



Download this form before you begin

Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to ame.licensing@casa.gov.au

Purpose of this form

Use this form to apply for an Initial Issue Maintenance Authority or an Amendment to Scope of a Maintenance Authority

Who is this form for?

This form is for individuals required to certify maintenance in a CAR 30 maintenance Organisation not covered by the licence (AEL) for which they are trained.

Information needed to complete this form

You must be licenced within the applicable Category before submitting this application OR completed adequate training for the purpose of the authority applied for.

You will need to provide satisfactory evidence of:

- Theory training
- Practical training

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 may be returned to you for amendment.

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's** details?

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

Full name

ARN

Phone number

Email address

Application type

2 What are you applying for (select one)?

Initial issue

Amendment to scope

3 Are you a current Part 66 licence holder?

No ➡ Your application may be refused

Yes

Application details

Maintenance Authority

4 Aircraft type

5 State scope of Authority requested

6 Experience and training details (relevant to this application)

 **Attach evidence**

Employer supporting statement

Note: Employer **MUST** complete this question

7 You should provide details of:

- the reasons why your company has a need for the Authority, and
- steps your company is taking to gain/improve your company's appropriate Aircraft Engineer Licence coverage and thereby, replace the need for this Authority (if applicable).

Employer endorsement

Note: Employer MUST complete this question

8 What are the employer details?

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

Employer/company name

ARN

Phone number

Email address

Name of recommending person

Position of recommending person

Signature

Date (DD/MM/YYYY)
/ /

This area has been intentionally left blank

Applicant checklist

9 Select all that apply:

Photo ID (if applicable) is attached

Attached supporting documentation of my experience and training (relevant to this application)

If other please specify

10 I declare:

- All statements in this application are true and correct.

I acknowledge by providing my details below and submitting 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

Signature

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA

OPTION 1 By email



Send this form with all supporting documents attached to ame.licensing@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](#)



11 Application fees

Issue of an airworthiness authority (Initial Issue or Amendment of a Maintenance Authority) - processing and consideration

Fee Code: 2.13.....\$260 (HR)

Total:

12 Payment options

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