

## 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. **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 2 and is dated 01/10/2018.*

### CONTACT

Certificate Delivery Team

Applicant.Services@easa.europa.eu

Application acceptance process

