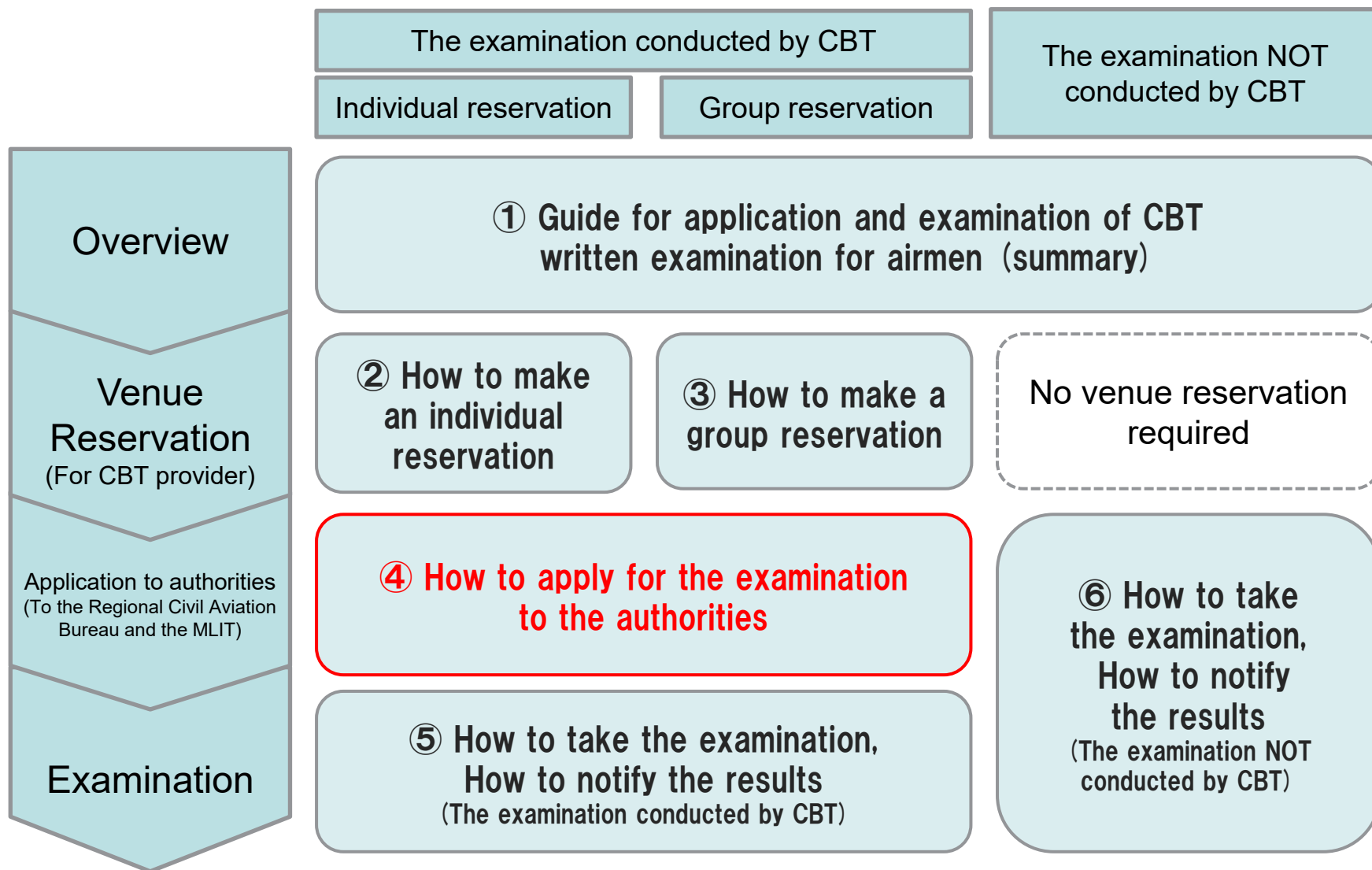


④ How to apply for the examination to the authorities



FY2025

Personnel Licensing Policy Office, JCAB



Application for the Exam to the Authorities (Form 19)

- Please apply for the exam to the authorities, after reserving a venue for the examination on the CBT provider website.
- Even if you have not made a group reservation to the CBT provider, it is possible to collectively submit an application to the authorities as a group. If you are making a group application, please submit in accordance with the operations (administrative notices, etc.) of each regional bureau.
- There are no changes to the required documents other than Form 19.

< Application and contact >

For details on the procedure, please refer to the following website.

- Application and examination of paper examination for airmen (Ministry of Land, Infrastructure, Transport and Tourism website)
https://www.mlit.go.jp/koku/koku_tk12_000005.html

If you have any questions regarding application for the examination, please contact us below.

Reception hours: Weekdays 9:30 to 12:00, 13:00 to 17:00

(Specific procedures)

East Japan Civil Aviation Bureau: 03-5275-9321

West Japan Civil Aviation Bureau: 06-6937-2781

(General information about the examination system)

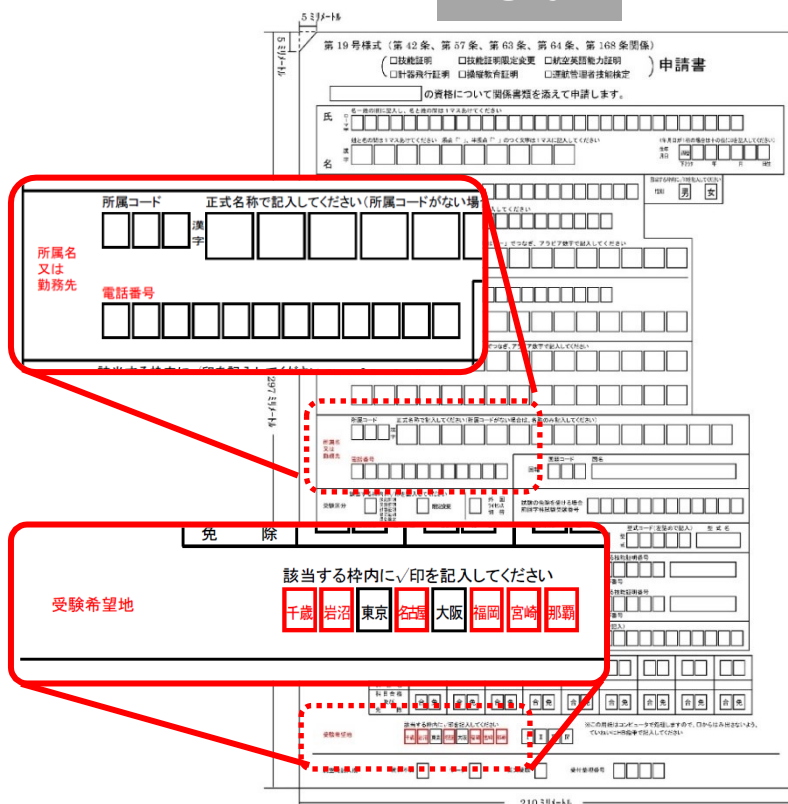
Ministry of Land, Infrastructure, Transport and Tourism: 03-5253-8111 (50305)

East Japan Civil Aviation Bureau	West Japan Civil Aviation Bureau
Tokyo	Osaka Tokushima
Kanagawa	Kyoto Ehime
Saitama	Hyogo Kochi
Gunma	Nara Fukuoka
Chiba	Shiga Nagasaki
Ibaraki	Mie Oita
Tochigi	Wakayama Saga
Yamanashi	Aichi Kumamoto
Shizuoka	Gifu Miyazaki
Nagano	Fukui Kagoshima
Niigata	Ishikawa Okinawa
Yamagata	Toyama
Akita	Tottori
Fukushima	Shimane
Miyagi	Okayama
Iwate	Hiroshima
Aomori	Yamaguchi
Hokkaido	Kagawa

Changes to Form 19

- The “Telephone Number (電話番号)” field changed to the “Venue ID (会場ID)” field.*¹
*1 In the “Venue ID” field, enter your CBT ID (“A” + “9 digits”), not the examination venue ID.
- The “Desired examination location (受験希望地)” changed to “Where to Apply (申請先).” Select “Where to Apply” based on the place of desired examination location*² at the time of application.
*2 If the examination venue changes, there is no need to reapply.
- If you are applying using the old form, please enter your CBT ID in the “Telephone Number” field.
- The subject codes and subject names at the bottom may be listed in any order.

Old



第19号様式 (第12条、第57条、第63条、第64条、第108条関係)
 () 申請書
 の資格について関係書類を添えて申請します。

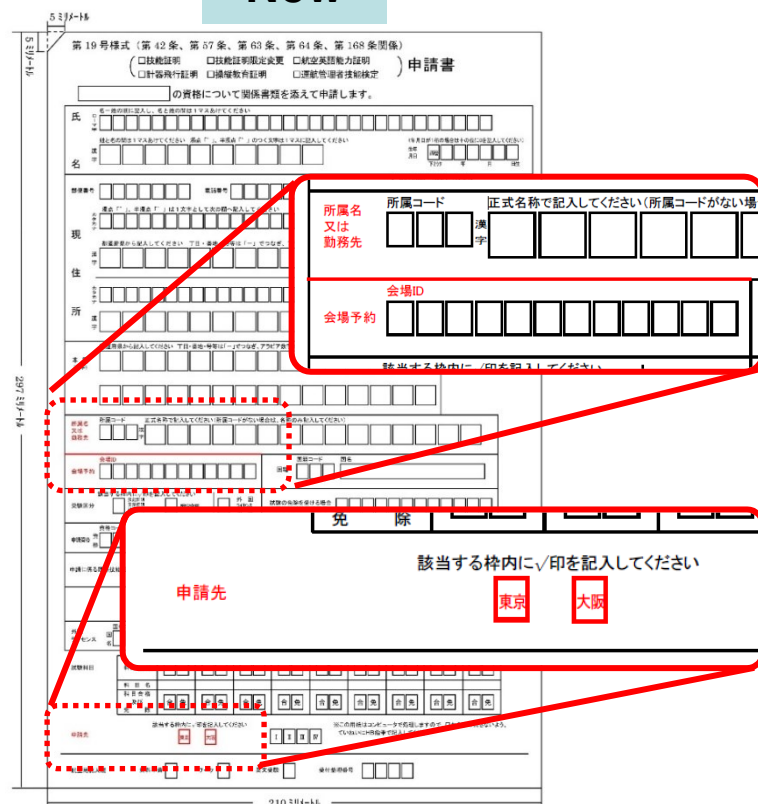
氏名
 住所
 生年月日
 性別

所属コード 正式名称で記入してください(所属コードがない場合) 漢字
 所属名
 又は
 勤務先
 電話番号

免除
 該当する枠内に✓印を記入してください
 千歳 岩沼 東京 名古屋 大阪 福岡 宮崎 那覇

受験希望地

New



第19号様式 (第12条、第57条、第63条、第64条、第108条関係)
 () 申請書
 の資格について関係書類を添えて申請します。

氏名
 住所
 生年月日
 性別

所属コード 正式名称で記入してください(所属コードがない場合) 漢字
 所属名
 又は
 勤務先
 会場ID
 会場予約

免除
 該当する枠内に✓印を記入してください
 申請先 東京 大阪

Payment of Examination Fees to the Authorities

- When submitting Form 19 to a regional bureau, payment by revenue stamps using Form 31 is required in addition to payment of the delivery fee to the CBT provider.
- The payment method and amount remain the same as previous examinations.

<About the amount to be paid to the authorities in revenue stamps>

Aviation English Language Proficiency Certificate: 22,600 yen

Other certification: 5,600 yen

* Please be careful not to mistakenly pay the total amount including the delivery fee to a regional bureau.

第 31 号様式 (第 239 条の 6 関係) (日本国規格 A 4)

納 付 書

技能証明 技能証明の限定変更 航空英語能力証明 であつて下記に該当するものの
計器飛行証明 操縦教育証明 運航管理者技能検定
申請・申込に係る手数料を納付します。

資格の別 (該当するものを○で囲むこと。)

定期運送用操縦士 定期運送用操縦士 (制限付き) 事業用操縦士 (滑空機以外)
事業用操縦士 (動力滑空機) 事業用操縦士 (上級滑空機)
自家用操縦士 (滑空機以外) 自家用操縦士 (動力滑空機)
自家用操縦士 (上級滑空機) 准定期運送用操縦士 一等航空士 二等航空士
航空機関士 航空通信士 一等航空整備士 二等航空整備士 一等航空運航整備士
二等航空運航整備士 航空工場整備士

学科試験・実地試験の別 (該当するものを○で囲むこと。)

学科試験 実地試験

年 月 日

在 所

申請者氏名

国土交通大臣 殿

金 円

収 入 印 紙
(消印しないこと。)

注 1 申請・申込に係る証明・検定の名称を○で囲むこと。
注 2 収入印紙の額には、手数料の額に相当する額の収入印紙を左から順次はりつけること。

● Sample of Form 31

Download the form here ↓

<https://www.mlit.go.jp/koku/content/001489961.pdf>

The Abolition of the Examination Ticket and Issuance of the Application Acceptance Notice

- The examination ticket will no longer be issued, and instead the application acceptance notice will be sent.
- Identity verification on the day will be done using identification documents specified by the CBT provider, so you do not need to bring the application acceptance notice sent by the authorities to the venue.
- The application acceptance notice will be sent out at least 3 business days before the first day of the examination period.
- If there are any errors in your application, you may be contacted by the phone number below for confirmation. This may be an important confirmation regarding the test, so please respond.
[Tel] East Japan Civil Aviation Bureau: 03-5275-9321
West Japan Civil Aviation Bureau: 06-6937-2781

〒XXXX-XXXX
東京都霞が関 1-1-1
TARO KOKU
航空 太郎 様

(案)
受験申請受理通知

令和〇年〇月期の航空従事者技能証明等学科試験における申請を受理しましたので通知します
なお、受験するにあたり本通知を受験会場に持参する必要はありませんが、以下の受験者の心得
及び CBT 事業者の HP 等で注意事項を確認してください。
航空局 URL XXXXXXXXXXXXXXXXXXXX、CBT 事業者 URL XXXXXXXXXXXXXXXX

⋮

受験番号 C3B13A1A0001
申請資格 A1
申請種類 A
氏名 TARO KOKU
航空 太郎

受験科目の表

(Image of application acceptance notice)

Contains information such as
“Exam takers' guidelines”

About Group Applications to Authorities

- Even if you do not make a venue reservation as a group with the CBT provider (if it is made as an individual reservation), it is possible to submit a group application to the authorities.
- Please submit in accordance with the operations (administrative notices, etc.) of each regional bureau.

* We will be requesting the following operations.

(Please check the administrative communication from each bureau for exact details).

West Japan Civil Aviation Bureau:

Submitted on the same schedule as regular individual applications.

East Japan Civil Aviation Bureau:

- ① Those who can submit a group application without waiting for the previous examination results.
 - ✓ Whenever possible, after completing your venue reservation, please submit your group application 5 business days before the start of the application period to the authorities, as currently displayed on our website.
- ② Those who want to submit a group application after waiting for the previous examination results.
 - ✓ Please submit the group application separately from ① as soon as possible, or submit individual applications. Please note that if you submit individual applications, you will need two self-addressed envelopes for each applicant.
 - ✓ If you are applying using the subject pass system, you will need the paper examination result notice, not the advance notice. Please note that your application will not be accepted without the paper examination result notice.