

# 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. Please allow 10 working days from date of receipt for processing application
4. For further information refer to [www.caa.govt.nz](http://www.caa.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  Indicate type of licence	<b>Verification Letter</b> - posted to applicant	<input type="checkbox"/>	<b>Verification Report</b> - emailed directly to overseas Authority	<input type="checkbox"/>
	Licence			
For <b>Verification Report</b> - provide details of overseas Authority i.e. name of contact person, Position and Email address	Authority			
	Name			
	Position			
	Email			

<b>Name</b>	<b>CAA ID</b>	<b>Date</b>
-------------	---------------	-------------

### 3. Confirmation of Identity

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

### 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><b>Declaration</b> 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><b>Consent to Disclosure</b> 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.</p>		
	<b>Applicant's Signature</b>		<b>Date</b>

### 5. Applicant's Check List

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

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

<b>Send this completed form to:</b>		
CAA, Personnel Licensing PO Box 3555, Wellington 6140	Scanned copy Email: <a href="mailto:licensing@caa.govt.nz">licensing@caa.govt.nz</a>	Fax: +64 4 569 2024