

Application for Issue of New Zealand Flight Crew Licence - Overseas Licence Holders Only

Notes for applicants

For further information on the recognition process refer [Recognising foreign pilot licences](#) on CAA's website.

1. Use a separate form for aeroplane, helicopter, or balloon licence.
2. A completed Fit and Proper Person Questionnaire, form [CAA 24FPP](#) or [CAA 24FPPDEC](#), is required with this application. Refer to the 24FPP form for guidance on the appropriate form to be used.
3. Applicants must provide a physical address for service in New Zealand.
4. Aviation English Language Proficiency Assessment Credit - Mandatory after 5 March 2008. Refer to CAA website, [How to be a pilot](#) and [AC61-1](#) for further information.
5. The UK CAA require individual licence holders who wish to have their EASA licence details released to the CAA of New Zealand to submit the appropriate verification [authorisation form](#) together with the associated fee to the UK CAA before such information will be released. Contact the [UK CAA](#) for information.

Fees

Fees (including GST)

PPL, CPL, ATPL	\$230.00
Instrument Ratings	\$131.00

Fees can be paid online at <https://sec.caa.govt.nz/onlinepayment>. Provide a copy of your receipt with your application.

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

Submit your complete application to lic.applications@caa.govt.nz, or post to Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand.

1. Personal details

CAA participant number (if known)		Date of birth (dd/mm/yy)	
Title (Mr/Mrs/Ms/Miss)		Last name	
Given name(s)			
Country of birth		Nationality	
Phone		Mobile	
Email			
Address for service - 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.			
Postal address (if different from address for service)			

2. New Zealand licence applied for

Tick the appropriate box(es).	Aeroplane	<input type="checkbox"/>	Helicopter	<input type="checkbox"/>	Other	<input type="checkbox"/>
	If other, please specify					
	Private Pilot (PPL)	<input type="checkbox"/>	Commercial Pilot (CPL)	<input type="checkbox"/>	Airline Transport Pilot (ATPL)	<input type="checkbox"/>

3. Declaration

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 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 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.		
	Applicant's signature	<input type="text"/>	Date

4. Applicant's checklist – allow 10 working days from date of receipt for processing application

Ensure all documents are provided. Applications which are incomplete or lacking any required documents will be returned.	1.	Copy of current overseas flight crew licence (including FRTO rating/licence)	<input type="checkbox"/>
	2.	Copy of current appropriate overseas medical certificate (PPL)	<input type="checkbox"/>
	3.	Copy of New Zealand Class 1 medical certificate (CPL, ATPL)	<input type="checkbox"/>
	4.	Copy of completed New Zealand BFR and flight experience summary (PPL)	<input type="checkbox"/>
	5.	Copy of New Zealand flight test report and flight experience summary (CPL, ATPL)	<input type="checkbox"/>
	6.	Copy of appropriate New Zealand Air Law examination pass (CPL, ATPL)	<input type="checkbox"/>
	7.	Copy of assessment letter issued by ASPEQ (CPL, ATPL)	<input type="checkbox"/>
	8.	Completed fit and proper person form, either 24FPP or 24FPPDEC	<input type="checkbox"/>
	9.	Name completed at top of these pages	<input type="checkbox"/>
	10.	Proof of payment – for fee(s)	<input type="checkbox"/>
	11.	Aviation English Language Proficiency Assessment Credit (refer to notes for applicants No.4)	<input type="checkbox"/>
	12.	Verification sent to the UK CAA (if applicable)	<input type="checkbox"/>