

EASA Application Acceptance Process

Duration: The application acceptance process is usually completed 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.

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

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 2 and is dated 01/10/2018.

CONTACT

Certificate Delivery Team

Applicant.Services@easa.europa.eu

Applicant Account

Application acceptance process

Applicant Portal User Access

APPLY

Application submission to EASA

You follow the guided procedure through the Applicant Portal and submit your data to EASA. The portal will automatically acknowledge the application receipt to you via email, including a summary of the data submitted to us.

Check and task number creation

The **Certificate Delivery Team** will perform a quick check and then record your application in the EASA system. The **task number**, which you can use throughout the entire application process, will be made visible in the portal. For applications from U.S., Canada and Brazil, EASA will wait for the authority forwarding letter prior to registering the application.

REGISTER Incomplete Application

Reject Application REVIEW

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.

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).

ASSIGN

ACCEPT

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.

Start

Technical Investigation