
INFORMATION CIRCULAR

REQUEST FOR LICENCE VERIFICATION

1. This Information Circular explains how foreign licensing authorities may request verification of the authenticity of personnel licences issued by the Civil Aviation Authority of Singapore (CAAS).
2. CAAS will only respond to licence verification requests made by foreign licensing authorities. Individuals, employers, or other parties should engage their respective licensing authorities to make the request.
3. A request for licence verification can be made via email to: licence_verification@caas.gov.sg.
4. The following information will be needed for CAAS to process a request:-
 - (a) Full name of the licence holder
 - (b) Type of licence issued by CAAS and the licence number
 - (c) Name and email address of the point of contact from the foreign licensing authority.
5. CAAS endeavours to respond to completed and straightforward requests within three (3) working days. For complex cases that require additional verification, a response will be provided within fifteen (15) working days.
6. This Information Circular supersedes IC 2/2015 dated 3 March 2015.