Australian Government
Civil Aviation Safety Authority

# Application
# Ballooning permit/licence reprint

## This form is now available online

Use myCASA for reliable and secure form submissions and payments.

Go to **myCASA**

OR

### 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 applications@casa.gov.au.

## Purpose of this form

Use this form to request a ballooning permit or licence reprint.

## Who is this form for?

This form is for the holders of a current student pilot (balloon) permit (SP(B)P), private pilot (balloon) permit (PP(B)P), temporary issue of a PP(B)P, and commercial pilot (balloon) licence CP(B)L.

## Information needed to complete this form

You will need to indicate what type of permit or licence you hold and wish to have reprinted.

You must make a declaration and pay the appropriate fee for each permit or licence reprinted.

If you are applying for a CP(B)L reprint and CASA does not have a photo of you that is less than 10 years old, you can check your photo and update in myCASA.

## 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 your contact details via changing your details.

Full name

ARN

Phone number

Email address

## Licence reprint

**2** What permit or licence are you requesting to be **reprinted** (select all that apply)?

Your contact details must be current. Update contact details via changing your details.

Please ensure you check and update your postal address in myCASA **before submission** of this form.

- ☐ Student pilot (balloon) permit reprint
- ☐ Private pilot (balloon) permit reprint
- ☐ Temporary private pilot (balloon) permit reprint
- ☐ Commercial pilot (balloon) licence reprint

*This area has been intentionally left blank*

## Declaration

**3** **I declare:**

- All statements in this notice 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

**Choose one option only**

By email – send this form with all supporting documents attached to applications@casa.gov.au

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

### 4 Application fees

- ☐ Student Pilot (balloon) permit reprint
  **Fee Code:** 24.6C ..... **$25**
- ☐ Private Pilot (balloon) permit reprint
  **Fee Code:** 24.6C ..... **$25**
- ☐ Temporary Private Pilot (balloon) permit reprint
  **Fee Code:** 24.6C ..... **$25**
- ☐ Commercial Pilot (balloon) licence reprint
  **Fee Code:** 24.6C ..... **$25**

**Total:** 0

### 5 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 $ 0

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