



Notes for applicants:

1. CAA provides Licence Verification for individual licence holders by two methods:
 - a. **Verification Letter** - to applicant confirming licence details (letter sent to Postal Address detailed below)
 - b. **Verification Report** - emailed directly to overseas Authority
2. Applicants must provide consent to release information directly to third party and confirmation of Identity
3. Please allow 10 working days from date of receipt for processing application
4. For further information contact CAAV on email: civav@vanuatu.com.vu OR Tel: (678) 22819

1. Personal Details

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, s8, requires applicants to provide a physical address in Vanuatu and to notify the Director of any changes.									
Tel					Mob				
Fax					Email				
Postal Address (if different from Service Address)									
Tel					Mob				
Fax					Email				

2. Verification details

Tick appropriate box for verification method Indicate type of licence	Verification Letter <input type="checkbox"/> - posted to applicant		Verification Report <input type="checkbox"/> - 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	
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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 Vanuatu Driver licence	<input type="checkbox"/>	5. A Vanuatu or overseas passport	<input type="checkbox"/>
	2. A full birth certificate	<input type="checkbox"/>	6. A current certificate of identity	<input type="checkbox"/>
	3. A Certificate of Vanuatu Citizenship	<input type="checkbox"/>	7. A Vanuatu police clearance	<input type="checkbox"/>

4. Declaration and Consent

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 59 of 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.	Declaration 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.			
	Consent to Disclosure 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	<input type="checkbox"/>
	2. Verification method specified	<input type="checkbox"/>
	3. Confirmation of Identity enclosed	<input type="checkbox"/>
	4. Declaration and Consent signed, Name and CAA ID completed at top of this page	<input type="checkbox"/>

Please allow 10 working days from date of receipt for processing application

Scan this form and email to madeleine.civav@vanuatu.com.vu,

OR civav@vanuatu.com.vu or post to

Civil Aviation Authority, PMB 9068, Port Vila, Vanuatu