



<b>CASA Stamp:</b>  	<b>Training Organisation Stamp and/or Contact Details:</b> (not mandatory)
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**IMPORTANT INFORMATION FOR APPLICANTS**

- 1:** This form is to be used by applicants who hold a pilot certificate granted by a recreational aviation administration organisation and wish to transition to a CASA issued Recreational Pilot Licence.
- 2:** If CASA does not already have a current photo of you (less than 10 years old), you must submit a current photo (not less than 6 months old) with this application using Form 61-9PIC – Lodgement of Current Photo with CASA.
- 3:** For security requirements associated with the issue of this licence please refer to the [ASICs and AVID](#) page.
- 4:** CASA must ensure an applicant is a fit and proper person before issuing a permission. Therefore the information requested in *Section A3* is still required, even if you hold a valid ASIC or AVID.
- 5:** If you have a flight radio endorsement on your pilot certificate granted by a recreational aviation administration organisation, CASA cannot issue the endorsement on your licence *unless* you hold a valid ICAO Level 4 Aviation English Proficiency or are submitting an ELP notification with this application (CASR 61.500(4)(c)).
- 6:** If your pilot certificate authorises you to conduct cross-country flight and you meet the minimum hours, you will be issued with a recreational navigation endorsement.
- 7:** If you wish to add controlled airspace or controlled aerodrome endorsements to your RPL, you must meet the requirements, including holding a valid ICAO Aviation English Language Proficiency, passing the required aeronautical examinations and completing the flight training. Meeting the requirements of the General English Language Proficiency (Section 5.1.2 of the Manual of Standards) is not sufficient. A completed Form 61-1RE must be submitted with this application.
- 8:** Payment for this application can be made online. Go to the CASA webpage and click the Payment button. You must attach a copy of the receipt with this application.
- 9:** This form can be **completed electronically and saved locally** to your computer. Once the ARN has been entered into the first page, it will automatically update in the applicant ARN fields on subsequent pages. CASA recommends that applicants complete as much of the form electronically as possible.
- 10:** If you do not have an ARN, you must submit **Form 1162** (Aviation Reference Number (ARN) Application) including appropriate identification with **this** application. This will satisfy the mandatory requirement for the ARN.
- 11:** Please ensure your application and the checklist are completed correctly and that all required supporting documentation is provided. **Incomplete applications will not be accepted** and will be returned to you for amendment. **Fields marked with an \* are mandatory.**

**Applicant Details as per Birth Certificate / Passport:**

Title:\* \_\_\_\_\_

Family Name:\* \_\_\_\_\_

Given Names:\* \_\_\_\_\_

Date of Birth:\* \_\_\_\_\_

**Applicant ARN:\***

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**CONTACT DETAILS**

**Note:** You are required to notify CASA of any changes to your personal contact information (refer to CASR 11.070). Correspondence, including permissions issued as a result of this application, will be sent by post to the current postal address according to CASA’s records.

You should notify CASA of any changes using one of the following methods:

- Log onto the CASA Self Service Portal <https://portal.casa.gov.au/selfservice/>
- Submit Online Change of Details form <https://portal.casa.gov.au/casaforms/addrchange.htm>

**Privacy Statement:** Any personal information you provide to CASA is protected by the *Privacy Act 1988* (Cth). CASA can only collect, use and disclose that information in accordance with that Act. CASA will use the information collected in this form for purposes associated with performing its functions under the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA’s Privacy Policy](#).

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**Section A: Qualification Details**

**1. Security Check Requirements\*** Refer to Aviation Transport Security Regulations 2005

Please select the option below that applies to you:

- I am at least 18 years of age and hold a valid Aviation Security Identification Card (ASIC). Provide details below and attach a certified true copy.

<b>ASIC Number:</b>		<b>ASIC Expiry Date:</b>	
<b>ASIC Issuing Body:</b>			

- I am at least 18 years of age and hold a valid Aviation Identification (AVID).
- I am under 18 years of age and an Australian citizen
- I am under 18 years of age and **not** an Australian citizen – please provide details for an immigration status check):  
 Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
 Arrival date (most recent): \_\_\_/\_\_\_/\_\_\_ Place where you entered Australia: \_\_\_\_\_
- ASIC/AVID application form attached

**2. Flight Time\*** Refer to CASR 61.480, 61.500

To be eligible to transition to a RPL(A) or RPL(H), applicants must have at least the following **minimum** aeronautical experience in the category of aircraft for which the associated aircraft category rating is sought. You must ensure you meet the requirements of the experience specified in the regulations.

Type of Experience required	Minimum Hours	Actual Hours
Total flight time as pilot (in appropriate category)	Not less than 25	
Dual flight time (in appropriate category)	Not less than 20	
Solo flight time (in appropriate category)	Not less than 5	
*Solo cross-country	Not less than 5	
*Dual instrument time, 1 hour of which is conducted during dual instrument flight time	Total - Not less than 2 In flight – Not less than 1	Total In flight

\* Required if transitioning a cross-country navigation approval from the recreational aviation administration organisation.

**3. Fit and Proper Person Requirements\*** Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, regulations 6.55 and 6.59.

**Note:** If you have concerns regarding privacy issues, please discuss your options with your flying school.

Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by any organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been refused the issue of a transport related licence or certificate? (eg, pilot's licence, pilot certificate, driver's licence, boating licence.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old? <b>Note:</b> You should also include all motor vehicle traffic-related convictions including those from overseas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is suspension or cancellation action pending in relation to any aviation licence you hold?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered yes to any of the questions on the previous page, please provide details below. Include details about dates, actions, charges, convictions and imprisonment in Australia and Overseas (attach a separate page if necessary).

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**Section B: Applicant Checklist\*** Enter 'Y' or 'N' in applicable boxes.

<input type="checkbox"/> <input type="checkbox"/>	I meet the security requirements, and have attached a certified true copy of my ASIC, if applicable <b>OR</b> ASIC/AVID application attached
<input type="checkbox"/>	Certified true copy of pilot certificate granted by a recreational aviation administration organisation attached
<input type="checkbox"/>	Certified copies of logbook pages, verifying required flight experience attached
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	I hold at least a current ICAO level 4 English Language Proficiency Assessment - CASR 61.500(4)(c) <b>OR</b> Assessment report is attached <b>OR</b> Not applicable – no radio endorsement
<input type="checkbox"/> <input type="checkbox"/>	Form 61-1RE attached <b>OR</b> Not applicable
<input type="checkbox"/> <input type="checkbox"/>	Online payment receipt attached <b>OR</b> Payment Authorisation completed (cheque or money order attached if applicable)
<input type="checkbox"/> <input type="checkbox"/>	Current photo (no more 6 months old) and Form 61-9PIC attached <b>OR</b> Previously submitted

**Section C: Applicant Declaration\***

I hereby certify that all statements in this application are true and correct in every particular and that I have read and understood all regulatory references included in this application. I consent to CASA using and disclosing my personal information in accordance with CASA's privacy policy including exchanging the information with Commonwealth, State and Territory government agencies (please refer to [CASA's Privacy Policy](#)). I have attached all required documentation specified in the applicant checklist and acknowledge that to knowingly make a false or misleading statement is an offence against the *Criminal Code Act 1995* (Cth).

I authorise CASA to send a copy of all communications regarding THIS application to **my training provider**:

Contact name: \_\_\_\_\_ Contact email: \_\_\_\_\_

Applicant Signature: _____	Date: ____ / ____ / ____
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**Payment Authorisation**

Payment made online *Attach printed receipt and do not complete remainder of this page.*

**Applicant Details \***

Surname:		Given Names:	
Mobile:*		Email:*	

\* These details will be used to follow-up payment issues only. These details will NOT be updated in CASA's database.

**Licence Fees \***

Fee Code	Description	Total
<input type="checkbox"/> 24.6 002	Issue of Recreational Pilot Licence (Australian Trained) – processing and consideration	\$ 50
<b>Total Cost:</b>		\$ _____

**Details of Third Party Payment**

Individual's or Organisation's Full Name:		
Email:		
Postal Address:		
State:	Postcode:	Country:
Contact Phone:		ARN: (if applicable)

**Payment Options \***

- I have enclosed a Cheque or Australian Money Order (**please make cheques payable to CASA**)
- I am paying by credit card – please ensure you complete ALL details below including the card holder name and the total amount

I hereby authorise the Civil Aviation Safety Authority to debit the following amount from my:		<b>MasterCard</b> <input type="checkbox"/>	<b>Visa</b> <input type="checkbox"/>										
Card Number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											Expiry Date:	____ / ____
Card Holder Name (please print):	.....	Total:	\$ _____										
Signature:	.....	Date:	____ / ____ / ____										

Submit the Payment Authorisation Form (and Cheque / Money Order / Purchase Order) with the Application Form.

- **Email** [clarc@casa.gov.au](mailto:clarc@casa.gov.au)
- **Mail to:** CASA Licensing and Registration Centre  
CASA  
GPO Box 2005  
CANBERRA ACT 2601
- **Fax to:** 1300 737 187

**Paid Stamp**

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Receipt No:		Initial:	
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