



INAC

Technical Circular

CT-300-05

SUBJECT: APPLICATION FOR LICENCES, RATINGS, CERTIFICATES, DESIGNATIONS AND AUTHORISATIONS

DATE: 14/01/2026

1. PURPOSE

This technical circular is issued to provide guidance, information and procedures required to be followed in applying for licence, ratings, certificates, designations and authorisations under the Sao Tome and Principe Civil Aviation Regulations RACSTP Part 66 - Personnel Licensing.

2. APPLICABILITY

This technical circular is applied for all personnel certified under RACSTP Part 66.

3. REFERENCE

- a) F-320-01 - Application Form for Licence, Rating, Authorisation, Certificate or Validation Certificate or Conversion
- b) F-320-02 - Application Form for Aircraft Maintenance Licence and Ratings
- c) F-320-09 - Application Form for Knowledge and Practical Test
- d) F-340-01 - Application Form for Medical Certificate

4. GENERAL INFORMATION

- a) The requirements for licences, ratings, authorisations and designations are detailed in RACSTP Part 66.
- b) The prescribed application forms for a licence, certificate, designation, authorisation and ratings may be obtained in the Civil Aviation Authority (INAC) office or his web site www.inac.st.
- c) The requirements for grant of a licence, certificate, authorisation, designation and rating are to be fulfilled before the application is made, and the prospective applicant or his representative should ensure that the results of all exams or test are valid and all requirements are met before the application for the licence, certificate, authorisation, designation or ratings is made.
- d) The knowledge test should be passed before the practical (skill) test is conducted as provided in RACSTP Part 66.
- e) When all the requirements have been met, the applicant should complete the appropriate prescribed application form and submit to the INAC with the required supporting documents.
- f) Licences are issued after an applicant has undertaken the relevant training, and passed the required knowledge and practical (skill) tests.



- g) All knowledge and practical (skill) tests are booked with the PEL Office, before the test.
- h) All applications for issue of licences must be accompanied by two copies of recent full face colour photographs these should be size 25mm by 30mm from the same negative.
- i) Pilot, cabin crew member and air traffic controller licences and instrument rating will not be issued unless the applicant holds a valid medical certificate in the appropriate class, issued by the Authority designated Medical Examiner. Prospective applicants for pilot, cabin crew member and air traffic controller licences and instrument rating are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.
- j) Arrangements for the medical examination are made by the applicant direct to INAC.
- k) After complete satisfactory the medical examination and on payment of the appropriate fee, the applicant will be issued the applicable medical certificate, a copy of which should be attached to the application form for the licence, certificate, authorisation, designation or instrument rating sought.
- l) All the knowledge test expires 24 months after the dates endorsed on the test report except for ATPL the knowledge test expires 7 years after the dates endorsed on the test report.

5. SUBMISSION OF THE APPLICATION FORM

- a) The applicant can get the application forms in the INAC or in the INAC web site (www.inac.st).
- b) Before submitting the application form the applicant should ensure that:
 - i) He or she is medically fit for the licence, certificate, authorisation, designation or rating sought (if applicable);
 - ii) He or she meets eligibility requirements of the licence, certificate, authorisation, designation or rating applied for concerning:
 - A. Age;
 - B. The English proficiency (if applicable);
 - C. The (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence, certificate, authorisation, designation or rating is sought;
 - D. The (approved or required) training;
 - E. Pass in the required knowledge test on the aeronautical knowledge areas listed in the relevant regulation for which a licence, certificate, authorisation, designation or rating is sought;
 - F. Pass in the required practical test on the areas of operation listed in the relevant Civil Aviation relevant regulation for which a licence, certificate, authorisation, designation or rating is sought;
 - G. The prescribed application form is duly completed, signed and dated; and
 - H. All the required certifications have been acquired and the supporting documents should be attached to the application form.
- c) The following documents shall be attached to the application:
 - (i) The appropriate medical certificate (if applicable);
 - (ii) Two current full-face photographs (For initial issue of licence);
 - (iii) Acceptable record of experience (i.e. log book for pilots);



- (iv) Knowledge theoretical and practical test report;
- (v) Language proficiency test report (if applicable);
- (vi) Applicable fee receipt.

6. THE APPLICANT'S IDENTITY

The applicant shall present a photo Identification ID or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

7. EVALUATION OF THE APPLICATION FORM

- a) This is done to ensure that the correct prescribed forms for applying for the licences, ratings, certificates, authorisations, designations or ratings are completed. An applicant is required to check and read through the form and ensure that it is properly done before submitting to the INAC.
- b) The experience should be recorded in an acceptable document e.i pilot logbook or other personnel logbook.

8. COLLECTION OF THE COMPLETED LICENCE, CERTIFICATE, AUTHORISATION AND DESIGNATION

Unless otherwise requested by the applicant, completed licences, certificates, authorisations and designations are not released by mail, but are collected from the INAC, by the applicant or a person authorized by the applicant to do so. The person collecting the licence from the INAC, whether it is the applicant or an authorized agent, must sign for the collection by giving their full names, date and append their official signature on documents- release- register in the PEL Office.

9. INAC ADDRESS AND CONTACT

Instituto nacional de Aviação Civil -INAC
Bairro do Aeroporto - Água Grande
C.P. 97 – São Tomé
Tel: + 239 2241450
Email: inac@cstome.net

Approved by the President of the Board of Directors of INAC	
Date: <u>09.02.26</u>	 _____ António dos Santos Lima (Jurist)