

# Fit and Proper Person Questionnaire

**Note: This questionnaire must be accompanied by an application form - do not send in separately**

**Instructions for completing this form – please read**

1. Fit and proper determinations can only be made at the time of application for an aviation document, a nomination for a senior person position, or when requested by the Director. No determination or indication can be made prior to an application being assessed.
2. This Fit and Proper Person (FPP) Questionnaire (CAA 24FPP) must accompany every application for:
  - an aviation document, or
  - nomination of a senior person appointment, or
  - when requested by the Director.
3. A FPP Declaration (CAA 24FPPDEC) may only be used by applicants who have been determined fit and proper previously and where the facts and information declared previously are unchanged.
4. Questionnaires which are incomplete or lacking any required documents will be returned, along with the application.

Attach this completed questionnaire to the relevant licence or certification (senior person nomination) application and email to CAA:

- Licence application (CAR 61, 65 & 66) – [licensing@caa.govt.nz](mailto:licensing@caa.govt.nz)
- Organisation Certification application (CAR 102, 115, 119, 133, 137, 141, 145, 146, 147, 148 & 149) – [certification@caa.govt.nz](mailto:certification@caa.govt.nz)
- Organisation Certification application (CAR 139, 171, 172, 173, 174 & 175) – [aeronautical.services@caa.govt.nz](mailto:aeronautical.services@caa.govt.nz)
- Organisation Certification application (CAR 109 & 140) – [security.regulation@caa.govt.nz](mailto:security.regulation@caa.govt.nz)

or post to: Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand

**1. Personal details**

CAA participant number <i>(if known)</i>		Date of birth <i>(dd/mm/yy)</i>	
Title <i>(Mr/Mrs/Ms/Miss)</i>		Last name	
Given name(s)			
Preferred Name			
Country of birth		Nationality	
Address for service <i>Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (ie, a physical address) and to promptly notify the Director of any changes.</i>	Postal address <i>(If different from Address for Service)</i>		
Phone		Phone	
Email			

### Aviation document applying for:

<p>List the licence, prime rating, or certificate you are applying for.</p> <p>If applying for senior person nomination complete Section 2.</p> <p>Or if requested by the Director state that in this section.</p>	
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### 2. Organisation details – only applicable if completing as a nominated senior person

<p>Complete as a nominated senior person of a certified organisation only.</p> <p>Ensure all details are completed.</p> <p>A CV detailing education, training, qualifications, and relevant positions held during the past ten years must be attached to this form.</p>	Legal name of organisation	
	CAA participant number (if known)	
	Your reference (order number, contact person or other reference)	
	Civil Aviation Rule (Rule) under which application is made	
	Designation of position for person named in Section 1	
Responsibilities the person named in Section 1 will assume as defined in the relevant Rule		

### 3. Change of name – only complete if applicable

<p>If your name has changed for any reason, please provide a copy of <b>one</b> of the following items.</p> <p>Tick the item provided.</p>	1. Marriage Certificate	<input type="checkbox"/>	5. Certificate of annulment	<input type="checkbox"/>
	2. Statutory declaration	<input type="checkbox"/>	6. Divorce papers	<input type="checkbox"/>
	3. Deed poll	<input type="checkbox"/>	7. Other similar proof of name change	<input type="checkbox"/>
	4. Civil union certificate	<input type="checkbox"/>		

### 4. Confirmation of identity

<p>Provide a <b>copy</b> of <b>one</b> of the following items to confirm your identity. This must be a current (unexpired) document.</p> <p>Tick the item provided.</p>	1. A New Zealand driver licence	<input type="checkbox"/>	5. A New Zealand or overseas passport	<input type="checkbox"/>
	2. A birth certificate	<input type="checkbox"/>	6. A New Zealand firearms licence	<input type="checkbox"/>
	3. A Certificate of New Zealand Citizenship	<input type="checkbox"/>	7. A current certificate of identity	<input type="checkbox"/>
	4. A current refugee travel document used by or on behalf of the government of New Zealand	<input type="checkbox"/>	8. A New Zealand Police or New Zealand Defence Force photo identity card issued to non-civilian staff	<input type="checkbox"/>

### 5. Fit and proper person assessment

<p>The information solicited herein is required pursuant to section 9 of the Civil Aviation Act 1990,</p>	<p>Tick the <u>relevant</u> answer for the following questions:</p>	Yes	No
	a) Have you, in any country, previously had an application for an aviation document rejected?	<input type="checkbox"/>	<input type="checkbox"/>

<p>requiring applicants meet the fit and proper person test.</p> <p><b>Ensure you complete all questions, a) to m).</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>If you answer "Yes" to any of the questions, please provide details below.</li> <li>If you need to continue on separate sheets, these may be attached in a separate document marked 'Confidential'.</li> </ul>	b) Have you, in any country, been the holder of an aviation document which has been suspended or revoked (other than a licence that has been superseded by a replacement or a higher licence)?	<input type="checkbox"/>	<input type="checkbox"/>
	c) Have you, in any country, been convicted of any transport safety regulatory offence?	<input type="checkbox"/>	<input type="checkbox"/>
	d) Have you, in any country, been issued a transport infringement notice or incurred any other transport offence?	<input type="checkbox"/>	<input type="checkbox"/>
	e) Have you, in any country, during the past 5 years been issued a warning letter in relation to transport regulatory issues?	<input type="checkbox"/>	<input type="checkbox"/>
	f) Have you, in any country, during the past 5 years been handled by way of diversion in respect of any transport offences?	<input type="checkbox"/>	<input type="checkbox"/>
	g) Are you, in any country, presently facing charges for transport safety regulatory offences?	<input type="checkbox"/>	<input type="checkbox"/>
	h) Have you, in any country, been convicted for any offence?	<input type="checkbox"/>	<input type="checkbox"/>
	i) Have you, in any country, been handled by way of diversion for any offence?	<input type="checkbox"/>	<input type="checkbox"/>
	j) Are you, in any country, presently facing charges for any offence?	<input type="checkbox"/>	<input type="checkbox"/>
	k) Do you have a history of any physical health problems that could potentially affect your ability to discharge the obligations that relates to this assessment? (If in doubt consult your GP or health professional).	<input type="checkbox"/>	<input type="checkbox"/>
	l) Do you have a history of any mental health problems that could potentially affect your ability to discharge the obligations that relate to this assessment? (If in doubt consult your GP or health professional).	<input type="checkbox"/>	<input type="checkbox"/>
	m) Do you have a history of any serious behavioural problems that could potentially affect your ability to discharge the obligations that relate to this assessment? (an example would be serious behavioural issues involving alcohol or drugs)	<input type="checkbox"/>	<input type="checkbox"/>

**Details/explanation**

Attach separate pages if required and these should be signed and dated.

Separate pages attached

**6. Criminal conviction / transport offence history**

All applicants must provide official records of their criminal and transport offence history from all countries, **including New Zealand**, which they have resided in for more than 6 consecutive months within the past 5 years.

List all countries, <b>including NZ</b> , which you have resided in for a consecutive period of more than 6 months within the past 5 years.	Country					From	To
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
1. New Zealand	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
2.							
3.							

When obtaining the official records for:

1. NZ - complete sections a) and b)
2. Countries outside of NZ - complete section c)

Note:

- These documents must be submitted with this form even if they detail nil convictions.
- They must be current within 3 months of date of application (or on leaving a country).
- They may be attached in a separate document marked 'Confidential'.

**a) Attach a report of your criminal record check from the Ministry of Justice**

Note: must be issued within the immediately preceding 3 months

You can apply [online](#) for your free Ministry of Justice Criminal record check.

Note: Do not request a record of any convictions that will be concealed if you meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

You can also pay a fee for a criminal record check through [Veritas Check NZ](#) for 3 business days delivery.

**b) Attach a Waka Kotahi NZ Transport Agency Demerit points and suspension history**

Note: must be issued within the immediately preceding 3 months. Report required for all applicants, even if not holding a NZ drivers' licence.

For more information on requesting a Demerits points and suspension history go to [Demerit points and suspension history](#).

**c) Attach a report of your criminal record history, including transport offence history, from all countries outside NZ in which you have resided in for more than 6 consecutive months within the last 5 years.**

Note: this may require separate criminal history and transport history reports, depending on the country.

## 7. Declaration

**I declare that to the best of my knowledge the information supplied in this application and the documentation attached is true and correct.**

Consent to disclosure and collection

For the purposes of the grant or renewal of the aviation document applied for by me and/or on behalf of my organisation, and to satisfy the Director that I am/it is a fit and proper person to hold this document, I authorise the collection by the Director, and the disclosure to the Director, of any information from any person or organisation relating to this application, or relating to the disclosures under section 5 of this questionnaire, with the exception of information covered by the Criminal Records (Clean Slate) Act 2004.

Applicant's signature

Date

## 8. Applicant's checklist

Ensure all documents are enclosed.		Yes	N/A
Note: keep a copy for your own reference. A diary record is recommended.	1. Confirmation of identity	<input type="checkbox"/>	
	2. Confirmation of name change (if required)	<input type="checkbox"/>	<input type="checkbox"/>
	3. Ministry of Justice Criminal record check (issued within the immediately preceding 3 months) and/or equivalent from overseas (current within 3 months of leaving country)	<input type="checkbox"/>	
	4. Waka Kotahi NZ Transport Agency Demerit points and suspension history (issued within the immediately preceding 3 months) and/or equivalent from overseas (current within 3 months of leaving country)	<input type="checkbox"/>	
	5. CV (for nominated senior person)	<input type="checkbox"/>	<input type="checkbox"/>
	6. I've kept a copy for my own records, and/or record of the date I've signed it.	<input type="checkbox"/>	