
APPLICATION FOR VALIDATION OF AN AIRCRAFT MAINTENANCE ENGINEER LICENCE ISSUED BY AN ICAO CONTRACTING STATE

The validation of licences granted by ICAO contracting States is in accordance with the provisions of the Air Navigation (Overseas Territories) Order, for the time being in force, and with the standard set out in paragraph 1.2 of Annex (Personnel Licensing) to the Convention on International Civil Aviation and is effected by the Bermuda Civil Aviation Authority for the purpose of operating Bermuda registered aircraft.

An applicant applying for the issue or renewal of a Certificate of Validation of a Foreign AMEL to perform maintenance on Bermuda registered aircraft not operated for commercial air transport must be employed full-time by an aircraft owner / operator and should complete this form and forward it via E-mail to: Licencing@bcaa.bm together with **scanned certified copies** of the following supporting documentation:

1. Initial Application:

- a) Current aircraft maintenance engineer licence / certificate;
- b) Evidence from the issuing State, verifying the validity of the submitted aircraft maintenance engineer Licence / Certificate (*see Note 1 below*);
- c) Evidence of recent experience of being engaged in aircraft maintenance activity relevant to the privileges of the licence for a total of at least six (6) months within the last twenty- four (24) months;
- d) Evidence of successful completion of type specific training associated with the rating applied for; and
- e) If the type specific training was not completed within the last thirty-six (36) months of the date of application, evidence of type specific continuation training within the last thirty-six (36) months is required.

2. Renewal Application:

- a) Current aircraft maintenance engineer licence / certificate;
- b) Evidence from the issuing State, verifying the validity of the submitted aircraft maintenance engineer Licence / Certificate (*see Note 1 below*).
- c) Evidence of recent experience of being engaged in aircraft maintenance activity relevant to the privileges of the licence for a total of at least six (6) months within the last twenty-four (24) months; and
- d) Evidence of type specific continuation training within the last thirty-six (36) months.

NOTES – Applicants should read these notes carefully before completing the application form

A. General

- Note 1:** All applicants for an initial/renewal granting of Certificate of Validation need to have the particulars of their licence verified by the appropriate section or department of the Aviation Authority that issued their licence.
- Note 2:** Documents not in English must be accompanied by an official translation.
- Note 3:** Incomplete applications and applications received without the required supporting documentation may not be processed.

B. Fee

Initial Certificate of Validation (CV), linked to an Operator or specific registration mark(s)	\$ 200.00
Renewal of a Certificate of Validation (CV), linked to an Operator or specific registration mark(s)	\$ 200.00

[The Air Navigation \(Fees for Certificates and Services\) Regulation 2022](#) is available on www.bcaa.bm
Online payment is now available via the BCAA website on our [Pay Online](#) page.
E-mail receivables@bcaa.bm for further instructions related to the BCAA's payment methods.

FULL NAME:		
<i>Last</i>	<i>First</i>	<i>Middle</i>
OPERATOR'S NAME:		
ADDRESS:		
POSITION WITH THE COMPANY:		
CONTACT NUMBERS:		
EMAIL:		
AIRCRAFT FOR WHICH VALIDATION IS REQUIRED	TYPE:	REGISTRATION:
BCAA VALIDATION NO:	BDA/	INITIAL / RENEWAL
LICENCE TO BE VALIDATED		
COUNTRY OF ISSUE:	TYPE OF LICENCE:	
LICENCE NUMBER:	RESTRICTIONS:	
DATE OF ISSUE:	EXPIRY DATE:	
TYPE SPECIFIC TRAINING & EXPERIENCE		
INITIAL AIRCRAFT TYPE COURSE:	DATE:	PLACE:
RECURRENT AIRCRAFT TYPE COURSE:	DATE:	PLACE:
RELEVANT PRACTICAL EXPERIENCE:	DATE:	PLACE:

I certify that the licence I am applying to have validated is current.

I certify that the above information is true and correct to the best of my knowledge.

SIGNATURE: _____
NAME:

Date: