



## 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](mailto:ame.licensing@casa.gov.au).

## Purpose of this form

Use this form to apply for a renewal of a Maintenance Authority (MA).

## Who is this form for?

This form is for individuals requiring a renewal for their MA.

## Information needed to complete this form

You must be licenced within the applicable CASA Part 66 licence Category before submitting this application OR completed adequate training for the purpose of the authority applied for.

You will need to provide:

- Theoretical 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** details?

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

Full name

ARN

Phone number

Email address

## Authority expiry date

### 2 What is the Authority expiry date? (DD/MM/YYYY)

/ /

## Applicant supporting statements

### 3 You should provide details of exercising the privileges of the Authority and the progress you have made towards gaining the appropriate Aircraft Engineer Licence category and/or type licence to replace the need for this Authority.

 Provide additional pages if required

## Employer supporting statement

**Note:** Employer **MUST** complete this question

### 4 You should provide details of:

- the ongoing reasons why your company has 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).

 Provide additional pages if required

Employer endorsement

**Note:** Employer MUST complete this question

5 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*

## 6 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](mailto: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](#)



Payment authorisation

7 Application fees

Issue of an airworthiness authority (Renewal of a Maintenance Authority) – processing and consideration of application.

Fee Code: 2.13.....\$195

Total:

8 Payment

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