



# Application for Issue of Air Traffic Service Licence or Prime Rating

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Applicant's Specimen Signature

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.

## 1. Personal Details

MCAA Client / Licence Number (if known)					Date of Birth (DD-MMM-YYYY)	
Title (Mr/Mrs/Ms/Miss )		Surname				
Given Name(s)						
Country of Birth		Nationality				
Address for Service - Applicants have to provide an address for service in Mongolia (i.e. a physical address) and to promptly notify the Director of any changes.						
Tel		Mob				
Fax		Email				
Postal Address (if different from Address for Service)						
Tel		Mob				
Fax		Email				

## 2. Licence Applied For

Please tick appropriate box.	Flight Service Trainee Licence (FSTL)	<input type="checkbox"/>	Air Traffic Trainee Licence (ATTL)	<input type="checkbox"/>
	Flight Service Operator Licence (FSOL)	<input type="checkbox"/>	Air Traffic Controller Licence (ATCL)	<input type="checkbox"/>

## 3. Rating Applied For

Please tick appropriate box.	Air Traffic Service Instructor Rating (ATIR)	<input type="checkbox"/>	Air Traffic Service Examiner Rating (ATER)	<input type="checkbox"/>
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## CAA USE ONLY

Receipt No.	Receipt Date	W/R No.

**4. Documents Required**

<p>Where required, enclose photocopies of the following items.</p> <p>Please tick to indicate items enclosed.</p> <p>Note: When making application for a FSOL, ATCL, ATS Instructor or ATS Examiner, include FSTL or FSOL or ATCL or ATTL document with the above items.</p>	<b>For Licence Issue – FSTL, FSOL, ATTL &amp; ATCL</b>	
	Completed Competency Test Report or ATS Licensing & Rating application form. (FSOL & ATCL only) <input type="checkbox"/>	Exam Credits (FSOL & ATCL only) <input type="checkbox"/>
	Current Medical Certificate <input type="checkbox"/>	Flight Radio Telephone Operator Rating <input type="checkbox"/>
	Evidence that required training has been satisfactorily completed at either a Part 141 or Part 172 organisation <input type="checkbox"/>	Aviation English Language Proficiency Assessment Credit (FSOL & ATCL only) <input type="checkbox"/>
	<b>Aviation English Language Proficiency Assessment Credit</b> - refer to CAA website and AC65.1 for further info. - <a href="#">Link to information on CAA web site</a> and <a href="#">Link to AC65-1</a>	
	<b>For ATS Instructor and Examiner Ratings</b>	
Completed Competency Test Report <input type="checkbox"/>	Proof of experience <input type="checkbox"/>	
Evidence that required instructor/examiner training has been satisfactorily completed at either a Part 141 or a Part 172 organisation <input type="checkbox"/>		

**5. Fees**

<p><b>Fees:</b> ATTL &amp; FSTL ATCL &amp; FSOL ATIR &amp; ATER</p> <p>Please complete fee total box(es). Unless the full fees are paid, applications will not be processed. <b>DO NOT SEND CASH.</b> Please fill in credit card details.</p>	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Expiry Date	/	
	Name on Card				
	Card Number				
	Licence Issue Fee				
	Rating Issue Fee				
	ATS Instructor or Examiner Rating Fee				

**6. Declaration**

<p>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.</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><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, or other such purpose permitted by law.</p>		
	<b>Applicant's Signature</b>		<b>Date</b>

**7. Applicant's Check List**

<p>Please ensure all documents are enclosed.</p> <p>Applications which are incomplete or lacking any required documents will be returned.</p>	1. All applicable documents required in section 4. <input type="checkbox"/>
	2. Fee <input type="checkbox"/>
	3. Name and ID completed at top of page 2 <input type="checkbox"/>
	4. Specimen Signature at top of page 1 <input type="checkbox"/>
	5. Fit and Proper Person Questionnaire – either 24FPP or 24FPPDEC <input type="checkbox"/>

**Post this form to: PEL, Civil Aviation Authority, P.O - 34, Box - 6, Ulaanbaatar 17120, Mongolia**