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**SUBJECT: APPLICATION FOR LICENCES, RATINGS, CERTIFICATES, DESIGNATIONS AND AUTHORIZATIONS**

**DATE: 07/08/2015**

## **1.1 PURPOSE**

A. This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for licence, ratings, certificates, designations and authorisations under the Cape Verde Civil Aviation Regulations CV CAR Part 2 - Personnel Licensing.

## **1.2 APPLICABILITY**

This advisory circular is applied for all personnel certified under CV CAR Part 2.

## **1.3 REFERENCE**

FS.PEL.01 - Application Form for Licence, Rating, Authorization, Certificate or Validation Certificate or Conversion  
FS.PEL.02 - Application Form for Aircraft Maintenance Licence and Ratings  
FS.PEL.09 - Application Form for Knowledge and Practical Test  
FS.PEL.11 - Application Form for Medical Certificate

## **1.4 GENERAL INFORMATION**

A. The requirements for licences, ratings, authorizations and designations are detailed in CV CAR PART 2

B. The prescribed application forms for a licence, certificate, designation, authorization and ratings may be obtained in the Civil Aviation Authority (AAC) office or his web site [www.aac.cv](http://www.aac.cv).

C. The requirements for grant of a licence certificate, authorization, designation and rating are to be fulfilled before the application is made, and the prospective applicant or his representative should ensure that the results of all exams or test are valid and all requirements are met before the application for the licence certificate, authorization, designation or ratings is made.

D. The knowledge test should be passed before the practical (skill) test is conducted as provided in CV CAR Part 2.

E. When all the requirements have been met, the applicant should complete the appropriate prescribed application form and submit to the Personnel Licensing (PEL) Office with the required supporting documents.

F. Licences are issued after an applicant has undertaken the relevant training, and passed the required knowledge and practical (skill) tests.

G. All knowledge and practical (skill) tests are booked with the PEL Office, before the test.

H. All applications for issue of licences must be accompanied by two copies of recent full face colour photographs these should be size 25mm by 30mm from the same negative.

I. Pilot, cabin crew member and air traffic controller licences and instrument rating will not be issued unless the applicant holds a valid medical certificate in the appropriate class, issued by the Authority designated Medical Examiner. Prospective applicants for pilot, cabin crew member and air traffic controller licences and instrument rating are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.

J. Arrangements for the medical examination are made by the applicant direct to AAC or the authorized Medical Examiner, names of which could be obtained from the PEL office.

M. After complete satisfactory the medical examination and on payment of the appropriate fee, the applicant will be issued the applicable medical certificate, a copy of which should be attached to the application form for the licence, certificate, authorization, designation or instrument rating sought.

K. All the knowledge test expires 24 months after the dates endorsed on the test report except for ATPL the knowledge test expires 7 years after the dates endorsed on the test report.

## **1.5 SUBMISSION OF THE APPLICATION FORM**

A. The applicant can get the application forms in the AAC office or in the AAC web site ([www.aac.cv](http://www.aac.cv)).

B. Before submitting the application form the applicant should ensure that:

(a) He or she is medically fit for the licence, certificate, authorization, designation or rating sought (if applicable);

(b) He or she meets eligibility requirements of the licence, certificate, authorization, designation or rating applied for concerning:

(i) Age;

(ii) The English proficiency (if applicable);

(iii) The (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence, certificate, authorization, designation or rating is sought;

(iv) The (approved or required) training;

(v) Pass in the required knowledge test on the aeronautical knowledge areas listed in the relevant regulation for which a licence, certificate, authorization, designation or rating is sought;

(vi) Pass in the required practical test on the areas of operation listed in the relevant Civil Aviation relevant regulation for which a licence, certificate, authorization, designation or rating is sought;

(vii) The prescribed application form is duly completed, signed and dated; and

(ix) All the required certifications have been acquired and the supporting documents should be attached to the application form.

(b) The following documents shall be attached to the application:

(i) The appropriate medical certificate (if applicable);

(ii) Two current full face photographs (For initial issue of licence);

(iii) Acceptable record of experience (i.e log book for pilots);

(iv) Knowledge theoretical and practical test report;

- (v) Language proficiency test report (if applicable);
- (vi) Applicable fee receipt.

## **1.6 THE APPLICANT'S IDENTITY**

A. The applicant shall present a photo Identification ID or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

## **1.7 EVALUATION OF THE APPLICATION FORM**

A. This is done to ensure that the correct prescribed forms for applying for the licences, ratings, certificates, authorizations, designations or ratings are completed. An applicant is required to check and read through the form and ensure that it is properly done before submitting to the PEL Office.

B. The experience should be recorded in an acceptable document e.i pilot logbook or other personnel logbook.

## **1.8 COLLECTION OF THE COMPLETED LICENCE, CERTIFICATE, AUTHORIZATION AND DESIGNATION**

A. Unless otherwise requested by the applicant, completed licences, certificates, authorizations and designations are not released by mail, but are collected from the PEL Office, by the applicant or a person authorized by the applicant to do so. The person collecting the licence from the PEL office, whether it is the applicant or an authorized agent, must sign for the collection by giving their full names date, and append their official signature on documents- release- register in the PEL Office.

## **1.9 AAC ADDRESS AND CONTACT**

Address: Av. Cidade de Lisboa, N° 34, C.P 371, Praia - Cabo Verde

Tel: +238-260-34-30/260-34-31

**Email: [licenciamento@acivil.gov.cv](mailto:licenciamento@acivil.gov.cv)**

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