

***Application for Licence Verification***

***Notes for applicants:***

1. *CAA provides Licence Verification for individual licence holders by two methods:*
   1. ***Verification Letter*** *- to applicant confirming licence details (letter sent to Postal Address detailed below)*
   2. ***Verification Report*** *- emailed directly to overseas Authority*
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*](http://www.aviation.govt.nz) *and see heading* [*Pilots*](https://www.aviation.govt.nz/licensing-and-certification/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.* | | | | | | | | | | |
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|  | | | | | | | | | | |
| 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* | **Verification Letter**  - posted to applicant | |  | **Verification Report**  - emailed directly to overseas Authority |  |
| Licence |  | | | |
| *For* ***Verification Report*** *-*  *provide details of overseas Authority i.e. name of contact person, Position and Email address* | Authority |  | | | |
| Name |  | | | |
| Position |  | | | |
| Email |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **CAA ID** |  | **Date** |  |

**3. Confirmation of Identity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Please enclose a* ***COPY*** *of* ***one*** *of the following items to confirm your identity.*  *The copy must be of a current (unexpired) document.*  *Please tick the included item.* | 1. A New Zealand Driver licence |  | 1. A New Zealand or overseas passport |  |
| 1. A full birth certificate |  | 1. A New Zealand firearms licence |  |
| 1. A Certificate of New Zealand Citizenship |  | 1. A current certificate of identity |  |
| 1. A current refugee travel document used by or on behalf of the government of New Zealand |  | 1. A New Zealand Police or New Zealand Defence Force photo identity card issued to non-civilian staff |  |

**4. Declaration and Consent**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 and Collection**  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. | | | |
| **Applicant’s Signature** |  | **Date** |  |

**5. Applicant’s Check List**

|  |  |  |
| --- | --- | --- |
| *Please ensure all documents are enclosed.*  *Applications which are incomplete or lacking any required documents will be returned.* | 1. Licence type specified |  |
| 1. Verification method specified |  |
| 1. Confirmation of Identity enclosed |  |
| Declaration and Consent signed, Name and CAA ID completed at top of this page |  |

**Scan this form and email to** [**licensing@caa.govt.nz**](mailto:licensing@caa.govt.nz?subject=Form), or post to

Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand