European Union Aviation Safety Agency

A - General

A.1 - Which application form should I use?

Answer

Application forms are available from the Application Forms website and should be submitted by email to the address indicated in the form.

The following applications should be submitted via the EASA Portal:

- Alternative Method of Compliance with Airworthiness Directive
- Application for Approval of Flight Conditions for a Permit to Fly
- Approval letter for manual revisions on behalf of the TCA
- ETSOA
- Export Certificate of Airworthiness
- Major Change
- Major Change to STC
- Major Repair
- Minor Change
- Minor Change to ETSOA
- Minor Change to STC
- Minor Repair
- Production Organisation Approval
- STC
- Surrender of Product or Organisation
- Validation of an EASA Certificate by the TCA

Further guidance is available through the EASA Portal, the application forms website and the completion instructions embedded in each application form.

Last updated:

05/01/2026

Link:

https://www.easa.europa.eu/en/faq/19292

A.2 - Do I have to pay?

Answer

In general, all EASA certification tasks and service activities are chargeable. Implementing Regulation (EU) 2025/2347 of the European Commission requires the Agency to levy fees for the issuance of certificates and approvals and to levy charges for the provision of services.

The applicable fees and charges regulation and further information is published at Fees and Charges | EASA.

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05/01/2026

Link:
https://www.easa.europa.eu/en/faq/19294

A.3 - When do I have to pay?

Answer

Based on your application or based on your certificate or approval under the Agency's surveillance, you shall receive an invoice notifying you of the fee or charge to be paid. (EASA invoices feature the word "Invoice" in the title and an eight-digit invoice number starting with the digits '90'). Please do not pay anything before you have received such an invoice. The Terms of Payment for all invoices is 30 days (see also document 'General Conditions and Terms of Payment' in the Downloads section of this page).

Invoices are issued depending on the nature of the fee or charge:

- for applications subject to a one-time flat fee: after receipt and acceptance of the application by EASA
- for applications subject to an annual flat fee: after receipt and acceptance of the application by EASA and, thereafter, every 12 months up to approval
- for certificates/approvals subject to an annual surveillance/monitoring fee: after issuance of the certificate/approval and, thereafter, at the start of each annual billing cycle (every 12 months)
- for tasks subject to invoicing by work hours: on a quarterly, yearly or monthly basis
- for travel costs: as soon as the relevant data becomes available

In exceptional cases a payment may be required before the project can start or continue; in the case of hourly charging the invoice is based on the estimated number of working hours.

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Link:
https://www.easa.europa.eu/en/faq/19295

A.4 - Who sets EASA's Fees and Charges?

Answer

EASA fees and charges are set by the European Commission and laid down in Implementing Regulation (EU) 2025/2347 (applicable from 1 January 2026). The fees and charges regulation is subject to periodic reviews to align with changes in the aviation sector and the Agency's cost basis.

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Link:
https://www.easa.europa.eu/en/faq/19296

A.5 - How much do I have to pay?

Answer

The fees and charges due for each task are listed in the Annex to Implementing Regulation (EU) 2025/2347. The majority of tasks are subject to flat fees and charges as laid down in the tables of Part I of the Annex. Hourly fees and charges apply to the tasks listed in Part II of the Annex.

For projects invoiced on an hourly basis, a financial estimate may be requested from the Agency upon submission of the application, by ticking the appropriate box in the application form or by email to applicant.services [at] easa.europa.eu (applicant[dot]services[at]easa[dot]europa[dot]eu).

For applications submitted via the EASA Portal, the indicative costs will be displayed within the application form.

Note that fees and charges are subject to annual indexation as described in (EU) 2025/2347 Article 3(5). The adjusted rates are published in document 'Leaflet on the fee evolution' in the Downloads section of this page.

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05/01/2026

Link:

https://www.easa.europa.eu/en/faq/19297

A.6 - What are the transition rules for Implementing Regulation (EU) 2025/2347

Answer

After 1 January 2026, certain ongoing projects will still be invoiced in accordance with repealed Commission Implementing Regulation (EU) 2019/1253 – please refer to Article 21 'Transitional provisions' of (EU) 2025/2347.

The provisions foresee that:

- (EU) 2025/2347 applies to all new applications submitted on or after 1 January 2026
- (EU) 2025/2347 applies to all working hours performed after 1 January 2026
- for tasks already subject to annual flat fees and ongoing on 1 January 2026, (EU) 2025/2347 applies from the first annual billing cycle starting after 1 January 2026
- for tasks changing from hourly rate to flat fee with (EU) 2025/2347 (refer to Tables 18 to 22 of Annex Part I) projects already ongoing on 1 January 2026 will continue to be invoiced on an hourly basis up to completion of the tasks
- travel costs for missions started after 1 January 2026 shall be charged in accordance with (EU) 2025/2347
- the annual inflation indexation applies from 1 January 2027

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Link:
https://www.easa.europa.eu/en/faq/19298

A.7 - How is the inflation rate applied?

Answer

For fees and charges under regulation (EU) 2025/2347, and per Article 3(5) of that regulation, all fees and charges listed in Parts I, II and IIa of the Annex will be indexed by the inflation rate yearly on 1 January - starting on 1 January 2027.

The adjusted rates are published in the 'Leaflet on the fee evolution' in the Downloads section of this page.

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05/01/2026

Link:

https://www.easa.europa.eu/en/faq/19299

A.8 - How much do I have to pay if I withdraw or interrupt my application, or if the Agency terminates the certification task or service?

Answer

Per Articles 10 and 16 of (EU) 2025/2347:

- For the tasks referred to in Tables 1, 2, 3, 6 (point 1.), 9A (approval fee) and 23 of Part I of the Annex to (EU) 2025/2347, where the fee/charge is levied per application and per period of 12 months, the balance for the ongoing 12-month period will be 1/365th of the relevant annual fee/charge per day. For the periods preceding the ongoing 12-month period, the applicable fees remain due.
- For the tasks referred to in Tables 4, 5, 6 (point 2.), 15 and 19D of Part I of the Annex and for tasks with a fixed amount of hours referred to in Part II of the Annex to (EU) 2025/2347, where the fee/charge is levied per application, the balance will be 50% of the applicable fee/charge.
- For the tasks referred to in Tables 7A and 9B to 22 of Part I of the Annex to (EU) 2025/2347, where the fee/charge is levied per application, the balance is calculated on an hourly basis, but will not exceed the applicable flat fee/charge.
- For the tasks referred to in Table 24 of the Annex to (EU) 2025/2347, where the charge is levied per application and per billing cycle, the balance for the ongoing 12-month-period will be the full amount.
- For tasks referred to in Part II of the Annex to (EU) 2025/2347, where the fee/charge is levied on an hourly basis, the balance is calculated on an hourly basis.
- For other services, the balance shall be calculated on an hourly basis, unless otherwise agreed between the applicant and the Agency.

The above amounts are payable in full at the time EASA stops working, together with any other amounts due at that time, such as travel costs.

For tasks where the fee/charge is levied per application and per period of 12 months: where a task is interrupted within the first billing cycle, the fees for that billing cycle will not be reimbursed. For tasks interrupted after the first billing cycle, the balance of fees due will be calculated in accordance with the above criteria for that billing cycle.

When such a project is reactivated by EASA after the expiration of the interruption period or at the request of the applicant, the task will be charged a new fee/charge for a new 12-month-period (starting on the day of reactivation), irrespective of any fees/charges already paid for the interrupted task.

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Link:
https://www.easa.europa.eu/en/faq/19300

A.9 - How much do I have to pay if I apply for the re-issuance of certificates and documents?

Answer

One hour will be charged for re-issuance of documents

- without technical involvement, on request of the applicant (e.g. to replace lost originals)
- on request of the applicant in the context of technical changes which do not require a project involvement of the Agency (e.g. amended TCs following minor changes by TC holder DOAs)
- to reflect editorial changes (e.g. change of company name)
- for grandfathered documents to be reissued in the EASA format, without technical involvement

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05/01/2026

Link:
https://www.easa.europa.eu/en/faq/19301

A.10 - What reference should I include with my bank transfer?

Answer

Please indicate only the document number shown on the invoice. EASA invoices feature the word “Invoice” in the title and an eight-digit invoice number starting with the digits ‘90’. It is very important to use the correct reference - if you do not provide the invoice number or a payment advice EASA is obliged to return the payment to you, at your expense.

EASA does not accept cash, cheques and credit card payments nor payments in currencies other than EURO. Only wire transfers in EURO are acceptable means of payment.

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Link:
https://www.easa.europa.eu/en/faq/19302

A.11 - Why does EASA need my bank details?

Answer

We ask for your bank details only to process a refund. You will receive the EASA Third Party Financial Information form for completion.

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05/01/2026

Link:
https://www.easa.europa.eu/en/faq/19303

A.12 - Do I have to fill in the EASA Third Party Financial Information form for subsequent applications?

Answer

You do not need to re-submit the EASA Third Party Financial Information for your organisation. We will record your bank details in your customer account when you first submit it to EASA. You only need to re-submit the form if we need to process another refund and your bank details have changed in the meantime.

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Link:
https://www.easa.europa.eu/en/faq/19304

A.13 - How do I avoid fraud on payments?

Answer

Based on your application or approval status, you shall receive an invoice notifying you of the fee or charge to be paid.

Here are some clarifications to help protect against increased threats of fraudulent activity.

1. EASA send **only electronic invoices from** the functional e-mail address **accounts.receivable [at] easa.europa.eu**. No other mailbox is used, therefore please check the correctness of the address in the communication received.
2. EASA does not issue billing documents as hard paper copies. Please **consider any**

invoice received via surface post as invalid.

3. EASA invoices feature the word “Invoice” or “Credit Note” in the title and an eight-digit EASA invoice reference number starting always with the digits ‘90’.
4. EASA requests for payment are done via an Invoice or a Down Payment Request. Please, **process your payments only upon receipt of one of these documents**.
5. Our bank account is stated on each invoice with the following information:

Bank Name: ING Belgium SA/NV

Bank Address: Avenue Marnix 24, B-1000 Brussels, BELGIUM

Account Holder: EASA - European Union Aviation Safety Agency

IBAN: *[specified in the invoice]*

SWIFT: *[specified in the invoice]*

6. The EASA’s bank coordinates remain stable. Please, **ignore any request aiming at changing our bank details**.
7. EASA never uses social media platforms such as WhatsApp, Facebook, or similar channels for billing, payment requests, or any financial communication. **Any messages or correspondence received via these social media should be disregarded**.
8. Financial communication from EASA is conducted **exclusively via email or telephone**: written messages will be sent from accounts.receivable [at] easa.europa.eu or from applicant.services [at] easa.europa.eu. Surface mail is used only in exceptional cases and pertains strictly to legal notifications.
9. Please be aware and stay cautious of any unexpected requests or messages claiming to come from EASA. **If you are ever unsure, always verify by contacting us directly** via our official telephone number or E-Mail address (apply the 2-way match!):

- email: **accounts.receivable [at] easa.europa.eu**

and

- Fix phone line: **+49 221 89990 3101**

Prevention beats cure. Secure it!

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Link:

https://www.easa.europa.eu/en/faq/143289