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|  | **President of Civil Aviation Authority** |

**Application for the issue of a Cabin Crew Attestation (CCA)**

According to Commission Regulation (EU) No 1178/2011 of 3 November 2011 as amended, Article 11 a: **Cabin crew qualifications and related attestations** 1. Cabin crew members involved in commercial operation of aircraft referred to in Article 4(1)(b) and (c) of Regulation (EC) No 1178/2011 shall be qualified and hold the related attestation in accordance with the technical requirements and administrative procedures laid down in Annexes V and VI.

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| Duplicate | Change of name | | | Change of citizenship | |
| **1. Personal details of applicant** - Use CAPITAL letters | | | | | |
| Date of birth | | Nationality | | Gender:  Female  Male | |
| Last name | | | First name(s) | | |
| Address | | | Postal code and city | | Country |
| Phone | | | E-mail | | |
| Employed by (name of commercial air transport operator) | | | | | |

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| **2. Regarding Duplicate, Change of name and Change of citizenship** |
| Please note  - If your Cabin Crew Attestation has been issued by a Polish approved organisation (commercial air transport operator CAT), the application shall be sent to the organisation that issued your Cabin Crew Attestation.    - If your Cabin Crew Attestation has been issued by a Polish approved organisation (commercial air transport operator CAT) and if the operator no longer exists, is suspended or has had its cabin crew attestation certificate restricted, the application should be sent to the Civil Aviation Authority Poland. President of the Civil Aviation Authority will issue it based on a copy of the CCA document that the CAA has on file.  - If the Cabin Crew Attestation has been issued by the President of the Civil Aviation Authority, the application shall be sent to: CAA Poland.  Current CCA Reference number: ………………………………………………………………………………………………………..  Documentation required:  Evidence that you have exercised the privileges of your attestation with an operator registered in an EASA Member State during the previous 60 months.  (Evidence may be in the form of FTL records, original signed statement of confirmation of operational use from operator etc.)  *Ref. CC.CCA.105 Validity of the cabin crew attestation*  *The cabin crew attestation shall be issued with unlimited duration and shall remain valid unless:*  *(a) it is suspended or revoked by the competent authority; or*  *(b) its holder has not exercised the associated privileges during the preceding 60 months on at least one aircraft type* |

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| **2.1. Duplicate - Replacement of lost/stolen/damaged\* CCA** |
| *Please notice*  *The holder of a Cabin Crew Attestation must describe the reason for applying for a duplicate in Polish or English language and provide a copy of the official report from the police regarding loss or theft, and in the case of damage of the document a brief description of the reason/circumstances of destruction*  \* delete where not applicable |

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| **2.2. Change of name** | |
| Previous - Last name | Previous - First name |
| New – Last name | New – First name |
| Documentation required:  Original cabin crew attestation (Note: if the original attestation is required for operational reasons during the application process, a copy will suffice. The new attestation cannot be issued to the applicant until the original is presented to the issuing bodies).  Copy of the official document confirming the change of personal data (e.g., a copy of a marriage certificate)\*.  Copy of valid ID/passport after change of name or copy of official notification of marriage. | |
| **2.3 Change of citizenship** | |
| Previous - Citizenship | New - Citizenship |
| Documentation required:  Original cabin crew attestation (Note: if the original attestation is required for operational reasons during the application process, a copy will suffice. The new attestation cannot be issued to the applicant until the original is presented to the issuing bodies).  Copy of valid ID/passport after change of citizenship. | |

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| **3. Remarks** |
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| **4. Verification of compliance in accordance with ARA.GEN.315 and AMC1 ARA.GEN.315(a)** | |
| I have never held any attestation with the same scope and in the same category issued in another Member State;  , | |
| I have not applied for any attestation with the same scope and in the same category in another Member State; and;  , | |
| I have never held any Cabin Crew attestation with the same scope and in the same category issued in another Member State which was revoked or suspended in any other Member State;  , | |
| I hereby declare that all the statements in connection with this application are complete and correct. I understand that any false or misleading statement could disqualify me as an applicant from being granted an attestation.  I understand that the information provided may require verification from the issuing bodies. | |
| Date | Signature of applicant |

Please enclose the following:

Evidence that you have exercised the privileges of your attestation with an operator registered in an EASA Member State during the previous 60 months.

(Evidence may be in the form of FTL records, original signed statement of confirmation of operational use from operator etc.).

Original attestation and any other CAA that you hold or have held. (Note if the original attestation is required for operational reasons during the application process, a copy will suffice. The new attestation cannot be issued to the applicant until the original is presented to the issuing bodies).

Copy of the official document confirming the change of personal data (e.g., a copy of a marriage certificate)\*.

Copy of your official identity document after a change of personal data (e.g., Passport, National Identity Card etc) (State of Issue / Passport Number / Photograph page(s) only)

\* *Copies of civil status records and other documents submitted through the Electronic Submission Box are considered original if they are electronic documents signed with a qualified electronic signature of an authorized person (e.g., the Head of the Registry Office). This signature confirms their authenticity.*

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| **All attached copies shall be readable and in colour.**  **Please note that failure to provide all required documents will result in the application being left unprocessed.** |

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In relation to the information requirement mentioned in Art. 13 in relation to Art. 5(1)(a) and Art. 5(2) of the Regulation (EU) No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), I hereby declare that I have been informed that:

1. The President of the Civil Aviation Authority with its registered office in Warszawa, ul. Marcina Flisa 2, 02-247 Warszawa, telephone: +48 22 520 72 00, e-mail: kancelaria@ulc.gov.pl, is a controller of my data.

2. The President of the Civil Aviation Authority has appointed a Data Protection Officer I can contact in case of any matters concerning the processing of my data by sending an e-mail at the e-mail address: [daneosobowe@ulc.gov.pl](mailto:daneosobowe@ulc.gov.pl)

3. The Civil Aviation Authority processes my data to examine my application.

4. The President of the Civil Aviation Authority does not intend to transfer my personal data to any third countries or international organizations.

5. My personal data stored in the Register of Aviation Personnel will not be damaged, while documents of the administrative proceedings will be processed for a period of 50 years from the completion of the proceedings.

6. In relation to the processing of my personal data, I have the right to request the data controller to:

a. give me access to my personal data,

b. correct my personal data,

c. remove my personal data,

d. limit the processing of my personal data,

e. raise an objection to the processing of my personal data,

f. withdraw my consent for processing my data I have provided voluntarily.

7. I have the right to raise a complaint to the supervision authority which is the President of the Personal Data Protection Office.

8. The provision of personal data is based on the law and my consent for their processing.

9. The personal data I provide will not be used for an automated decision-making process, including the profiling.

I consent to the processing of my personal data in the form of telephone number and e-mail address by the President of the Civil Aviation Authority in order to facilitate the administrative procedure for issuing a cabin crew attestation. At the same time, I declare that I have been informed that I have the right to withdraw my consent to the processing of the aforementioned categories of data at any time. does not affect the legality of the processing performed on the basis of consent before its withdrawal.