



## 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 [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au).

## Purpose of this form

Use this form to apply for the **reservation** of an Australian VH- registration mark.

## Who is this form for?

This form is for the owner (or authorised representative) of an aircraft, to request CASA to reserve a **specific registration mark** for an aircraft.

You can reserve a registration mark for an aircraft which will be registered in the Australian Civil Aircraft Register, or to change the registration mark on a currently registered aircraft. Mark reservations will **lapse 12 months** after the day the mark was reserved by CASA.

You **do not need** to reserve a registration mark prior to registering an aircraft – if you have not reserved a mark, CASA will assign one. To apply for **registration of an aircraft** refer to [Aircraft register forms and fees](#).

## Information needed to complete this form

Only **one mark** can be reserved per form.

The reservation will be valid for **12 months** from the date of reservation or until the aircraft is registered in the Australian Civil Aircraft Register, whichever occurs first.

If the initial 12-month reservation period expires without the mark being placed on a registered aircraft, the **mark will be returned** to the 'available' pool of marks.

**No reminder** about a reservation expiry date, or notification that a reservation has expired, will be sent by CASA.

You may apply to reserve the same mark again if an application is submitted within 2 weeks of the reservation expiring or it is found in the available marks list.

Mark reservation applications are processed in **order of receipt**. If the same mark is requested by two different parties on the same day, the mark will be reserved for the first reservation received, provided the application is completed correctly.

## Aviation Reference Number (ARN)

An ARN is required to complete this form.

If you are the applicant and you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

## 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 online using [changing your details](#) prior to lodging this form.

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.

## Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988. 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 civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Statement](#).

## For more information

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

## Requested registration mark

1 What registration mark would you like to **reserve**?

Before submitting this application, it is suggested you check the [list of available marks](#).

Requested registration mark (VH-)

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## Aircraft details

2 What are the aircraft details?

If not production built, enter 'Amateur built' or name of kit builder.

Manufacturer

Model

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3 Do you know the aircraft's serial number?

**No**

**Yes**

Aircraft serial number:

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## Aircraft owner

4 What are the aircraft owner or proposed registration holder details?

The mark will be reserved for this entity.

Legal entity/full name

ARN

Phone number

Email address

## Applicant checklist

5 Are you attaching any documents to this application?

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## Applicant declaration

6 I declare that:

- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgment.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge that to knowingly make a false or misleading statement is an offence against the *Criminal Code Act 1995 (Cth)*.

Full name

Date (DD/MM/YYYY)

/ /

## 7 Application fees

Reservation of a registration mark - processing and consideration of application.

**Fee Code: 12.5.....\$65**

**Total:**

## 8 Payment

### CREDIT CARD DETAILS

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

| Mastercard      | Visa | Total \$ |                          |
|-----------------|------|----------|--------------------------|
| Card number     |      |          | Expiry (MM/YY)<br>/      |
| Cardholder name |      |          |                          |
| Signature       |      |          | Date (DD/MM/YYYY)<br>/ / |

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

### Details of third party

|                         |              |
|-------------------------|--------------|
| ARN (if applicable)     | Email        |
| Legal Entity/ Full name | Phone number |

## Submitting this form to CASA

 By email – send this form with all supporting documents attached to [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au).

 By post – return this form and all supporting documents to:  
**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**