

## Application for Inspection Authorisation Certificate – Initial Issue or Renewal

**Note for Applicants:** A completed Fit and Proper Person Questionnaire, form **CAA 24FPP** or **CAA 24FPPDEC**, is required with this application when applying for Initial Issue of an Inspection Authorisation Certificate. Refer to the 24FPP form for guidance on the appropriate form to be used.

### 1. Personal Details

NZ CAA Client / Licence Number <i>(if known)</i>				Date of Birth <i>(dd/mm/yy)</i>			
Title		Last Name					
Given Name(s)							
Country of Birth				Nationality			
Address for Service - <i>Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address) and to promptly notify the Director of any changes.</i>							
Tel		Mob					
		Email					
Postal Address <i>(if different from Address for Service)</i>							
Tel		Mob					
		Email					

### 2. Application Details

Application for	Initial Issue <input type="checkbox"/>	Renewal Issue <input type="checkbox"/>
	Mechanical <input type="checkbox"/>	Avionics <input type="checkbox"/>
I agree to my name being published and/or listed in electronic media as being the holder of an Inspection Authority.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Note: Separate Application Required for IA Course on Form 24066/11</b>		

### CAA USE ONLY

Receipt No.	Receipt Date	W/R No.
INSPCERT		

**3. Declaration**

<i>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 49 of the Civil Aviation Act 1990 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding \$10,000.</i>	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.			
	<p><b>Consent to Disclosure &amp; Collection</b></p> 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 1990, or other such purpose permitted by law.                 I hereby certify that I have met the eligibility requirements for the issue of an IA Certificate in Rule 66.203 and the recent experience requirements for AMEL in Rule 66.57.			
	<b>Applicant's Signature</b>		<b>Date</b>	

**4. Applicant's Check List**

<i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.</i>	1. Proof of Payment – For Fee(s) <span style="float: right;"><input type="checkbox"/></span>
	2. Name and ID completed at top of page 2 <span style="float: right;"><input type="checkbox"/></span>

**Scan this form and email 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**

**CAA USE ONLY**

Initial Issue Eligibility	Yes	No
1. AMEL Licence valid for at least 60 months, recent experience requirements met, and	<input type="checkbox"/>	<input type="checkbox"/>
2. Aeroplane and power-plant categories held, or Rotorcraft and power-plant categories held, or Electrical Grp 1 and Instrument Grp 1 & 2 and radio grp 1,2 and 3 category groups held, and	<input type="checkbox"/>	<input type="checkbox"/>
3. Licence rated, and	<input type="checkbox"/>	<input type="checkbox"/>
4. Subject 025 credit held, and	<input type="checkbox"/>	<input type="checkbox"/>
5. Grant of certificate will not be contrary to the interests of aviation safety, and	<input type="checkbox"/>	<input type="checkbox"/>
6. Fit and Proper Person questionnaire completed – either 24FPP or 24FPPDEC	<input type="checkbox"/>	<input type="checkbox"/>

Renewal Eligibility	Yes	No
1. Completed renewal training course	<input type="checkbox"/>	<input type="checkbox"/>
2. AMEL Licence valid for at least 60 months, recent experience requirements met	<input type="checkbox"/>	<input type="checkbox"/>
3. Grant of certificate will not be contrary to the interests of aviation safety	<input type="checkbox"/>	<input type="checkbox"/>

<b>Justification</b>			
<b>Issuing Officer</b>		<b>Date</b>	

Name \_\_\_\_\_ CAA ID \_\_\_\_\_

## Fees

Certificate Issue/Renewal: \$266.00 (incl GST)

Confirmed Receipt Number: \_\_\_\_\_

Unless the full fees are paid and receipt is attached, applications will not be processed.

For information relating to fees, refer to the Civil Aviation Charges Regulations. **DO NOT SEND CASH.**

Please pay online at <https://sec.caa.govt.nz/onlinepayment> and attach the receipt that will be emailed to you.