**Transfer of medical records between Medical Sections of Licensing Authorities**

In order to carry out the process of transferring your medical records efficiently, Medical Section  of the Polish Civil Aviation Authority needs a SOLI form and a copy of your medical documentation. For that purpose you should take the following steps:

1. Fill in the first page of the SOLI form (blocks 1-8);
2. Submit the SOLI form to the medical section of the CAA where your medical records are stored. They will complete the form by filling in the last part, namely block 9 and verification;
3. Having completed the form, it is necessary to gather copies of all your medical documentation, including, as a minimum, the following:
* copy of initial medical application and examination report forms
* all SOLI forms (and supporting documents) from previous transfers
* summary of medical history (see below) with supporting aeromedical assessments & clinical reports
* copy of current medical application and examination report forms
* copy of latest electrocardiogram and audiogram
* copy of current medical certificate

The above documents are gathered and sent by your CAA.

1. All the documents should be sent to the Civil Aviation Authority of Poland to the following address:

**URZĄD LOTNICTWA CYWILNEGO**

**UL. MARCINA FLISA 2**

**02-247 WARSZAWA**

**POLSKA / POLAND**

**Medical staff only**

In case of any doubts or questions, you can use the following e-mail addresses to receive clarification: iolszewska@ulc.gov.pl; bbiernat@ulc.gov.pl; rpowierza@ulc.gov.pl.