

## VALIDATION OF FLIGHT CREW LICENCES ISSUED BY ICAO CONTRACTING STATES ISSUE AND RENEWAL

Please complete the form in **BLOCK CAPITALS** using black or dark blue ink after reading the attached guidance.

If any mistakes are made on this form, please strikethrough the mistake and sign next to the correct entry. (make sure the incorrect entry can still be read)

**PAYMENT METHODS.** Please complete form SSR\1187.

### FALSE REPRESENTATION STATEMENT

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable and subject to prosecution under the current applicable regulation.

### 1. PERSONAL DETAILS

TO BE COMPLETED BY APPLICANT

SCAA Aviation reference number (if known)

Title ..... Forename(s) ..... Surname.....

Date of birth (dd/mm/yyyy) ..... Nationality .....

Town of Birth ..... Country of Birth .....

Permanent address .....

Telephone Number ..... Alternative Telephone .....

E mail address .....

Name and Address of Operating Company/Employer .....

Telephone Number .....

### 2. VALIDATION REQUIREMENTS

#### Capacity in which flight crew member will be flying:

P1 (Pilot in Command)

P2 (Co- Pilot)

#### Validation Types:

Commercial Operations (transport of passengers / cargo or mail for remuneration or hire)

Non-Commercial activities **with an** instrument rating

Non-Commercial activities **without** an instrument rating

Activity for which validation is required .....

Description of the activity for which the validation is required: .....

Start date for validation ..... End date for validation (if less than 12 months) .....

Type(s) of aircraft: .....

3. PARTICULARS OF NON-SEYCHELLES LICENCE					
Licence to be validated		Country of issue			
		Type of Licence			
		Licence number			
		Date of issue			
		Date of expiry			
		Date of last medical examination			
		Limitations or Endorsements			
Radio Telephony licence		Licence number			
Instrument rating		Date of last check			
		Date of expiry			
Class or Type Rating for which the validation is to be issued		Name of Rating			
		Date of last check			
Pilot	Total flying experience	Total pilot experience	Aeroplanes	Helicopters	
		Total as pilot in command			
	Total as Co-Pilot				
	Experience on types of aircraft endorsed on licence for which validation is applied	Type		1	2
				3	
		Pilot in command (PIC)		1	2
				3	
		PIC in preceding 6 months		1	2
				3	
		Co-Pilot		1	2
				3	
		Co-Pilot in preceding 6 months		1	2
				3	

4. PAYMENT METHODS
Please complete form SSR\1187.

**5. SCAA USE ONLY**

Application review is done through specific Centrik Workflows.

**6. DECLARATION**

I declare that the information provided on this form is correct.

Signature ..... Date .....

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**7. SUBMISSION INSTRUCTIONS**

Send your completed application form to:

Seychelles Civil Aviation Authority  
Personnel Licensing Office  
Safety & Security Regulation Department  
P.O Box 181  
Mahe  
Seychelles.

OR

Email this application form to [PEL@scaa.sc](mailto:PEL@scaa.sc)

OR

Attach this application form to the correct application type on the **Centrik Applications Module**. Please contact the **SCAA** or your **Seychelles Operating Company** for guidance on submitting your application through Centrik.

Together with:

- Photocopy of Foreign Licence  
**(Foreign Licence must have been issued from an ICAO Contracting State and must comply with ICAO Annex 1)**
- Photocopy of Foreign Medical or Seychelles Medical or EASA Medical  
**(Seychelles Class One Medical or EASA Class One Medical for Commercial Operations / Class 2 for Non-Commercial Operations / Appropriate Medical Certificate issued in accordance with Annex 1 to the Chicago Convention for specified tasks of limited duration)**
- Payment Method Form (Form SSR/1187)  
**(State if either the fees to said application will be paid by the applicant or by the Seychelles Operating Company)**
- Log Book Copies **(Certified by the Seychelles Operating Company)**
- Proof of Identity  
**(Actual passport / Seychelles National Identity Card – Photocopies must be certified by the Seychelles Operating Company)**
- Licence Skill Test / Licence Proficiency Check (LST or LPC on type(s) applied for)  
**(All LST and LPC forms can be found on the SCAA website)**

## VALIDATION OF FLIGHT CREW LICENCES ISSUED BY ICAO CONTRACTING STATES ISSUE AND RENEWAL

### GUIDANCE

#### General Guidance

- 1) The validation of flight crew licences granted by ICAO Contracting States is in accordance with the provisions of Part-FCL Annex III, for the time being in force, and with the standard set out in paragraph 1.2.1 of Annex 1 (Personnel Licensing) 6th Edition to the Convention on International Civil Aviation and is effected by the Seychelles Licensing Authorities only in exceptional circumstances and for specific purposes, eg for individual delivery of aircraft, demonstration flights, conversion training flights or agricultural flying to meet a short term operational requirement which cannot reasonably be performed by Seychelles licensed flight crew.
- 2) Before a licence is validated, it must have the aircraft type(s) for which the validation is required, specified in the Aircraft Rating. The authority shall also have the type(s) on its register of aircraft.
- 3) Applications for a Certificate of Validation may be accepted when submitted by the Seychelles operating company on behalf of the holder of a non-Seychelles professional pilot's licence, and whose service they wish to utilise for a specific short-term purpose. Applications from individual licence holders may also be accepted. Certificates of Validation, when issued, must be passed to the licence holder who should retain it with the licence to which it relates, so that both may be produced on request to a person so authorised.
- 4) Proof of identity – Actual passport or Seychelles National Identity. A photocopy will be acceptable provided all the relevant information is clearly presented and the copy is certified by the Seychelles operating company.
- 5) Letter of Verification from the issuing Authority to confirm licence issued in full compliance with ICAO Annex 1, applicants name, date of birth, licence held, ratings held on licence, currency and validity of licence, medical details and current ICAO language proficiency grade. The SCAA will not accept verifications supplied directly by the applicant, nor shall we recognise an expired licence, rating or medical certificate in any circumstance. If the verification received and the foreign licence do not match the SCAA will not issue or renew any validation certificates. Some Foreign Authorities require a fee to be paid before the verification can be released to the applicant or to SCAA. In such cases the applicant or Seychelles Operating Company shall be liable to make any payment in regards to acquiring the licence verification from said Foreign Authorities. It is also important to note that several Foreign Authorities have their own internal timeline on when they issue licence verifications and thus acquiring said verifications might take some time depending on said Foreign authority.
- 6) If you are going to use the radio in the aeroplane. A valid English Language Proficiency at a minimum of Level 4 is required to be shown on your ICAO licence are required prior to the test. If this is not held you must meet these requirements

**The SCAA will be unable to process the validation application until all of the requirements have been met and all of the required documentation is received. SCAA will not validate an expired licence. Your licence must be valid at the time of the validation request.**