

**CENTRAL RECORDS AND ARCHIVES DIVISION (CRAD)
CAAP Central Office**

**AUTHENTICATION OF AIRMEN LICENSE FOR DEPT OF FOREIGN AFFAIRS (DFA)
PURPOSES (RED RIBBON)**

Schedule of Availability of Service:
Monday – Friday (8:00 AM to 5:00PM)
No Noonbreak

Who may avail of the Service:
Airmen

What are the requirements:

1. CAAP issued Airmen license
2. Scanned copy of license with signature of Chief Regulatory Standards Department (RSD) and Licensing & Certification Department (LCD)
3. ID and/or Authorization letter (if applicant is not the license owner)
4. Schedule of Fees and Charges (listed under Fees column)

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
1	Proceed to RSD-FSIS; present plastic card license	1. Receive and check the requested license Check the validity of license Scan the license			10 min	RSD Officer
		2. Forward documents to Chief for signature			5 min	RSD Officer Chief/ Authorized signatory
2	Proceed to CRAD and present scanned copy of license, plastic card license	1. Check/review the document(s) presented Record in the logbook			10 min	Records Officer
		2. Prepare Order of Payment Slip (OPS)	P170.00 set	OPS	5 min	Records Officer
3	Proceed to Collection Office	1. Receive payment and issue Official Receipt (OR)		OR	4 min	Collection Officer
4	Proceed back to CRAD; Present OR	1. Check OR Record in the OPS file			12 min	Records Officer


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		Prepare CAAP Certification				
		Forward document(s) to Chief/Asst. Chief for signature				
		2. Sign the document(s)			5 min	CRAD Chief / Asst. Chief
		3. Stamp dry seal on the document(s)			3 min	Records Officer
		4. Sealing of envelope			2 min	Records Officer
5	Fill-out DFA claim stub	1. Check filled-out claim stub		DFA claim stub	7 min	Records Officer
6	Present valid ID/ Authorization to claim	1. Release the document(s)			2 min	Records Officer
TOTAL DURATION OF ACTIVITY					1 HOUR and 5 MIN	

Prepared by:


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 Chief, CRAD

Approved by:


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Ms. Jocelyn L. Ching
 Officer-In-Charge
 Administrative and Finance Service