



The Registry of Aruba

International Air Safety Office, Inc.

Guidelines: Flight Crew License Validations - Commercial Operation

Please be advised of the list of requirements for the **Initial** and **Renewal** application process for **Flight Crew License Validations - Commercial Operation** under the Department of Civil Aviation (DCA) of Aruba.

All requirements can be submitted via e-mail (licensing@airsafetyfirst.com) or fax as long as the documents are legible.

No.	Item	Complete
1	Operator Letter for first issue validation requests only (Refer to Template)	
2	INS-3.009 Application for Flight Crew License Validation	
3	Signed Foreign License including appropriate type rating and English Proficiency Level U.S.A. FAA Temporary Airman Certificates holders: <i>Validation will be valid for a maximum period of one hundred and twenty (120) days from the date of issuance of the Temporary Airman Certificate. Applicant is required to re-apply upon receipt of the permanent license to obtain a validation of greater duration.</i>	
4	Current Radio License	
5	Current Skill Test or License Proficiency Check (LPC) on the aircraft type for which validation is requested: <i>EASA/ JAA license holders need not send LPC if the LPC date is mentioned in the license.</i>	
6	Current Medical Examination Certificate	
7	Current Passport	
Note: Non-English documents must be accompanied by an official translation.		

Please be advised the DCA conducts a license authenticity check on flight crew applicants for commercial operations to ensure compliance with ICAO Standards. However, the DCA will only require license verification for commercial operations in the following cases:

1. Initial validation requests; and
2. Renewal validation requests with any significant changes to the license including but not limited to the following:
 - Change of License Number
 - Change of License Type (ATPL, CPL etc.)
 - Addition of Type Ratings (s)
 - Change of Type Rating (s)

An issuing Civil Aviation Authority may have their own policy to release a license verification. It is the responsibility of the applicant to verify with the issuing Civil Aviation Authority which of the methods are applicable for the release of the license verification to the DCA. The following list enumerates the most common methods and details DCA conditions.

No.	Item	Complete
1	Certified True Copy: The DCA will require a copy of the original flight crew license to be certified by the issuing Civil Aviation Authority. <i>The certified true copy shall include a date, stamp, signature, and the name and position of the Civil Aviation Authority certifying officer in <u>blue ink</u>.</i>	

	<p><i>It is required to send via e-mail the Original certified true copy to reflect the certification in blue ink. While at the same time, the Original certified true copy shall be sent via international courier to the following address, (and provide the air waybill tracking no.):</i></p> <p><i>Department of Civil Aviation of Aruba Attn: Licensing Department Sabana Berde 73-B Oranjestad, Aruba Phone: +297-583-2665</i></p>	
2	<p>License Verification via e-mail or fax: For those Civil Aviation Authorities that do not issue a certified true copy of a pilot's license, the DCA will proceed to request license verification from the issuing Civil Aviation Authority via e-mail or fax:</p> <p><i>a. For Initial Requests: Applicant can pre-request license confirmation and inform their issuing Civil Aviation Authority to send license verification via e-mail to licensing@dca.gov.aw or by fax to +297-582-3038. The license verification letter shall be sent directly from one Authority to the other.</i></p> <p><i>b. For Renewal Requests: If applicable, applicant may submit together with the application a license verification letter issued by the Civil Aviation Authority valid for a maximum period of thirty (30) days.</i></p>	
3	<p>Online Verification: <i>Licenses from U.S.A., Brazil, and Chile may be verified online and do not require submittal of a license verification letter.</i></p>	

Flight Crew Members will be provided with a certified true copy of the validation while the original one is delivered via courier. They are allowed to operate an aircraft with the certified true copy for a maximum of fifteen (15) days from the date of issuance.

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