POD	ap 2 of 5 -	Applicant Details						
Martin Jerkins   revious Name(s)   DOB *   23/1/1975   rmail *   martin_jerkins@ondynamics.com   associated NAA *   Bulgaria - Civil Aviation Administration   splicant Documentation occuments. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.   D Type   ID Number ◆   Repiry Date   ID Number ◆   GER001234567890   29/2/2020   Germany   Plicant's current medical certificates are shown below.   Certificate Type   Status   Expiry Date   Issue/Decision Date   Med. Certificate Type   Status   Expiry Date   Initiations   Medical Examination   Drive   Released   24/2/2021   22/2/2020   No   22/2/2020			ure applicant informa	ation is correct in the case of an e	xisting applicant.			
evious Name(s) DOB * 29/1/1975 2 mail * Associated NAA * Bulgaria - Civil Aviation Administration pplicant Documentation pplicant Documentation below. D Type ID Number ↑ Expiry Date ID Country Applicant's Nationality Passport GER001234567890 29/2/2020 Germany Germany Germany Germany Country Add Identificates are shown below. Exertificate Number Certificates are shown below. Exertificate Number Certificates are shown below.	rst Name(s) *			Family	Names *			
mail * Associated NAA *   matinjenkins@ondynamics.com Bulgaria - Civil Aviation Administration     applicant Documentation appure up to four (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.   D Type ID Number ◆   Expiry Date ID Country   Applicant's Nationality   Passport GER001234567890   29/2/2020 Germany   Germany ©   Add Identification Limitations   Medical Certificates   te applicant's current medical certificates are shown below.   Lissue/Decision Date Med. Certification Medical Examination Date Limitations	Martin			Jenk	ins			
mail * Associated NAA * martinjenkins@ondynamics.com Associated NAA * Bulgaria - Civil Aviation Administration Applicant Documentation applicant Documentation applicant Documentation Compared to provide the identification type is not available use the 'Other' option and specify the identification in the text box provided.  D Type D Number  D Number  Papsport GER001234557890 29/2/2020 Germany Germany  Passport GER001234557890 29/2/2020 Germany Germany  Passport GER001234557890 29/2/2020 Germany Germany  Passport GER001234557890 29/2/2020 Germany Germany  Paplicant's Nationality Passport Redical Certificates are shown below.  Certificate Number Certificates are shown below.  Certificate Number Released 24/2/2021 22/2/2020 No 22/2/2020	revious Name(s)			DOB *				
Bulgaria - Civil Aviation Administration         Bulgaria - Civil Aviation Administration         applicant Documentation         apture up to four (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.         D Type       ID Number ↑       Expiry Date       ID Country       Applicant's Nationality         Passport       GER001234567890       29/2/2020       Germany       Image: Certificates are shown below.         Addical Certificates are shown below.         Expiry Date       Issue/Decision Date       Med. Certification       Medical Examination         P4/CERT/0001       Renewal       Released       24/2/2021       22/2/2020       Image: Certificate Number       22/2/2020       Image: Certificate Number				29/1	/1975			<b>m</b>
pplicant Documentation         apture up to four (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.         Add Identification         D Type       ID Number ↑       Expiry Date       ID Country       Applicant's Nationality         Pagesport       GER001234567890       29/2/2020       Germany       O         Addical Certificates         tertificate Status       Expiry Date       Med. Certification       Medical Examination         Limitations       Date       Med. Certification       Medical Examination         Pape Status       Expiry Date       Med. Certification       Medical Examination         Limitations       Date         Pape Status       Expiry Date       Med. Certification       Medical Examination         Limitations       Date         Pape Status       Expiry Date       Med. Certification       Medical Examination         Limitations <td< td=""><td>mail *</td><td></td><td></td><td>Associ</td><td>ated NAA *</td><td></td><td></td><td></td></td<>	mail *			Associ	ated NAA *			
Properior (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided. Add Identification Prope ID Number  P		vnamics com		Bulg	aria - Civil Aviation Adı	ministration		
Medical Certificates         ne applicant's current medical certificates are shown below.         Certificate Number       Certificate Type       Status       Expiry Date       Med. Certification       Medical Examination         PL/CERT/0001       Renewal       Released       24/2/2021       22/2/2020       No       22/2/2020       Image: Certificate Certificat	pplicant Docu	Imentation	cuments. If the identi			specify the identificatic		
The applicant's current medical certificates are shown below. Certificate Number Certificate Type Status Expiry Date Med. Certification Date Med. Certification Date PL/CERT/0001 Renewal Released 24/2/2021 22/2/2020 No 22/2/2020 € Certificate Number Certificate Type Status Expiry Date Released 24/2/2021 22/2/2020 No 22/2/2020 €	applicant Docu	Imentation active identification do		ification type is not available use	the 'Other' option and		Add io	
he applicant's current medical certificates are shown below. Certificate Number Certificate Type Status Expiry Date Med. Certification Date Med. Certification Date PL/CERT/0001 Renewal Released 24/2/2021 22/2/2020 No 22/2/2020 € Certificate Number Certificate Type Status Expiry Date Certification Date Certification Date Certification Date Certification Date Certificate Number Certificate Number Certificate Type Status Expiry Date 24/2/2021 22/2/2020 No 22/2/2020 €	Applicant Docu apture up to four (4) ID Type	Imentation active identification do ID Number 1	•	ification type is not available use Expiry Date	the 'Other' option and ID Country	, Aj	Add to	
Certificate Number     Certificate Type     Status     Expiry Date     Imitations     Date       PL/CERT/0001     Renewal     Released     24/2/2021     22/2/2020     No     22/2/2020     Imitations	Applicant Docu apture up to four (4) ID Type Passport	Imentation active identification do ID Number 4 GER0012345	•	ification type is not available use Expiry Date	the 'Other' option and ID Country	, Aj	Add to	dentification
C≇ Edit	Applicant Docu apture up to four (4) ID Type Passport Medical Certific	Imentation active identification do ID Number 4 GER0012345 cates	67890	ification type is not available use Expiry Date	the 'Other' option and ID Country	, Aj	Add to	dentification
	Applicant Docu apture up to four (4) D Type Passport Medical Certific ne applicant's current	Imentation active identification do ID Number 4 GER0012345 Cates medical certificates an	► 67890 e shown below.	ification type is not available use Expiry Date 29/2/2020	the 'Other' option and ID Country Germany Issue/Decision Date	r Al G Med. Certification	Add Id pplicant's Nationality ermany Medical Examina	dentification
Previous Save and Continue	Applicant Docu apture up to four (4) D Type Passport Medical Certific he applicant's current Certificate Number	Imentation active identification do ID Number 4 GER0012345 Cates t medical certificates and Certificate Type	67890 e shown below. Status	ification type is not available use Expiry Date 29/2/2020 Expiry Date	the 'Other' option and ID Country Germany Issue/Decision Date	Med. Certification Limitations	Add Id pplicant's Nationality ermany Medical Examina Date	dentification
Previous Save and Continue	Applicant Docu apture up to four (4) ID Type Passport Medical Certific he applicant's current Certificate Number	Imentation active identification do ID Number 4 GER0012345 Cates t medical certificates and Certificate Type	67890 e shown below. Status	ification type is not available use Expiry Date 29/2/2020 Expiry Date	the 'Other' option and ID Country Germany Issue/Decision Date	Med. Certification Limitations	Add Id pplicant's Nationality ermany Medical Examina Date 22/2/2020	dentification
	Applicant Docu apture up to four (4) ID Type Passport Medical Certific he applicant's current Certificate Number	Imentation active identification do ID Number 4 GER0012345 Cates t medical certificates and Certificate Type	67890 e shown below. Status	ification type is not available use Expiry Date 29/2/2020 Expiry Date	the 'Other' option and ID Country Germany Issue/Decision Date	Med. Certification Limitations	Add Id pplicant's Nationality ermany Medical Examina Date 22/2/2020	dentification
	Applicant Docu apture up to four (4) ID Type Passport Aedical Certific he applicant's current Certificate Number PL/CERT/0001	Imentation active identification do ID Number 1 GER0012345 Cates t medical certificates and Certificate Type Renewal	67890 e shown below. Status	ification type is not available use Expiry Date 29/2/2020 Expiry Date	the 'Other' option and ID Country Germany Issue/Decision Date	Med. Certification Limitations	Add Id pplicant's Nationality ermany Medical Examina Date 22/2/2020	dentification

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My Open Certificates My Processed Certificates Find Applicant IR Je Update Certificate × Certificate Number \* of PL/CERT/0001 Medical Examination Date \* ant D nplete 22/2/2020 Med. Certification Limitations \* 2(S) \* No Ŧ Issue/Decision Date \* lame(s) 21/2/2020 Expiry Date 24/2/2021 <u>enkins</u>@ ant D Update p to fou provided d Ident ity al Cer ant's c ination e Number Certificate Type Status Expiry Date Limitations Date ł

Step 2. Amend the certificate as required, and press the Update button.

### 4.2 Correcting applicant personal details

**Step 1.** Open the relevant applicant record, and amend the details in the section highlighted below.

plicant Details t information or ensu	ure applicant informati	on is correct in the case of an	existing applicant.			
	ure applicant informati	on is correct in the case of an	existing applicant.			
	ure applicant informati	on is correct in the case of an	existing applicant.			
		Family	Names *			
		Jenl	kins			
		DOB *				
		28/	1/1975			<b>m</b>
		Assoc	ated NAA *			
mics.com		Bulg	jaria - Civil Aviation A	dministration		
		ation type is not available use	the 'Other' option an	d specify the identificat		ovided. Identification
ID Number 🛧		Expiry Date	the 'Other' option an			Identification
ID Number 🛧 GER00123456				ry /	Add	Identification
	57890	Expiry Date	ID Count	ry /	Add Applicant's Nationality	Identification
1	entation		DOB * 28/1 Associ Bulg	DOB * 28/1/1975 Associated NAA * Bulgaria - Civil Aviation A	DOB * 28/1/1975 Associated NAA * mics.com Bulgaria - Civil Aviation Administration	DOB * 28/1/1975 Associated NAA * Bulgaria - Civil Aviation Administration

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#### **Step 2.** Press the Save and Continue button.

EAMR			My Open Ce	ertificates   My Proce	essed Certificates	Find Applicant	Jenny Smith
itep 2 of 5 -	Applicant Details						
Applicant Detai							
Please complete applic	ant information or ensu	re applicant informa	tion is correct in the case of a	n existing applicant.			
First Name(s) *			Fam	ily Names *			
Martin			Je	enkins			
revious Name(s)			DO	3 *			
			2	3/1/1975			Ê
-mail *			Ass	ociated NAA *			
martin.jenkins@ondy	mamics.com		В	ulgaria - Civil Aviation Adı	ministration		
apture up to four (4) a	active identification docu	iments. If the identi	fication type is not available u	se the 'Other' option and	specify the identification		vided. Identification
ID Туре	ID Number 🛧		Expiry Date	ID Country	/ A	pplicant's Nationality	,
Passport	GER001234567	7890	29/2/2020	Germany	G	ermany	۲
Medical Certific The applicant's current Certificate Number	ates medical certificates are Certificate Type	shown below. Status	Expiry Date	lssue/Decision Date ↓	Med. Certification	Medical Examin Date	ation
PL/CERT/0001	Renewal	Released	24/2/2021	22/2/2020	No	22/2/2020	۲
Previous Save ar	nd Continue						
		Cop	yright & 2020. European Union Aviation Safety Age	xy: All rights received. Release 23.			

**Step 3.** And finally press the Cancel Button.

₩ EAMR	My O	Open Certificates   My Processed Certificates   Find Applicant   Jenny Smith	
Step 3 of 5 - Medical Assessment			
Please complete the relevant information regarding the medical assessment.			
Medical Assessment			
Certificate Number *		Type *	
PL/CERT/0001		×	
Medical Limitations *		Examination Date *	
No	Ŧ	÷	
Previous Cancel Action Save and Continue			

**Step 4.** The applicant will received an automated email notifying them of the change.

EAM	R - Aero-medical applicant record update CRM:0006490	+
() E	AMR Admin to Martin Jenkins 🗘	
[	Dear Mr/Ms Martin Jenkins	
E	You received this email notification to inform you that your account was updated by yo Bulgaria - Civil Aviation Administration To view your details please log in to your EAMR account following the link: <u>https://euaviationtest.microsoftcrmportals.com</u>	ur licensing authority
	f the data is incorrect or you need further assistance please contact your licensing aut details below:	thority using the contact
1 S 1 E	Bulgaria - Civil Aviation Administration 1 Brussels bld Sofia Airport 1540 - Sofia Bulgaria +359 2 948 80 77	
٦	The EAMR Team.	

# 4.3 Correcting or updating applicant identification documents details

**Step 1.** Open the relevant applicant record, and press the Add Identification button to add a new ID document

EAMR			My Ope	n Certificates	Mv Processed Ce	rtificates	Find Applicant	Jenny Smith
Ac	d Identificatio	on					×	
tep 2 of	Type *							
	Driving Lice	ence					v	
Applicant D	Number *							
lease complete	ID01231233	3333						
irst Name(s) *	Issued By *							-
Martin	Denmark					×	Q	
Previous Name(s)	Expiry Date							
	22/2/2024					t		<b>m</b>
E-mail *	Details *							
martin.jenkins@	Applicants I	Danish Drivers License						
	Applicant's N	ationality *				_		
Applicant D Capture up to fou	Denmark					×	Q	provided.
capture up to lot								d Identification
_								
ID Туре	Save	-						ity
Passport								٢
Medical Cer								
The applicant's cu								
Certificate Number	Certificate Type	Status	Expiry Date	¥	Limita	tions	Date	ination
PL/CERT/0001	Renewal	Released	24/2/2021	22/2/2020	) No		22/2/2020	0

Note: Applicant cancelled action on 22.02.2020 17:54. Reverted the certificate PL/CERT/0001 back to the status of Released.



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# **Step 2.** To remove an identification document that is no longer required, select the Delete option as shown below.

#### Applicant Documentation

Capture up to four (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.

ID Туре	ID Number 🛧	Expiry Date	ID Country	Applicant's Nationality	
Passport	GER001234567890	29/2/2020	Germany	Germany	-
Driving Licence	ID01231233333	22/2/2024	Denmark	Denmark 💼 Delete	



### 4.4 Reviewing open certificates

Step 1. Select the "My Open Certificates" menu, review the records listed in the dashboard.

■ My Open Medical Certificates						🔳 My Referre	ed Applicatio	ons					
EAMR ID (Applicant)	Applicant	Certificate Number <b>个</b>	Status	AME / MA	Issue/Decision Date	Expiry Date	EAMR ID (Applicant)	Applicant	Certificate Number	Status	AME / MA	Issue/Decision Date	Expiry Date
BG- 00000960	Laura Jensen	DE/CERT/0002	New / In Progress	Jenny Smith			DE- 00000813	Betty Wright	BWT0000081313- changed	Referred to NAA	Jenny Smith	22/2/2020	
							•						- F

Add Identification

#### **Step 2.** Click on a record to open the corresponding applicant details.

# EAMR	My Open Certificates	My Processed Certificates	Find Applicant	Jenny Smith 🗕
Step 2 of 5 - Applicant Details				
Applicant Details Please complete applicant information or ensure appli	icant information is correct	in the case of an existing applic	ant.	
First Name(s) *	Fam	ily Names *		
Laura	Je	nsen		
Previous Name(s)	DOE	*		
Petersen	22	/2/1980		<b>m</b>
E-mail *	Asso	ociated NAA *		
laura.jensen@ondynamics.com	Ви	Ilgaria - Civil Aviation Administra	ation	

#### Applicant Documentation

Capture up to four (4) active identification documents. If the identification type is not available use the 'Other' option and specify the identification in the text box provided.

				Add Id	entification
ID Type	ID Number 🛧	Expiry Date	ID Country	Applicant's Nation	ality
Passport	P0133333123123	22/2/2024	Denmark	Denmark	٢

#### Medical Certificates

The applicant's current medical certificates are shown below.

Certificate Number	Certificate Type	Status	Expiry Date	Issue/Decision Date 🕹	Med. Certification Limitations	Medical Examination Date
DE/CERT/0002		New / In Progress			No	

Previous Save and Continue

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### 4.5 Reviewing processed certificates

**Step 1.** Select the "My Processed Certificates" menu, review the records listed in the dashboard.

🛞 EAM	R				Му С	pen Certificates	My Processed Certificates Find Applicant Jenny Smith -
■ My Processed Medical Certificates						X	
EAMR ID (Applicant)	Applicant	Certificate Number <b>个</b>	Status	AME / MA	Issue/Decision Date	Expiry Date	My Processed Medical Certificates
DE- 00000813	Betty Wright	BWT0000081313- changed	Referred to NAA	Jenny Smith	22/2/2020		<ul> <li>Referred to</li> <li>NAA</li> <li>Released</li> </ul>
BG- 00000959	Martin Jenkins	PL/CERT/0001	Released	Jenny Smith	22/2/2020	24/2/2021	



**Step 2.**Click on a record to open the corresponding applicant details.

		My Open Certificates	My Processe	d Certificates	Find Applicant	Jenny Smit
Step 2 of 5 - A	pplicant Details					
Applicant Detail	c					
	s nt information or ensure applicant inform	ation is correct in the case of an existing a	oplicant.			
First Name(s) *		Family Names *				
Martin		Jenkins				
Previous Name(s)		DOB *				
		28/1/1975				<b>m</b>
E-mail *		Associated NA	*			
martin.jenkins@ondyr	namics.com	Bulgaria - Civ	il Aviation Admin	istration		
						d Identification
					_	
ID Type	ID Number 🛧	Expiry Date	ID Country		Applicant's Nationali	ty
ID Type Driving Licence	ID Number 1	Expiry Date 22/2/2024	ID Country Denmark		_	
Driving Licence	ID01231233333				Applicant's Nationali	ty
Driving Licence Medical Certifica	ID01231233333				Applicant's Nationali	ty
Driving Licence	ID01231233333	22/2/2024		Med. Certificatio	Applicant's Nationali Denmark	¢.
Driving Licence Medical Certifica The applicant's current r	ID01231233333 ates medical certificates are shown below.	22/2/2024	Denmark		Applicant's Nationali Denmark	¢.
Driving Licence Medical Certifica The applicant's current r	ID01231233333 ates medical certificates are shown below.	22/2/2024	Denmark		Applicant's Nationali Denmark	¢.
Driving Licence Medical Certifica The applicant's current r Certificate Number	ID01231233333 ates medical certificates are shown below.	22/2/2024 Expiry Date Issue/ Q Loading	Denmark		Applicant's Nationali Denmark	¢.
Driving Licence Medical Certifica The applicant's current r Certificate Number	ID01231233333 Tes inecical certificates are shown below. Certificate Type Status	22/2/2024 Expiry Date Issue/ Q Loading	Denmark		Applicant's Nationali Denmark	¢.
Driving Licence Medical Certifica The applicant's current r Certificate Number	ID01231233333 Tes inecical certificates are shown below. Certificate Type Status	22/2/2024 Expiry Date Issue/ Q Loading	Denmark		Applicant's Nationali Denmark	¢.
Driving Licence Medical Certifica The applicant's current r Certificate Number	ID01231233333 Tes inecical certificates are shown below. Certificate Type Status	22/2/2024 Expiry Date Issue/ Q Loading	Denmark		Applicant's Nationali Denmark	¢.
Driving Licence Medical Certificat The applicant's current r Certificate Number	ID01231233333 Tes inecical certificates are shown below. Certificate Type Status	22/2/2024 Expiry Date Issue/ Q Loading	Denmark		Applicant's Nationali Denmark	¢.