



Application For Conversion of a Foreign Flight Crew Licence/Rating - CPL/PPL Aircraft below 5700kg

Notes for applicants

For further information on the recognition process please refer the CAA web site, www.caa.govt.nz and follow through the *Pilot* home page to [For pilots from other countries - getting your licence recognised](#) page.

1. Applicants must provide a physical address for service in Vanuatu.

2. **Aviation English Language Proficiency Assessment Credit** - Mandatory after 5 March 2008

Refer to NZCAA website and AC61.1 for further information - [Link to information on CAA web site](#) and [Link to AC61-1](#)

Section 1 - Applicant Personal details.

| | | |
|--|---------|----------------------------|
| Name of Pilot as on Passport | Surname | First Name/s |
| Place and Date of Birth: | | Nationality: |
| Validation Number: | | Postal address in Vanuatu: |
| Name and address of Employer if employed | | |
| Contact Number : | | Email: |

Section 2 - Details of Foreign License.

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|---|--|
| Type of Foreign License held and Number: | |
| State of Issue and Expiry if Applicable: | |
| Date and Place of Last Medical Examination: | Class of Medical and Expiry Date: |
| Name of Aviation Medical Examiner: | English Language Level of Proficiency: |

Section 3 – Details of Rating Held and Expiry Date (Copy of Relevant Ratings to be attached)

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|--|---------------------------------|
| Aircraft Type Ratings: (Indicate if Co-Pilot Only) | |
| Instrument Rating: | Flight Instructor Rating/Grade: |
| Night Rating : | |

Section 4 – Flying Experience (copy of last Certified Logbook pages to be attached)

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|------------------------------|--|----------------------|--|
| Aircraft Type to be used: | | | |
| Total hours | | Total PIC | |
| Total Time on Type | | Total Night | |
| Total Instrument Flight Time | | | |
| Name Training Manager | | Instructor Signature | |
| License Type | | Licence Number | |

Section 5 – Fit and Proper Person

| THE INFORMATION SOLICITED HEREUNDER IS REQUIRED PURSUANT TO CIVIL AVIATION ACT 1999, SECTION 10 WHICH PROVIDES FOR THE REQUIREMENT FOR FIT AND PROPER PERSON. | | |
|---|-----|----|
| | Yes | No |
| a. Have you previously had an application for an Aviation Document rejected or have you been the holder of an aviation document which has been suspended or revoked (other than a licence that has been superseded by a replacement or higher licence)? | | |
| b. Have you been convicted on any criminal charge or are you presently facing charges for a transport safety offence? | | |
| c. Have you been convicted on any criminal charge or are you presently facing charges for a criminal offence? | | |
| d. Have you any history of physical or mental health or serious behavioural problems? | | |

If answering "YES" to questions b, c or d above, please provide details on separate sheets enclosed in a sealed envelope marked "Confidential, The Director, Civil Aviation Authority of Vanuatu, include name, client No (if known), organisation name, and attach to the application.

Section 6 – Application Declaration

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|--|--|----------------------|
| <p><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 the Civil Aviation Act 1999 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding VT400,000.</i></p> | <p>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 true, complete and correct.</p> <p>Consent to Disclosure and Collection</p> <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.</p> <p>I authorise the Director to use, and disclose, the information obtained about me for any purpose under the Vanuatu Civil Aviation Act 1999, or other such purpose permitted by law</p> | |
| | 1. Signature (Print, Name and Sign) | 2. Date (dd/mm/yyyy) |

| NOTES: | CONDITIONS APPLICABLE TO THE CONVERSION OF A FOREIGN FLIGHT CREW LICENSE TO VANUATU FLIGHT CREW LICENSE |
|--------|--|
| 1. | The applicant must hold a valid Validation Permit before applying for the conversion Flight test. |
| 2. | The applicant must indicate in the application form, the type of Aircraft to be used in the test. |
| 3. | The applicant shall have passed the Vanuatu Air Law and Flight Rules and Procedures examination. |
| 4. | The applicant must pass a required medical class applicable to the license, for the issue of the Vanuatu license. |
| 5. | The applicant must pass a Flight test required by the director as per the application. |
| 6. | The applicant shall submit with this application the following documentation; a) Valid Foreign Pilot's Licence with associated ratings. b) Up to date personal Flying Log Book (s) detailing flying experience. c) Passport or Birth Certificate together with a Photo ID d) Foreign licence Verification report |
| 7. | The applicant must provide evidence of ground instruction/flight instruction record. |
| 8. | The applicant shall pay the applicable validation fee. |

| Receipt No | Receipt Date | W/R No. |
|------------|--------------|---------|
| | | |

7. Fees

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|--|-----------|-----|
| Fees: PPL - CPL - <i>Unless the full fees are paid, applications will not be processed.</i> | Total fee | VT: |
| <i>For information relating to fees, refer to the Civil Aviation Charges Regulations. DO NOT SEND CASH. Please fill in credit card details.</i> | | |

8. Applicant's Check List – please allow 10 working days from date of receipt for processing application

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|--|---|--|--|
| <i>Please ensure all documents are enclosed.</i> <i>Applications which are incomplete or lacking any required documents will be returned.</i> | 1 | Copy of current overseas flight crew licence (including FRT0 rating/licence) | |
| | 2 | Copy of current appropriate overseas medical certificate | |
| | 3 | Copy of Vanuatu Class 1 medical certificate | |
| | 4 | Copy of Vanuatu flight test report and flight experience summary | |
| | 5 | Copy of appropriate Vanuatu Air Law examination pass | |
| | 6 | Copy of work reference | |
| | 7 | Name completed at top of this page | |
| | 8 | Fee | |
| | 9 | Aviation English Language Proficiency Assessment Credit (refer page 1-Notes for applicants No.4 | |
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