



**Belize Department of Civil Aviation**

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# **ADVISORY CIRCULAR**

**Subject:** Response time for application of services and aeronautical documents issued by the Belize Department of Civil Aviation.

**DATE:** 14 February, 2024  
**AC No:** BDCA OPS-001-2024

**Initiated by:** Flight Standard Unit

**Revision:** Original

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## **1. Introduction**

1.1 This Advisory Circular (AC) outlines the expected response time for applications and inquiries in reference to services and Aeronautical documents issued/provided by the Belize Department of Civil Aviation (BDCA).

## **2. Purpose**

2.1 The purpose of this AC is to sensitize operators and the general public about the establishment of the response time that can be expected when submitting requests and/or applications for services or aeronautical documents issued by the BDCA.

## **3. Applicability**

3.1 This is applicable to certificate or license holders and the general public wishing to submit a request for the processing of any aeronautical document and/or services. i.e. License renewals, authorization renewals, registration of aircraft and any other aeronautical document or service provided/issued by the BDCA. Applications and all the required supporting documents are to be submitted via email to [info@civilaviation.gov.bz](mailto:info@civilaviation.gov.bz) or submitted in person at the offices of the BDCA.

## **4. Notice**

4.1 The operators and general public are notified that the BDCA shall provide a response to all inquiries, requests and/or applications made regarding any aeronautical document or services provided by the department, within 10 working days (excluding weekends and public holidays) of the date of receipt of said inquiry, request or application by the BDCA. Within this 10 day period the applicant will receive a notification from an officer/inspector who has been tasked with the processing of their request through the Director of Civil Aviation. The notification will confirm receipt, initial status update, and if necessary, request any additional information required for processing. It is essential that the applicant provide all required documentation to effectively process their request. Applicants are urged to submit inquiries, requests, and/or applications in a timely manner in order for BDCA



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personnel to effectively review their documents. Same day or urgent responses shall not be entertained unless it is of an urgent nature at the discretion of the BDCA.

Note: Urgent nature, for the purpose of this advisory circular, refers to situations that pose an immediate risk to safety or require prompt attention to prevent significant operational disruptions.

### 5. Conclusion

5.1 All requests or applications made to the BDCA shall obtain an initial response within 10 working days to indicate the request is being processed.

For any further clarification, consultation can be made with the BDCA.

  
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**Nigel Carter**  
Director  
Belize Department of Civil Aviation

