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



**AIC**  
C005/17  
21<sup>st</sup> FEB 2017

**Service to the Public Regarding the Issuance and Renewal of Licenses and Examination Arrangements**

1. Introduction

1.1 The purpose of this Aeronautical Information Circular is to define procedures for applicants desiring to apply for an initial issue or renewal of an aeronautical license. This Aeronautical Information Circular also establishes procedures to be followed by those who wish to sit examinations as part of the personnel licensing process.

In order to stream line and improve our service to the general public, the Department of Civil Aviation will be implementing the following schedule:

2. Venue details

2.1 The venue to conduct the mentioned process is the Personnel Licensing Unit (PLU), located in the Belize Department of Civil Aviation Building (BDCA) at the Philip S. W. Goldson International Airport, Ladyville.

3. Dates for processing of applications and issue of Aeronautical Licenses

3.1 Application for initial issue and renewal of licenses will be done on every Tuesday, Wednesday and Thursday between the hours of 8:00 am to 12:00 pm and 1:00 pm to 4:00 pm.

3.2 The time allotted for the processing of licenses may extend to three working days.

3.3 The Department's policy allows for an aeronautical personnel license to be renewed as early as 30 days before its expiration. Applicants shall present license application accompanied by documentation required by BCAR APL at a minimum of ten working days prior to the expiration date of the license. Any late submission may result in delays in receiving your license.

All users are reminded to visit the AIS office in accordance with the international and national standards of ICAO.

#### 4. Scheduling of Examinations

4.1 Candidates wishing to schedule an examination shall do so by contacting the PLU by calling +501-225-2052 or sending a request to [info@civilaviation.gov.bz](mailto:info@civilaviation.gov.bz). Scheduling of examinations shall be carried out with a minimum of three working days prior to the requested date.

4.2 All applicable fees must be paid in full prior to conducting any process.

4.3 An examination will not be administered unless the fees have been paid and the documentation required by BCAR APL has been accepted by the PLU.

4.4 All applicants are advised to make their appointments ahead of time to avoid any delays

#### 5. Dates for the conduct of examinations

5.1 Exams will be conducted every Tuesday and Thursday at the hours of 8:30 AM and 1:30 PM. (maximum of two exams per day)

5.2 The PLU reserves the right to change or cancel an examination date. When this occurs the candidate will be informed not later than one working day prior to examination sitting.

#### 6. Examination Results

6.1 In the case of Multi-Choice, which is a computer generated exam, the candidate will be notified immediately of the exam results. In respect to any written, practical or oral examination, the results will be issued within 10 working days after the exam. Candidates must not call to inquire as to the results as this will not be given over the telephone.

6.2 Candidates may not apply for re-sitting examinations which they believe they may have failed until the exam results from the PLU have been provided to them.

#### 7. Certifying flying hours

7.1 Pilots that wish to have the Department validate the flight time flown in Belize must ensure to submit their logbook authenticated by the competent representative of the company with which the pilot flew.

7.2 The BDCA will validate the mentioned hours within a time period of not less than three working days. It's the pilot's responsibility to submit his/her logbook and authentication in a timely manner to avoid any delays.

#### 8. Conclusion

8.1 The above is implemented with the intent of increasing the efficiency of the licensing process. The public is reminded that it is their responsibility to ensure that all aeronautical personnel licenses are valid and appropriate when conducting aviation related activities.

END

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