



# Application Aeronautical Radio Operator Certificate (AROC)

Initial issue, transfer or conversion

MOS Part 61, CASR Part 64

## AROC applications can now be submitted and issued online in minutes.

You can now submit AROC applications in myCASA. Applicants will receive their AROC by email within minutes after submission and payment.

Go to **myCASA** >

OR



### Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to [applications@casa.gov.au](mailto:applications@casa.gov.au).

### Purpose of this form

Use this form to apply for an Aeronautical Radio Operator Certificate (AROC).

### Who is this form for?

This form is for individuals wishing to apply for an AROC and

- have completed an approved course of training; or
- are transitioning their old AROCOP; or
- converting a radio operators licence or certificate from an ICAO contracting state.

### Information needed to complete this form

Applicants must have successfully completed an approved course of training and assessment for transmission of aeronautical radio operations with:

- a Registered Training Organisation whose scope of registration covers the training for operations of an aeronautical radio, or
- an approved person under CASR 64.012, or
- a pilot instructor who holds a training endorsement that authorises the instructor to conduct flight training for a pilot license or flight crew rating

**Please note: In accordance with regulation 61.435 of the CASR, the holder of an RPL with a Flight Radio Endorsement, PPL, CPL, MPL or ATPL is authorised to transmit on aeronautical radios and does not need to apply for an AROC.**

### Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

### Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

### For more information

Go to the [CASA website](#) or [contact us](#).

## Applicant

### 1 What are the **applicant** details?

Full name

ARN

### 2 What are you **applying** for (select one)?

Initial issue of an AROC

➡ **Go to 3**

Transition of an AROCOP

➡ **Go to 10**

(CAR 83A and CASR 202.304)

to a CASR Part 64 AROC

Conversion of a radio operator  
licence or certificate, issued by  
an ICAO contracting State

➡ **Go to 9**

## Test results

### 3 Who conducted the training?

Pilot instructor

Registered Training Organisation (RTO)

Holder of the 64.012 approval

## Training organisation details

### 4 Who issued the test results (select one)?

RTO

Flight instructor

CASA

Person approved under CASR 64.012

#### Organisation details

ARN

Legal entity

ABN

Code

## 4 continued

Qualification code

### Individual who conducted the training

Your contact details must be current. Update your contact details via [changing your details](#).

Assessor name

ARN

Phone number

Email address

Date of assessment (DD/MM/YYYY)

/ /

## Trainer declaration

### 5 I declare that:

- I am the assessor named in question 4.
- I, the assessor, trained and assessed this applicant as meeting the competency standards as specified in Part 61 MOS for the operation of an aeronautical radio.

Full name

Date (DD/MM/YYYY)

/ /

## Examination details

- 6** Who conducted the examination?
- CASA
- Flight examiner
- Pilot instructor under CASR 64.015(4)(c)
- Holder of the 64.012 approval

## Examiner declaration

- 7** I declare that:
- the applicant has been assessed by a person mentioned in subregulation (4) as meeting the competency standards specified in the Part 61 MOS for the operation of an aeronautical radio.
- Full name
- Date (DD/MM/YYYY)
- / /

## English Language Proficiency requirements

- 8** This form cannot be processed without a General English Language Proficiency (GELP) or Aviation English Language Proficiency (AELP) assessment.
- Refer to CASR 64.015; CASR Part 61 Manual of Standards

I have completed an AELP or GELP assessment and (select one):

- Assessment report was previously submitted to CASA
- Assessment completed by Aspeq and the Notice of Examination Result is attached
- AELP assessment is attached
- GELP assessment or notification is attached
- Notification was previously submitted to CASA

➔ **Go to 10**

## Overseas conversion

- 9** What are the details of your overseas qualification?
- Issuing authority (e.g. FAA or NZ CAA)

Type of Radio Certificate

Licence/certificate number

 **Attach certificate if required**

## Application checklist

- 10** Select all that apply:
- I am at least 17 years of age (CASR 64.015 refers)
- Evidence of GELP or AELP assessment is attached
- Overseas Radio Licence/Certificate certified copy is attached
- Certified copy of AROCOP is attached
- I am not already the holder of a domestic pilot licence
- If other please specify

## 11 I declare:

- I authorise CASA to send a copy of all communications regarding this application to my Training Provider named in question 4.
- All statements in this application are true and correct.

I acknowledge by providing my details below and submitting this application:

- This satisfies the requirement for me to sign this application.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

### Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

### Fees

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Date (DD/MM/YYYY)

/ /

## Submitting this form to CASA

### OPTION 1 By email



Send this form with all supporting documents attached to [applications@casa.gov.au](mailto:applications@casa.gov.au)

### OPTION 2 By post



Return this form and all supporting documents to:

**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**

↓ [Continue to payment page](#)



## Payment authorisation

ARN

### 12 Application fees

Select **only one** option below

Issue of an Aeronautical Radio Operator Certificate (domestic and foreign conversion) - processing and consideration -

**Fee Code: 24.6.075.....\$50**

Provision of an AROC that updates an earlier version -

**Fee Code: 24.8.....\$25**

**Total:**

### 13 Payment options

#### OPTION 1 Online payment

#### **Make a secure payment online >**

Online payments are more secure and also enable CASA to process your request faster.  
To make a payment go to [Secure payment gateway](#).  
After making a payment, enter the online receipt number below.

Provide the online receipt number below;

#### OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

Mastercard      Visa      Total \$

Card number

Expiry (MM/YY)

/

Cardholder name

Signature

Date (DD/MM/YYYY)

/

/

**Receipt options**      Applicant      **or**      Third party (provide details below)

#### **Details of third party**

ARN (If applicable)

Email

Legal Entity/ Full name

Phone number

#### OPTION 2 By post



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