



Advisory Circular

Subject: Foreign Licence Validation Certificate

Issuing Office:	Civil Aviation, Standards	Document No.:	AC 400-003
File Classification No.:	Z 5000-34	Issue No.:	04
RDIMS No.:	20764814 – V8	Effective Date:	2025-07-31

Table of contents

- 1.0 Introduction 2**
- 1.1 Purpose 2
- 1.2 Applicability 2
- 1.3 Description of changes 2
- 2.0 References and requirements 2**
- 2.1 Reference documents 2
- 2.2 Cancelled documents 3
- 2.3 Definitions and abbreviations 3
- 3.0 Background 4**
- 4.0 Conditions 4**
- 5.0 Applying for a Foreign Licence Validation Certificate 6**
- 5.1 Documents Required for a Recreational Application 6
- 5.2 Documents Required for Commercial Application 7
- 6.0 Issuance of a Foreign Licence Validation Certificate 7**
- 7.0 Information management 8**
- 8.0 Document history 8**
- 9.0 Contact us 8**

1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It describes an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

1.1 Purpose

- (1) The purpose of this AC is to provide information and guidance on obtaining a Foreign Licence Validation Certificate (FLVC) in accordance with the Canadian Aviation Regulations (CARs) and in compliance with ICAO Standards and Recommended Practices.

1.2 Applicability

- (1) This document applies to all holders of foreign pilot licences issued by ICAO contracting states, and air operators, that apply for a Canadian FLVC, and to Transport Canada Civil Aviation (TCCA) licensing staff.

1.3 Description of changes

- (1) Due to the number of changes incorporated into this issue, please review the content of the entire document. The major changes are:
 - (a) Clarification of the requirement for, and the procedures for, attaining a foreign verification letter from the Civil Aviation Authorities (CAA) of contracting states, that confirms the validity of a foreign licence submitted by an applicant for an FLVC. (see subsections 3.0(2), 4.0(11)(h), 5.1(2), 5.2(3)(5));
 - (b) Added a statement concerning subsequent FLVC applications for foreign pilots that fly Canadian registered aircraft seasonally. (see subsections 4(10);
 - (c) Added information about what happens when a verification letter is not received from a contracting State. (see subsections 4.0(11)(h), 5.1(2) (Note));
 - (d) Added procedures for Digital Personnel Licence (DPL). (see subsections 5.1(2)(c), 5.2(6)).

2.0 References and requirements

2.1 Reference documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
 - (a) [Aeronautics Act](#) (R.S.C., 1985, c. A-2)
 - (b) Part I, Subpart IV of the *Canadian Aviation Regulations* (CARs) — General Provisions;
 - (c) Part IV, Subpart I of the CARs — Validation of Foreign Licences;
 - (d) Standard 421 of the CARs — Flight Crew Permits, Licenses and Ratings;
 - (e) Staff Instruction (SI) 400-005, Issue 04, 2025-07-31 — Foreign Licence Validation Certificate;
 - (f) Convention of International Civil Aviation Organization (ICAO) Article 32 and Article 40;

- (g) Contracting States of ICAO, which may be found at: <https://www.icao.int/about-icao/Pages/member-states.aspx>
- (h) Application for Foreign Licence Application Certificate (Form 26-0701) is available at: Forms Search or (<https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/Forms-Formulaire/search>).

2.2 Cancelled documents

- (1) Not applicable.
- (2) By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

2.3 Definitions and abbreviations

- (1) The following **definitions** are used in this document:
 - (a) **Commercial Purpose:** flying operations conducted by an air operator, as defined in Subpart 1 of the CARs and in accordance with subsection 421.07(2) of the Standard (STD).
 - (b) **Flight Crew Member:** means a crew member assigned to act as pilot or flight engineer of an aircraft during flight time, as defined in Subpart 101 of the CARs.
- (2) The following **abbreviations** are used in this document:
 - (a) **AC:** Advisory Circular
 - (b) **ATPL-A or H:** Air Transport Licence Aeroplane or Helicopter
 - (c) **CAA:** Civil Aviation Authority
 - (d) **CAD:** Canadian Aviation Document
 - (e) **CAR:** Canadian Aviation Regulations
 - (f) **CPL-A or H:** Commercial Pilot Licence Aeroplane or Helicopter
 - (g) **DPL:** Digital Personnel Licence
 - (h) **EASA:** European Aviation Safety Agency
 - (i) **FAA:** Federal Aviation Administration
 - (j) **FLVC:** Foreign Licence Validation Certificate
 - (k) **ICAO:** International Civil Aviation Organisation
 - (l) **PPC:** Pilot Proficiency Check
 - (m) **PPL-A or H:** Private Pilot Licence Aeroplane or Helicopter
 - (n) **SI:** Staff Instruction
 - (o) **STD:** Standard (Canadian Aviation Standard)
 - (p) **TCCA :** Transport Canada Civil Aviation

3.0 Background

- (1) To act as a flight crew member in a Canadian registered aircraft a foreign licence holder shall be in possession of an appropriate Canadian Pilot Licence, Permit or Foreign Licence Validation Certificate (FLVC).
- (2) A foreign licence holder may apply for a Canadian TCCA licence and be eligible for foreign credits in accordance with applicable Standards, or they may be able to convert their foreign licence in accordance with a bi-lateral agreement between TCCA and the contracting State, if applicable. In the absence of a TCCA licence, an FLVC is required,
- (3) Flight crew licences issued by a contracting state of ICAO, must be verified as valid by TCCA and validated for use in Canadian registered aircraft by issuing a Canadian FLVC in accordance with sections 401.07 of the CARs and 421.07 of the Standards (STD). The FLVC is the Licensing document that allows a pilot to exercise the privileges of their Foreign Licence while flying a Canadian registered aircraft.
- (4) It is recommended that prior to acting as a flight crew member in a Canadian registered aircraft outside of Canadian domestic airspace, the foreign licence holder should verify with the local Civil Aviation Authority on whether a Canadian FLVC is permitted for the flight in that country's airspace.

Note: Although ICAO requires appropriate certification for licence holders operating foreign registered aircraft for international operations, the local Civil Aviation Authority may have other licensing requirements. (ICAO 'Convention on International Civil Aviation' – Article 32).

4.0 Conditions

- (1) Subsection 401.03(1.1) of the CARs states that “No person shall exercise the privileges of a foreign licence validation certificate unless the person:
 - (a) holds the appropriate foreign licence validation certificate;
 - (b) has signed the certificate; and
 - (c) can produce the certificate when exercising those privileges.”
- (2) An FLVC may be issued for holders of the following foreign licences:
 - (a) Private Pilot Licence – Aeroplane, Helicopter;
 - (b) Commercial Pilot Licence – Aeroplane, Helicopter;
 - (c) Airline Transport Pilot Licence – Aeroplane, Helicopter;
 - (d) Multi-Crew Pilot Licence; *(see (8) Note)
 - (e) Glider Pilot Licence;
 - (f) Balloon Pilot Licence; and
 - (g) Flight Engineer Licence. *(see (8) Note)
- (3) The foreign licence must be valid and endorsed with an English or French language proficiency rating to operate in Canadian Domestic airspace.
- (4) For international flights (outside of Canadian Domestic airspace) the foreign licence must be endorsed with a valid English language proficiency rating.
- (5) A valid foreign medical certificate must accompany the foreign licence.

- (6) An FLVC is issued for specific purposes and must clearly state all flight operations activities that are to be conducted. For example: pilot training, seaplane training, providing training to other pilots, the type of work such as 702, 703, 704, 705 operations etc., in accordance with subsection 421.07(2).
- (7) The FLVC is the Licensing document that allows a pilot to exercise the privileges of their Foreign Licence on a Canadian registered aircraft. A Pilot Proficiency Check (PPC) is a CAR PART VII requirement and pilots flying in such an operation with an FLVC must meet all applicable PART VII requirements which includes completing a PPC where required. Likewise, those FLVC holders flying in a CAR PART VI operation are required to meet all those requirements including any training and flight tests as applicable.
- (8) An FLVC that is issued for commercial purposes, in addition to exercising the specific purpose annotated on the FLVC, will also be annotated for private and recreational flying privileges.
- Note:** An FLVC for the Multi-Crew Pilot Licence and the Flight Engineer Licence cannot be endorsed for Private and Recreational Flying.
- (9) An FLVC will be issued for the period requested by the applicant or to a maximum period of one year. The licence holder must maintain the validity of their foreign licence including medical category throughout the validity of the FLVC.
- (10) A foreign pilot expecting to fly Canadian registered aircraft either seasonally or for short periods of time may apply for additional FLVCs in subsequent years. Those expecting to fly Canadian registered aircraft longer than a year or on a continual basis, are expected to obtain the appropriate Canadian Licence.
- (11) An FLVC shall not be issued if the applicant:
- (a) Does not meet all the requirements of section 401.07 of the CARs and section 421.07 of the Standard;
 - (b) Is the holder of a foreign licence that is not issued by a contracting state of ICAO;
 - (c) Holds a foreign licence issued on-the-basis-of another licence from another state;
 - (d) Has previously failed to pass a TCCA written knowledge examination, required skill test or Canadian aviation medical examination without a subsequent pass for an equivalent category of licence that the FLVC is being applied for;
 - (e) Holds a Canadian licence or medical certificate that is suspended or cancelled at the time of application;
 - (f) Resides full time in Canada;
 - (g) If the applicant does not have a valid Operational Level 4 or higher English or French Aviation Language Proficiency endorsed on their foreign pilot licence: or
 - (h) If a foreign verification letter from the applicable Civil Aviation Authority (CAA) is not received.

Note: A foreign pilot can be issued a FLVC for training purposes in Canada. When the pilot training is for a Canadian pilot permit or a Canadian pilot licence, TCCA, upon successful review of the application, may issue the Canadian pilot permit or the Canadian pilot licence.

When the pilot training is for a Canadian rating, TCCA does not endorse the FLVC or the foreign licence with any rating. Prior to receiving training in Canada, it is the applicant's responsibility to ensure that the training provided in Canada will be accepted by the foreign Civil Aviation Authority that issued the foreign licence. If the applicant wishes to have TCCA endorse a rating, then the applicant must first obtain a Canadian pilot licence.

5.0 Applying for a Foreign Licence Validation Certificate

5.1 Documents Required for a Recreational Application

- (1) To apply for an FLVC for Recreational Flying, the following documents must be submitted:
- (a) A completed application for the FLVC.
The application form (number 26-0701), can be found at the following internet address:
https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0701_BO_PX
 - (b) A valid foreign flight crew licence or a valid temporary foreign flight crew licence issued by a contracting state of ICAO, that is endorsed with privileges and ratings applicable for the FLVC application;
 - (c) A valid medical certificate issued by the same state that issued the licence. In the case of a licence issued by a member country of the European Aviation Safety Agency (EASA), a medical certificate issued by any EASA member country.
 - (d) A valid English or French language proficiency rating to a minimum “Operational level” (ICAO level 4). If a language proficiency with a language proficiency level is not endorsed and valid on the foreign licence, then the licence is not ICAO compliant and the FLVC application will be rejected.

Note: The applicant must return to the State that issued the licence and have the State’s Civil Aviation Authority renew the expired aviation language proficiency level and ensure the language proficiency rating is endorsed on the licence. Applicants may NOT complete a Canadian Aviation Language Proficiency Test.

- (e) A copy of the data page from the applicant’s passport indicating photo identification, name, signature, date of birth and citizenship.
- (f) The payment receipt for the FLVC made via the Online Payment Portal at:
<https://wwwapps.tc.gc.ca/Comm/5/OPS/eng/02ffdb79-0a19-4d0d-b3cd-1bfc118ec3a8>.

Note: Select Licence or permit on the title page and then follow the instructions.

- (2) An applicant applying for a recreational FLVC shall submit copies of their foreign pilot licence and medical certificate with an FLVC application to any TCCA Regional Office in person or via email. TCCA will start the process by initiating a request to the foreign CAA for a verification letter, and start reviewing the application, however, will not issue the FLVC until:

- (a) a foreign verification letter has been received from the applicable State; or
- (b) in the case of a Federal Aviation Administration (FAA) foreign licence, verification was confirmed in the FAA licensing database or by receiving a verification letter; or
 - (i) in the case of a Digital Personnel Licence DPL (or electronic pilot licence), verification may be completed through verification protocols of the digital licence if capable. If the DPL is not capable of this, a verification letter would still be required as per (2)(a).

Note: Verification of the foreign licence is required directly from the applicable contracting State. Other than a DPL that can be verified electronically, a request for a foreign licence verification is sent to the applicable contracting State Civil Aviation Authority upon receipt of the application for an FLVC.

TCCA has no control over the actions of overseas CAA’s or the time that it takes to receive a verification letter. If no response is received, TCCA will do their best to follow up with the foreign CAA. After reasonable attempts to obtain the verification letter, TCCA will inform the applicant the reason for

the delay and recommend they contact their CAA themselves, asking them to provide the verification letter directly to the Transport Canada regional office where the application was made.

5.2 Documents Required for Commercial Application

- (1) Applications for an FLVC for commercial purposes shall only be accepted from a Canadian or foreign air operator that is submitting the application on behalf of the applicant. Applications for validation for commercial purposes will not be accepted directly from pilots.
- (2) When a Canadian Air Operator is making application for a Commercial FLVC on behalf of a pilot, TCCA does not need to see the original foreign pilot licence. Copies are acceptable.
- (3) It is the responsibility of the air operator to ensure that each licence holder is properly qualified and holds an appropriate and valid licence and medical certificate and it is TCCA's responsibility to verify such validity with the foreign CAA.
- (4) In addition to the documents outlined in Section 5.1(1) (a–f) above, the air operator must include a written statement containing the following information: (Note: the application in 5.1(1)(a) is submitted by the air operator on behalf of the applicant.)
 - (a) A declaration that the pilot for which the application is being made holds a valid licence and medical certificate that are appropriate for the privileges required for the operation and are valid in accordance with the law of the State that issued the licence.
 - (b) A detailed description of the operation to be undertaken by the applicant.
 - (c) The geographical location where the operation will take place.
 - (d) The required duration to complete the specific operation; and
 - (e) A brief explanation why the holder of a Canadian flight crew licence cannot be used.
- (5) In accordance with ICAO Annex 1, TCCA is required to request a verification letter from the foreign Civil Aviation Authority (CAA) to confirm the validity of all foreign licences. Verification letters submitted directly from pilots cannot be accepted. Should Air Operators receive a verification letter directly from a foreign CAA, they may forward it with the FLVC application including proof that it came from the CAA and not the pilot (i.e. include the email correspondence).

Note: If no response is received from the foreign CAA, TCCA cannot issue the FLVC. After a few attempts to request a verification letter, TCCA will reach out to the applicant or air operator to explain the delay and encourage the applicant to contact their CAA asking them to provide the verification directly to Transport Canada regional office that was processing it.
- (6) In the case of a Digital Personnel Licence DPL (or electronic pilot licence), verification may be completed through verification protocols of the digital licence if capable. If the DPL is not capable of this, a verification letter would still be required as per 5.2(5).

6.0 Issuance of a Foreign Licence Validation Certificate

- (1) TCCA level of service of within 20 business days for issuing an FLVC, begins once all pertinent documentation including the Foreign Licence Verification Letter from the contracting State is received by the TCCA Licencing office and the FLVC fee is paid.

Note: Applicants are warned that TCCA has no control over the time it takes to receive the Foreign Licence Verification letter from the contracting State, and it is recommended to submit the FLVC application and required documentation far in advance of when

the FLVC is required. Please refer to the following link for more details about Service Standards: <https://tc.canada.ca/en/aviation/publications/civil-aviation-service-standards-initiative> 18

- (2) FLVCs issued will be emailed in pdf format to the applicant for recreational purposes, and to the Air Operator requesting the FLVC for commercial purposes. FLVC's that are sent by email (pdf) are not normally mailed a hard copy as well but will be mailed by post to the address provided in the application in cases where an email cannot be received. The FLVC may also be picked up at a TCCA licensing office.

Note: When operating outside of Canada with printed or photocopied documents, pilots are advised to always confirm the acceptability of such documents with the foreign Civil Aviation Authority before beginning operations. While no guarantee of acceptance, a copy of this AC may also be shown as evidence that TCCA provides email pdf copies.

7.0 Information management

- (1) Not applicable.

8.0 Document history

- (a) Advisory Circular (AC) 400-003, Issue 03, RDIMS13734548 (E), 13910796 (F), dated 2019-03-20 –Foreign Licence Validation Certificate
- (b) Advisory Circular (AC) 400-003, Issue 02, RDIMS 5568384 (E), 6217123 (F), dated 2011-04-05 — Foreign Licence Validation Certificate.
- (c) Advisory Circular (AC) 400-003, Issue 01, RDIMS 3755918 (E), 5111285 (F), dated 2009-10-01 — Foreign Licence Validation Certificate.

9.0 Contact us

For more information, please contact:

Your regional office. The link to Transport Canada Regional Offices is:

<https://tc.canada.ca/en/aviation/civil-aviation-contacts-offices>

Suggestions for amendment to this document are invited, and should be submitted at the following address:

E-mail: pilotlicensing-licencesdepilote@tc.gc.ca

Original signed by Jamie MacDermid for

Linda Kovacic
Director, Standards Branch
Civil Aviation, Transport Canada