



APPLICATION FOR A RECREATIONAL PILOT PERMIT – AEROPLANE GUIDELINES

Note: If the applicant **does not hold** an Aviation Document Booklet, then an “Application for Aviation Document Booklet” form should accompany this application. [For more information on the Aviation Document Booklet please see the following website.](#)

Use **black** or **blue** ink only.

Applicants shall meet the *Canadian Aviation Regulation* requirements in accordance with section [421.22](#) of the CARs Standard before submitting the application.

Applicants must be able to provide proof of the required documents for issuance of the permit at the time of application in accordance with section [421.06](#) of the CARs Standard.

Applicants must pay a fee when submitting the application. This regulatory fee is payable in advance through the Online Payment System – <http://www.canada.ca/payments-air>.

The application and all applicable documentation must be reviewed and signed by an Authorized Person before submitting to Transport Canada.

The application and all applicable documentation shall be submitted to the Transport Canada Civil Aviation (TCCA) regional office, as advertised on the TCCA website closest to where the applicant resides – <http://www.tc.gc.ca/eng/civilaviation/opssvs/regions-139.htm>.

The following will assist when completing the application - Please see "Sample Application" or the Advisory Circular - Application Procedures for Permits and Licences 401-002 for further clarification:

PART A – PERSONAL INFORMATION
<p>1. The applicant must complete all the applicable fields in Part A.</p> <p>2. The following provides some clarification on the different fields:</p> <ul style="list-style-type: none"> (a) Pilot File Number – is the number that is provided when you are issued a Canadian medical certificate. (b) Surname and Given Name(s) – names must be identical to the document submitted to Transport Canada as “Proof of Citizenship” pursuant to section 421.06 of the CARs Standard. (c) Citizenship – citizenship must be identical to the document submitted to Transport Canada as “Proof of Citizenship” pursuant to section 421.06 of the CARs Standard. (d) Address – as per the mailing address you would like Transport Canada to mail your permit and other aeronautical documents. (e) Postal Code – could also be “Zip Code”. (f) Province/Territory – could also be “State”, “County”, “District”, etc. <p>3. The applicant must provide proof of Information provided in Part A if required.</p> <p>4. The applicant must provide original documentation to Transport Canada or its delegates.</p>
PART B – LICENSING REQUIREMENTS
<p>1. The applicant must complete all the applicable fields in Part B.</p> <p>2. The applicant must provide the required information in the respective subsections on the application as stated in section 421.22 of the CARs Standard</p> <p>3. Age – age must be identical to the document submitted to Transport Canada as “Proof of Age” pursuant to section 421.06 of the CARs Standard.</p> <p>4. The “Written Exam” requirement must be met within the 24 months preceding the date of application.</p> <p>5. The “Skill” requirement must be met within the 12 months preceding the date of application.</p> <p>6. Transport Canada provides some exceptions to CAR 421.22 in subsections (6) and (7) in the form of “CREDITS”. When applying “Credits” to your application, provide proof that substantiates your claims.</p> <p>Note: The applicant is required to sign the application. By signing the application, the applicant declares that all the information provided in Part A and Part B is true. Any false or inaccurate information could result in delays or a possible “Refusal to Issue”.</p>
PART C – DECLARATION OF AUTHORIZED PERSON
<p>1. The Authorized Person, as delegated by the minister, must complete all the fields in Part C.</p> <p>2. The Authorized Person is required to substantiate all claims by the applicant by reviewing original documentation from the applicant.</p> <p>3. If the applicant has met all the requirements of section 421.22 of the CARs Standard, the Authorized Person can then:</p> <ul style="list-style-type: none"> (a) provide the required information for all fields in this Part, and (b) date and sign the application form. <p>Note: The Authorized Person is required to sign the application. By signing the application, the Authorized Person declares that all the information provided in Part A and Part B has been reviewed, is accurate and true. Any false or inaccurate information could result in delays or a possible “Refusal to Issue”.</p>

Transport Canada (TC) is committed to protecting the privacy rights of individuals and safeguarding the personal information under its control. Personal information collected by TC is protected from disclosure to unauthorized persons and/or agencies subject to the provisions of the *Privacy Act*. This information is used to administer the Canadian civil aviation flight crew and air traffic controller licensing program or activity and determine eligibility for the flight crew licenses and air traffic controller permits and licenses. The information is required by the Department for the issuance of Canadian Aviation Documents (licences and permits) to persons who pilot and control aircraft and will be used to validate, monitor and control the information pertaining to those documents. The personal information is collected pursuant to Section 4.9 of the *Aeronautics Act* and Part IV of the *Canadian Aviation Regulations - Personnel Licensing and Training - Subpart 1 - Flight Crew Permits, Licenses and Ratings*. Personal information will be protected under the provisions of the *Privacy Act* (PIB TC PPU 005). Your personal information may be used or disclosed for law enforcement and safety. Name, address and license status may also be shared with other Civil Aviation Authorities as part of TC's international commitments under the International Civil Aviation Organization (ICAO). By providing your personal information, you acknowledge that you have read and understood this statement and consent to the Department's collection, use and disclosure of your personal information.



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PART A – PERSONAL INFORMATION					
Surname			Given Name(s)		
Gender <input type="radio"/> M <input type="radio"/> F	Date of Birth (yyyy-mm-dd)	Citizenship		Pilot File Number	
Address					
City		Province/Territory		Country	Postal code (A1A 1A1)
Home Telephone (999-999-9999)		Other Telephone (999-999-9999)		Office Telephone (999-999-9999) Email	
PART B – LICENSING REQUIREMENTS					
1. Age in Years		2.. Medical Fitness Category			
3. Knowledge Requirements: <input type="checkbox"/> Ground School Completed					
RPPAE Exam Completed (yyyy-mm-dd)		PPAER (yyyy-mm-dd)		PSTAR (yyyy-mm-dd) Passed <input type="radio"/> Yes <input type="radio"/> No	
4. Recreational Aeroplanes Flight Experience (hours) (To be completed within 24 months preceding the date on the application)					
<input type="checkbox"/> I have completed a minimum of 25 hours recreational pilot flight training					
Dual Day		Solo Day		Dual Cross Country Day Solo Cross Country Day	
5. Skill (all dates must be within the 12 months preceding the date of application)					
Date of last Flight Test (yyyy-mm-dd)		Credit Available (select credit and provide proof) <input type="checkbox"/> Experience <input type="checkbox"/> Foreign		Passed <input type="radio"/> Yes <input type="radio"/> No	
6. Declaration of Applicant – I hereby declare that all the information provided in Part A and B above is true					
_____			_____		
Signature of Applicant			Date (yyyy-mm-dd)		
PART C – DECLARATION OF AUTHORIZED PERSON					
Flight Training Unit					
Aeroplane Class					
Ratings/Restrictions					
<input type="checkbox"/> I hereby declare that the above-mentioned applicant has met the requirements for permit issue in accordance with the <i>Canadian Aviation Regulations – CAR 421.22.</i>				<input type="checkbox"/> Temporary Privileges were granted to this applicant	
Date (yyyy-mm-dd)		Name of Authorized Person		File Number	
_____			_____		
Signature of Authorized Person			Date (yyyy-mm-dd)		
PART D – FOR DEPARTMENT USE ONLY					
Checked and DAPLS Updated					
Receipt Number				<input type="checkbox"/> Permit Fee Paid <input type="checkbox"/> Document Issued	
_____			_____		
Signature of Licensing Officer or Inspector			Date (yyyy-mm-dd)		