



## MEMORANDUM

**FOR : ALL AIRMEN LICENSE HOLDERS  
ALL STAKEHOLDERS**

**SUBJECT : REAFFIRMATION IN THE PROCESSING OF AIRMEN LICENSE**

**DATE : 18 JULY 2025**

---

The Licensing and Certification Department (LCD) reiterates the following in processing the License Application;

### **1. Submission of Flight Time Certificate**

All application for Initial, Renewal and Reissuance of Pilot License must submit a Flight Time Certificate issued by their company or Approved Training Organization, to serve as a proof that the applicant has completed the required experience in accordance with the PCAR.

### **2. Skill Test Requirement for Renewal and Reissuance of Pilot Licenses**

All pilot license holders that will apply for renewal or reissuance of their license must undergo a Skill Test in accordance with PCAR Part 2 2.2.10.4.

### **3. Written Exams for Expired Airmen License**

All license holders that will apply for reissuance of their license must undergo the required knowledge test accordance with PCAR Part 2 2.2.11 and 2.2.10.5.

### **4. NBI Clearance for License Applicant for Foreign Nationals**

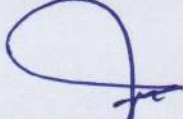
All license applicant with foreign nationality must submit a NBI clearance prior processing the license application.



**5. Validation and Conversion of Foreign Airmen License**

All applicant for the validation and conversion of their foreign pilot or mechanic license must comply with PCAR Part 2 2.2.4

Please be guided accordingly



**CAPT. JAMES B. CONNER**

Officer in Charge

Licensing and Certification Department