Flight Crew License Validation Requirements and Guidelines

The requirements listed below can be sent by email or fax as long as the information is legible, with the exemption of *Certified True Copies.

1. Formal letter from the operator requesting the validation; (See Sample Letter)

2. Form INS-3.009 for First Issue OR Form INS-3.022 for Renewal:
   a. Application must be filled out properly and signed by applicant;
   b. The employing company must match the one stated in the operator letter.

3. Clear Copy of Foreign License;* (Note: See next page)
   a. Type ratings should be established on the license for each type of aircraft certificated for operation;
   b. DCA Aruba does not validate Temporary licenses or airmen certificates.

4. Copy of Radio License;

5. Copy of current first class medical certificate corresponding to the foreign license:
   a. Must be within a minimum of thirty (30) days validity from its day of expiration;

6. Copy of current type rating initial skill test/proficiency check corresponding to the Aruban registered aircraft to be operated:
   a. Must be within a minimum of thirty (30) days validity from its day of expiration;

7. Copy of logbook page(s) for the last three months flown:
   a. Total flight time shall be visible on the log and must be similar to the hours stated in application form;

8. Current color copy of passport;

9. Evidence of RVSM, MNPS, RNP5-RNP10, BRNAV or PRNAV training, if applicable;
The DCA-Aruba conducts a license authenticity check with issuing authority on flight crew applicants, therefore, validation process takes from **5-7 business days** or as long as it takes to receive the required verification:

*Certified True Copies:*
Have a copy of pilot’s license (all pages included) certified (dated, seal and sign) in blue ink by the issuing authority. Certified true copies are required to be sent directly to the following address:

- **Department of Civil Aviation**
  Attn: Operations Dept.
  Sabana Berde 73-B
  Oranjestad, Aruba
  Phone: +297-583-2665

**License Confirmation:**
However, for those countries that do not issue a certified true copy of pilot’s license, DCA-Aruba will proceed to request license verification via e-mail or fax to the corresponding authority.

**Online Verification:**
In comparison, US-FAA or Brazilian licenses do not have to be certified, all that is required is a color scan copy, due to the fact that the license data can be verified online.

**Note:** Once the validation process has been completed you must allow 2-3 days for the delivery of an original certificate of validation by courier.

*** Validations shall not be submitted to the DCA and will not be processed until all the required documentation is received complete and legible***