

# Air Traffic Controller License

## Introduction of service

Evaluation and approval for air traffic controller license application.

## Service target and eligibility criteria

*Student air traffic controller license:*

- Must be 18 years of age or above;
- Pass an approved training course and be qualified to apply for the student air traffic controller license;
- Pass all required written examinations administered by the Civil Aviation Authority;
- Pass the Macao Class 3 Aviation Medical Assessment.

*Air traffic controller license:*

- Must be 21 years of age or above;
- Pass an approved training course (including on-the-job training) and be qualified to apply for the air traffic controller license;
- Pass the Macao Class 3 Aviation Medical Assessment;
- Pass the Language Proficiency Test administered by the Civil Aviation Authority;
- Pass a competence check conducted by an AACM authorized ATC Examiner.

## Result

Issue air traffic controller license to eligible applicant.

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## Methods of Inquiry

The Civil Aviation Authority of Macao Special Administrative Region (CAA)

Address: Alameda Dr. Carlos D'Assumpção, Centro Comercial Cheng Feng 336342, 18 Andar F, Macau

Tel: (853) 2851 1213

Fax: (853) 2833 8089

Email: [aacm@aacm.gov.mo](mailto:aacm@aacm.gov.mo)

<https://www.aacm.gov.mo>

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## Related legislations

These laws are only available in Chinese and Portuguese, please refer to the corresponding language version of this service.

- [Establishes the charging scheme of the Civil Aviation Authority for the scope of services it provides within its responsibilities - Executive Order no. 45/2012 \(B.O. I Series no. 44 of 2012.10.29\)](#)

- [Approves the Air Navigation Regulation of Macao - Executive Order no. 43/2021 \(B.O. I Series no. 40 of 2021.10.5\)](#)
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## Applications overview

Student Air Traffic Controller License - Issuance

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### Application procedure

#### Time constraint

No time constraint

#### Application procedure and required documents

The applicant is required to submit the following documents or information in person or through the applicant's organization:

1. The completed application form ([Application for Air Traffic Controller License PEL/APP/003](#));
2. A proof of nationality;
3. Two recent 1.5-inch color photographs (Dimensions of the photograph must be 45mm high by 35mm wide);
4. A proof of employment from the air traffic control service provider;
5. Original and copy of the valid foreign ATCL issued by an ICAO Contracting State (applicable to license conversion only);
6. The documents certifying the successful completion of the approved training course, including the on-the-job training;
7. Other additional documents or information as requested by the Civil Aviation Authority.

Note:

Please refer to Aeronautical Information Publication [AIC B Series no. 10/17, 11/17 & 12/17](#) for details.

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### Methods of Application

Application shall be made in person or through the applicant's organization.

Address: 18/F, Cheng Feng Commercial Centre, 336-342, Alameda Dr. Carlos D'Assumpção, Macao

Office hour:

Monday to Thursday: 9:00 – 13:00 ; 14:30 – 17:45

Friday: 9:00 – 13:00 ; 14:30 – 17:30

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### Charge

MOP330 (Inclusive of MOP30 stamp duty)

Note: The fee should be paid at the time the application is submitted.

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### Processing time

The issuance process will not take more than 5 working days to complete (time guaranteed in performance pledge).

Note: The time guaranteed commences from the next day following the day of submission of all documents or information.

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## **Applications overview**

Student Air Traffic Controller License – Renewal

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### **Application procedure**

#### **Time constraint**

No time constraint

#### **Application procedure and required documents**

The applicant is required to submit the following documents or information in person or through the applicant's organization:

1. The completed application form ([Application for Revalidation of Air Traffic Controller License PEL/APP/004](#)) published by the Civil Aviation Authority;
  2. One recent 1.5-inch color photo (Dimensions of the photograph must be 45mm high by 35mm wide);
  3. A proof of employment from the air traffic control service provider.
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### **Methods of Application**

Application shall be made in person or through the applicant's organization.

Address: 18/F, Cheng Feng Commercial Centre, 336-342, Alameda Dr. Carlos D' Assumpção, Macao

Office hour:

Monday to Thursday: 9:00 – 13:00 ; 14:30 – 17:45

Friday: 9:00 – 13:00 ; 14:30 – 17:30

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### **Charge**

MOP165 (Inclusive of MOP15 stamp duty)

Note: The fee should be paid at the time the application is submitted.

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### **Processing time**

The renewal process will not take more than 5 working days to complete (time guaranteed in performance pledge).

Note: The time guaranteed commences from the next day following the day of submission of all documents or information.

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## **Applications overview**

Air Traffic Controller License - Issuance

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### **Application procedure**

#### **Time constraint**

No time constraint

#### **Application procedure and required documents**

The applicant is required to submit the following documents or information in person or through the applicant's organization:

1. The completed application form ([Application for Air Traffic Controller License PEL/APP/003](#)) published by the Civil Aviation Authority;
2. A proof of nationality;
3. Two recent 1.5 inches color photos (Dimensions of the photograph must be 45mm high by 35mm wide);
4. A proof of employment from the air traffic control service provider;
5. Original and copy of the valid foreign ATCL (applicable to license conversion only);
6. The documents certifying the successful completion of the approved training course, including the on-the-job training;
7. A proof certifying the completion of a competence check conducted by an AACM authorized ATC Examiner;
8. Other additional documents or information as requested by the Civil Aviation Authority.

Note:

Please refer to Aeronautical Information Publication [AIC B Series no. 10/17, 11/17 & 12/17](#) for details.

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### **Methods of Application**

Application shall be made in person or through the applicant's organization.

Address: 18/F, Cheng Feng Commercial Centre, 336-342, Alameda Dr. Carlos D'Assumpção, Macao

Office hour:

Monday to Thursday: 9:00 – 13:00 ; 14:30 – 17:45

Friday: 9:00 – 13:00 ; 14:30 – 17:30

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### **Charge**

MOP550 (Inclusive of MOP50 stamp duty)

Note: The fee should be paid at the time the application is submitted.

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## **Processing time**

The issuance process will not take more than 5 working days to complete (time guaranteed in performance pledge).

Note: The time guaranteed commences from the next day following the day of submission of all documents or information.

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## **Applications overview**

Air Traffic Controller License - Renewal

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### **Application procedure**

#### **Time constraint**

No time constraint

#### **Application procedure and required documents**

The applicant is required to submit the following documents or information in person or through the applicant's organization:

1. The completed application form ([Application for Revalidation of Air Traffic Controller License PEL/APP/004](#)) published by the Civil Aviation Authority;
  2. Original Air Traffic Controller License issued by the Civil Aviation Authority;
  3. A proof certifying the completion of a competence check conducted by an AACM authorized ATC Examiner;
  4. Other additional documents or information as requested by the Civil Aviation Authority.
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### **Methods of Application**

Application shall be made in person or through the applicant's organization.

Address: 18/F, Cheng Feng Commercial Centre, 336-342, Alameda Dr. Carlos D'Assumpção, Macao

Office hour:

Monday to Thursday: 9:00 – 13:00 ; 14:30 – 17:45

Friday: 9:00 – 13:00 ; 14:30 – 17:30

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### **Charge**

MOP330 (Inclusive of MOP30 stamp duty)

Note: The fee should be paid at the time the application is submitted.

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### **Processing time**

The renewal process will not take more than 5 working days to complete (time guaranteed in performance pledge).

Note: The time guaranteed commences from the next day following the day of submission of all documents or information.

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## **Applications overview**

Air Traffic Controller License - Variation

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### **Application procedure**

#### **Time constraint**

No time constraint

#### **Application procedure and required documents**

The applicant is required to submit the following documents or information in person or through the applicant's organization:

1. The completed application form ([Application for Revalidation of Air Traffic Controller License PEL/APP/004](#)) published by the Civil Aviation Authority;
  2. Original ATCL issued by the Civil Aviation Authority;
  3. Other documents requested by the Civil Aviation Authority for assessing the variation application.
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### **Methods of Application**

Application shall be made in person or through the applicant's organization.

Address: 18/F, Cheng Feng Commercial Centre, 336-342, Alameda Dr. Carlos D'Assumpção, Macao

Office hour:

Monday to Thursday: 9:00 – 13:00 ; 14:30 – 17:45

Friday: 9:00 – 13:00 ; 14:30 – 17:30

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### **Charge**

MOP330 (Inclusive of MOP30 stamp duty)

Note: The fee should be paid at the time the application is submitted.

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### **Processing time**

The time required for variation process is to be determined on a case by case basis.

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