

How To Guide:

Completing an Online Medical Self Declaration with Cellma (The CAA Portal)



1. Create a CAA Portal account

- Register for an account on the CAA Portal here:
<https://portal.caa.co.uk>

Civil Aviation Authority web site print help

Services Online
Welcome to the CAA's Online Portal which provides access to our online services.

Civil Aviation Authority

Sign In

User name: *

Password: *

Sign In

Create New User **Create**

If you have forgotten or need to change your password you can reset it on the [Reset your Password](#) page.

2. Create a (memorable!) username and password

Civil Aviation Authority


web site print help

Create Account
Please provide details below to create an account



To create an account with the Civil Aviation Authority please complete the information below. Your user name will need to be unique and you will sign in with this and your password in the future. After creating your account you will receive an email explaining how to activate it. For further details, please refer to our [Help](#) section.

Sign-In Details

User name: *	<input type="text" value="examplestudent"/>
Password: *	<input type="password" value="....."/>
Confirm password: *	<input type="password" value="....."/>
Email: *	<input type="text" value="example@v1flight.com"/>
Confirm Email: *	<input type="text" value="example@v1flight.com"/>
	
Enter the code exactly as you see in the image: *	<input type="text" value="RA3EX"/>

By creating and using an account you are agreeing to the CAA's usage [terms and conditions](#).



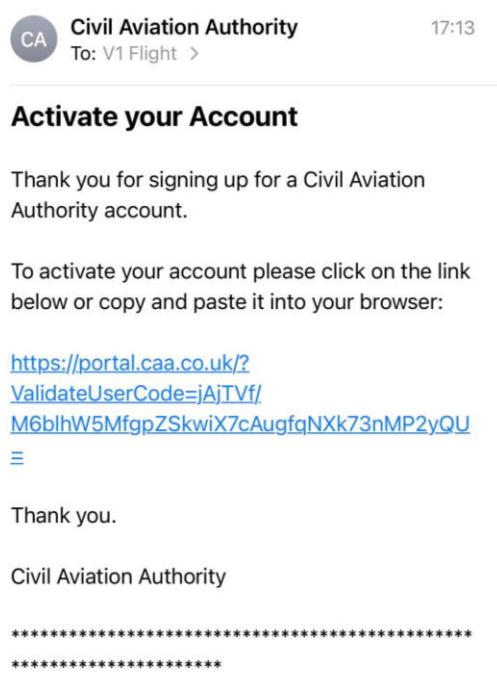
3. Activate your account

Account Created

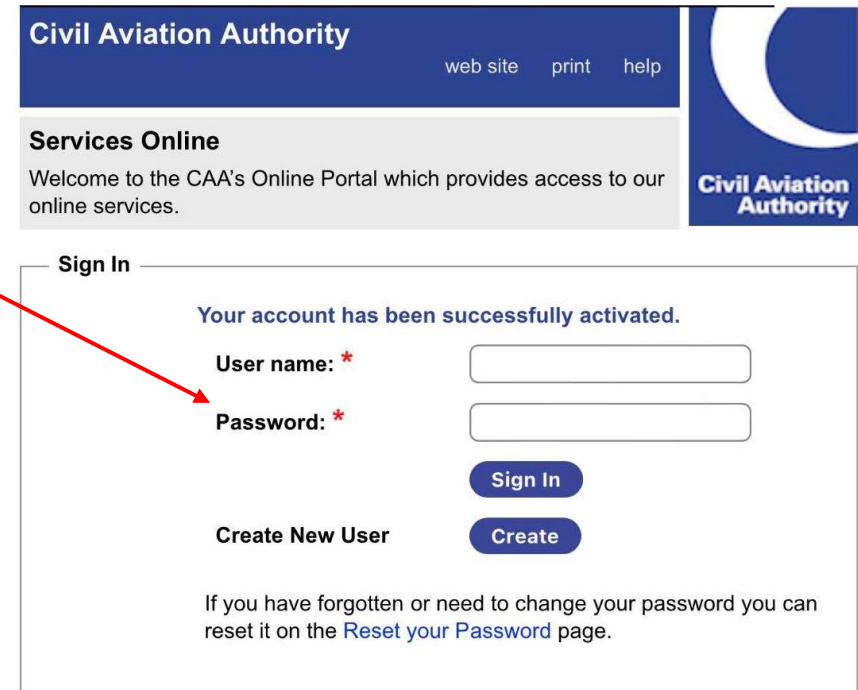
Your Account has been successfully created. You will shortly receive an email containing instructions on how to activate your account. You will not be able to sign in until your account has been activated. If this email does not appear in your Inbox, please check your Junk/Spam folder

[Return to Sign In](#)

1. When you see the above message, head to your emails and follow this link to activate.



2. Now log back in.



4. Apply for **Medical** Service

Select “your services”:

web site print help

Your Services

Civil Aviation Authority

Services Online

Your Services

Accessibility

Your Services

You can use the following services:

[Apply for a new ATOL Licence](#)

Apply to Use these Services

The following services are available for you to apply to use. Please note that for services relating to regulatory functions, you may be required to supply some details about who you are and provide documentary evidence of this in order for us to verify your identity. Click on the services you want to use.

[Flight Crew e-Exams and e-Licensing](#)

[Aircraft Maintenance e-Exams](#)

[Medical](#)

[Medical – as a Medical Professional](#)

[Private Pilot Theoretical Knowledge e-Exams](#)

[EC Rebate](#)

[Space Regulation](#)

Apply for “Medical”:

5. Read through the T&Cs to confirm your agreement, then input your personal information to apply for the service

Your individual rights

You may submit an enquiry, a subject access request or make a complaint at any time by emailing FOI.requests@caa.co.uk. Further rights as a data subject can be found [here](#). Contact details of the CAA's Data Protection Officer can be found [here](#). You have a right to complain to the [ICO](#) about the CAA's processing of personal data. Access to our General privacy notice can be found [here](#).

This privacy notice is subject to change. Last updated September 2020.

Agree and Continue

6. Input your personal information

the application process will require ID such as passport or driving license AND a utility bill

Apply For Service

You are applying for **Medical**

Please enter your personal details and attach your identity documents below.

Personal Data

CAA Reference

Title *

Last Name (Family name, e.g. Earhart) *

First and middle names (e.g. Amelia Mary) *

These should be the full exact names as those that appear on your ID documentation

Gender *

 Male Female

As indicated on your ID verification documentation

Date of Birth *

Place of Birth *

Place of Birth (E.g. Town or City as per your ID documentation)

Identity Document

Type: *

Reference Number *

Country of Issue *

Address Document

Type:

CAA Document

Type:



7. Wait for verification

Details Submitted

Thank you for submitting your details. These will now be verified by the CAA and can take up to 5 working days. Once processed you will receive an email confirmation.

8. Receive verification email (this may take a couple of days) and log back in to complete your medical self-declaration

Your Service Access Request for the service 'Medical' has been granted.

To access the service, please log in to your portal account and click on the service name under "Your Services".

Thank you.

Civil Aviation Authority

9. Navigate to “Your Services”

- Select “Medical”

Your Services

You can use the following services:

- [Apply for a new ATOL Licence](#)
- [Medical](#)
- [Medical – Raise issue with medical system or process](#)

10. Select “Pilot Medical Declaration”

Cellma Patient Menu

Please select requirement.


Apply for UK Class 1/3 Med Cert	Answer
Apply for UK Class 2 Med Cert	Answer
Apply for a LAPL Med Cert	Answer
Apply for UK Class 1 (Flt Eng / Nav)	Answer
Pilot Medical Declaration	Answer

Access My Cellma Record

Book Appt. with CAA Specialist

11. Accept!

Assessments

 You have selected to answer the Pilot Medical Declaration

By continuing with this application, I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at <http://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private-pilots/>

FALSE REPRESENTATION STATEMENT

It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable, on summary conviction, by a fine and, on conviction on indictment, with a fine or up to two years imprisonment or both.

X Decline **✓ Accept**

12. Select NPPL

Assessments

Pilot Medical Declaration

LICENCE

Choose Licence Type(s) against which you are making a fitness to fly declaration ? [?](#)

UK Part-FCL PPL to fly Part 21 aircraft
UK Part-FCL PPL to fly non-Part 21 aircraft
National Private Pilot Licence (NPPL)
UK Private Pilot Licence (UK PPL)
UK Commercial Pilot Licence (CPL) Balloons that is restricted to commercial operation and the privileges of a UK PPL (Balloon and Airships)
UK Part-FCL LAPL to fly Part 21 aircraft
UK Part-FCL LAPL to fly non-Part 21 aircraft
UK Part-SFCL SPL

13. Select the **yellow** box to confirm your acceptance with the terms of medical self declaration.

Assessments

Pilot Medical Declaration 33.33%

DECLARATION

***I have read and understand the Guidance Notes as part of this declaration and:** ?

I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at (<https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private-pilots/>) and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are not subject to a disqualifying medical condition

I hereby withdraw my previously submitted medical declaration as I no longer reasonably believe that I satisfy the requirements of meeting the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency; or I am subject to a disqualifying medical condition.

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14. Again, click the first box (in yellow) and select under 2000kg

Assessments

Pilot Medical Declaration 33.33%

DECLARATION

**I have read and understand the Guidance Notes as part of this declaration and:*

I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at (<https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private-pilots/>) and I reasonably believe that I meet the medical requirements of the Civil Aviation Authority and Vehicle Licensing Agency and are not subject to a disqualifying medical condition.

I hereby withdraw my previously submitted medical declaration as I do not meet the requirements of meeting the medical requirements for a Group 1 Licence; or I am subject to a disqualifying medical condition.

I will only fly aircraft (Select one)*

No Greater than 2000kg MTOM **Less than 5700kg MTOM**




Save

Back Next

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15. Accept again and you can download here:

Cellma Patient Menu

 **Applications**  

Pilot Medical Declaration Type Patient Pre Assessment
[Download](#) | [Print](#)

Answered By	Approved By	Approved On	Withdrawn By	Withdrawn On
The Patient				

LICENCE

Question	Answer
Choose Licence Type(s) against which you are making a fitness to fly declaration ?	National Private Pilot Licence (NPPL)

DECLARATION

Question	Answer
I have read and understand the Guidance Notes as part of this declaration and: I will only fly aircraft (Select one)	I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at (https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private-pilots/) and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are not subject to a disqualifying medical condition No Greater than 2000kg MTOM

Declaration

I hereby declare that I have carefully considered the statements above and to the best of my belief my declaration is complete and correct

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16. SAVE and PRINT the PDF for your records (and share with your instructor too of course)!



Printed copy of Pilot Medical Declaration

Printed on: 06/11/2021

LICENCE	
Question Choose Licence Type(s) against which you are making a fitness to fly declaration ?	Answer National Private Pilot Licence (NPPL)
DECLARATION	
Question I have read and understand the Guidance Notes as part of this declaration and:	Answer I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at (https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private-pilots/) and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are



MEDICAL SELF DECLARATION COMPLETE!

Best of luck in your flying endeavours.