



Important Information for Applicants

The form contains the process and information for the Application, Assessment and Approval of a Certificate of Airworthiness due to a Change of Registration Mark ONLY. Change of Registration Mark processes are contained in [guidelines](#) for [Form 023](#) 'Application for a Change of Registration Mark'.

Completion and submission of this form constitutes an application to replace the CofA due to a change of Registration Mark. No further application is necessary however a change of Mark may affect other approvals such as RVSM and PBN which require other processes.

If the application is not from the Registration Holder a letter of authority from the Registration Holder will need to be available. Please see applicant's declaration for this form.

CASA processing and consideration of this application is cost recoverable at an hourly rate under Section 9.6 of the [Civil Aviation \(Fees\) Regulations 1995](#). A cost estimate will be forwarded to the applicant for applicable payment before the task can commence. If the processing and assessment is via an appropriate IOA Holder the payment/fee processes are provided by them.

An application submitted to CASA should be submitted to regservices@casa.gov.au

CASR 21.173 states that 'An aircraft registration holder, or the owner of an aircraft that is registered with a sport aviation body, is eligible to apply for a certificate of airworthiness'.

The approval of the certificate of airworthiness under this process is via CASR 21.176 and only an appropriately delegated or authorised individual may issue.

This form is an electronic form intended to be completed on a computer and either embedded with an electronic signature (picture) and submitted in an email, or printed and signed, scanned and attached to an email and sent to CASA Regulatory Services or an appropriate Instrument of Appointment (IOA) Holder.

The form is in several sections to facilitate the completion and processing of the change of registration mark. Sections A through D are to be filled out by the applicant who then submits the form to either CASA Regulatory Services or an authorised person who has powers under CASR 21.176.

The registration mark may be pen-amended to reflect the new mark. The amended document must clearly identify the current registration mark and serial number of the aircraft, as appropriate.

Any pen-amendments must be in ink, initialled and dated. The amended document, as changed, must remain clear and legible.

If the application is to be assessed by CASA, Regulatory Services must complete Section F and issue the replacement CofA. If the application is to be completed by an authorised person then they must complete Section G and issue a new CofA under CASR 21.176.

This form is made up of the following parts:

Section A – Applicant Details

Section B – Aircraft Details



- Section C – Application Action Items
- Section D – Applicant Declaration
- Section E – Application Assessment Items
- Section F – Application Approval Items – CASA use only
- Section G – Application Approval Items – IOA use only

If you find an error or improvement in or for this form please send an email with Form 1000 in the title to Airworthiness & Engineering Branch, Delegate Management (delegate.management@casa.gov.au).



Section A - Application Details

Registration Holder Name					
Registration Holder ARN		Applicants Name			
Applicants Address					
State		Postcode		Country	
Contact Phone			Mobile Phone		
Email/s					

Section A comments/additional information

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Section B – Aircraft Details

Aircraft Registration (from)	VH -	Aircraft Registration (to)	VH-
Transponder code (from)			
Transponder code (to)			
Aircraft Model Designation			
Aircraft Serial Number			
Manufacturer			

Section B comments/additional information

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Section C - Application Details

Requirement/Action		
1. New Certificate of Registration mark change received from CASA.	Attach copy	Yes <input type="checkbox"/>
2. Aircraft has been re-marked in accordance with CASR 45.050.	Attach photos	Yes <input type="checkbox"/>
3. Fireproof aircraft identification plate bearing the new registration mark has been installed in accordance with CASR 45.125 and old plate removed.	Attach photo	Yes <input type="checkbox"/>
4. System of Maintenance/Log Book statement amended to reflect new registration mark and forwarded to CASA Regulatory Services.	Attach copy and evidence of forwarding to CASA	Yes <input type="checkbox"/>
5. Load Data Sheet (LDS) is amended to reflect the new registration mark. There is no requirement for Weight Control Authority to review the LDS unless it is warranted by CAO 100.7.	Attach copy (LDS)	Yes <input type="checkbox"/>



6. Flight Manual front page amended to show new Mark. Record of Amendments sheet amended, and copy sent to CASA Regulatory Services.	Attach copy and evidence of forwarding to CASA	Yes <input type="checkbox"/>
7. Maintenance Control Manual and Maintenance Control Instrument changed	Attach copy	Yes <input type="checkbox"/>
8. Maintenance Release (MR) inspection complete and certified or MR amended by person who issued MR to show the new mark.	Attach copy	Yes <input type="checkbox"/>
9. If Mode S transponder fitted, the 24-bit code has been changed and annotated in section B of this form.	Section B annotated	Yes <input type="checkbox"/>
10. Programmable ELT re-programmed	Attach copy of certification	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
11. As per Subparts 91.K, and 121K, 133K, 135K of the CASR, and applicable MOS for the corresponding category, the assigned ELT address code (needs to reflect the registration mark and 24 bit address) has been notified to AMSA.	Attach copy of notification	Yes <input type="checkbox"/>
12. Any outstanding Aircraft Survey Reports issued by CASA have been acquitted	Included in declaration	Yes <input type="checkbox"/>
13. All required logbooks have been amended.	Attach copies of covers	Yes <input type="checkbox"/>
14. All the maintenance actions above have been appropriately certified.	Attach copy of certification	Yes <input type="checkbox"/>
15. Superseded Certificate of Airworthiness attached to this application or previously returned to CASA.	Attach certificate or evidence of return	Yes <input type="checkbox"/>
16. Noise certificate changed to reflect change of mark Note: Operational issue, review deeming from Airservices website.	Attach copy	Yes <input type="checkbox"/>
Note: Operators with an AOC should ensure they have informed CASA Regulatory Services of the changes.		
Section C comments/additional information		



Section D – Applicants Declaration

I am signing this form as the Registration Holder or as an authorised agent of the Registration Holder of the aircraft.

I understand that giving false or misleading information in an application for a certificate of airworthiness is a criminal offence under section 136.1 of the Commonwealth Criminal Code and further:

1. Declare that the information provided on this form is true and correct.
2. Declare that the aircraft is in a condition for safe operation, has no uncertified modifications or repairs and continues to meet the applicable design requirements.
3. I understand that the information provided on this application will form the basis of the calculation for the fee for processing.
4. I understand and accept that the cost estimate may change and processing the application may be delayed if:
 - a) The application does not accurately and completely identify the requirements
 - b) The details in this application are subsequently changed or
 - c) Adequate supporting documentation/evidence has not been provided.
5. I understand and accept that for CASA to proceed with this application I must:
 - a) Accept the cost estimate
 - b) Forward the prescribed payment or have a valid account with CASA and
 - c) Supply all supporting documentation to CASA.
- 6) If I am signing this as an agent, I declare I have obtained the necessary authorisations to enable me to sign on behalf of the registration holder.

Name		Date	
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Signature			
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Comments

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Section E – Applicants Assessment Items			
Requirement/Action			
1. Appropriate fee/estimate paid.	Confirm	Yes	<input type="checkbox"/>
2. Checked the supplied certificate of registration details match the aircraft details.	Confirm	Yes	<input type="checkbox"/>
3. All items in Section C of this form are addressed satisfactory.	Confirm or enter details in Section E comment box	Yes	<input type="checkbox"/>
4. Annotate File number			
5. Review LBS to check category remains unchanged. If a private category aircraft is changed to charter additional maintenance requirements become applicable.	Confirm and action if necessary	Yes	<input type="checkbox"/>
6. Confirm the operational/airworthiness approvals such as RVSM or PBN approvals are not affected.	Confirm and action if necessary	Yes	<input type="checkbox"/>
7. Ensure the file has all the attachments enclosed.	Confirm	Yes	<input type="checkbox"/>
8. Fee estimator completed (CASA) only.	Confirm	Yes	<input type="checkbox"/>
Section E comments/additional information			
Name		Date	
Signature			



Section F – Application Approval Items – CASA use only

Requirement/Action

<p>9. The new certificate is issued under CASR 11.115. The certificate must be issued with an annexe containing the following statement: <i>'This certificate is issued pursuant to CASR 11.115 to reflect a change of registration mark from VH-XXX to VH-XXX. It is issued on the basis of information supplied by the applicant and their declaration of its accuracy. This certificate supersedes any certificate previously issued for the aircraft'.</i></p>	Confirm	Yes <input type="checkbox"/>
<p>10. The new certificate issue date must be on or after the effective date of the new certificate of registration.</p>	Confirm	Yes <input type="checkbox"/>
<p>11. New CofA (original), or rejection letter, sent to applicant</p>	Confirm	Yes <input type="checkbox"/>
<p>12. A copy of the new CofA contained on file noted in Section E of this form. A copy of the CofA sent to aircraftregistration@casa.gov.au.</p>	Confirm	Yes <input type="checkbox"/>
<p>13. Appropriate administration has been informed of the completion of the task or the applicant has been provided on invoice.</p>	Confirm	Yes <input type="checkbox"/>
<p>14. This duly completed form has been enclosed on the relevant file.</p>	Confirm	Yes <input type="checkbox"/>

Section F comments/additional information

Name		Date	
Signature			



CASA authorised person

I am satisfied that the aircraft described above conforms to the type design and is in a condition for safe operation for the issue of a Certificate of Airworthiness in the _____ category.

Certificate of Airworthiness Number: _____ Conditions apply

Issue Date: _____ Expiry Date: _____

Name: _____ Signature: _____ Date: _____

Instrument of Appoint No: _____ ARN: _____

Send, within 7 days, the documents to the Civil Aircraft Register aircraftregistration@casa.gov.au or "Civil Aircraft Register" GPO Box 2005 Canberra ACT 2601.



Section G Application Approval Items – Authorised Person Use Only

Requirement/Action

<p>1. The new certificate is issued under CASR 21.176. The certificate must be issued with an annexe containing the following statement:</p> <p><i>“This certificate is issued pursuant to CASR 21.176 to reflect a change of registration mark from VH- to VH- . This certificate supersedes any certificate previously issued for the aircraft”.</i></p>	Confirm	Yes <input type="checkbox"/>
<p>2. The new certificate issue date must be on or after the effective date of the certificate of registration.</p>	Confirm	Yes <input type="checkbox"/>
<p>3. New CofA (original), or rejection letter, sent to applicant.</p>	Confirm	Yes <input type="checkbox"/>
<p>4. A copy of the new CofA and all other documents used in this assessment has been sent to the CASA aircraftregistration@casa.gov.au.</p>	Confirm	Yes <input type="checkbox"/>

Section G comments/additional information

CASA Authorised Person

I am satisfied that the aircraft described above confirms to the type design and is in a condition for safe operation for the issue of a Certificate of Airworthiness in the category.

Certificate of Airworthiness Number: Conditions apply

Issue Date: Expiry Date:

Name: Signature: Date:

Instrument of Appoint No: ARN:

Send, within 7 days, the documents to the Civil Aircraft Register via aircraftregistration@casa.gov.au or “Civil Aircraft Register” GPO Box 2005 Canberra ACT 2601.