



## Application for Licence Verification of Occurrence(s)

### Notes for applicants:

1. CAA provides Licence Verification of Occurrence(s) for individual licence holders by two methods:
  - a. **Verification of Occurrence(s) Letter** - to applicant confirming Occurrence(s) details including pilot profile report (letter and report sent to Email or Postal Address detailed below)
  - b. **Verification of Occurrence(s) Letter only** - emailed directly to overseas Authority(as the authorised recipient detailed below)
2. Applicants must provide consent to release information directly to third party and confirmation of Identity
3. For further information refer to [www.mcaa.gov.mn](http://www.mcaa.gov.mn) and see heading [Pilots](#)

### 1. Personal Details

MGL CAA Client / 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 letter of Occurrence(s) recorded against client ID

Tick appropriate box for verification of Occurrence(s) method	<b>Verification of Occurrence(s) Letter</b> <input type="checkbox"/> with client profile report - emailed or posted to applicant	<b>Verification Occurrence(s) Letter only</b> <input type="checkbox"/> - emailed directly to overseas Authority								
For Verification of Occurrence(s) letter - provide details of overseas Authority i.e. name of contact person, Position and Email address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Authority</td> <td></td> </tr> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Position</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </table>		Authority		Name		Position		Email	
Authority										
Name										
Position										
Email										

### 3. Confirmation of Identity

<p>Please enclose a <b>COPY</b> of <b>one</b> of the following items to confirm your identity. The copy must be of a current (unexpired) document.</p> <p>Please tick the included item.</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>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>	<p><b>Declaration</b></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 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 (if relevant).</p>		
	<p><b>Applicant's Signature</b></p>		<p><b>Date</b></p>

### 5. 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. Client ID specified	<input type="checkbox"/>
	2. Verification of Occurrence(s) 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

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