

## **IRAQ LANDING SLOT REQUEST FORM INSTRUCTIONS:**

All NEW carriers desiring to operate in or over Iraq need to submit an Air Operator Applicant Information package. See ICAA website Welcome page for package contents and details.

### Landing Slot Request Form instructions:

1. Completely fill out all blocks that are shaded yellow.

2. Carriers must select a category from the drop down menu.

CAT 1 – Non-military humanitarian assistance flights

CAT 2 – Non-DoD Exclusive Flight (non-exempt military cargo)

CAT 3 – ICRC (International Committee of the Red Cross)

CAT 4 – Humanitarian passenger flights

CAT 5 – Medical evacuation flights

CAT 6 – ICAA charter flights

CAT 7 – Iraq Reconstruction flights

3. Use the “VERSION” block to indicate changes to the original slot request. The initial request is always Version 1. Any change will be Version 2, 3, etc.

4. Email the form to [ops@iraqcaa.com](mailto:ops@iraqcaa.com) no later than 1500Z the day prior to flight but no earlier than 24 hrs prior to the day of operation.

- Include the following in the email subject block: CALLSIGN DATE OF FIRST FLIGHT VERSION #, Slot Request. For example: DNA3913 15AUG09 V1, slot request

- File Name: CALLSIGN DATE OF FIRST FLIGHT VERSION # (Ex: DNA3913 15AUG09 V1) \*\* Save in Excel 97-2003 Workbook (\*.xls) format \*\*

5. ICAA will reply to carriers with an APPROVAL / DISAPPROVAL / or UNDER CONSIDERATION email. If you receive an APPROVAL email from ICAA, this is your authority to operate; however, you MUST still file appropriate flight plans and obtain any required PPRs and from destination airfields.