

ONLINE APPLICATION INSTRUCTIONS

TEMPORARY / VISITOR CERTIFICATE



To apply for a Temporary (Visitor) Certificate

- First, a person authorized by the NZPIA to validate the application must evaluate the candidate's experience, knowledge, skills and credentials (logbook, non-NZPIA certificate, etc.) to ensure the candidate meets the requirements of an NZPIA certificate.
- The candidate goes to www.nzpia.co.nz, selects Temporary Parachutist Certificate from the menu on the left-hand side of the home page, then clicks on Apply online for the Certificate (right hand side of the screen).
The Authorized Person (AP) must be present
- The candidate completes the application, with the AP verifying each page
- The AP selects an Endorsement for the candidate which is equivalent to the endorsement on their non-NZPIA document, *or a lower endorsement if appropriate**
- If the candidate meets all the requirements of the certificate, including the Fit and Proper Person requirements, they will be redirected to the payment portal
- Once the application is submitted and payment made, the application is forwarded to the NZPIA for final verification, and an electronic document is automatically issued and e-mailed to the successful candidate. A hard copy will not be sent.

*** N.B.** *If a candidate's skill or experience does not meet the requirements for an NZPIA equivalent endorsement, then a lower endorsement should be selected. For example, if a candidate has a foreign C certificate but has made fewer than 200 jumps, they should be apply for a B endorsement on their NZPIA Temporary Certificate.*

Details of the pre-requisites, privileges, responsibilities and limitations of all certificates, endorsements and ratings are listed in the NZPIA Documents, Standards and Procedures Manual, which can be found on the NZPIA website: www.nzpia.co.nz