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| **APPLICATION FOR RECOGNITION OF TYPE CERTIFICATE OR APPROVAL AND ENTRY ON THE LIST OF APPROVED FLYING DEVICE TYPES** | **President of the Civil Aviation Authority**  **Republic Of Poland**  Email: [kancelaria@ulc.gov.pl](mailto:LTT@ulc.gov.pl) |
| **1. Name and address of Applicant:**  NOTE: Please include contact information, such as TC Holder phone number, fax, e-mail, etc. | **2.** **Type of request:**  Type Certification recognition  Amendment to Type Certification recognition  (mark the square) |
| **3. Type certificate recognition:**  **A. Type and model(s) designation**  **Recognition process of the type certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, model(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ manufactured by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **B. List the documents attached to this application** (in electronic version) (mark the square):   1. a type certificate together with the data sheet, 2. applicable technical requirements, 3. compliance check list including list of certification reports, 4. master drawing lists or equivalent document where type design is defined, 5. flight manual (specimen or first copy entered into the Polish Civil Aircraft Register), 6. instruction for continued airworthiness (maintenance manual), 7. spare parts catalogue, if issued, 8. service publications with regard to up-to date manuals & service bulletins or link to website publication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. airworthiness directives, if issued or link to website publication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, | |
| NOTE: All models listed must be completely described in the required technical data, including drawings, representing the design, material, specifications, construction, performance of the aircraft, aircraft engine, propeller & parts. | |
| **4. Competent authority** (the authority designated by the State of Design): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact:  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **5. Applicant statement, signature and date:**  I certify that the TC holder has the right to use the product type design, in particular the ability to make changes to the design or apply for such changes.  I declare that the product is guaranteed for continued airworthiness by:   * issuing and publishing service bulletins, * introducing necessary changes to the design resulting from operation, design defects' detection and occurance reports, including assessment of changes for their approval, publishing information about changes and informing the President of the Civil Aviation Authority about them.   I certify that above information is true. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Email and phone | |

**Procedure for recognition of Type Certificate or Approval**

Recognition processes of type certificates or other equivalent approvals’ issued by the competent authority of the State of Design, that issued the type certificate, are carried out by the President of the Civil Aviation Authority.

For the aircraft referred to art. 2 (8) of EU Regulation No. 2018/1139 (OPT-OUT aircraft) the CAA will issue a recognition certificate to an applicant in a country with which the Republic of Poland has agreed a bilateral agreement and make an entry on the approved flying device type list.

In order to process applications without undue delay the CAA requires the use of this form. The individual fields of the application form may vary in size thus allowing to enter all the required information. It is strongly recommended to use the English language.

The application with attachments and written information in the form of documents which indicate your authorization to act on behalf of company and presentation of these documents (e.g. extract from the commercial register, company statute along with their Polish or English translation) can be submitted traditionally in paper form to the CAA address:

Civil Aviation Authority   
Marcina Street 2, 02-247 Warsaw, Poland,

or in an electronic form to the address [kancelaria@ulc.gov.pl](mailto:kancelaria@ulc.gov.pl) indicated in the application, together with information on available links to attachments - e.g. a link to shared resources. The use of electronic form is recommended.

An application submitted in the form of an electronic document (in PDF format) must be signed with a qualified electronic signature. After successfully completing a recognition process the recognition certificate, in the form of an electronic document, will be sent to the e-mail address of Applicant and the Competent Authority of the State of Design resposible for ultralight aviation in the country of Applicant.

In the case of a type certificate holder acting through a plenipotentiary, e.g. by his representative in Poland, the plenipotentiary attaches to the application an appropriate power of attorney along with a stamp duty payment confirmation. A power of attorney submitted in the form of an electronic document must be signed with a qualified electronic signature. If the applying entity acts through a Polish plenipotentiary, documents submitted in the form of electronic documents should be submitted using the ePUAP platform.

The documents should be prepared in the language of the country to which the application for recognition of type certificate is addressed or in English.

**Information to be entered into Form - APPLICATION FOR RECOGNITION OF TYPE CERTIFICATE OR APPROVAL:**

Field 1: Enter the name of the legal entity making the application, registered business address to be printed on the certificate; add postal address if different e.g. for mailing or billing purposes, name, telephone, fax and e-mail of contact person for this application.

Field 2: Indicate which process is the subject of the application.

Field 3: Complete, as appropriate, for the indicated recognition process. If you cannot attach the required document because it has not been issued, please clearly indicate it. Organization which will accept the Type Certificate issued by the other party has right to request certification reports if it considers them to be useful.

Field 4: Identify the Competent Authority that issued the certificate or the recognition approval.

Field 5: Statement and signature of the applicant’s authorised representative.

**Fees for the for recognition of Type Certificate or Approval**

An aviation fee is charged for the approval of airworthiness documents issued by aviation authorities of other countries, which must be paid prior to the submission of the application, and a copy of the receipt of payment must be attached to the application.

The aviation fees are paid to the account of the Civil Aviation Authority, ul. Marcina Flisa 2, 02-247 Warszawa,  
Narodowy Bank Polski  
31 1010 1010 0022 9322 3100 0000

By bank transfer from abroad:

IBAN: PL31 1010 1010 0022 9322 3100 0000  
SWIFT CODE: NBPLPLPW

The CAA informs that the Notice of the Minister of Infrastructure of February 8, 2024 on the announcement of the rates of aviation fees applicable in 2024 was published in Monitor Polski.

[OBWIESZCZENIE MINISTRA INFRASTRUKTURY z dnia 8 lutego 2024 r. w sprawie ogłoszenia stawek opłat lotniczych obowiązujących w 2024 r. (dziennikustaw.gov.pl)](https://dziennikustaw.gov.pl/M2024000011701.pdf)

The payer is requested to provide the relevant information concerning the aviation fee and an appropriate description in words explaining what the payment relates to, according to the following scheme:

Payment title:

- Table 1, Part III Subpart 3.3 sec. 6 point 1 letter a - fee for the approval of airworthiness documents issued by aviation authorities of other countries for ultralight airplanes and rotorcraft – 314 zł

- Table 1, Part III Subpart 3.3 sec. 6 point 1 letter b - fee for the approval of airworthiness documents issued by aviation authorities of other countries for ultralight aircraft other than airplanes and rotorcraft – 158 zł

**Personal data protection information** - <https://www.ulc.gov.pl/en/news/511-personal-data-protection>