

## Application for PNG Licence Verification

Use a separate form for each licence or rating

### 1. Personal Details

CASA PNG Client / Licence Number:		Date of Birth:	
Title:		Last Name:	
Given Name(s):			
Country of Birth:		Nationality:	
Address for Service - Civil Aviation Act, s48, requires applicants to provide an address for service in PNG (i.e. physical address) and to promptly notify the Director of any changes			
Phone:	( )	Mobile:	( )
Fax:	( )	Email:	
Postal Address			
Phone:	( )	Mobile:	( )
Fax:	( )	Email:	

### 2. Verification Details - Foreign Authority contact

(Please tick appropriate boxes)

What are you applying for?	Verification Letter <input type="checkbox"/> (VL is emailed to the applicant)	Verification Report <input type="checkbox"/> (VR is emailed directly to Foreign CAA)	Both <input type="checkbox"/>
Indicate Licence Type	Flight Crew <input type="checkbox"/>	Aircraft Maintenance Engineer <input type="checkbox"/>	Air Traffic Controller <input type="checkbox"/>

For Verification Reports, please provide details of Foreign Licencing Authority as follows:	Name of Foreign CAA:	
	Name of Foreign Inspector:	
	Position of Foreign Inspector:	
	Email of Foreign Inspector:	

### 3. Fees

<b>Fees: Kina-incl (GST)</b> <b>FCL Verification - K330.00</b> <b>AME Verification - K330.00</b> <b>ATC Verification - K330.00</b>	Licence Issue Fee	PGK	<b>Account Details</b> Bank: <b>ANZ (PNG) Limited</b> Acc. Name: <b>CASA Surveillance Account</b> Acc. Number: <b>11637390</b> BSB: <b>018-911</b> Swift Code: <b>ANZBPGPX</b>
	Rating Issue Fee	PGK	
	<b>Total Fee</b>	<b>PGK</b>	
	Name on CASA Receipt:		
	CASA Receipt Number:		
<p><i>CASA accepts EFTPOS, direct deposits and electronic transfers. Unless the full fees are paid, applications will not be accepted.</i></p>			

#### 4. Fit & Proper Person Declaration

THE INFORMATION SOLICITED HEREIN IS REQUIRED PURSUANT TO SECTIONS 49 AND 50 OF THE CIVIL AVIATION ACT 2000 (*as amended*), WHICH PROVIDES FOR A FIT AND PROPER PERSON'S FPP TEST TO BE SATISFIED

Have you previously had an application for an aviation document rejected or have you been the holder of an aviation document which has been suspended or revoked (other than a licence that has been superseded by a replacement or a high licence)? Yes  No

*If answering "Yes", please give details*

(a) Have you been convicted in any court of law of any transport safety offence in the last five years or are you presently facing charges for a transport safety offence? Yes  No

(b) Have you been convicted of any criminal charges or are you presently facing charges for any criminal offence? Yes  No

(c) Have you any history of physical or mental health or serious behavioral problems? Yes  No

*\*if answering "Yes" to question a, b, or c above, please provide details on separate sheets enclosed in a sealed envelope marked "Confidential, Director, Civil Aviation Safety Authority".*

*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 283 of the Civil Aviation Act 2000 (as amended) and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding K25,000 or both.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that this declaration and the enclosed copies of my personal documents are authentic and that the information shown on them is true and correct.

#### Consent to Disclosure

I authorise the Civil Aviation Safety Authority of Papua New Guinea (CASA PNG) to use the information concerning me on this form or attached hereto for any purpose required or authorised by law.

I further authorise such information to be disclosed by CASA PNG to any person who requires such information to carry out any function as lawfully directed by CASA PNG under the Civil Aviation Act 2000 (*as amended*) or other such purpose permitted by law.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### 5. Applicant's Administrative Checklist

			Office Use Only
<i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.</i>	1. Cover Letter from Operator/Company/Employer demonstrating 'need'	<input type="checkbox"/>	<input type="checkbox"/>
	2. Complete Verification application CA 61-03	<input type="checkbox"/>	<input type="checkbox"/>
	3. Copy of application receipt	<input type="checkbox"/>	<input type="checkbox"/>
	4. Copy of valid identification ie. <i>Passport bio-page, drivers licence and/or work I.D</i>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Copy of current PNG Licence	<input type="checkbox"/>	<input type="checkbox"/>
	6. Copy of current PNG medical certificate ( <i>if applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>

Officers Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*This form constitutes sections 1 and 2 of the PEL internal coordination process*

**Submit this form to the Personnel Licencing Branch email:**

[licensing@casapng.gov.pg](mailto:licensing@casapng.gov.pg)

*Please allow 10 working days (2 weeks) from date of receipt for processing*