***Application for replacement 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, s8, requires applicants to provide an address for service in New Zealand, ie, a physical address and to promptly notify the Director of any changes.* | | | | | | | | |
|  | | | | | | | | |
| Postal address *(if different from address for service)* | | | | | | | | |
|  | | | | | | | | |
| Phone |  | | | Mobile |  | | | |
| Email |  | | | | | | | |

1. **Licence(s) to replace**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please tick the appropriate box(es)* | Aeroplane |  | Helicopter |  | AME |  |
| ATC |  | Other document |  |  | |
| If other, please specify |  | | | | |

1. **Explanation for replacement licence**

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| *State reason / circumstances for replacement, eg, where and how licence lost/destroyed.*  ***NOTE****: You must notify the loss of your licence to the NZ Police and obtain and submit a copy of the police report.* |  |

1. **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 sections 107 and 362 of the Civil Aviation Act 2023 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding $30,000, or both.* | 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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| *Ensure all documents are provided. Applications which are incomplete or lacking any required documents will be returned.* | 1. Copy of police report |  |
| 1. Proof of payment – for fee(s) |  |