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1.0 INTRODUCTION

This Advisory Circular (AC) is provided for information and guidance purposes. It may describe an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

1.1 Purpose

The purpose of this document is to describe the new Aviation Document Booklet. It also explains how licence and permit holders can obtain a booklet to replace their existing aviation documents, and how applicants for new licences or permits must proceed once the new Aviation Document Booklet is introduced.

1.2 Applicability

This document applies to holders of Canadian air traffic controller licences and flight crew licences and permits, as well as to Transport Canada licensing staff, and external delegates engaged in licensing activities.

1.3 Description of Changes

The schedule for converting Airline Transport and Commercial pilot licences into the New Aviation Document Booklet, has now changed from March 31, 2009 to December 31, 2009.

It is to be noted that this will not change other due dates in this project.

2.0 REFERENCES AND REQUIREMENTS

2.1 Reference Documents

It is intended that the following reference materials be used in conjunction with this document:

- (a) Part IV, Subpart 1 of the *Canadian Aviation Regulations (CARs)—Flight Crew Permits, Licences and Ratings*;
- (b) Part IV, Subpart 2 of the *CARs—Air Traffic Controller Licences and Ratings*.

2.2 Cancelled Documents

AC 400-001 Édition 02 – Aviation Document Booklet – dated 2008-11-10 (RDIMS # 4469568)

2.3 Definitions and Abbreviations

Not applicable.

3.0 BACKGROUND

- (1) The Canada Border Services Agency (CBSA) conducted a security risk analysis of 50 federal documents and determined that current Canadian licences and medical certificates for flight crew and air traffic controllers fell into a high-risk category. The CBSA made recommendations to address the security-related risks in the *Report on Document Integrity in the Government of Canada* (2005).
- (2) Based on these recommendations, Transport Canada approved a new format for licences and permits used by flight crew and air traffic controllers. The new aviation documents will be in the form of a booklet that is very similar to the Canadian passport. The booklet complies with the CBSA security recommendations, International Civil Aviation Organization (ICAO) personnel licensing specifications (ICAO Annex 1) and ICAO standards for machine-readable travel documents (ICAO Doc 9303).
- (3) Beginning in 2008, and continuing until December 31, 2010, Transport Canada will schedule the replacement of existing licences and permits with the new Aviation Document Booklet. Once the new format is introduced, **all new** licence and permit applicants will be issued an Aviation Document Booklet.

4.0 THE NEW AVIATION DOCUMENT BOOKLET

- (1) The bilingual Aviation Document Booklet consolidates all Canadian flight crew and air traffic controller licensing documents into one document, and includes the holder's photograph and other security features for positive authentication. The 24-page booklet is divided into three sections: Licence and Permit, Competency Record, and Medical Certification. Other licensing information is also provided throughout the booklet.
- (2) The booklet incorporates all of the document holder's licensing information: licences, permits, ratings, medical certificates, medical renewals, competency records and language proficiency. The booklet will be valid for a number of years and will allow for multiple renewals of licences, permits and medical certificates throughout its validity period. The holder is not required to pay a fee for replacing existing documents with the booklet format; however, the current fee schedule for personnel licensing and training (see CAR 104, Schedule IV) remains in effect for applicants for new licences, permits ratings, and medical certificates.
- (3) During the validity period of the booklet, the status of individual licences, permits, ratings and medical certificates is likely to change. Adhesive labels, similar to stickers provided by many provinces for motor vehicle licence plate renewals, will be provided to reflect changes in licensing status. Labels will only be valid after being permanently affixed to the proper Aviation Document Booklet. Once labels are attached to the booklet, they cannot be removed without causing obvious damage to the booklet page or the label.
- (4) An interactive sample booklet can be found on the following Transport Canada Web site: www.tc.gc.ca/civilaviation/general/personnel/changes.htm.

5.0 MOVING TOWARD THE NEW AVIATION DOCUMENT BOOKLET

- (1) Transport Canada will be phasing in the new booklet over a three-year period. Documents with the greatest potential for international use will be the priority.
- (2) Airline transport pilot licences and commercial pilot licences will be the first to be replaced with the booklet format. This process began in 2008. These licences along with Private pilot licences, air traffic controller licences and flight engineer licences will be replaced through 2009. The process will be completed when all permits and the remaining licences are replaced at the end of 2010.
- (3) Eventually, all holders of Canadian air traffic controller licences and flight crew licences and permits will be issued an Aviation Document Booklet containing their licences/permits.
- (4) Existing licence/permit holders will need to complete a brief application form to confirm personal information and submit a passport-style photograph for identification purposes. After submitting the application, a new Aviation Document Booklet will be mailed to the document holder.
- (5) Once the new format is introduced, **all new** licence and permit applicants will be issued an Aviation Document Booklet. Applicants will, in addition to the existing licence or permit application form, complete a brief application form to confirm personal information and submit a passport-style photograph for identification purposes. Shortly after submitting the application, a new Aviation Document Booklet will be mailed to the document holder.
- (6) Regional licensing offices will continue to administer all licensing action for flight crew and air traffic controllers.

6.0 SCHEDULE FOR REPLACING EXISTING DOCUMENTS

- (1) During the phase-in period, applications to replace existing licences or permits will not be accepted until the time established in the schedule for replacing those particular documents.
- (2) Holders of **private pilot licences, airline transport pilot licences, commercial pilot licences, flight engineer licences, or air traffic controller licences** are able to submit their application for a replacement Aviation Document Booklet now. Licences issued in the old format will expire by December 31, 2009, and must be replaced by then.

- (3) Holders of **glider pilot licences, balloon pilot licences, pilot permits—gyroplane, pilot permits—recreational, or pilot permits—ultra-light aeroplane** will be able to submit their application for a replacement Aviation Document Booklet starting January 1, 2010. Licences and permits issued in the old format will expire by December 31, 2010, and must be replaced by then.
- (4) Holders of more than one document should apply for a replacement Aviation Document Booklet by the earliest applicable deadline listed above to avoid the expiry of any of their documents. For example, an air traffic controller who also holds a balloon pilot licence and a commercial pilot licence should apply now and must have the replacement document by December 2009; a glider pilot who also holds a flight engineer licence should apply now and must have the replacement document by December 31, 2009.
- (5) Specific dates for the acceptance of the above-mentioned applications will be provided on the following Transport Canada Web site:
<http://www.tc.gc.ca/civilaviation/general/personnel/changes.htm>

7.0 ACTIONS BY EXISTING LICENCE/PERMIT HOLDERS TO OBTAIN AN AVIATION DOCUMENT BOOKLET

- (1) Replacing existing documents with a new Aviation Document Booklet requires existing document holders to complete four easy steps. The fourth step happens upon receipt of the new booklet.

- (a) Step 1:

Have a passport-style photograph taken by a commercial photographer in accordance with the specifications found on the following Transport Canada Web site:

www.tc.gc.ca/civilaviation/general/personnel/changes.htm.

- (b) Step 2:

Complete the *Application for Aviation Document Booklet*, form number 26-0726 (0804-01). This form is available on the following Transport Canada Web site:

www.tc.gc.ca/civilaviation/general/personnel/apps.htm, or from any Transport Canada licensing office.

As part of the application, the photograph submitted must be verified to ensure that it is actually a photograph of the applicant.

The photograph verifier may be one of the following:

- (i) a person who has a delegation of authority issued by the Minister of Transport to perform functions in support of civil aviation, such as an authorized person (AP) at a flight school or other commercial operator, a pilot examiner (PE), Authorised Examination Invigilator, Civil Aviation Medical Examiner, an approved check pilot, among others,
- (ii) a Transport Canada Civil Aviation employee assigned these duties by a manager, or
- (iii) a person who is considered to be an eligible guarantor pursuant to Passport Canada. See Passport Canada's Web site for eligible passport guarantors:
www.pptc.gc.ca/cdn/section2.aspx.

Note:

- (i) When using the Passport Canada website please assume the words "Canadian licence holder" when reading the word "Canadians".
- (ii) Use only the following options from the provided drop down menu on the web site to help you to determine eligible guarantors (verifiers):
 - (A) "Canadians living in Canada"
 - (B) "Canadians living Abroad"

- (c) **Step 3:**
Submit the completed application form and the photograph to a Transport Canada Regional office. The addresses are located at:
<http://www.tc.gc.ca/civilaviation/general/personnel/licensing.htm>
There is no charge for replacing existing aviation documents with the new booklet format.
- (d) **Step 4:**
[Review the new Aviation Document Booklet](#) immediately upon receipt to ensure that all the information contained in the booklet is correct. If all the information is correct, sign the booklet in the space provided on page 2. If any errors are present, inform a Transport Canada licensing office as soon as possible.

8.0 ACTIONS BY NEW APPLICANTS TO OBTAIN AN AVIATION DOCUMENT BOOKLET

- (1) Applicants for any new licence or permit must first meet all existing CAR requirements for licence or permit issue.
- (2) Obtaining a new Aviation Document Booklet requires new applicants to complete four easy steps. The fourth step happens upon receipt of the new booklet.

- (a) **Step 1:**
Have a passport-style photograph taken by a commercial photographer in accordance with the specifications found on the following Transport Canada Web site:
www.tc.gc.ca/civilaviation/general/personnel/changes.htm
- (b) **Step 2:**
Complete the licence or permit application form (*Application for Flight Crew Permits/Licences*, form number 26-0194) **and** complete the application form for the new Aviation Document Booklet (*Application for Aviation Document Booklet*, form number 26-0726). These forms are available on the following Transport Canada Web site:
www.tc.gc.ca/civilaviation/general/personnel/apps.htm, or from any Transport Canada licensing office.
- As part of the application, the photograph submitted must be verified to ensure that it is actually a photograph of the applicant.
- The photograph verifier may be one of the following:
- (i) a person who has a delegation of authority issued by the Minister of Transport to perform functions in support of civil aviation, such as an authorized person (AP) at a flight school or other commercial operator, a pilot examiner (PE), Authorised Examination Invigilator, Civil Aviation Medical Examiner, an approved check pilot, among others,
 - (ii) a Transport Canada Civil Aviation employee assigned these duties by a manager, or
 - (iii) a person who is considered to be an eligible guarantor pursuant to Passport Canada. See Passport Canada's Web site for eligible passport guarantors:
www.pptc.gc.ca/cdn/section2.aspx.

Note:

- (i) When using the Passport Canada website please assume the words "Canadian licence holder" when reading the word "Canadians".
- (ii) Use only the following options from the provided drop down menu on the web site to help you to determine eligible guarantors (verifiers):

- (A) "Canadians living in Canada"
- (B) "Canadians living Abroad"
- (c) **Step 3:**
Submit the completed application forms and the photograph to a Transport Canada regional office. The addresses are located at:
<http://www.tc.gc.ca/civilaviation/general/personnel/licensing.htm>
- (d) **Step 4:**
[Review the Aviation Document Booklet](#) immediately upon receipt to ensure that all the information contained in the booklet is correct. If all the information is correct, sign the booklet in the space provided on page 2. If any errors are present, inform a Transport Canada licensing office as soon as possible.

9.0 CONTACT OFFICE

- (1) For more information, please contact your Transport Canada licensing office through the Web sites or addresses below:

Atlantic Region (New Brunswick, Prince Edward Island, Nova Scotia, and Newfoundland and Labrador)

Web site: [Atlantic Region—Air Transport](#)

95 Foundry Street, 6th floor

PO Box 42

Moncton, NB E1C 8K6

Telephone: 506-851-7131

Fax: 506-851-2563

Quebec Region (Quebec)

Web site: [Quebec Region—Air Transport](#)

700 Leigh Capréol, 2nd floor, Suite 2033,

Dorval QC H4Y 1G7

Telephone: 514-633-3863

Fax: 514-633-3585

Ontario Region (Ontario)

Web site: [Ontario Region—Civil Aviation](#)

4900 Yonge Street, Suite 400

Toronto, ON M2N 6A5

Telephone: 416-952-0215

Fax: 416-952-0196

Prairie and Northern Region (Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories and Nunavut)

Web site: [Prairie and Northern Region](#)

344 Edmonton Street, 1st Floor

PO Box 8550

Winnipeg, MB R3C 0P6

Telephone: 204-983-4341

Fax: 204-984-2069

Pacific Region (British Columbia)

Web site: [Pacific Region—Air](#)

Transport Canada

800 Burrard Street, Suite 620

Vancouver, BC V6Z 2J8

Telephone: 604-666-5571
Fax: 604-666-3750

- (2) Suggestions for amendment to this document are invited, and should be submitted via the Transport Canada Civil Aviation Issues Reporting System (CAIRS) at the following Internet address:

www.tc.gc.ca/CAIRS

or by e-mail at: CAIRS_NCR@tc.gc.ca

Signed by Arlo Speer for

Manzur Huq
Director,
General Aviation