



# Application for Issue of Flight Crew Licence or Prime Rating

## Notes for applicants

For further information on processing this application refer to the CAA website, [www.mcaa.gov.mn](http://www.mcaa.gov.mn).

1. Use a separate form for each licence or rating.
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 Mongolia.
4. **Aviation English Language Proficiency Assessment Credit** - Refer to CAA web site and AC61.1 for further information - [Link to information on CAA web site](#) and Link to [AC61-1](#)

## 1. Personal Details

CAA Client / Licence Number <i>(if known)</i>		Date of Birth <i>(dd.mmm.yyyy)</i>	Click here to enter a date.
Title	Family Name	Surname	
Given Name			
Country of Birth	Nationality		
Address for Service - Applicant must provide an address for service in Mongolia and to promptly notify any changes.			
Tel:		Mob:	
Fax:		Email:	
Postal Address <i>(if different from Address for Service)</i>			
Tel:		Mob:	
Fax:		Email:	

## 2. Amendment Requested

<p><i>Please tick appropriate boxes.</i></p> <p><i>For other than RPL to PPL, all licence issues must include copies of your:</i></p> <p><b>Completed Flight Test Report, Logbook Assessment, Exam Passes with signed KDRs and current Medical Certificate.</b></p>	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"/>
	Aircraft Type Rating <input type="checkbox"/> <small>(provide evidence)</small>		

### CAA USE ONLY

Receipt No.	Receipt Date	W/R No.

**3. Prime Rating Applied For**

<i>Please tick appropriate box.</i> <i>For all Rating issues you must include:</i> <b>Completed Flight Test Report, Logbook Assessment, Flight Crew Licence and Exam Passes with signed KDRs as appropriate.</b>	Flight Instructor Rating A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>
	Instrument Rating <input type="checkbox"/>	Agricultural <input type="checkbox"/>	Grade 1 <input type="checkbox"/>	Grade 2 <input type="checkbox"/>	
	Chemical <input type="checkbox"/>	Topdressing <input type="checkbox"/>	Spraying <input type="checkbox"/>	VTA <input type="checkbox"/>	
	<b>Examiner Rating:</b>	Airline <input type="checkbox"/>	General Aviation <input type="checkbox"/>	Agricultural <input type="checkbox"/>	

**4. Declaration**

<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 Part 13 and the Violation Law 2017.</i>	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.		
	<b>Consent to Disclosure &amp; Collection</b> 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 1999, or other such purpose permitted by law.		
<b>Applicant's Signature</b>		<b>Date</b>	Click here to enter a date.

**5. Applicant's Check List - Please allow 10 working days from date of receipt for processing application**

<i>Please complete this check list and ensure all documents are enclosed.</i> <i>Applications which are incomplete or lacking any required documents will be returned without actioning.</i> <i>CAA cannot hold partial applications awaiting further information.</i> <i>Items 4, 5, and 9 are not required by an RPL holder requesting PPL issue.</i>	1. Fit and Proper Person Questionnaire - either form 24FPP or 24FPPDEC <input type="checkbox"/>	2. Name and ID completed at top of this page <input type="checkbox"/>
	3. Fee <input type="checkbox"/>	4. Completed Flight Test Report (except conversion of RPL to PPL) <input type="checkbox"/>
	Where required, enclose COPIES of:	
	5. Logbook Assessment (of experience) <input type="checkbox"/>	6. Current Chemical Rating (if applicable) <input type="checkbox"/>
	7. Current Medical Certificate <input type="checkbox"/>	8. Flight Crew Licence held (if applicable) <input type="checkbox"/>
	9. Valid Written Examination Credit including signed KDRs with evidence of remedial activity <input type="checkbox"/>	
	10. Form CAA 24061/13 or 21 or logbook entry (if applying for aircraft type rating at same time) <input type="checkbox"/>	
11. Aviation English Language Proficiency Assessment Credit <input type="checkbox"/>		

Scan this form and email to [pel@mcaa.gov.mn](mailto:pel@mcaa.gov.mn), or post to:

PEL, Civil Aviation Authority, P.O - 34, Box - 6, Ulaanbaatar 17120, Mongolia

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

**Fees**

<b>Fees: (incl GST)</b> <b>PPL, CPL, ATPL \$ ...</b> <b>Instrument Ratings \$ ...</b> <b>Examiner Ratings \$ ...</b> <b>Flight Instructor Ratings \$ ...</b> <b>Agricultural Ratings \$ ...</b> <b>Topdressing, spray or VTA rating \$ ...</b> <b>Chemical rating \$ ...</b>	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Expiry Date (mm/yy)	/
	Name on Card			
	Card Number			
<i>There is no fee for the addition of 'aircraft type ratings', navigation aids, chemical, topdressing, spray or VTA ratings when applying for any other chargeable rating at the same time.</i> <i>Unless the full fees are paid, applications will not be processed. <b>DO NOT SEND CASH.</b> Please fill in credit card details.</i>				