

Application for Licence Verification of Occurrence(s)



Notes for applicants:

1. CAA provides Licence Verification of Occurrence(s) for individual licence holders by two methods:
 - a. **Verification of Occurrence(s) Letter** - to applicant confirming Occurrence(s) details including pilot profile report (letter and report sent to Email or Postal Address detailed below)
 - b. **Verification of Occurrence(s) Letter only** - emailed directly to overseas Authority(as the authorised recipient detailed below)
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 and see heading [Pilots](#)

1. Personal Details

NZ CAA Client / 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 letter of Occurrence(s) recorded against client ID

Tick appropriate box for verification of Occurrence(s) method	Verification of Occurrence(s) Letter with client profile report - emailed or posted to applicant <input type="checkbox"/>	Verification Occurrence(s) Letter only - emailed directly to overseas Authority <input type="checkbox"/>								
For Verification of Occurrence(s) letter - provide details of overseas Authority i.e. name of contact person, Position and Email address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Authority</td> <td></td> </tr> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Position</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </table>		Authority		Name		Position		Email	
Authority										
Name										
Position										
Email										

3. Confirmation of Identity

<p>Please enclose a COPY of one of the following items to confirm your identity. The copy must be of a current (unexpired) document.</p> <p>Please tick the included item.</p>	1. A New Zealand Driver licence <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

<p>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.</p>	<p>Declaration</p> <p>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.</p> <p>Consent to Disclosure</p> <p>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 (if relevant).</p>		
	<p>Applicant's Signature</p>		<p>Date</p>

5. Applicant's Check List

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

Please allow 10 working days from date of receipt for processing application

<p>Send this completed form to:</p>	
<p>CAA Legal Unit, PO Box 3555, Wellington 6140</p>	<p>Scanned copy Email: OIA@caa.govt.nz</p>