

## INFORMATION BULLETIN 2020-02

Issue 01

Date of issue: 30 June 2020

### SUBJECT:

AUTHENTICATION OF YEMEN LICENCE AND CERTIFICATES

### REFERENCE PUBLICATIONS:

- LIF-LA-001- Licence Authentication Form
- LIF-RLI-001 Request to Release Licence Information

### REASON:

In line with standard ICAO requirements, other ICAO Contracting States may wish to confirm the authenticity of Yemen Pilot licence and certificates. Yemen Civil Aviation and Meteorology Authority (CAMA) therefore has a systematic process to answer queries from other member States in order to confirm the validity of licences issued in accordance with ICAO standards and recommended practices.

The reason for issuing this information bulletin is to provide explanation and guidance for confirming the details of licences, ratings, medical certificates and other certificates issued by Yemen in accordance with the available records in a standard format to other ICAO member States or third-party organizations.

### INFORMATION:

#### 1. General

Request for confirmation of licence, ratings, medical certificates and other certificates may be received by the CAMA from another ICAO Contracting State Civil Aviation Authority (CAA) or from other organizations other than a CAA herein referred to as third party organizations.

#### 2. How to submit Requests

The request from another ICAO contracting State CAA or third-party organization for Yemeni pilot licence authentication may be sent via mail, or email (preferably) to the specific email [civilaviation@y.net.ye](mailto:civilaviation@y.net.ye).

**Note:** CAMA may issue licence authentications to individual licence holders.

#### 3. Request from Civil Aviation Authority

When requests are received directly from other CAAs of other ICAO contracting States, the following details are provided in a standard format on form, (LIF-LA-001- Licence Authentication Form) as per the records available in the licence holder's folder:

- a) Licence Number
- b) Full name of Holder
- c) Date of Birth
- d) Nationality
- e) Title of Licence
- f) Date of Initial Issue
- g) Ratings & Certificates details including any remark(s) / restriction(s)
- h) Language Proficiency endorsements
- i) Accident/Incident Record

- j) Medical certificate details
- k) Any other additional remark(s) as applicable

The signed and stamped LIF-LA-001- Licence Authentication Form is scanned and sent only via email ([civilaviation@y.net.ye](mailto:civilaviation@y.net.ye)) to the requested ICAO member State CAA.

#### 4. Request from a third party

- 4.1 When requests are received directly from other organizations other than a CAA, the CAMA will reply to the third party to inform the concerned pilot to complete, form LIF-RLI-001 Request to Release Licence Information available on the CAMA website in order to release the licence information to the third party other than a CAA.
- 4.2 When the completed form is received and found satisfactory, the same details provided under 4.3 will be provided in a standard format on form, LIF-LA-001- Licence Authentication as per the records on the licence holders folder.
- 4.3 The signed and stamped LIF-LA-001- Licence Authentication Form is scanned and sent only via email ([civilaviation@y.net.ye](mailto:civilaviation@y.net.ye)) to the requested third party.
- 4.4 Any other subsequent information aside from what is provided in the standard format on LIF-LA-001- Licence Authentication Form must be submitted to the CAMA by the contracting State CAA directly to email [civilaviation@y.net.ye](mailto:civilaviation@y.net.ye).

#### 5. Request from individual licence holders

When requests are received directly from individual licence holders, the following details are provided in a standard format on form, LIF-LA-001- Licence Authentication Form as per the records available in the licence holder's folder:

- a) Licence Number
- b) Full name of Holder
- c) Date of Birth
- d) Nationality
- e) Title of Licence
- f) Date of Initial Issue
- g) Ratings & Certificates details including any remark(s) / restriction(s)
- h) Language Proficiency endorsements
- i) Accident/Incident Record
- j) Medical certificate details
- k) Any other additional remark(s) as applicable
- l) The signed and stamped LIF-LA-001- Licence Authentication Form is submitted to the applicant (licence holder).

#### 6. Documents Required

The following are required to request for Yemen pilot licence authentication:

- a) Request email from the ICAO contracting State CAA with at least the following details of the licence holder to [civilaviation@y.net.ye](mailto:civilaviation@y.net.ye):
  - i. Licence holder's Full name
  - ii. Title of licence
  - iii. Licence number
  - iv. Date of Birth

- b) Completely filled request form to release licence information (LIF-RLI-001 Request to Release Licence Information) when the request is received by other organization than CAAs.

The signed and stamped (LIF-LA-001- Licence Authentication Form) is scanned and sent only via email ([civilaviation@y.net.ye](mailto:civilaviation@y.net.ye)) to the requested ICAO member State CAA.

**CONTACT:**

Any queries or requests for further guidance as a result of this Information Bulletin should be addressed to:

Personnel Licensing & Examination Directorate  
Aviation Safety Affairs Sector  
Civil Aviation and Meteorology Authority  
PO Box 7251  
Sana'a - Yemen  
E-mail: [civilaviation@y.net.ye](mailto:civilaviation@y.net.ye) and copy to: [asas@cama.gov.ye](mailto:asas@cama.gov.ye)