

EASA Financial Estimate and Application Acceptance Process

Duration: EASA usually provides the applicant with a financial estimate for the application within approximately 5 working days from application receipt. This standard processing time depends on the completeness of your application package and the complexity of your case.

You then have 90 days to agree to the estimate. EASA will not process with your application without your agreement. The application process will be terminated if the estimate has not been agreed with within 90 days.

Notes: it is important that you sign your application. Unsigned applications will not be accepted.

During the acceptance process you may be contacted by EASA staff to clarify some points relating to your applicant account data and/or your application data. Delays in responding to these requests will lead to an extended processing time.

In case your application cannot be accepted, we will inform you of the reason for this decision and will always try to provide you with information on an alternative way forward.

This information sheet applies to application acceptance process variant 3 and is dated 01/10/2018.

CONTACT

Applicant Relations Section
Applicant.Services@easa.europa.eu

Application acceptance process

Completeness and eligibility check

The **Applicant Relations Section** will review your application and verify its completeness and check whether the eligibility criteria have been met. You may be contacted in case of questions and whenever the application is deemed to be incomplete.
In case you are a first time applicant, an **EASA Applicant Account** will be created for you.

Application submission to EASA

You submit your completed and **signed** application form and, if applicable, additional documents to the specified email address.

CHECK

Incomplete Application

REGISTER

Acknowledgement of application

Your application will now be recorded in the EASA system. You will receive an email from the **Applicant Relations Section**, containing your **task number**, which you can use throughout the entire application process to identify it with.

Eligibility and classification review

The technical section in charge of your application will perform a first technical **eligibility review** to ascertain that the application meets the criteria set for application acceptance. You may receive a request for further information at this stage.

REVIEW

Reject Application

ESTIMATE

Financial estimate (upon request only)

The estimated effort to investigate your application will be assessed by the responsible technical section. The **Applicant Relations Section** will inform you via email of the initial estimated number of working hours that will be needed to complete your application..

Agreement to the estimate

You will be asked to provide EASA with your countersignature on the financial estimate. Please note that the estimate is not binding and may be amended during the technical investigation, should it turn out that the task is more or less complex than initially assumed. Work will only start after you have agreed to the estimate. Agreement must be received within 90 days, otherwise the application will be cancelled.

AGREE

Cancel Application

ASSIGN

Assign responsible entity

EASA will take the decision on who will be the responsible PCM for your application. This could be an EASA internal staff member, or the work on your application is outsourced to a Certification Service Provider (CSP), e.g. a National Aviation Authority (NAA) or a Qualified Entity (QE).

ACCEPT

Start Technical Investigation

Start financial process (F&C)

Application acceptance

Once all preliminary checks have been successfully passed, your application will be in principle accepted by EASA. This will be communicated to you via email and will be accompanied by contact information of the person or entity responsible for the technical investigation of your application.