

Who completes this form: every applicant for a new NZPIA certificate or rating. It must accompany the application. All fields are mandatory.

Why we ask: NZPIA certificates and ratings are aviation documents issued under delegation from the Director of Civil Aviation. Holders must be, and remain, fit and proper persons. The test considers criminal convictions, transport safety offences (including infringements), past and present health and behavioural issues, and any other relevant matters (section 80 of the Civil Aviation Act 2023; chapter 2.2 of the current NZ Skydiving Documents Manual).

Part A – Personal Details *(applicant to complete)*

NZPIA No.	<i>if known</i>	Date of birth	<i>dd/mm/yyyy</i>
Last name		First name(s)	
Country of birth		Nationality	

Part B – Fit and Proper Person Questions *(tick Yes or No for every question)*

	Question	Yes	No
(a)	Have you, in any country, ever had an application for any aviation or parachutist certificate, licence or rating rejected?	☐	☐
(b)	Have you, in any country, ever had any aviation or parachutist certificate, licence or rating suspended or revoked (other than documents superseded by a replacement or higher document)?	☐	☐
(c)	Have you, in any country, in the last five (5) years, been convicted of any transport safety offence?	☐	☐
(d)	Have you, in any country, in the last five (5) years, been dealt with by way of diversion for any transport safety offence?	☐	☐
(e)	Have you, in any country, in the last two (2) years, been issued a traffic infringement notice or incurred any other traffic offence?	☐	☐
(f)	Have you, in any country, ever been convicted of any offence other than a transport safety offence?	☐	☐
(g)	Have you, in any country, ever been dealt with by way of diversion for any offence other than a transport safety offence?	☐	☐
(h)	Are you, in any country, presently facing charges for any offence?	☐	☐
(i)	Do you have any history of adverse physical or mental health, or serious behavioural problems?	☐	☐

Clean slate: if the Criminal Records (Clean Slate) Act 2004 applies to you, you may answer the questions about convictions as if you have no criminal record.

IF YOU ANSWER “YES” TO ANY QUESTION

You must give details in Part C. “Details” means details – for example the number of offences, how long ago they were, and what the penalty was. “Speeding tickets” on its own gives no detail and will not be accepted as an explanation for a “Yes” answer.

Part C – Details / Explanation *(applicant to complete for every “Yes” answer)*

Details	
Separate pages attached	☐ Yes – each page signed and dated ☐ No

Part D – Declaration and Consent *(applicant to complete)*

Declaration. I declare that, to the best of my knowledge and belief, the statements made and the information supplied in this declaration and any attachments are complete and correct.

Consent to collection and disclosure. I authorise the collection by the Director of Civil Aviation, or the Director's delegate (“the Director”), from any person, organisation or government department, and the disclosure to the Director by them, of the following information about me: my knowledge of and compliance with transport safety regulatory requirements; my physical or mental health or serious behavioural problems; and any criminal investigations, charges or convictions, including any matters relating to any transport safety offence. I do not consent to the release of any information to which the Criminal Records (Clean Slate) Act 2004 applies.

I authorise the Director to use and disclose the information obtained about me for any purpose associated with the lawful functions of the Director and the Civil Aviation Authority under the Civil Aviation Act 2023, or any other purpose permitted by law.

WARNING

Providing false or misleading information, or failing to disclose information relevant to the grant or holding of an aviation document, is an offence under the Civil Aviation Act 2023.

Applicant signature		Date	
Printed name			

Submitting: attach this declaration to your certificate or rating application and send both to ceo@nzskydiving.org. A declaration is valid for two years. Make a new one if your last declaration is more than two years old, and tell NZPIA without delay if anything in it changes (DM 2.5). A new declaration with every application is recommended.

Privacy: NZPIA collects this information to assess your application and to keep the records it must hold as a CAR Part 149 organisation. It is stored securely and handled in accordance with the Privacy Act 2020. You may ask to see or correct the information NZPIA holds about you.

NZPIA use only

Fit and proper person determination	☐ Fit and proper ☐ Adverse – referred to the Director		
Delegation holder (name)		Position	
Signature		Date	