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| --- |
| A blue and gold logo  Description automatically generated**INSTRUCTIONS**Please complete **Sections A through D ONLY**. See “Supplemental Information” for more instructions. Application must be typed.**FLIGHT DISPATCHER LICENCE APPLICATION** |
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|  |
| **SUPPLEMENTAL INFORMATION**  |
| Kindly review instruction page (5) for assistance in completing this application. A person shall not with intent to deceive by making any false representation for the purpose of procuring for himself or any other person the grant, issue, renewal, or variation of any such licence. [Penalty $5,000 or 6 months in prison]. (Civil Aviation Act 2021 Sec 50 (1) (c)). |
|  |
| **A. APPLICATION TYPE** |
| 1. [ ] Direct CAA-B issuance
 | [ ] Added Rating | [ ] Renewal | [ ] Re-issue |
|  [ ] Re-instatement | [ ] Conversion | [ ] Validation |  |
|  |
| **B. APPLICANT INFORMATION** |
| 1. Legal name (Last, First Middle):

Click or tap here to enter text. | 1. Serial (PEL) No.:

Click or tap here to enter text. | 1. Date of Birth:

Click or tap to enter a date. |
| 4a. Permanent Mailing Address (house number and street):Click or tap here to enter text. | 4b. City and State / Province:Click or tap here to enter text. |
| 4c. Country and Postal Code:Click or tap here to enter text. | 5. Place of Birth (city, state, and country):Click or tap here to enter text. |
| 6. Telephone No.:Click or tap here to enter text. | 7. Email address:Click or tap here to enter text. | 8. Nationality:Click or tap here to enter text. |
| 9. Height (in):Click or tap here to enter text. | 10. Weight (lb):Click or tap here to enter text. | 11. Sex: [ ] Male [ ] Female | 12. Hair (colour):Click or tap here to enter text. | 13. Eye (colour):Click or tap here to enter text. |
| 14a. Do you now hold, or have you ever held a CAA-B licence? If yes, complete items 14b through 14e. [ ] Yes [ ] No |
| 14b. If yes, has your licence ever been suspended or revoked? [ ]  Yes [ ]  No Date: Click or tap to enter a date. |
| 14c. Type of Licence:Click or tap here to enter text. | 14d. CAA-B Licence No.:Click or tap here to enter text. | 14e. Date issued:Click or tap to enter a date. |
| 15a. Do you speak and understand the English Language?[ ] Yes [ ] No | 15b. English Language Proficiency level 4-6? [ ] 4 [ ] 5 [ ] 6 |
|  |
| **C. BASIS OF APPLICATION** |
| 1. **Knowledge Test**
 | 1. Knowledge test applied for:

Click or tap here to enter text. | 2a. Knowledge test successfully completed for:Click or tap here to enter text. | 2b. Knowledge test date of completion:Click or tap to enter a date. |
| 1. **Skill Test**
 | 1. Skill test applied for:

Click or tap here to enter text. | 2a. Skill test successfully completed for: Click or tap here to enter text. |  2b. Skill test date of completion: Click or tap to enter a date. |
| **III. Graduate of an Approved Training Organisation (ATO)** | 1. 1.ATO name and location (city,state or country):

Click or tap here to enter text. | 1. ATO Certificate Number:

Click or tap here to enter text. | 1. Course from which graduated:

Click or tap here to enter text.1. Graduation Number:

Click or tap here to enter text. |
|  |
| **D. APPLICANT’S CERTIFICATION** |
| I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance. |
| 1a. Type Name:Click or tap here to enter text. | 1b. Signature:Click or tap here to enter text. | 1. Date:

Click or tap to enter a date. |
| **---- FOR CAA-B INTERNAL USE ONLY ------** |
| **E. ENDORSEMENT FOR THE KNOWLEDGE TEST**  |
| 1. **Authorised Instructor**

I have personally instructed the applicant in the subject areas required by the CARs for the licence and consider this person ready to take the knowledge test. |
| 1. Date:

Click or tap to enter a date. | 1. Instructor’s Name:

Click or tap here to enter text. | 1. Instructor’s Signature:

Click or tap here to enter text. |
| 1. Instructor’s Licence Number:

Click or tap here to enter text. | 1. Date of Expiration:

Click or tap to enter a date. |
| 1. **Approved Training Organisation**

The applicant has successfully completed our Click or tap here to enter text.approved course and is endorsed for the Click or tap here to enter text. test. |
| 1. Date:

Click or tap to enter a date. | 1. ATO Name:

Click or tap here to enter text. | 1. ATO Certificate of Completion Number:

Click or tap here to enter text. |
| 1. Name of ATO official:

Click or tap here to enter text. | 1. Title of ATO Official:

Click or tap here to enter text. | 1. Signature of ATO official:

Click or tap here to enter text. |
| 1. **CAA-B Authorisation for Air Law Test**

[ ] PEL Technical Inspector [ ] ATO Designated Examiner1. [ ] I have reviewed this person’s application package and other required documentation and find this applicant meets the requirements of the CARs for

 the licence sought and is authorised to take the CAA-B Air Law Test.  [ ] Initial knowledge test [ ] Retake of passing test [ ] Retest after failure1. [ ] I have reviewed this person’s application package and other required documentation and find this applicant does not meet the requirements of the

 CARs for licence sought and is not authorised to take the CAA-B Air Law Test.1. Remarks (if any): Click or tap here to enter text.
 |
| 1. Name of PEL Technical Inspector/ Designated Examiner who conducted the review:

Click or tap here to enter text. | 1. Title of PEL Technical Inspector/ Designated Examiner who conducted the review:

Click or tap here to enter text. | 1. Signature of PEL Technical Inspector/ Designated Examiner who conducted the review:

Click or tap here to enter text. |
| 1. PEL Technical Inspector Number:

Click or tap here to enter text. | 8.Date:Click or tap to enter a date. |
|  |
| **F. ENDORSEMENT FOR THE SKILL TEST** |
| 1. **Authorised Instructor**

I have personally instructed the applicant in the subject areas required by the CARs for the licence and consider this person ready to take the skill test. |
| 1. Date:

Click or tap to enter a date. | 1. Instructor’s Name:

 Click or tap here to enter text. | 1. Instructors Signature:

Click or tap here to enter text. |
| 1. Instructor’s licence number:

Click or tap here to enter text. | 1. Date of Expiration (Instructor’s Licence):

Click or tap to enter a date. |
| 1. **Approved Training Organisation**

The applicant has successfully completed our Click or tap here to enter text.approved course and is endorsed for the Click or tap here to enter text.test. |
| 1. Date:

Click or tap to enter a date. | 1. ATO Name:

Click or tap here to enter text. | 1. ATO Certificate of Completion Number:

Click or tap here to enter text. |
| 1. Name of ATO Official:

Click or tap here to enter text. | 1. Title of ATO Official:

Click or tap here to enter text. | 1. Signature of ATO Official:

Click or tap here to enter text. |
| 1. **CAA-B Authorisation for the Skill Test**
2. [ ] I have reviewed this person’s application package and find this applicant meets the requirements of the CARs for the licence sought and authorise the applicant to take the skill test.

 [ ] Initial Skill Test [ ] Retest after failure [ ] Renewal [ ] Re-issue1. [ ] I have reviewed this person’s application package and find that this applicant does not meet the requirements of the CARs for the licence sought and is not authorised to take the skill test.
2. Remarks (if any): Click or tap here to enter text.
 |
| 4. Name of PEL Technical Inspector/Designated Examiner who conducted the review:Click or tap here to enter text. | 5. Title of PEL Technical Inspector/Designated Examiner who conducted the review: Click or tap here to enter text. |
| 6. Signature of PEL Technical Inspector/Designated Examiner who conducted the review:Click or tap here to enter text. | 1. Date:

Click or tap to enter a date. |
|  |
| **G. SKILL TEST RESULTS** |
| 1. **Skill Test Results**
 |
| **Item No.** | **Test Area** | **Grade (S/U)** |  |  |
| **Examiner** | **Inspector** | **Signature** | **Date** |
| 1 | Aircraft | Click here to enter | Click here to enter | Click here to enter | Enter |
| 2 | Air routes and aerodromes | Click here to enter | Click here to enter | Click here to enter | Enter |
| 3 | Altimeters | Click here to enter | Click here to enter | Click here to enter | Enter |
| 4 | Weather analysis | Click here to enter | Click here to enter | Click here to enter | Enter |
| 5 | Airmen’s information manual | Click here to enter | Click here to enter | Click here to enter | Enter |
| 6 | Dispatch and assistance | Click here to enter | Click here to enter | Click here to enter | Enter |
| 7 | Emergency procedures | Click here to enter | Click here to enter | Click here to enter | Enter |
|  |
| **H. SKILL TEST REPORT (EXAMINER OR CAA-B INSPECTOR)** |
| 1. **Examiner or Inspector Statement**
2. [ ] I have personally reviewed this applicant’s information and training records, and certify that the individual meets the pertinent requirements of the CARs for the licence sought.
3. [ ] I have personally tested/checked this applicant in accordance with pertinent procedures and requirements with the results indicated below:

 [ ] Approved [ ] Disapproved – Notice of Denial issued (original attached)1. [ ] I have personally checked that this applicant meets the language proficiency requirements for the:

English Language |
| 1. Location of test (facility, city, state or country):

Click or tap here to enter text. | 1. Duration of test:

 Click or tap here to enter text. | 1. Licence for which tested:

Click or tap here to enter text. | 1. Date:

Click or tap to enter a date. |
| 8.Examiner’s or Inspectors Name:Click or tap here to enter text. | 9.Examiner’s or Inspector’s Signature:Click or tap here to enter text. | 10.Examiner’s Designation Number or Inspector’s Licence Number:Click or tap here to enter text. | 11. Examiner’s Designation date of expiration:Click or tap here to enter text. |

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| --- |
| **I. CAA-B REPORT** |
| 1. **CAA-B Action**
 | 1. **Attachments**
 |
| [ ] Examiner/inspector recommendation | [ ] Valid passport |
|  [ ] Accepted [ ] Rejected | [ ] Recent colored passport photo |
| [ ] Issue of Licence |  [ ] Proof of address |
| [ ] Renewal of Licence | [ ] Employment Letter |
| [ ] Re-issue of Licence | [ ]  Foreign Licence |
| [ ] Re-instatement of Licence | [ ]  Superceded Licence |
|  | [ ]  Foreign Licence |
|  | [ ] Verification  |
|  | [ ] Evidence of Currency  |
|  | [ ] Evidence of Recency (exercised privileges within previous 6 months) |
|  | [ ] Evidence of English Language Proficiency |
|  | [ ]  Training Records  |
|  | [ ] Knowledge Test Results |
|  | [ ] Skill Tests Results |
|  | [ ] Letter of Discontinuance |
|  | [ ] Notice of Denial  |
|  | [ ] Supervised Training Records (90 days) |
|  | [ ] Other Click or tap here to enter text. |
| **III. Applicant’s Identification**Passport Number: Click or tap here to enter text.Date of Expiration:Click or tap to enter a date. |
| 1. **CAA-B Authorisation – PEL Technical Inspector**
 |
| 1. [ ] Application documentation is in order and the licence may be issued.

 Licence to be issued:Click or tap here to enter text. [ ]  Application is missing the following documentation and will be returned to the applicant. Missing documentation: Click or tap here to enter text. |
| 1. Name of PEL Technical Inspector who conducted the review:

Click or tap here to enter text. | 1. Title of PEL Technical Inspector number who conducted the review:

Click or tap here to enter text. |
| 1. Signature of PEL Technical Inspector who conducted the review:

Click or tap here to enter text. | 5. Date: Click or tap to enter a date. | 6. Control/Entry Number:Click or tap here to enter text. |
| **J. CAA-B ISSUANCE** |
| **I. Licence Issued** |
| 1. [ ] Licence: Click or tap here to enter text. | 2. Date of Expiration:Click or tap to enter a date. |
| **II. CAA-B Authorisation (OPS Technical Inspector)** |
| 1. Name of OPS Technical Inspector who conducted the review:

 Click or tap here to enter text. | 1. Title of OPS Technical Inspector who conducted the review:

Click or tap here to enter text. |
| 1. Signature of OPS Technical Inspector who conducted the review:

Click or tap here to enter text. | 1. Date:

Click or tap to enter a date. | 1. Control/Entry Number:

Click or tap here to enter text. |

**FLIGHT DISPATCHER LICENCE APPLICATION**

**Instructions for Completion of CAA-B Form No. PEL004-00**

 Note: Complete Sections A through D ONLY. Please type to complete. Handwritten applications will not be accepted.

# Application for:

Check the appropriate box.

* **Original (CAA-B Issued).** First direct issuance of a type of licence.
* **Direct Issuance.** When a State establishes its own system of ensuring compliance.
* **Conversion.** The action taken by the Authority in issuing its own licence on the basis of a licence issued by another Contracting State for use on aircraft registered in The Bahamas.Check the box and proceed to Section B – Application Information.
* **Validation.** The acceptance of a certificate, licence, approval, designation, or authorisation issued by another ICAO Contracting State as the primary basis for the Authority’s issuance of a short term authorisation containing the same or more restrictive privileges. Check the box and proceed to Section B – Application Information.
* **Added Rating**. Add a rating to an existing licence.
* **Renewal.** The administrative action taken within the period of validity of a licence, rating, authorisation or certificate that allows the holder to continue to exercise the privileges of a licence, rating, authorisation or certificate for a further specified period consequent upon the fulfilment of specified requirements.
* **Re-issue.** The administrative action taken after a rating or certificate has been suspended or revoked and the specified requirements for the privileges of the rating or certificate to be returnd have been met.
* **Re-instatement.** The administrative action taken after a rating or certificate has been suspended or revoked and the specified requirements for the privileges of the rating or certificate to be returned have been met.

# Applicant Information

* 1. **Legal name.** Enter your legal name. Do not change the name on subsequent applications unless it is officially indicated to the Authority that the name is changed accompanied by a copy of the marriage licence, court order, or other document verifying the name change.
	2. **Serial (PEL) No.**
	3. **Date of birth.** Enter your date of birth.

**4a. Permanent mailing address.** Enter the house number and street name of your permanent address.

CAA-B policy requires that you use your permanent mailing address. Justification must be provided on a separate sheet of paper signed and submitted with the application when a P.O. Box or rural route number is used in place of your permanent physical address. A map or directions must be provided if a physical address is unavailable.

**4b. City and state or province.** Enter the city of your permanent address and the state or province as applicable.

**4c. Country and postal code.** Enter the country and postal code of your permanent address.

1. **Place of birth.** Enter your city of birth and the state or province as applicable. Enter the country where you were born.
2. **Telephone number.** Enter your telephone number.
3. **Email address.** Enter your email address. If you do not have an email address, enter “None” or “N/A”.
4. **Nationality.** Indicate your nationality from your passport. If you have more than one nationality, indicate so.
5. **Height.** Enter your height in inches.
6. **Weight.** Enter your weight in pounds.
7. **Sex.** Check Male or Female.
8. **Hair.** Enter the colour of your hair. If bald, enter “bald.” The colour should be listed as black, red, brown, blonde, or grey.
9. **Eyes.** Enter the colour of your eyes. The colour should be listed as blue, brown, black, hazel, green, or grey.

**14a. Do you now hold, or have you ever held, a CAA-B licence?** Check Yes or No. If yes, complete Items 14b through 14e; otherwise, proceed to Item 15a.

**14b. If yes, has your licence ever been suspended or revoked?** Check Yes or No and, if yes, indicate the date of the suspension or revocation and attach an explanation. **14c. Type of licence.** Enter the type of licence you hold or have held.

**14d. Licence number.** Enter the licence number as it appears on your licence.

**14e. Date issued.** Enter the date your licence was issued.

**15a. Do you speak and understand the English Language?** Check Yes or No.

**15b. English Language Proficiency 1-6?** Check applicable number.

# Basis of Application

Applicant completes the appropriate block(s)

**Block I. Knowledge test**

1. **Knowledge test applied for.** Indicate which knowledge test you are applying to take (if applicable).

**2a. Knowledge test successfully completed for.** Enter the type of knowledge test you have completed (if applicable).

**2b. Knowlede test date of completion.** Enter date of completion.

**Block II. Skill Test**

* 1. **Skill test applied for.** Indicate which skill test the applicant is applying to take (if applicable).

**2a. Skill test successfully completed for.** Enter the type of skill test the applicant has completed (if applicable).

**2b. Skill test date of completion.** Enter the date the skill test was completed.

**Block III. Graduate of an Approved Training Organisation (ATO)**

1. **ATO name and location.** Enter the name and location of the ATO as shown on your graduation certificate. Be sure to include the city, state or province as applicable, and country.
2. **ATO certificate number.** Enter the ATO certificate number as shown on your graduation certificate.
3. **Course from which graduated.** Enter the name of the course from which you graduated as shown on your graduation certificate.
4. **Graduation date.** Enter the date of your graduation from the course.

# Applicant’s Certification

## Applicant completes this section

* 1. **Name and Signature.** Type and sign your name.
	2. **Date.** Enter the date you sign the application.

----------------------------------------------------------THIS SECTION IS FOR CAA-B INTERNAL USE ONLY----------------------------------------------

**E. Endorsement for the Knowledge Test (CAA-B Air Law)**

The authorised instructor completes this block

**Block I. Authorised Instructor**

**1. Date.** Enter the date you sign the application for example 20 October 2013.

**2. CAA-B Authorised Instructor’s Name.** Enter your name.

**3. CAA-B Authorised Instructor’s Signature.** Enter your signature.

**4**. **CAA-B Authorised Instructor’s Licence Number.** Enter your instructor’s licence number.

**5. Date of Expiration.** Enter the expiration date of your instructor’s licence.

**Block II. Approved Training Organisation.**

ATO official completes this block

Enter the name of the approved course the applicant completed and indicate the test the ATO is endorsing the applicant to take.

**1. Date.** Enter the date you sign the application.

**2. ATO name and location.** Enter the name of the ATO as shown on the graduation certificate.

**3.** **Name of ATO official**. Enter name of ATO official.

**5. Title of ATO official.** Enter title of ATO official.

**3. ATO certificate number.** Enter the ATO certificate number as shown on the graduation certificate.

**4-6. Name, title, and signature of ATO official.** Print your name and ATO position title and sign.

**Block III. CAA-B Authorisation for Air Law Test**

CAA-B official completes this block

**1.** Check the box if the applicant meets the requirements to take the applicable knowledge test. Check the appropriate box to indicate if this is the applicant’s initial knowledge test, a retake of a passing test, or a retest after the failure of a knowledge test.

**2.** Check the box if the applicant does not meet the requirements to take the applicable knowledge test.

**3.** Enter remarks, as needed.

**4-8.** Print your name and title, Technical Inspector Number,sign and date the application.

**F. Endorsement for the Skill Test**

The authorised instructor completes this block.

**Block I. Authorised Instructor**

**1. Date.** Enter the date you sign the application.

**2. Instructor’s name.** Enter your name.

**3.Instructor’s signature.** Sign your name.

**4. Instructor’s licence number.** Enter your instructor’s licence number.

**5. Instructor’s licence expiration date.** Enter the expiration date of your instructor licence, for example, 2013.

**Block II. Approved Training Organisation (ATO).**

ATO official completes this block

Enter the name of the approved course the applicant completed and indicate the test the ATO is endorsing the applicant to take.

**1. Date.** Enter the date you sign the application.

**2. ATO name.** Enter the name of the ATO as shown on the graduation certificate.

**3. ATO certificate number.** Enter the ATO certificate number as shown on the graduation certificate.

**4-6. Name, title, and signature of ATO official.** Type your name, title and sign.

**Block III. CAA-B Authorisation for the Skill Test**

**PEL Technical Inspector/ATO Designated Examiner completes this block.**

**1.** Check the box if the applicant meets the requirements to take the applicable skill test. Check the appropriate box to indicate if this is the applicant’s initial skill test, a retest after the failure of a skill test, a renewal, or a reissue.

**2.** Check the box if the applicant does not meet the requirements to take the applicable skill test.
**3.** Enter remarks, as needed.

**4-7.** Type your name and title. Sign and date the application.

**G. Skill Test Results**

Grade all test areas as either satisfactory or unsatisfactory and place a “U” for unsatisfactory or “S” for satisfactory in the grade column. Then sign and date on the same line.

**H. Skill Test Report (Examiner or CAA-B Inspector)**

The examiner or CAA-B inspector completes this section

**I. Examiner or Inspector Statement.** Address the following items:

**1.** Check the box to indicate that you reviewed the applicant’s documents and the applicant meets the pertinent requirements of the CARs.

**2.** Check the box to indicate that you tested the applicant following the pertinent procedures and requirements. Indicate if the applicant is approved or disapproved by checking the appropriate box.

**3.** Check the box to indicate that you checked the applicant’s language proficiency for the English language.

**4. Location of the test (facility, city, state or province, country).** Enter the test centre name and location.

**5. Duration of the test.** Enter the duration of the test.

**6. Licence for which tested.** Enter the licence for which the applicant tested.

**7. Date.** Enter date of test.

**8-9. Examiner’s or inspector’s name and signature.** Print and sign your name.

**10. Examiner’s designation number or inspector’s licence number.** Enter your examiner designation number or inspector licence number.

**11. Examiner’s designation expiration date.** Enter the examiner’s designation expiration date.

**I. CAA-B Report**

CAA-B officials complete these blocks

**Block I. CAA-B Action.** Check the appropriate box.

**Block II. Attachments.** Check the boxes to indicate which applicable documentation is attached.

**Block III. Applicant’s Identification.** Enter the passport number, and the expiration date.

**Block IV. CAA-B Authorisation.** Check the appropriate box to indicate if the applicant meets the licensing requirements or if the application is incomplete and will be returned to the applicant. Type your name and title, Technical Inspector Number, and sign the application. Enter the date of the review. Enter control number.

**I. CAA-B Issuance**

CAA-B officials complete these block(s)

**Block I. Licence Issued.** Check the appropriate box and indicate the type of licence received. Enter the expiration date.

**Block II. CAA-B Authorisation.** Type your name and title and sign the application. Enter the date of the issuance and control number.