

## APPLICATION FOR GRANT OF CERTIFICATE OF VALIDATION OF A PILOT'S LICENCE

### Part A Personal Particulars of Applicant (in BLOCK CAPITALS)

Full Name (Surname first) .....

Date of Birth ..... Nationality ..... Passport No. ....

Address .....

E-mail Address ..... Telephone no. ....

ICAO State's Pilot's Licence Type and Number ..... State of Issue .....

Name of Operator (required for Professional Pilot) .....

### Part B Declaration by the Applicant

- (a) I certify that all particulars given on this form and documents provided in support of this application are true to the best of my knowledge and belief. I understand that **it is an offence** to make with intent to deceive any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificates, licences, approvals, permissions, exemptions or other documents and if doing so render myself liable on summary conviction to a fine and on conviction on indictment to a fine or imprisonment as specified in Article 91 of the Air Navigation (Hong Kong) Order 1995 (CAP. 448C);
- (b) I understand that the personal data provided by means of this form, including all the supporting documents included in the application, will be used by the Hong Kong Civil Aviation Department for the purposes mentioned in the Personal Data Collection Statement at the back of this form and any information as contained therein this form and my Pilot's licence(s) and certificates may be disclosed to Government bureaux and departments, aviation authorities of other Contracting States of the International Civil Aviation Organization and other organizations or agencies for the said purposes;
- (c) I hereby authorize the Operator and/or Training Organization to submit to / collect from the Hong Kong Civil Aviation Department any licences, certificates, forms or supporting documents in relation to my licence application(s). I understand that in order for the Operator and/or Training Organization to properly discharge their safety oversight responsibility under CAP. 448C, the Operator and/or Training Organization may in the process collect any information, including test and examination results, expiry dates, etc., as contained therein my Pilot's licence(s), certificates and the related documents; and
- (d) I agree and consent to produce any documents or further particulars as required by the Hong Kong Civil Aviation Department for the purpose of processing this application and the carrying out of the provisions of CAP. 448C.

Signature ..... Date .....

### Part C Application

I hereby apply for grant of Certificate of Validation of the aforesaid foreign pilot's licence for the purpose of :-

- exercising private pilot's privileges under VFR conditions at day time;
- undergoing flight training and testing, *e.g. aircraft base training*;
- conducting line supervision flights, *e.g. LFUS training*;
- conducting overseas delivery flight; or
- conducting short term specialized operations : .....

(description of operations)

in a Hong Kong registered aircraft of type / group : .....

(aircraft type / group)

with effect :-  immediately.

from ..... .

(date)

I attached herewith documents, as stated in Part D of this form, in support of my application.

## Part D Supporting Documents

(A) Required for all applicants, unless recently submitted :-

- Copy of passport's page bearing holder's name, date of birth and nationality.
- Certified true copy of all pages of licence(s) issued by ICAO contracting State(s), with evidence showing (i) a Flight Radiotelephony Operator's Licence or privilege to operate radiotelephony apparatus in aircraft; (ii) the most recent Aircraft Rating; and (iii) valid Medical Certificate. In addition, for professional pilot's licence applicant, evidence showing (iv) valid English language proficiency endorsement; and (v) the most recent Instrument Rating with the date of test is also required.
- Foreign licence(s) verification report issued within last 12 months by the State(s) of issue of licence(s) by means of :-
  - original report in hardcopy; OR  certified printout of electronic report sent to the Operator / Training Organization.

(B) Required for applicant applying for the purpose of exercising private pilot's privileges under VFR conditions at day time :-

- Duly completed Form DCA 634 P/A or Form DCA 634 P/H.

(C) Additional documents, examination results, training records, certificates and forms may also be required at discretion of the Hong Kong Civil Aviation Department. For details, please consult the Operator, Training Organization or this Department.

## Part E Foreign Licence(s) Verification

- *This part shall be completed by applicant for licence conversion / validation on the basis of foreign licence(s), unless recently completed.*
- *For applicant submitting more than one foreign licence, please make copy of this page and complete this part separately for each licence.*
- *At least one set of foreign licence and medical certificate submitted shall be valid for at least 60 days from the time of application.*
- *All foreign licence(s) submitted for conversion / validation must be verified by respective State(s) of issue prior to grant of licence / certificate.*
- *To avoid undue delay, applicant shall obtain verification report(s) from the State(s) of issue and submit the report(s) with this application.*

I, the undersigned, hold pilot's licence with following details :-

|  |  |   |  |
|--|--|---|--|
| Full Name ( <i>Surname first</i> )                         |  |   |  |
| State / Authority of Issue                                 |  |   |  |
| Licence Type and Number                                    |  |   |  |
| Issuing Date of Licence                                    |  | Expiry Date of Licence                              |  |
| Class of Medical Certificate                               |  | Expiry Date of Medical Certificate                  |  |
| Aircraft, Instrument and other Ratings endorsed in Licence |  | Date of Completion of Examinations at highest level |  |

I hereby agree and consent the aforementioned State / Authority of issue to disclose my pilot's licence details to the Hong Kong Civil Aviation Department in support of my Hong Kong pilot's licence application / validation.

Signature of Licence Holder .....

Date .....

### **For Official Use Only**

With the consent to disclosure provided by the aforementioned pilot's licence holder, the Hong Kong Civil Aviation Department hereby requests for verification report of aforesaid pilot's licence at your earliest convenience.

The verification report may be sent to this Department by facsimile at (852) 2329 8595 or by e-mail at plo@cad.gov.hk.

Authorized signature and Seal of the  
Hong Kong Civil Aviation Department .....

Date .....

## Personal Data Collection Statement

### 1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

### 2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

### 3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### 4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to :

Personnel Licensing Office  
Flight Standards and Airworthiness Division  
Civil Aviation Department Headquarters  
1 Tung Fai Road  
Hong Kong International Airport  
Lantau, Hong Kong

(Attn.: Personnel Licensing Officer)

### **Anti-bribery Reminder**

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

### **Application Channel**

Completed application should be sent by email (plo@cad.gov.hk), by post or submitted in person to Personnel Licensing Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong. Your attention is drawn to the provisions of the Air Navigation (Hong Kong) Order 1995 in respect of documents, records and personal flying log book.

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