

## PROCESSING OF EXAMINATION PERMIT

**Schedule of Availability of Service:**

Monday to Thursdays (8:00 to 5:00), Friday  
(8:00 to 2:00) – No Noon Break

**Who may avail of the Service:** Airman

**What are the requirements:** Please see attached

**Duration:** Three (3) Working Days

**How to avail of the Service**

Step	Applicants/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Secure Application Form from LCD	Provide Application Form	5 mins	Licensing Officer		541 542
2	Fill up the application form and proceed to airmen database	encoding of applicant personal information and printing of clearance form	15 mins	Licensing Officer		LCD Form 01-10 Rev 03 (Nov 2010)
3	Submit to designated window of LCD	check the application form and the requirements for correctness	20 mins	Licensing Officer		
4	If the applicant from an school, Proceed to TOCID	verify the school validity and the aircraft use	20 mins	TOCID Inspector on duty		
5	Proceed to Inspector for attestation	Attest the application form	1 hour	Inspector on duty		
6	If qualified, submit to the window for process of exam permit	Received the attest application form and put a control number	20 mins	Licensing Officer		
7	Received a date of release of exam permit	Process examination permit	20 mins	Licensing Officer		
		Review the approved application with the requirements and sign the exam permit	1 day	Chief, ALD		
		Make final review in the	1 day	Chief, LCD		

Step	Applicants/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
		approved application with the requirements and sign the exam permit				
8	Received the exam permit and proceed to Airmen Examination Board	Release the exam permit	20 mins.	Licensing Officer		
<b>END OF TRANSACTION</b>						