



GUIDANCE FOR THE VALIDATION OF A FOREIGN LICENCE/CERTIFICATE FOR FLIGHT DISPATCHER

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.

All applicants for a validation of a foreign licence/certificate must follow the five (5) phase processes outlined below:

- Phase 1 - document submission
- Phase 2 - interview
- Phase 3 - CAA-B testing
- Phase 4 - evaluation and approval process
- Phase 5- payment and collection

PHASE 1

DOCUMENT SUBMISSION

Applicants for validation of a Flight Dispatcher licence/certificate must complete Form No. **PEL004-00** and submit the supporting documents from the listing below and email all documents to pelinfo@caabahamas.com.

Supporting Documents

- Completed application Form No. **PEL004-00** (see back of application form for guidance)
- Valid passport (colour copy, photo page)
- Proof of address (if applicable)
- Photo (passport sized, plain white background)
- Employment letter
- Valid foreign licence (colour copy front and back)
- Evidence of Language Proficiency Evaluation
- Training records (Training records, Knowledge Test Report & Skill Test Report and Certificate of Completion)
- Evidence of recency - (Record of flight last four pages totalled and signed)
- Evidence of currency- (Proficiency Check conducted within the last twelve (12) months)
- Evidence of the satisfactory completion of the Bahamas Civil Aviation Authority CAA-B) Act 2021 and Civil Aviation Regulations (CARs) Test

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.

The CAA-B will confirm the validity of all foreign medical (where applicable) and licence prior to issuing a Validation Authorisation.

The processing of a satisfactory application package for conversion will commence upon receipt of satisfactory verification from the foreign Civil Aviation Authority (CAA). If the verification was not satisfactory, you will receive an email correspondence, with a "Letter of Rejection", stating specifics as per the issuing State.

PHASE 2

INTERVIEW AND ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

Interview

The applicant must present themselves to the Civil Aviation Authority Bahamas (CAA-B) for an in-person interview, which will include an English Language assessment.

PHASE 3

CAA-B TESTING

The applicant for direct issuance will be required to demonstrate knowledge of the Bahamas Civil Aviation Act 2021 and Civil Aviation Authority Regulations (CARs) by submitting to a Regulations test, administered by the CAA-B. You are required to register for this test by emailing testing@caabahamas.com.

PHASE 4

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 due to extenuating circumstances such as verification of documents by a foreign CAA.

PHASE 5

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 payment portal or point of sale at the CAA-B's office.

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**
Alternative methods of payments are listed below:

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

The applicant is required to present themselves in person to the Authority to sign the Validation Authorisation. Third-party collection is not permitted.