



**Notes for applicants**

For further information on the recognition process please refer the CAA website, [www.mcaa.gov.mn](http://www.mcaa.gov.mn) and follow this form for Mongolian professional pilots - getting their foreign licence recognised in Mongolia.

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 web site and AC61.1 for further information - [Link to AC61-1](#).
5. **MCAA requires** a formal application for verification of a foreign licence.

**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. Licence to be Registered**

<i>Please tick appropriate boxes.</i>	Foreign Licence Number		
	Aeroplane <input type="checkbox"/>	Helicopter <input type="checkbox"/>	Balloon <input type="checkbox"/>
	Commercial Pilot (CPL) <input type="checkbox"/>	Airline Transport Pilot (ATPL) <input type="checkbox"/>	

**3. Foreign Ratings Held**

<i>Please tick the appropriate boxes.</i>	Instrument Rating <input type="checkbox"/>	
	Instructor Rating <input type="checkbox"/>	Specify
	Aircraft Type <i>(command type ratings only)</i> <input type="checkbox"/>	Specify

**CAA USE ONLY**

Receipt No.	Receipt Date	W/R No.

Name \_\_\_\_\_ CAA ID \_\_\_\_\_

#### 4. Ratings Required

Please tick the appropriate boxes.	Instrument Rating	<input type="checkbox"/>	
	Instructor Rating	<input type="checkbox"/>	Specify
	Aircraft Type (command type ratings only)	<input type="checkbox"/>	Specify

#### 5. Documentation

Certified copies of all of the following items must be enclosed with this application.	Current Foreign Licence	<input type="checkbox"/>	Proof of licence currency	<input type="checkbox"/>
	Current Foreign Medical Certificate or current Mongolian Class 1 plus any documents relating to restrictions	<input type="checkbox"/>	Proof of Aircraft Type rating(s)	<input type="checkbox"/>
	Flight experience summary (complete page 3 of this application)	<input type="checkbox"/>	Personal Identification (passport or driver's licence)	<input type="checkbox"/>
	Proof of Aviation English Language Proficiency Assessment Credit (refer page 1 - Note for applicants No.4)	<input type="checkbox"/>		<input type="checkbox"/>

#### 6. 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 the Part 13 and the Violation Law 2017.	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><b>Consent to Disclosure &amp; Collection</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>		
<b>Applicant's Signature</b>		<b>Date</b>	Click here to enter a date.

#### 7. Applicant's Check List

Please ensure all documents are enclosed.	1. Completed Fit and Proper Person Questionnaire, 24FPP or 24FPPDEC	<input type="checkbox"/>
	2. Fee	<input type="checkbox"/>
Applications which are incomplete or lacking any required documents will be returned.	3. Name entered at top of pages	<input type="checkbox"/>
	4. Certified copies of all documents required in Section 5	<input type="checkbox"/>
	5. Completed flight experience summary - Section 8	<input type="checkbox"/>
	6. Foreign Licence verification process completed – (refer page 1, Note for applicants No.5)	<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 minimum of 10 working days from date of receipt for processing application - on provision that applicant has completed Foreign Licence verification requirements**

**8. Flight Experience Summary - Please complete as applicable and return with Application Form**

Flight Time	Aeroplane	Helicopter
Grand Total (CPL 200A 150H) (ATPL 1500A 1000H)		
Total Pilot in Command (CPL 100A 35H) (ATPL 250 A&H)		
Total Instrument (including simulator) (CPL 10A)		
Instrument Flight Time (CPL 5A) (ATPL requires IR A or H)		
Cross Country Navigation (>25 nm) [CPL 30A 20H] [ATPL 100 A or H]		
Mountainous Terrain (CPL 10 A&H)		
Sling Load (10 total, 7 dual)	Total:	Dual:
Night Flight (ATPL 100A 50H)		

**Instrument Rating**

Navigation Aids (ADF, VOR, GNSS, ILS)	<b>ATTACH A COPY</b> of the logbook entry or flight test report which shows competence in the particular approach aid has been demonstrated to a flight examiner (in accordance with MCAA Flight test standard guide)
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**Instructor Rating**

Giving Flight Instruction - Total		
Giving instruction in Cross Country Navigation		
Giving instruction in Night Flying		
Giving instruction in Multi-engine aircraft		
Giving instruction in Spinning/aerobatics		

**Balloon**

Grand Total (50)	
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**Glider**

Grand Total (150)	
Pilot in Command (75)	
Cross Country Navigation (20)	
Launches (50)	
Instrument Flight (5)	

**Aircraft Type Ratings**

**Single pilot certificated aircraft**, on the Mongolian civil aircraft register may be endorsed on a Mongolian licence provided the type is endorsed on the foreign licence or the applicant produces logbook evidence of having completed at least five hours as pilot in command on type (attach photocopy if applicable).

**For multi-crew aircraft that do not appear on the foreign licence**, evidence the applicant has completed 500 hours pilot in command or 1000 hours as first officer on the type is acceptable to the Director (attach certified logbook totals if applicable).

**Boeing 737 type ratings:** In the Mongolian licensing system, the Boeing 737 3/4/500 series and the 6/7/8/900 Next Generation (NG) series as well as the Max 7/8/9/10 series are treated as separate type ratings. In order to be eligible for the issue of a Mongolian type rating in Boeing 737 3/4/500 and/or 6/7/8/900 series and/or Max series aircraft, applicants who hold a command type endorsement must meet the experience requirement above or have:

- Successfully completed a course of type conversion at a Mongolia approved training organisation (a list of approved organisations is available from our website under “pilots”); or
- Operational experience on the specific variant in the US airline environment; or
- Successfully completed a FAA approved type conversion course in US on the specific variant.

Certified true and correct \_\_\_\_\_ Date [Click here to enter a date.](#)  
 Print Name \_\_\_\_\_ ARN \_\_\_\_\_

**Fees**

Please tick the fee for the required licence/rating. No fee is required for aircraft type rating(s) if combined with	ATPL/CPL MGL <input type="checkbox"/>	Instructor MGL <input type="checkbox"/>	I/R MGL <input type="checkbox"/>	Aircraft type ratings MGL <input type="checkbox"/>
	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Expiry Date (mm/yy)	/
	Name on Card			
	Card Number			
Unless the full fees are paid, applications will not be processed. For information relating to fees, refer to the Civil Aviation Charges Regulations. <b>DO NOT SEND CASH.</b> Please fill in credit card details.				