



## Application for Licence Verification

### Notes for applicants:

1. CAA provides Licence Verification for individual licence holders by two methods:
  - a. **Verification Letter** - to applicant confirming licence details (letter sent to Postal Address detailed below)
  - b. **Verification Report** - emailed directly to overseas Authority
2. Applicants must provide consent to release information directly to third party and confirmation of Identity
3. Please allow 10 working days from date of receipt for processing application
4. For further information refer to [www.mcaa.gov.mn](http://www.mcaa.gov.mn)

### 1. Personal Details

MGL CAA Licence Number					Date of Birth (DD-MMM-YYYY)
Title (Mr/Mrs/Ms/Miss)				Last Name	
Given Name(s)					
Address for Service - Applicants have to provide a physical address in Mongolia and to notify the Director of any changes.					
Tel				Mob	
Fax				Email	
Postal Address (if different from Service Address)					
Tel				Mob	
Fax				Email	

### 2. Verification details

<i>Tick appropriate box for verification method</i>	<b>Verification Letter</b> - posted to applicant <input type="checkbox"/>	<b>Verification Report</b> - emailed directly to overseas Authority <input type="checkbox"/>
<i>Indicate type of licence</i>	Licence	
<i>For <b>Verification Report</b> - provide details of overseas Authority i.e. name of contact person, Position and Email address</i>	Authority	
	Name	
	Position	
	Email	

<b>Name</b>	<b>CAA ID</b>	<b>Date</b>
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### 3. Confirmation of Identity

<p><i>Please enclose a <b>COPY</b> of one of the following items to confirm your identity. The copy must be of a current (unexpired) document. Please tick the included item.</i></p>	1. A Mongolian Driver licence <input type="checkbox"/>	5. A Mongolian or overseas passport <input type="checkbox"/>
	2. A full birth certificate <input type="checkbox"/>	6. A Mongolian firearms licence <input type="checkbox"/>
	3. A Certificate of Mongolian Citizenship <input type="checkbox"/>	7. A current certificate of identity <input type="checkbox"/>
	4. A current refugee travel document used by or on behalf of the government of Mongolian <input type="checkbox"/>	8. A Mongolian Police or Mongolian Defence Force photo identity card issued to non-civilian staff <input type="checkbox"/>

### 4. Declaration and Consent

<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 Civil Aviation Act.</i></p>	<p><b>Declaration</b> 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> I authorise the Director to disclose information in accordance with my instructions to send the response to the relevant overseas Authority indicated on page 1 of this form.</p>		
	<b>Applicant's Signature</b>		<b>Date</b>

### 5. Applicant's Check List

<p><i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.</i></p>	1. Licence type specified <input type="checkbox"/>
	2. Verification method specified <input type="checkbox"/>
	3. Confirmation of Identity enclosed <input type="checkbox"/>
	4. Declaration and Consent signed, Name and CAA ID completed at top of this page <input type="checkbox"/>

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

<b>Send this completed form to:</b>		
CAA, Personnel Licensing PO-34 Box-6, Ulaanbaatar 17120	Scanned copy Email: <a href="mailto:PEL@mcaa.gov.mn">PEL@mcaa.gov.mn</a>	Fax: +976 7004 6562