



Civil Aviation Authority - Sultanate of Oman  
Flight Safety Department - Personnel Licensing Section  
Application for Issue/Revalidation/Renewal of Student, Air Traffic  
Controller Licence, Ratings & Endorsements

PART A: APPLICANT'S DETAILS				
NAME:				
PERMANENT ADDRESS:				
TEL:	MOBILE:	E-MAIL ADDRESS		
NATIONALITY:				
DATE OF BIRTH(DD/MM/YYYY):		PLACE OF BIRTH:		
STUDENT OR ATCO LICENCE DETAILS (IF APPLICABLE):				
LICENCE NO:				
DATE OF ISSUE (DD/MM/YYYY):				
<b>EMPLOYER'S DETAILS:</b>				
NAME:				
ADDRESS:				
<b>IN CASE OF FOREIGN LICENCE CONVERSION: (if applicable) ATC LICENCE ISSUED BY (ICAO STATE):</b>				
VALIDITY:		MEDICAL VALIDITY:		
RATING / VALIDITY	/	ELP LEVEL / VALIDITY	/	
PART B: APPLICATION FOR (Select the relevant boxes)				
<input type="checkbox"/> Issue of Student, <input type="checkbox"/> ATCO Licence, <input type="checkbox"/> rating(s) and <input type="checkbox"/> endorsements) (Part C, E and F of this form)				
<input type="checkbox"/> Language endorsement(s) (Part C, E and F of this form)				
<input type="checkbox"/> Issue of ATCO Licence, <input type="checkbox"/> rating(s) and <input type="checkbox"/> endorsements) (Part C, E and F of this form)				
<input type="checkbox"/> Revalidation of ATCO Licence <input type="checkbox"/> rating, <input type="checkbox"/> endorsements (Part C, D, E and F of this form) <i>(Revalidation: Administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements)</i>				
<input type="checkbox"/> Renewal of ATCO Licence <input type="checkbox"/> rating, <input type="checkbox"/> endorsements (Part C, D, E and F of this form) <i>(Renewal: Administrative act taken after a rating, endorsement or certificate has expired that renew the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements)</i>				
PART C: ATC RATING/ATC UNIT				
Aerodrome Control ADC	<input type="checkbox"/>	ATS UNIT / AIRPORT		
Approach Control Procedure APP	<input type="checkbox"/>	ATS UNIT / AIRPORT		
Approach Control Surveillance APS	<input type="checkbox"/>	ATS UNIT / AIRPORT		
Area Control Procedure ACP	<input type="checkbox"/>	ATS UNIT / AIRPORT		
Area Control Surveillance ACS	<input type="checkbox"/>	ATS UNIT / AIRPORT		
LICENCE ENDORSEMENTS				
On Job Training Instructor OJTI <input type="checkbox"/>	Assessor/Examiner <input type="checkbox"/>	English Language proficiency endorsement		
		<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 6
		Validity:	Validity:	INDEFINITE



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**PART D: RATING ENDORSEMENT ISSUE/REVALIDATION/RENEWAL**

The applicant meets the requirements according to CAR ATCO and to the unit competence scheme of the following ATS Unit. The rating endorsements annotated below are revalidated/renewed \* (delete as appropriate). Based on this, ISSUE/REVALIDATION/RENEWAL can be done as listed below:

Aerodrome Control ADC	<input type="checkbox"/>	ATS UNIT / AIRPORT	Valid until:	
Approach Control Procedure APP	<input type="checkbox"/>	ATS UNIT / AIRPORT	Valid until:	
Approach Control Surveillance ACS	<input type="checkbox"/>	ATS UNIT / AIRPORT	Valid until:	
Area Control Procedure ACP	<input type="checkbox"/>	ATS UNIT / AIRPORT	Valid until:	
Area Control Surveillance ACS	<input type="checkbox"/>	ATS UNIT / AIRPORT	Valid until:	
I certify that the data is complete and true	Assessor Name:		Assessor's number:	Signature:

**PART E: APPLICANT DECLARATION**

I hereby:

1. apply for the issue/revalidation/renewal of (Student) ATCO Licence, ratings and/or endorsements as indicated;
  2. confirm that the information contained herein is correct at the time of the application;
  3. confirm that I have never held a Student or ATCO Licence issued which has been revoked or suspended.
- I understand that any incorrect information provided could prohibit me from holding a Student or ATCO Licence.

Name:

Signature:

Dated: (dd/mm/yyyy):

**PART F: CERTIFICATES/DOCUMENTS**

Please enclose all relevant certificates and/or documents as applicable:	Comments (if any)
1. Copy of Student / ATCO Licence, as applicable	<input type="checkbox"/>
2. Copy of passport or other national ID	<input type="checkbox"/>
3. Copy of medical certificate	<input type="checkbox"/>
4. Copy of relevant training certificate/documents proving the successful completion of:	
(a) Initial training	<input type="checkbox"/>
(b) Basic training	<input type="checkbox"/>
(c) Rating training	<input type="checkbox"/>
(d) Unit training	<input type="checkbox"/>
(e) Practical instructor training (OJT)	<input type="checkbox"/>
(f) Assessor training (Assessor/Examiner)	<input type="checkbox"/>
(g) Recurrent/Refresher training	<input type="checkbox"/>
5. Copy of English language proficiency certificate	<input type="checkbox"/>
6. Certificate by ATS Unit / ANSP proving that the licence holder has fulfilled the requirements in accordance with the approved unit competence scheme	<input type="checkbox"/>
7. Copy of the "Certificate of competence" (ATC Rating)	<input type="checkbox"/>
8. Copy of "Assessment of competence" (OJT)	<input type="checkbox"/>
9. Copy of "Assessment of competence" (Assessor)	<input type="checkbox"/>
10. Foreign licence and medical copy	<input type="checkbox"/>
11. Foreign licence Verification letter	<input type="checkbox"/>