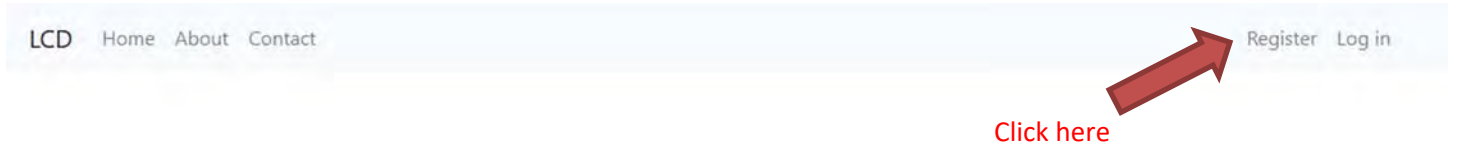
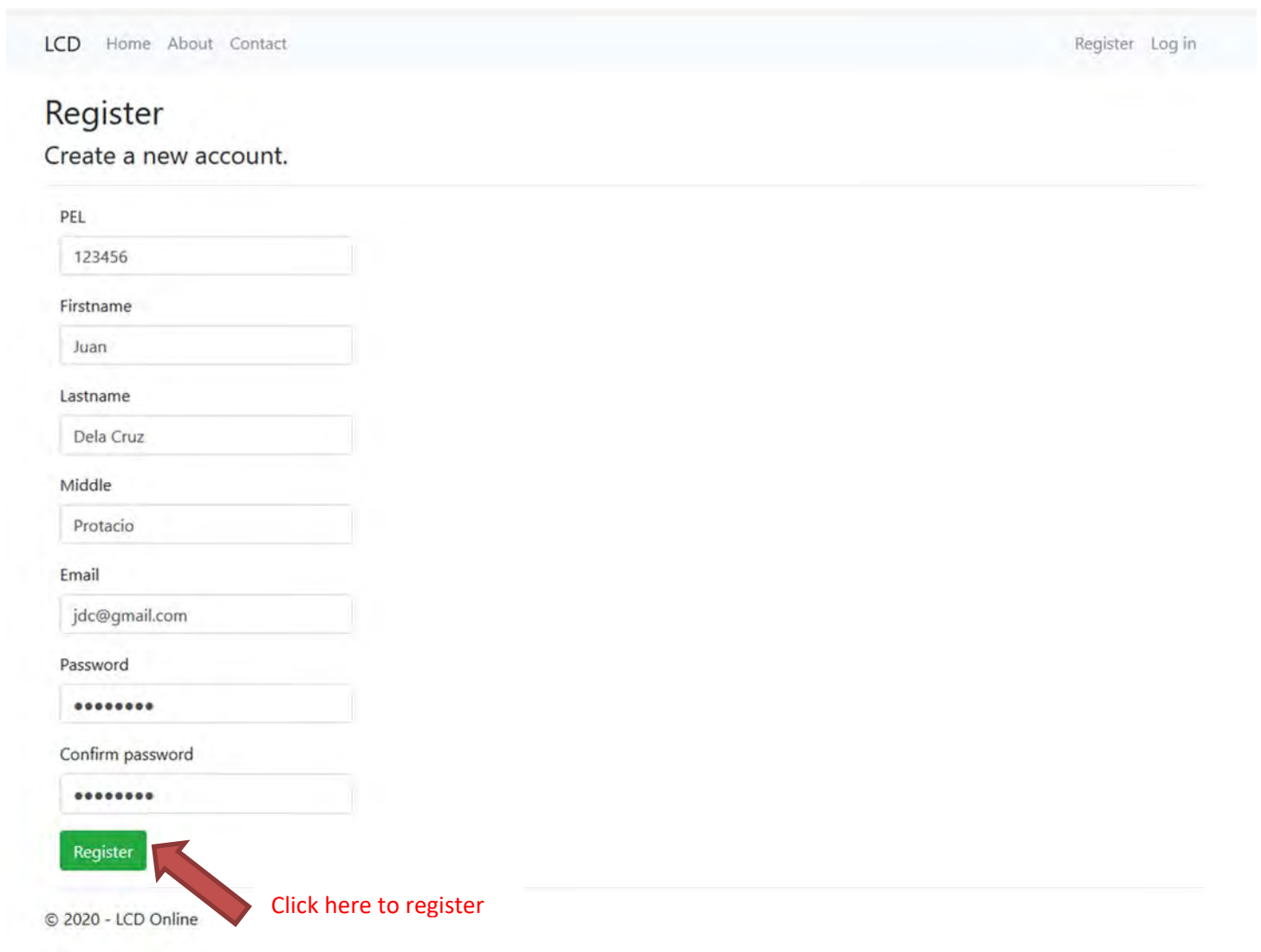


# Online Application for License

1. Click **“Register”** at the upper right navigation bar.




2. Fill all the required fields with your complete information then click the **“Register”** button below.




A screenshot of the "Register" form. The form is titled "Register" and includes the instruction "Create a new account." Below this, there are several input fields: "PEL" (containing "123456"), "Firstname" (containing "Juan"), "Lastname" (containing "Dela Cruz"), "Middle" (containing "Protacio"), "Email" (containing "jdc@gmail.com"), "Password" (containing "\*\*\*\*\*"), and "Confirm password" (containing "\*\*\*\*\*"). At the bottom of the form is a green "Register" button. A red arrow points from the text "Click here to register" to the "Register" button. The footer of the page contains the text "© 2020 - LCD Online".

- Successful registration will automatically be logged you into the system.  
Click the **“My Application”** tab.

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**Click here**



## License Processing at your fingertips

We made the process easy for you to process your application with the comfort of your home

### Getting started

Step by step guide for sending your application online.

[Learn more »](#)

### List of Requirements

Check the required documents for your license.

[Learn more »](#)


### Announcements

See our latest announcements, notices and memorandum.

[Learn more »](#)

- Click **“Add New Application”** to create an application profile.

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[Add New Application](#)  **Click here**

CreatedAt	Application Type	License Type	Status	Remarks
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5. Select the **Application Type and License** that you are applying for then click **“Create”**.

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## New Application

Application Type

License Type

 **Click here**

[Back to List](#)


6. Click **“Upload”** to attach your documents.

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[Add New Application](#)

CreatedAt	Application Type	License Type	Status	Remarks	
6/13/2020 7:31:58 PM	Renewal	PPL	<span style="background-color: #28a745; color: white; padding: 2px;">Created</span>	Upload your documents.	<span style="background-color: #6c757d; color: white; padding: 2px;">Details</span> <span style="background-color: #007bff; color: white; padding: 2px;">Upload</span>

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 **Click here**

7. Attach all the required documents for the license that you are applying for then click “**Submit Attachments**”.

*Note: All documents must be in .PDF format.*

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## Upload Attachments

**Note:** Individual documents must be in .PDF format.

[License Copy](#)  
 No file selected.

[Application Form 541/542](#)  
 No file selected.

[English Language Proficiency](#)  
 No file selected.

[NTC License](#)  
 No file selected.


[Certificate of Flying Time](#)  
 No file selected.

[Skill Test Result/Flight Plan](#)  
 No file selected.

[Pilot's Logbook](#)  
 No file selected.

[Medical Certificate](#)  
 No file selected.

[Additional requirements for foreigners](#)  
Working/Student VISA Etc.  
 No file selected.

 **Click here**

8. After submitting your documents, your application will be tagged as “**Initial**” application.

6/13/2020 8:22:41 PM Renewal AMS  File Uploaded

9. An Examiner will review your documents and your application will be tagged as for “**Evaluation**”.

6/13/2020 7:31:58 PM	Renewal	PPL	<b>Evaluation</b>	We are reviewing your documents.	Details
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10. Your application will be tagged as “**Approved**” if you have satisfied the required documents. Proceed to any CAAP Office Cashiers to pay for necessary fees based on your license applied then “**Upload**” your Official Receipt of payment.

6/13/2020 7:31:58 PM	Renewal	PPL	<b>Approved</b>	Please attach attach your Official Receipt after payment.	Details	<b>Upload</b>
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*Note: Approval of your application might take an **hour** to review to evaluate **if within office hours**.*

11. Your application will be tagged as “**Paid**” after verification of your payment by a Licensing Officer.

6/13/2020 7:31:58 PM	Renewal	PPL	<b>Paid</b>	Preparing for encoding of details.	Details
----------------------	---------	-----	-------------	------------------------------------	---------

12. A Licensing officer will prepare your application for approval and will be tagged as for “**Signature**”.

6/13/2020 7:31:58 PM	Renewal	PPL	<b>Signature</b>	Out for signature and approval.	Details
----------------------	---------	-----	------------------	---------------------------------	---------

13. Your application will be tagged as for “**Releasing**” and will be ready for pick-up.

6/13/2020 7:31:58 PM	Renewal	PPL	<b>Releasing</b>	Ready for pick up.	Details
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14. Finally, your application will be tagged as “**Released**” with details of claims on the remarks.

6/13/2020 7:31:58 PM	Renewal	PPL	<b>Released</b>	Released c/o liaison officer	Details
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**End of Process**  
**Congratulations on your new license!**