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***Application for Issue of New Zealand Flight Crew Licence - Overseas Licence Holders Only***

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| *Notes for applicants* *For further information on the recognition process refer* [*Recognising foreign pilot licences*](https://www.aviation.govt.nz/licensing-and-certification/pilots/pilot-licensing/recognising-foreign-pilot-licences/) *on CAA’s website.*   1. *Use a separate form for aeroplane, helicopter, or balloon licence.* 2. *A completed Fit and Proper Person Questionnaire, form* [*CAA 24FPP*](https://www.aviation.govt.nz/assets/forms/24FPP.pdf) *or* [*CAA 24FPPDEC*](https://www.aviation.govt.nz/assets/forms/24FPPDEC.pdf)*, is required with this application. Refer to the 24FPP form for guidance on the appropriate form to be used.* 3. *Applicants must provide a physical address for service in New Zealand.* 4. *Aviation English Language Proficiency Assessment Credit - Mandatory after 5 March 2008. Refer to CAA website,* [*How to be a pilot*](https://www.aviation.govt.nz/assets/publications/gaps/caa-gap-how-to-be-a-pilot-web.pdf) *and* [*AC61-1*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC61-1) *for further information.* 5. *The UK CAA require individual licence holders who wish to have their EASA licence details released to the CAA of New Zealand to submit the appropriate verification* [*authorisation form*](https://publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=521) *together with the associated fee to the UK CAA before such information will be released. Contact the* [*UK CAA*](https://www.caa.co.uk/general-aviation/) *for information.*   ***Fees***  *Fees (including GST)*  *PPL, CPL, ATPL $230.00*  *Instrument Ratings $131.00*  *Fees can be paid online at* <https://sec.caa.govt.nz/onlinepayment>*. Provide a copy of your receipt with your application.*  *Note: unless the full fees are paid and receipt is attached, applications will not be processed.*  ***Submit your complete application to***[***lic.applications@caa.govt.nz***](mailto:lic.applications@caa.govt.nz)**,** *or post to Civil Aviation* *Authority, PO Box 3555, Wellington 6140, New Zealand.* |

**1. Personal details**

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| --- | --- | --- | --- | --- |
| CAA participant number (*if known)* |  | Date of birth *(dd/mm/yy)* | |  |
| Title *(Mr/Mrs/Ms/Miss*) |  | Last name |  | |
| Given name(s) |  | | | |
| Country of birth |  | Nationality |  | |
| Phone |  | Mobile |  | |
| Email |  | | | |
| Address for service - *Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e., a physical address) and to promptly notify the Director of any changes.* | | | | |
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| Postal address *(if different from address for service)* | | | | |
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**2. New Zealand licence applied for**

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| *Tick the appropriate box(es).* | Aeroplane |  | Helicopter |  | Other |  |
| If other, please specify |  | | | | |
| Private Pilot (PPL) |  | Commercial Pilot (CPL) |  | Airline Transport Pilot (ATPL) |  |

**3. Declaration**

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| *The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 49 of the Civil Aviation Act 1990 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding $10,000.* | **I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.**  Consent to disclosure  I authorise the collection by the Director of Civil Aviation or his delegate (hereinafter referred to as "the Director") from, and the disclosure to the Director by, any person, organisation or government department of any details of my knowledge & compliance with transport safety regulatory requirements.  I authorise the Director to use, and disclose, the information obtained about me for any purpose under the Civil Aviation Act 1990, or other such purpose permitted by law. | | | |
| Applicant’s signature |  | Date |  |

**4. Applicant’s checklist *– allow 10 working days from date of receipt for processing application***

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| *Ensure all documents are provided.*  *Applications which are incomplete or lacking any required documents will be returned.* | 1. Copy of current overseas flight crew licence (including FRTO rating/licence) |  |
| 1. Copy of current appropriate overseas medical certificate (PPL) |  |
| 1. Copy of New Zealand Class 1 medical certificate (CPL, ATPL) |  |
| 1. Copy of completed New Zealand BFR and flight experience summary (PPL) |  |
| 1. Copy of New Zealand flight test report and flight experience summary (CPL, ATPL) |  |
| 1. Copy of appropriate New Zealand Air Law examination pass (CPL, ATPL) |  |
| 1. Copy of assessment letter issued by [ASPEQ](https://www.aspeq.com/contact-us/) (CPL, ATPL) |  |
| 1. Completed fit and proper person form, either 24FPP or 24FPPDEC |  |
| 1. Name completed at top of these pages |  |
| 1. Proof of payment – for fee(s) |  |
| 1. Aviation English Language Proficiency Assessment Credit *(refer to notes for applicants No.4)* |  |
| 1. Verification sent to the UK CAA (if applicable) |  |