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, 8, 9 and 10)	☐ Renewal (Section 1, 2, 3, 6, 8,9 and 10)
☐ Change of Details (Section 1, 2 and 4)	☐ Replacement (Section 1, 2, 5 and 6)
☐ Aircraft Type (Section 1, 2, 6, 8 and 10)	☐ Conversion (section 1,2,3,7,8,9 and10)

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 dd/mm/yyyy	TO dd/mm/yyyy	EMPLOYER

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. DETAILS OF FOREIGN LICENCE HELD

Issuing Authority	Aircraft Types	Licence Number	Expiry Date

8. 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:

9. 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 FOO/FD.

Name of Examiner: …… Date: ……

Signature of Examiner: …… Examiner's Licence No. ……

10. 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.: ……

11. 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 & PAYMENT 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
6	Conversion	a) Certified true copy of foreign licence held. b) Verification letter from the licence issuing authority. c) Recurrent training certificate. d) Successful completion of proficiency check. e) Evidence of minimum 3 years experience as a flight dispatcher.

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. DETAILS OF FOREIGN LICENCE HELD

Applicant for conversion must fill in the details of foreign licence to be converted into a DGCA licence.

Section 8. DECLARATION BY THE APPLICANT

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

Section 9. 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 10. 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 11. FOR DGCA USE ONLY

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