

APPLICATION FOR FLIGHT OPERATIONS OFFICER / FLIGHT DISPATCHER LICENSE

Notes: Please read the guidance notes before completing the form.

Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in **BLOCK CAPITALS** using black or dark blue ink.

1. APPLICATION FOR (Complete Sections Listed)

- Initial issue (Section 1, 2, 3, 6, 7, 8 and 9)
- Change of Details (Section 1, 2, 4 and 6)
- Aircraft Type (Section 1, 2, 6, 7 and 9)

- Renewal (Section 1, 2, 3, 6, 7, 8 and 9)
- Replacement (Section 1, 2, 5 and 6)

2. PERSONAL DETAILS

Number of FOO/FD License (if held):.....

Title:.....Name of the Applicant:.....

Date of Birth (dd/mm/yyyy): Nationality

Place of Birth: Country of Birth:.....

Applicants Postal Address:.....

..... Country: Postcode:.....

Email :

Contact Numbers: Mobile: Tel. No.:
(incl. area code)

Employer Name:

Employer Address:.....

..... Country: Postcode:.....

Email :.....Contact Number:

3. TRAINING & EXPERIENCE

TRAINING		FROM	TO	LOCATION
Training Course	Conducted by	dd/mm/yyyy	dd/mm/yyyy	
Initial Training				
Recurrent Training				
Refresher Training				
Aircraft Type				

AVIATION EXPERIENCE	FROM	TO	EMPLOYER
	dd/mm/yyyy	dd/mm/yyyy	

4. CHANGE OF DETAILS

NATURE OF CHANGE	PREVIOUS	CURRENT
Name		
Nationality		
Occupation		
Address		
Others		

5. REPLACEMENT OF LICENSE (Damaged, Lost or Stolen)

Circumstances of Damaged, Lost or Stolen:

.....

.....

.....

Note: In case of lost/stolen of license, Police Report must be enclosed.

6. ADDING AIRCRAFT TYPE

- Current Aircraft Type (If Available):
- Add new Aircraft Type:
- Remove Aircraft Type:

Note: Supporting Documents must be enclosed.

7. DECLARATION OF APPLICANT

I declare that the information provided on this form is true to the best of my knowledge and belief and have submitted all of the necessary paperwork for my application to be considered.

Name & Signature of Applicant: _____ Date: _____

8. PRACTICAL ASSESSMENT (To be completed by the DGCA Approved Examiner)

ASSESSMENT	DATE	PASS	FAIL
Skill Test			
Proficiency Check			

Examiner Remarks: Where the outcome of the assessment is 'Fail', the Assessor is to record reasons for the decision here:

.....
.....

Examiner's Declaration:

I hereby confirm the above information to be correct and the assessment has been carried out in accordance with the requirements stipulated in KCASR 1 Part F00/FD.

Name of Examiner: Date:

Signature of Examiner: Examiner's Licence No.

9. COMPLETION TRAINING

This section must be signed by the Head of Training (or nominated Deputy) of the Airline or the head off Approved Training Organisation (ATO) that conducted the training.

I hereby certify that the applicant is an employee of and has satisfactorily completed the training.

Signature: Date:

Name (BLOCK CAPITALS): Position:

Name of Airline/ATO: AOC/ATO Approval Ref. No.:

FOR OFFICIAL USE ONLY (DGCA/ASD)

Date of Receipt:

Enclosures Checked by: Name:

Office:

Application: Accepted:

Rejected:

Approved:

Remarks:

**Signature and Stamp of
Head of Personnel Licensing:**

Date:

DELIVERY INSTRUCTIONS

This form, when completed, should be forwarded and must be accompanied by the appropriate fee to:
Directorate General of Civil Aviation, Aviation Safety Department, P.O. Box 17, Safat 13001, State of Kuwait.

Tel: (965) 24743940, 24342475 / Fax: (965) 24765796 OR Email: safety@dgca.gov.kw

Note: For Fees refer to Kuwait Civil Aviation Safety Regulations Part 27 Charges and Fees

Cheque, Demand Draft etc. made payable in favour of DIRECTORATE GENERAL OF CIVIL AVIATION, or Telex Transfer directly to our Account at:

CONFIRMATION OF BANK DETAILS

Name of Bank	CENTRAL BANK OF KUWAIT
Branch	KUWAIT
Account Name	DIRECTORATE GENERAL OF CIVIL AVIATION
Account Number	11023041
IBAN Number	KW 17 CB KU 0000000000000011023041
Bank Code/ Sort Code/ Swift Code	CBKUKWKW
Currency of Payment	KWD

DOCUMENTS REQUIRED (MUST BE ENCLOSED WITH APPLICATION)

A - For all Types of application

1	Covering Letter from the employing AOC	5	Copy of valid Civil ID (must be at least 21 years old)
2	Application Form No 1353 duly filled	6	Copy of licence (if held)
3	Passport copy showing Personal details, Residency validity (if applicable)	7	1 Photograph in uniform with Blue back ground
4	Copy of valid Employer ID	8	Prescribed Fee

B - Additional Documents required for the below applications (in addition to the above documents)

1	Initial Issue	a) Evidence of successful completion of high school or equivalent. b) Evidence of successful completion of approved initial training which consists of theoretical, practical and skill test. c) 90 Days declaration on the JOP Training. d) Evidence of Two year experience as per FOO/FD 0.10 (a)
2	Renewal	a) Evidence of successful completion of proficiency check after a recurrent training. b) Recency statement for the last 6 months. c) Recurrent certificate.
3	Replacement of License	Copy of Police report in case of lost or stolen
4	Change of Details	Certified official documents supporting the request of change of personal details
5	Aircraft Type	Certificate of aircraft type course

GUIDANCE ON COMPLETING THIS APPLICATION

Section 1. APPLICATION

Tick the appropriate box depending on the type of application or notification being made and complete the sections of the form indicated.

Section 2. PERSONAL DETAILS

To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport. The applicant's Permanent Address must be the applicant's address.

Section 3. TRAINING & EXPERIENCE

Define the training undertaken and previous experience, pertaining to this application.

Section 4. CHANGE OF DETAILS

In case licence holder personal details has been changed, he/she to indicate the nature of change and submit a certified documentation supporting their claim.

Section 5. REPLACEMENT OF LICENCE

Fill this section if your licence has been damaged, lost or stolen.

In case of lost or stolen, a police report will be required to be submitted along with the application.

Section 6. ADDING AIRCRAFT TYPE

Fill this section for addition of aircraft type. Attach supporting documents.

Section 7. DECLARATION BY THE APPLICANT

Applicant must fill and sign this section for all type of applications.

Section 8. PRACTICAL ASSESSMENT

This section is to be completed by a DGCA approved examiner within the AOC, with the results of the skill tests and/or proficiency checks as appropriate.

Section 9. COMPLETION TRAINING

This section is to be signed by the Head of Training (or nominated Deputy) of the Airline or the head off Approved Training Organisation (ATO) that conducted the training.

Section 10. FOR DGCA USE ONLY

This section is to be completed by the assigned Personnel Licensing Inspector