

# Application for Licence Verification



## Notes for applicants:

1. CAA provides Licence Verification for individual licence holders by two methods:
  - a. **Verification Letter** - to applicant confirming licence details (letter sent to Postal Address detailed below)
  - b. **Verification Report** - emailed directly to overseas Authority
2. Applicants must provide consent to release information directly to third party and confirmation of Identity
3. For further information refer to [www.aviation.govt.nz](http://www.aviation.govt.nz) and see heading [Pilots](#)

## 1. Personal Details

NZ CAA Licence Number		Date of Birth (dd/mm/yy)	
Title (Mr/Mrs/Ms/Miss)	Last Name		
Given Name(s)			
Address for Service - Civil Aviation Act, s8, requires applicants to provide a physical address in New Zealand and to notify the Director of any changes.			
Tel		Mob	
Fax		Email	
Postal Address (if different from Service Address)			
Tel		Mob	
Fax		Email	

## 2. Verification details

Tick appropriate box for verification method	<b>Verification Letter</b> - emailed to applicant <input type="checkbox"/>		<b>Verification Report</b> - emailed directly to overseas Authority <input type="checkbox"/>	
	Indicate type of licence			
For <b>Verification Report</b> - provide details of overseas Authority i.e. name of contact person, Position and Email address	Licence			
	Authority			
	Name			
	Position			
	Email			

<b>Name</b>		<b>CAA ID</b>		<b>Date</b>	
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### 3. Confirmation of Identity

<i>Please enclose a <b>COPY</b> of one of the following items to confirm your identity. The copy must be of a current (unexpired) document. Please tick the included item.</i>	1. A New Zealand Driver	<input type="checkbox"/>	5. A New Zealand or overseas passport	<input type="checkbox"/>
	2. A full birth certificate	<input type="checkbox"/>	6. A New Zealand firearms licence	<input type="checkbox"/>
	3. A Certificate of New Zealand Citizenship	<input type="checkbox"/>	7. A current certificate of identity	<input type="checkbox"/>
	4. A current refugee travel document used by or on behalf of the government of New Zealand	<input type="checkbox"/>	8. A New Zealand Police or New Zealand Defence Force photo identity card issued to non-civilian staff	<input type="checkbox"/>

### 4. Declaration and Consent

I declare that to the best of my knowledge the information supplied in this application and the documentation attached is true and correct.

**Consent to Disclosure and Collection**

I authorise the Director to disclose information in accordance with my instructions to send the response to the relevant overseas Authority indicated on page 1 of this form.

<b>Applicant's Signature</b>		<b>Date</b>	
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### 5. Applicant's Check List

<i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.</i>	1. Licence type specified	<input type="checkbox"/>	
	2. Verification method specified	<input type="checkbox"/>	
	3. Confirmation of Identity enclosed	<input type="checkbox"/>	
	Declaration and Consent signed, Name and CAA ID completed at top of this page	<input type="checkbox"/>	

Scan this form and email to [licensing@caa.govt.nz](mailto:licensing@caa.govt.nz), or post to

Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand