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***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 2023, section 73, requires applicants to provide a physical address in New Zealand and to notify the Director of any changes.* |
|       |
|       |
|       |
| Tel |       | Mob |       |
| Email |       |
| Postal Address *(if different from Service Address)* |
|       |
|       |
|       |
| Tel |       | Mob |       |
| 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**, or post to

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