

# APPLICATION FOR VALIDATION OF FOREIGN FLIGHT CREW LICENCE



## Instructions

### General

1. This application form will take approximately 15 minutes to complete. Incomplete applications will not be processed.
2. The completed form is to be submitted to:  
*My PEL Hub, Safety Policy and Planning Division, Civil Aviation Authority of Singapore, South Finger Pier Level 3, #038-035, Singapore Changi Airport Terminal 2, Singapore 819643*
3. For the purpose of authenticating your foreign licence, depending on your Licensing Authority, you may need to inform your Licensing Authority to release the relevant licensing information upon our request.

### Payment

4. You are required to make payment through credit card (VISA/ MasterCard) at the point of application. Please refer to the Twelfth Schedule of the Air Navigation Order for the application fee.

### Collection

5. Processing of the validation would take approximately 7 working days subject to positive authentication from the foreign licensing Authority.
6. You will be notified when the licence is ready for collection.

### Documents to be submitted

		For CAAS Use
1.	Copy of passport / FIN / NRIC (for Singaporeans/PR)	
2.	Copy of pilot licence, RT licence and medical certificate.	
3.	Copy of instructor rating (if applicable)	
4.	Copy of examiner authorisation (if applicable)	

### Part I – Validation Fee (Tick the applicable box.)

I am requesting validation for a:	<input type="checkbox"/> Professional Pilot Licence - \$72.00	<input type="checkbox"/> Flight Engineer Licence - \$66.00	<input type="checkbox"/> pilot licence to carry out private flights - \$19.50
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### Part II – Personal Particulars

Name as in NRIC/ Passport: (underline surname)	Date of Birth: (dd/mm/yyyy)
Mailing Address:	
NRIC Number: (for Singapore Citizen / PR)	Passport Number: (for non-Singapore Citizens)
Email Address:	Mobile Number:
Current Organisation:	Current Designation:

**Part III – Foreign Licence Information** (State 'NA' where not applicable.)

Type of Licence	Country of Issue	Licence Number	Date of Medical Expiry	Date of Expiry
ATPL/ CPL/ MPL/ PPL/ FEL (Delete where applicable)				
Radiotelephony Licence				
English Language Proficiency		Level:		

Ratings/ Authorisations	Aircraft Type(s)	Issuing Country	Date of Expiry
Aircraft Rating			
Instrument Rating			
Instructor Rating			
Flight Examiner Authorisation			
Limitations/ Restrictions in the Flight Crew Licence:			

**Part IV – Validation Sought**

Name of Aircraft Operator:	Aircraft Type:
Period of Validation Requested: From:                                      To:	Operating Capacity: Pilot-in-command/ Co-pilot/ Flight Engineer/ Examiner/ Instructor/ Trainee (Delete where applicable)

**Purpose of Validation:** (You may tick more than one box.)

- To carry out private flights in a Singapore-registered aircraft
- To carry out aircraft delivery and ferry flights in a Singapore-registered aircraft
- To undergo training in a Singapore-registered aircraft.
- To conduct flying tests in a Singapore-registered aircraft on behalf of the DGCA
- To conduct flight training in a Singapore-registered aircraft on behalf of an operator
- To conduct line training or line checks on behalf of an operator of a Singapore-registered aircraft inducting a new aircraft type

To operate a Singapore-registered aircraft to:

- (i) Enable the aircraft to qualify for the issue of Certificate of Airworthiness; or
- (ii) Enable the aircraft to qualify for the approval of a modification of the aircraft; or
- (iii) Experiment with or testing the aircraft and its equipment; or
- (iv) Proceed to or from a place at which any experiment, test, inspection or weighing of the aircraft is to take place for a purpose referred to in (i), (ii) and (iii).

**Part V – Declaration by Aircraft Operator In Support of the Application**

We, as the aircraft operator, support this application for the Certificate of Validation for the purposes stated in Part IV of this application. We have ensured that the applicant is appropriately qualified to carry out the flights.

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature/ Company  
Date: \_\_\_\_\_ Stamp: \_\_\_\_\_

**Part VI – Declaration and Consent to Disclosure and Collection of Information.**

Please answer all the questions below. If the answer is "Yes", please provide details in the textbox below, otherwise check "No".

	<u>Yes</u>	<u>No</u>
1. Have you contravened any provision in the Air Navigation Act or any aviation safety subsidiary legislation that results in imposition of conditions, suspension or revocation of your aviation safety instrument?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you currently or have been disqualified from holding any aviation safety instrument?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you currently being or have you been the subject of any investigation or suspension actions by an civil aviation authority(s)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any history of physical or mental health or serious behavioural problems?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you convicted for any offence, whether or not the conviction was in a Singapore court?	<input type="checkbox"/>	<input type="checkbox"/>

**If "Yes", please provide details:**

I hereby declare that I will maintain secrecy of all radiotelephony communications and shall not improperly divulge to any person the purpose or contents of any message which may come to my knowledge in connection with the operation of any radio apparatus on board the aircraft.

I declare to the best of my knowledge and belief that the statements made and the information supplied in this form are complete and correct. I understand that any false representations made by me for the purpose of procuring the Singapore aviation safety instrument is an offence under section 29C(1)(b) of the Air Navigation Act and I may be subject to the penalties stipulated thereunder and any Singapore aviation safety instrument granted pursuant to the application will be revoked.

I agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as provided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application and the administration of any regulatory document that may be granted by CAAS, verification of regulatory documents issued by CAAS, or enforcing and ensuring my compliance with the relevant transport safety regulatory requirements.

(Please check the box below to indicate your preference)

- I agree that CAAS may collect and use my personal data, which includes my contact information (e.g. email addresses, phone numbers and postal addresses) to receive information on aviation-related events and training.

Please visit our <https://www.caas.gov.sg/privacy-statement> for further details on our privacy statement.

Signature of Applicant :

Date (dd/mm/yyyy) :

**For Official Use**

Date Received: (dd/mm/yyyy)	Received by:	Validity of Validation:  ≤3 / ≤6 months*  *Delete where applicable
Processed by:	Valid Licence and Medical:  <input type="checkbox"/> Yes <input type="checkbox"/> No	Authentication from foreign authority:  <input type="checkbox"/> Yes <input type="checkbox"/> No
Attach Receipt Issued by POS	Receipt No:	Payment method:  <input type="checkbox"/> Credit Card