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**BELIZE**  
DEPARTMENT OF CIVIL AVIATION  
AERONAUTICAL INFORMATION SERVICE



**AIC**  
**C007/25**  
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## **REQUIREMENTS FOR THE RENEWAL OF PILOT LICENSES**

### **1. Introduction**

1.1 This Aeronautical Information Circular (AIC) is issued by the Belize Department of Civil Aviation (BDCA) to provide clear guidance to pilots and other stakeholders, on the document requirements mandated by the BDCA for the renewal of pilot licenses. The renewal process is a critical component of ensuring continued compliance with regulatory standards and maintaining the highest level of aviation safety.

### **2. Purpose**

2.1 This AIC identifies the documentation required for the renewal of pilot licenses in accordance with the Belize Civil Aviation Regulation - Aeronautical Personnel Licensing (BCAR – APL) and BDCA Personnel Licensing Handbook. This information contained in this AIC will assist pilots in preparing the required documentation for the license being sought, hence contributing to a streamlined and efficient renewal process whilst supporting the BDCA's commitment to maintaining a safe and compliant aviation environment.

### **3. Applicability**

3.1 The requirements outlined in this circular are applicable to all holders of pilot licenses in preparation and submission of renewal applications.

### **4. Requirements for the renewal of Pilot Licenses**

#### **4.1 Requirements for the renewal of private pilot licenses airplane (A) and helicopter (H).**

4.1.1 For the renewal of a Private Pilot License (PPL) the applicant must present the following:

1. Complete application form **BDCA-FORM-APL-3000**.
2. Present a valid of government issued identification document (Passport/Social Security).
3. Present and hold at least a valid Class 2 (two) Medical Certificate.
4. Demonstrate recent experience in the aircraft to be flown in the preceding 90 days.

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5. the applicant shall provide proof of having received a Bi-ennial flight review within the last 24 Calendar Months in accordance with the requirements established in **AIC C006/25 Currency Requirement and Guidance for Biennial Flight Review**.
6. Pay the prescribed fee.

#### **4.2 Requirements for the renewal of a commercial pilot licenses airplane (A) and helicopter (H).**

4.2.1 For the renewal of a Commercial Pilot License (CPL) the applicant must present the following:

1. Complete application form **BDCA-FORM-APL-3000**.
2. Present a valid of government issued identification document (Passport/Social Security).
3. Present and hold a valid Class 1 (one) Medical Certificate.
4. Present a valid Proficiency Check carried out in the last six months.
5. Demonstrate recent experience in the aircraft to be flown in the preceding 90 days. In the event the applicant is unable to provide proof of recency within the preceding 90 days, the applicant shall make a request in writing to the Director of Civil Aviation for a Technical Designated Examiner to conduct a Proficiency Check in accordance with the requirements established in **BCAR APL AMC Section 2 Standard No. 1.9.2**.
6. Pay the prescribed fee.

#### **4.3 Requirements for the renewal of an Airline Transport Pilot License airplane (A) and helicopter (H).**

4.3.1 For the renewal of an Air Transport Pilot License (ATPL) the applicant must present the following:

1. Complete application form **BDCA-FORM-APL-3000**.
2. Present a valid of government issued identification document (Passport/Social Security).
3. Present and hold a valid Class 1 (one) Medical Certificate.
4. Present a valid Proficiency Check carried out in the last six months.
5. Demonstrate recent experience in the aircraft to be flown in the preceding 90 days. In the event the applicant is unable to provide proof of recency within the preceding 90 days, the applicant shall make a request in writing to the Director of Civil Aviation for a Technical Designated Examiner to conduct a Proficiency Check in accordance with the BDCA's established requirements.
6. Pay the prescribed fee.

#### **4.4 Requirements for the renewal of foreign pilot license validation for airplane (A) and helicopter (H).**

4.4.1 Applicants who wish to validate a foreign license must comply with the requirements stipulated in BCAR- APL 3.54 and present the BDCA with the following documents.

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1. Complete application form **BDCA-FORM-APL-3000**.
2. Present a valid of government issued identification document (Passport/Social Security).
3. The applicant shall present a valid ICAO Foreign License and Medical.
4. An applicant seeking a validation under BCAR APL shall provide a foreign pilot license and medical certification in the English Language or accompanied by an English Language transcription that has been signed by an official or representative of the foreign Civil Aviation Authority that issued the foreign pilot license.
5. Present a valid Medical Certificate corresponding to the license requested.
6. Demonstrate recent experience in the aircraft to be flown in the preceding 90 days.
7. Pay the corresponding fee.

## **5. Conclusion**

5.1 Adhering to the requirements and procedures outlined in this AIC ensures continued competency and compliance of pilots in accordance with BCARs and contributes to a streamlined and efficient renewal process. This AIC applies to all pilots seeking the renewal of their licenses and supersedes any previous guidance or requirements related to pilot license renewal.

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