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***Application for Licence Verification of Occurrence(s)***

## Notes for applicants:

1. *CAA provides a Licence Verification of Occurrence(s) Letter for individual licence holders two ways:*
   1. ***to applicant*** *– (sent via email or postal address)*
   2. ***to an overseas Authority*** *- (emailed as the authorised recipient detailed below)*
2. *Applicants must confirm their identify and provide consent to release information directly to a third party*
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/)

# Personal Details

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NZ CAA Client / Licence Number | | |  | | | | Date of Birth  *(dd/mm/yy)* |  |  |  |
| Title *(Mr/Mrs/Ms/Miss*) | |  | | Last Name | |  | | | | |
| Given Name(s) | |  | | | | | | | | |
| Address for Service – *The Civil Aviation Act 2023, section 73, requires applicants to provide a physical address in New Zealand and to notify the Director of any changes.* | | | | | | | | | | |
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|  | | | | | | | | | | |
| Tel |  | | | Mob |  | | | | | |
| Email |  | | | | | | | | | |
| Postal Address *(if different from Service Address)* | | | | | | | | | | |
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|  | | | | | | | | | | |
|  | | | | | | | | | | |
| Tel |  | | | Mob |  | | | | | |
| Email |  | | | | | | | | | |

1. **Verification letter of Occurrence(s) recorded against client ID**

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| --- | --- | --- | --- |
| *Tick appropriate box for verification of Occurrence(s) method* | **Send to applicant**  - emailed    - posted | | **Send to overseas Authority**  - emailed directly to overseas Authority |
| *For Verification of Occurrence(s) Letter to an overseas Authority - provide details of overseas Authority*  *i.e. name of contact person, position, and email address* | Authority |  | |
| Name |  | |
| Position |  | |
| Email |  | |

1. **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 | 5. A New Zealand or overseas passport |
| 2. A full birth certificate | 6. A New Zealand firearms licence |
| 3. A Certificate of New Zealand Citizenship | 7. A current certificate of identity |
| 4. A current refugee travel document used by or on behalf of the government of New Zealand | 8. A New Zealand Police or New Zealand Defence Force photo identity card issued to non-civilian staff |

1. **Declaration and Consent**

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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, respectively, 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.* | **Declaration**  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.  **Consent to Disclosure**  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 (if relevant). | | | |
| **Applicant’s Signature** |  | **Date** |  |

1. **Applicant’s Check List**

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| --- | --- |
| *Please ensure all documents are enclosed.*  *Applications which are incomplete or lacking any required documents will be returned.* | 1. Client ID specified |
| 2. Verification of Occurrence(s) method specified |
| 3. Confirmation of Identity enclosed |
| 4. Declaration and Consent signed, Name and CAA ID completed at top of this page |

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

|  |  |  |
| --- | --- | --- |
| ***Send this completed form to:*** | | |
| CAA Legal Unit,  PO Box 3555, Wellington 6140 | Scanned copy  Email: [licensing@caa.govt.nz](mailto:licensing@caa.govt.nz) |  |