

Documents to be uploaded by Civilian Users:

1. DGCA Authorization

A scanned copy of Non-scheduled Operator permits

2. Letter from the airline/operator on company letterhead

The letter should clearly state that the user registering on Online FPL portal is a bonafide employee of the company and is authorized to file the flight plan online. The letter should also contain the email id and telephone no. of the user.

3. DGCA License

A scanned copy of CPL/CHPL/Handling Agent Authorization/Dispatcher license of above authorized personnel

4. BCAS Pass

A scanned copy of the BCAS Pass issued to the user.

- It is recommended to combine the scanned copies of the documents in a single PDF file and upload during registration process.
 - The maximum size of the file can be 10 Mb.
 - Please DO NOT send the documents by email.
 - Blurred or illegible documents will be summarily rejected.
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Documents to be uploaded by Defence Personnel:

1. Service Number

Instead of DGCA License number, Service Number is to be entered in “DGCA License No.” field.

2. Authorization Letter from CO/COO

An authorization letter from the CO/COO stating that the user is serving in the respective unit and is authorized to file the flight plan online for that unit. The letter should also include the Service Number, Mobile Number and Email ID of the user, as entered during registration.

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