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REPUBLIC OF CYPRUS

*MINISTRY OF COMMUNICATIONS AND
WORKS
DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION
SERVICES
NICOSIA – CYPRUS*

A I C

C 009/11

09 December

PERSONNEL LICENSING

This AIC introduces revisions to personnel licensing procedures

1. Department Procedures

- (a) From the date of this AIC, persons requesting licences, ratings, validations or other licensing-related services should apply to the Department in writing and, where applicable, enclosing the appropriate application form. All application forms are now available from DCA's website www.mcw.gov.cy/mcw/dca. Telephone enquiries on licensing can be made to the Administration Licensing Officer, but note that no licensing-related documentation will be issued based only on telephoned information.
- (b) Application forms are to be completed in ink and must be legible. They should be accompanied by the appropriate supporting documentation as required in the text of the application or as requested by the Licensing Section. Application forms that are incomplete or indecipherable will be returned to the applicant.
Completed application forms and supporting documentation must be presented by hand, registered mail or by courier in original form or certified true copies to the Licensing Section. **FAXES ARE NO LONGER ACCEPTABLE.**
When additional supporting documentation is required by the Licensing Section, no license, validation or rating will be issued until **all** supporting documentation is produced.
- (c) When applying for initial issue of any validation, license or rating, the applicant must arrange to visit the Licensing Section **in person** and produce proof of identity. Applications presented by a representative of the applicant are not acceptable. The applicant must produce all certificates, logbooks, licenses and a current medical certificate when presenting an application.
- (d) Courses of training, certification of flying hours and any form of recommendation must be certified by a Chief Instructor or equivalent person. Flying skill test must be certified by the Authorised Flight Examiner in the applicant's logbook. In Cyprus, approved training facilities and examiners should use an official stamp (approved by the Department) and bearing the date, signature and examiner's authorisation number or school's approval number.
- (e) No initial validation, rating or license will be issued in less than three working days. Renewals of validations, licences and ratings may be completed in less than one working day. Requests for multiple validations must be made in writing and the applicant must give a valid reason for the request. An example is the employment of foreign license holders for specialist training tasks by AOC holders. All requests must be accompanied by appropriate, legible and valid supporting documentation. It is the responsibility of the individual pilot to ensure that sufficient notice for the renewal is provided. The reason for the introduction of these procedures is that, in many cases, the issuing Authority or the Department may be required to confirm authenticity of documentation or clarify particulars. The Department has a responsibility to ensure that national and international licensing procedures are followed.

(f) From the date of this AIC, all requests for skill tests, ratings, renewals and revalidations from Cyprus license holders are to be made by written application to the Licensing Section. For the Initial Skill test, the Administration Licensing Officer will allocate an Examiner for the task and inform the applicant. Requests are to include the preferred dates and place for the flight or test. Examiners will no longer accept direct requests from individuals or training organizations for Initial Skills tests.

(g) All letters, faxes and other communications on licensing matters should be addressed to:

**The Licensing Section
Safety Regulation Unit
Department of Civil Aviation
27, Pindarou Str
Alpha Business Centre
1429 Nicosia
Cyprus
Telephone No.: +357-22 404126/22 404128
Fax No: +357 22 304 708**

2. Further Information

Further information can be obtained by:
Department of Civil Aviation
SRU
Licensing Section
Tel.: +357 22404126

AIC C 07/2005 dated 3rd of March is hereby cancelled.