



## **GUIDANCE FOR THE RENEWAL OR RE- ISSUANCE OF A CIVIL AVIATION AUTHORITY BAHAMAS (CAA-B) FLIGHT DISPATCHER 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 licence, rating, authorisation or certificate has lapsed that re-issues the privileges of the licence, rating, authorisation or certificate for a further specified period consequent upon the fulfilment of specified requirements.

All applicants for a renewal and re-issuance of a CAA-B licence must follow the three (3) phase process outlined below:

- Phase 1 - document submission
- Phase 2 - evaluation and approval process
- Phase 3 - payment and collection

### **PHASE 1**

#### **DOCUMENT SUBMISSION**

Applicants for renewal, re-issuance of a Flight Dispatcher licence must complete form No. **PEL004-00** and submit the supporting documents from the listing below and email all documents to [pelinfo@caabahamas.com](mailto:pelinfo@caabahamas.com).

#### **Supporting Documents**

- Completed application form No. **PEL004-00** (see back of application form for guidance)
- Valid passport (colour copy, photo page) **Resubmission required if changes made during the licence validity period**
- Proof of address (utility bill or voters' card) **Resubmission required if changes made during the licence validity period**
- Photo (passport sized, plain white background)
- Employment letter
- Valid or lapsed CAA-B licence
- Training records
- Evidence of currency (Competency Check conducted within the last twelve (12) months)

*Please note that images taken with a personal digital device will be rejected. Please note that each document must be scanned in colour and submitted in separate attachments, and the files named as per the attachment, as shown by this example: - (Last name, First name Middle name PEL number-Licence type, document type) Doe, John Sam 00000-FD passport.*

#### **Photo Requirements**

Upload a .jpg. digital file colour photo

- Taken within the last six (6) months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Eyeglasses are not allowed except in rare circumstances when eyeglasses cannot be removed for medical reasons, e.g., the applicant has recently had ocular surgery, and the eyeglasses are necessary to protect the applicant's eyes. A medical statement signed by a Medical Professional/health practitioner must be provided in these cases. If the eyeglasses are accepted for medical reasons

*Photos copied or digitally scanned from driver's licences or other official documents are not acceptable. In addition, snapshots, low quality or mobile phone photos, and full-length photographs are not acceptable.*

If all documents are not attached as required (valid, signed, legible or scanned clearly) or fields not completed correctly, you will receive a "Letter of Rejection, and your application package returned in full as submitted advising that the package is not acceptable for further processing due to the missing or incomplete document(s) that are required for submission.

## **PHASE 2**

### **EVALUATION AND APPROVAL PROCESS**

All applications are evaluated by CAA-B Technical personnel to ensure that all applicants meet the international standards and regulatory requirements for the issuance of a CAA-B document, and upon satisfactory completion of the evaluation, applications are approved. The evaluation and approval process can take an average of twenty (20) business days. However, this is an estimated time, and processing can go beyond this time frame.

## **PHASE 3**

### **PAYMENT AND COLLECTION**

#### **Payment**

Upon approval, an invoice for payment will be initiated by the Finance Department and sent via email to the applicant. The preferred method of payment is done through the CAA-B website [caabahamas.com](http://caabahamas.com) payment portal or point of sale at the CAA-B's office.

Alternative methods of payments are listed below:

#### **I. USD International Wire Transfer**

Intermediary Bank: **CHASUS33**  
**J.P. Morgan Chase Bank**  
**New York**  
ABA: **021000021**  
Beneficiary Bank: **ROYCBSNS**  
**Royal Bank (Bahamas) Limited Nassau, Bahamas**  
Beneficiary Account #: **056254121059**  
Beneficiary Name: **Civil Aviation Authority Bahamas**

#### **II. Direct Deposit**

Bank: **Royal Bank of Canada (Bahamas) Limited**  
Branch Transit: **05625**  
Code: **003**  
Customer Name: **Civil Aviation Authority of The Bahamas**  
Customer Account #: **2881423**

#### **Collection**

Notice of collection will be emailed to the applicant for collection upon approval, via [pelinfo@caabahamas.com](mailto:pelinfo@caabahamas.com). If third-party collection is required on behalf of the applicant, the applicant must send an email to [pelinfo@caabahamas.com](mailto:pelinfo@caabahamas.com), authorising the third-party collection. The individual collecting the licence must present a valid, government-issued photo identification. Proof of payment must be provided upon collection.