



## Application for Issue of Mongolian Flight Crew Licence - Foreign Licence Holders Only

### Notes for applicants

For further information on the recognition process please refer the CAA web site, [www.mcaa.gov.mn](http://www.mcaa.gov.mn) and follow this form for pilots from other countries - getting your licence recognised page.

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. Relevant information is available at Fit and Proper Person Assessment Policy and Fit and Proper Person Assessment Handbook (Procedures and Guidance).
3. Applicants must provide a physical address for service in Mongolia.
4. **Aviation English Language Proficiency Assessment Credit** - Mandatory after 5 March 2008 Refer to CAA website and AC61.1 for further information - [Link to AC61-1](#)
5. The UK CAA require individual licence holders who wish to have their EASA licence details released to the CAA of Mongolia to submit the [appropriate verification authorisation form](#) together with the associated fee to the UK CAA before such information will be released.

### 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 - <i>Applicant must provide an address for service in Mongolia and to promptly notify any changes.</i>					
Tel:		Mob:			
Fax:		Email:			
Postal Address <i>(if different from Address for Service)</i>					
Tel:		Mob:			
Fax:		Email:			

### 2. Mongolian Licence applied for

<i>Please tick appropriate boxes.</i>	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"/>

### CAA USE ONLY

Receipt No.	Receipt Date	W/R No.

### 3. Declaration

<p><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></p>	<p>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.</p> <p><b>Consent to Disclosure</b></p> <p>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 &amp; compliance with transport safety regulatory requirements.</p> <p>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.</p>		
	<p><b>Applicant's Signature</b></p>		<p><b>Date</b></p>

### 4. Applicant's Check List – please allow 10 working days from date of receipt for processing application

<p><i>Please ensure all documents are enclosed.</i></p> <p><i>Applications which are incomplete or lacking any required documents will be returned.</i></p>	1. Copy of current foreign flight crew licence (including FRTO rating/licence)	<input type="checkbox"/>
	2. Copy of current appropriate foreign medical certificate (PPL)	<input type="checkbox"/>
	3. Copy of Mongolian Class 1 medical certificate (CPL, ATPL)	<input type="checkbox"/>
	4. Copy of completed Mongolian BFR and flight experience summary (PPL)	<input type="checkbox"/>
	5. Copy of Mongolian flight test report and flight experience summary (CPL, ATPL)	<input type="checkbox"/>
	6. Copy of appropriate Mongolian Air Law examination pass (CPL, ATPL)	<input type="checkbox"/>
	7. Copy of assessment letter issued by MCAA (CPL, ATPL)	<input type="checkbox"/>
	8. Completed Fit and Proper Person Questionnaire, 24FPP or 24FPPDEC	<input type="checkbox"/>
	9. Name completed at top of these pages	<input type="checkbox"/>
	10. Fee	<input type="checkbox"/>
	11. Aviation English Language Proficiency Assessment Credit (refer page 1-Notes for applicants No.4)	<input type="checkbox"/>
	12. Verification sent to the UK CAA (if applicable)	<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

<p><b>Fees:</b> PPL, CPL, ATPL \$ ... (incl GST) <b>Instrument Ratings</b> \$ .... (incl GST)</p>	<p>Visa <input type="checkbox"/></p>	<p>Mastercard <input type="checkbox"/></p>	<p>Expiry Date (mm/yy)</p>	<p>/</p>
	Licence Issue Fee			
	Rating Issue Fee			
	Total fee			
	Name on Card			
	Card Number			
<p><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></p>				