***Application for exchange to new format licence***

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| ***Notes to applicants:***  *Use this form for a replacement licence, when a licence has been lost or damaged*  *For further information on the new format licence refer to* [*www.aviation.govt.nz*](http://www.aviation.govt.nz/) *and see heading Pilots*  ***Fees***  *Pay online at* [*https://sec.caa.govt.nz/onlinepayment*](https://sec.caa.govt.nz/onlinepayment) *and provide a copy of your receipt with the application. Applications will not be processed until evidence of payment is received.* ***Do not send cash.***  *For further information on current fees please see our website* [*Fees, levies, and charges | aviation.govt.nz*](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/)  ***Email this form with a copy of your receipt 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**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |  | |
| Address for service - *Civil Aviation Act 2023, section 8, requires applicants to provide an address for service in New Zealand, ie, a physical address and to promptly notify the Director of any changes.* | | | | | | | | | | |
|  | | | | | | | | | | |
| Phone |  | | | Mobile |  | | | | | |
| Email |  | | | | | | | | | |
| Postal address *(if different from address for service)* | | | | | | | | | | |
|  | | | | | | | | | | |
| Phone |  | | | Mobile |  | | | | | |
| Email |  | | | | | | | | | |

1. **Licence you are exchanging**

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| --- | --- | --- | --- | --- | --- | --- |
| *Please tick the appropriate box(es)* | Part 61 Pilot (A) (H) (RPL) |  | Part 65 ATC |  | Part 66 AMEL |  |
| ***NOTE:*** *You must send in your current licence(s) as part of the exchange process.* | | | | | |

1. **Declaration**

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| 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 & collection**  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 2023, or other such purpose permitted by law. | | | |
| Applicant’s signature |  | Date |  |

1. **Applicant’s checklist**

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| *Please ensure your licence is enclosed. Applications which are incomplete will be returned.* | 1. Your current Licence(s) enclosed |  |
| 1. Proof of payment – for fee(s) |  |