



May 31, 2022

NOTICE TO INDUSTRY

In an effort to improve our processes and enhance the services provided by the Authority, as of **July 01, 2022**, the following changes will take effect for the receipt, processing and issuance of aviation documents to be submitted to, or received from the Personnel Licensing Department, Civil Aviation Authority Bahamas:

Issuance of Aviation Documents - Licences (i.e., Conversion/Validation/Renewals/ Reprints/Reinstatements/Ratings, etc.), Medical Certificates, Designated Authorizations, etc.

Collection Days:

Tuesdays – Thursdays: 10am-4pm, and Fridays 10am to 2pm

Application Submissions

Completed application packages are to be submitted **not less than 30 days prior to the date of expiration** of the aviation document concerned.

Document Processing Times

Please allow **20 working days** from the date of receipt of a **complete** application package for document processing.

In the event of this processing time being decreased or extended due to unforeseen circumstances, the applicant will be notified via email, as soon as reasonably possible.

*****Please submit application packages, documents, and inquiries to pelinfo@caabahamas.com*****

Only payments made via the payment portal at www.caabahamas.com, 'Pay Online' will be accepted.

Proof of payment is required for collection of document/s.

