

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b>  DIRECTORATE OF SAFETY REGULATIONS  PERSONNEL LICENSING</p>	Revision:4  <b>form</b>
Document No.: <b>TCAA-SR-FRM-PEL013E</b>	<p style="text-align: center;"><b>APPLICATION FOR AIR TRAFFIC CONTROL LICENCE OR RATING ISSUE OR RENEWAL</b></p>	Page 1 of 3

**APPLICATION FOR AIR TRAFFIC CONTROL LICENCE OR RATING ISSUE**

<b>A. APPLICATION</b>	<b>Initial issue of ATC Licence</b>		
	<b>Renewal of ATC Licence: Class 3 Medical</b>		
	<b>Endorsement or Amendment: Addition of Rating</b>		
<b>B. PERSONAL PARTICULARS OF APPLICANT</b>			
	First name:	Date of Birth	
	Other names:	Place of Birth:	
	Nationality	Postal Adress	
	Postal Adress	Email	
	Email Adress	*Licence number	
Name of Employer:			
<b>C. SEL EVALUATION (For initial application and additional rating application only)</b>			
SELF Evaluation Question	Yes	No	
i. I have a class three medical certificate			
ii. I am at least 21 years of age			
iii. I have at least a university degree (science) level of education			
iv. I can speak and understand the English Language in the Manner required by Civil Aviation Regulations.			
v. I have completed and passed a training for Air Traffic Control from a Training organisation Approved by TCAA.			
Undergone the actual control of air traffic under the supervision of an OJT Instructor.			
<b>D. SEL EVALUATION (For renewal application only)</b>			
i. I have an ATC licence			
ii. I have a valid class three medical certificate			
iii. I have undergone an ATC proficiency check within the last 12 months			
iv. I have worked on solo for at least three shifts on the rating applied for within the last six months			



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v. I have a valid English Language Proficiency Level 4, 5 or 6

**E. ATC RATING(S) HELD**

Rating	Date of Issue
i. Aerodrome Control	
ii. Approach Control Procedural	
iii. Approach Control Surveillance	
iv. Area Control Procedural	
v. Area Control Surveillance	

**F. ATC RATING(S) BEING APPLIED FOR**

Rating	ATO at which the training was conducted	Station where OJT was conducted	Duration of OJT (Dates)		Number of Runs attained (for Approach/Area Surveillance only)
			From	To	
i. Aerodrome Control					
ii. Approach Control Procedural					
iii. Approach Control Surveillance					
iv. Area Control Procedural					
v. Area Control Surveillance					

**G. APPLICATION REQUIREMENTS (For Initial Issuance Application)**

1	A National identification card or Passport
2	Academic Certificates (CSEE, ACEE or equivalent)
3	University Degree Certificate (Or Equivalent)
4	A current Class 3 medical certificate
5	A knowledge test transcript from the ATO;



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6	An ATO Certificate certifying that the applicant has received and passed a relevant course in air traffic control
7	Recommendation letter from the station where the practical training was conducted.
8	Detailed OJT Records from the station where the practical training was conducted.
9	Recent photograph (approximately 2 cm by 2.5cm) taken from the same negative (full face)
10	Applicants Signature (approximately 1cm by 1.5cm)
11	The prescribed fees (If applicable)

**H. APPLICATION REQUIREMENTS (For Renewal Application)**

1	A current Class 3 medical certificate
2	A recency form showing at least three shifts conducted within the last six months (Or the last three pages of an ATC personal logbook verified by the station management).
3	Latest proficiency check conducted within the last twelve months.
4	A valid English Language Proficiency Certificate.

**I. APPLICATION REQUIREMENTS (For Additional Rating Application)**

1	A knowledge test transcript from the ATO;
2	An ATO Certificate certifying that the applicant has received and passed a relevant course in air traffic control
3	Recommendation letter from the station where the practical training was conducted.
4	Detailed OJT Records from the station where the practical training was conducted.
5	A valid English Language Proficiency Certificate.

**J. DECLARATION**

I hereby certify that all particulars are correct. I have also checked that all the required documents are attached. I shall notify if I do not receive return of my submitted document after 14 working days of submission.

Date:

Signature of Applicant: