
INFORMATION CIRCULAR

NEW ONE-STOP EMAIL ADDRESS FOR LICENCE VERIFICATION REQUEST

1 Licence verification is normally required by an aviation authority to verify the authenticity of a foreign licence, before such a licence can be converted to a local one. CAAS regularly receives licence verification requests from foreign aviation authorities through fax and email. However, these requests are sometimes sent to the wrong addressee in CAAS, and inadvertently results in a longer processing time.

2 To address this issue and to enhance CAAS' service offering to our customers, foreign aviation authorities can now send their licence verification requests to a new, one-stop email address: **licence_verification@caas.gov.sg**.

3 Please include the following information of the licence holder to be verified in your request:

- a. Name; and
- b. Licence number.

4 For normal cases, the request will be attended to within 7 working days.