

Instructions for completing JCAA Form FS013 – AME Licence Application

This document provides guidance for the applicant to use in completing the AME Application Form JCAA Form FS013.

Each block on JCAA Form FS013 [as appropriate, is to be completed in dark blue or black indelible ink, using BLOCK CAPITALS. Where a block does not apply, enter N/A [not applicable].

Block No.

1. **General –**
Place an 'X' in the appropriate box
2. **Personal Details**
Enter your **name**, as it appears on your Birth Certificate or other ID (Passport, National Registration Card). Enter **date of birth**, **mailing address** (can be a PO Box Number). **Address for Insertion on Licence** – cannot be a PO Box Number, but must be a place of permanent residence (24 Windy Avenue, Kingston 50, etc). **Telephone contact – residence; name of employer** (company/individual); **employer telephone; telephone contact at worksite; fax; work site address; position/title; date employed** are all self-explanatory.
3. **Initial or Additional Privileges**
Group – Place an 'X' in the appropriate box
4. **Renewal**
Licence number; expiry date, self explanatory; **group** (place an 'X' in the appropriate box); **type rating** – state aircraft type (if applicable);
(a) **date last certification made under the authority of the above licence**, is self-explanatory.
(b) where an applicant doesn't satisfy (a) he shall supply the information as requested.
5. **Foreign Licence Validation**
Name of Issuing Authority (FAA, Transport Canada, etc.); **licence number; date of expiry; ratings/privileges**, are self explanatory.
6. **Training Information** [Not required for Renewal]
Place an 'X' in the appropriate box. For Initial application, give details of Basic Training course completed, to include, Name of Training Institution and the duration of the course completed [must satisfy the requirements of the 8th and 9th Schedules]. **Confirmation** – before affixing **name; licence number; and signature**, read *declaration at the bottom of Block 8.
NOTE: Where the training information is more than the space provided, indicate this by inserting the following statement; "See attached document."
7. **Experience**
Aircraft type; duties/functions; period from/to, are self explanatory. **Confirmation;** before affixing **name; licence number; and signature**, read *declaration at the bottom of Block 8.
8. **For JCAA use only.**