DGCA Aviation Safety Circular (2025-05)

Subject: Issuance of Licence Verification of Personnel licenses

Effective Date: 25-12-2025

Distribution: All Stakeholders

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1. Purpose

This Circular establishes a controlled DGCA process for responding to requests to confirm the **validity/status** of DGCA-issued personnel licenses and associated privileges, and clarifies the conditions under which DGCA may issue such confirmations.

2. Scope

This Circular applies to all **DGCA-issued** personnel licenses, ratings, authorisations and associated records, including (as applicable): flight crew, cabin crew, air traffic controllers, maintenance licenses, and any other DGCA licenses/authorisations.

3. Legal/Regulatory Basis

This Circular is issued pursuant to DGCA's regulatory/oversight responsibilities and establishes internal procedures for controlled information exchange with competent authorities and recognized entities.

4. Definitions

4.1 Licence Verification (Verification Response):

A DGCA-issued confirmation addressed to an identified recipient stating limited factual information such as: Licence number/type, holder identity match, current status (valid / expired / suspended / revoked), ratings/privileges (as applicable), and expiry dates/limitations.

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4.2 Certified True Copy / Record Extract (Individual Service):

A document issued to the licence holder consisting of:

- A certified copy of a document already issued by DGCA, and/or
- An extract of the holder's licensing record (limited to the holder's own data), intended for personal use.

4.3 "To Whom It May Concern" Letter:

A generic letter not addressed to a specific named organisation or authority, intended for onward submission by the individual.

5. Policy

5.1 Verification Responses will be issued only to:

a) **Competent Authorities / Civil Aviation Authorities (Authority-to-Authority)**, upon official request; and/or
b) **Airlines, governmental entities, or recognised Organisations only** when all conditions in Section 5 are met.

5.2 DGCA will not issue "To Whom It May Concern" licence validity letters to individuals for general onward submission.

5.3 Individuals may request Individual Services (Certified True Copy / Record Extract) under Section 6.

5.4 Minimum necessary disclosure:

DGCA shall disclose only the minimum information needed for the stated purpose. DGCA will not disclose protected or unrelated personal data (including medical information).

6. Conditions for Non-CAA Entities Requests (Airlines / Government Entities / Aviation Organisations)

DGCA may issue a Verification Response to an airline/government entity/Aviation Organisations only if:

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1. The request is submitted on official letterhead (or official institutional email domain), identifying the organisation and accountable officer;
2. The request clearly states the **purpose** and the specific information requested;
3. The request includes the licence holder's identifiers sufficient for matching; and
4. The request includes **written consent** (form 1309) from the licence holder authorising DGCA to disclose the requested verification information to that specific requesting entity, unless a lawful mandate applies.

7. Requests from Individuals (Licence Holders)

7.1 Permitted (Individual Services):

DGCA may provide to the licence holder:

- Certified true copy of DGCA-issued licence pages, ratings pages, or other DGCA-issued documents; and/or
- Record extract limited to the holder's own licensing data; and/or
- Replacement documents as per applicable DGCA procedures.

7.2 Not permitted:

DGCA will not issue to the licence holder a Verification Response addressed generally ("To Whom It May Concern") or addressed to unspecified third parties.

8. Submission Channels

8.1 Authority-to-Authority requests shall be submitted through official channels using official email and/or official CAA correspondence channel, addressed to:

Aviation Safety Department / Personnel Licensing Division

Email: personnellicensing@dgca.gov.kw and Copy: Safety@dgca.gov.kw

8.2 Airline/Government/Aviation Organisations shall be submitted by official email or official correspondence, including the required documents and consent.

- DGCA/ASD replies only to official email domains/addresses or official correspondence addresses.
- Each verification response includes a reference number, date, and authorised signatory.
- DGCA will not accept requests forwarded from individuals.

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8.3 Requests submitted from personal email accounts or informal messaging channels shall not be processed.

9. Processing Requirements

9.1 Identity Matching / Validation Checks

The processing division shall verify:

- Licence holder identity match (name/ID/passport/civil ID as applicable);
- Licence status in DGCA records (valid/expired/suspended/revoked);
- Ratings/authorisations and expiry dates (as applicable).
- Whether the licence has been suspended/revoked within the last 3 years, where justified by the stated purpose and permitted by policy.

9.2 Response Method

- Verification Responses shall be transmitted **only** to the requesting authority/entity (not handed to the individual for forwarding), using official correspondence channels.

10. Record-Keeping and Audit Trail

The Personnel Licensing Division shall maintain a log for every verification request and response, including:

- Date received, requester, purpose, holder details, documents received (including consent), data checked, response issued, and staff responsible.

11. Fees

Where DGCA fee schedules apply for certified copies/extracts, the applicable fees shall be collected in accordance with relevant Ministerial/DGCA orders. Verification Responses to CAAs may be fee-exempt unless otherwise specified.

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12. Compliance and Misuse

- Any attempt to obtain Verification Responses through falsified documents, impersonation, or misrepresentation shall be escalated to DGCA Legal Affairs and relevant enforcement channels as appropriate.
- DGCA staff shall not issue informal confirmations outside this Circular.

DGCA President

Abdullah F. Alrajhi
Acting / Deputy Director General
for Aviation Safety, Air Transport & Aviation Security

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