



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.

Purpose of this form

Use this form to apply for a **change of registration mark** on an aircraft that is already VH registered in accordance with regulation 47.165 of the *Civil Aviation Safety Regulations 1998 (CASR)*.

Who is this form for?

This form is for the aircraft registration holder, or an authorised registered operator with written consent from the registration holder, to request a change to an aircraft registration mark.

Information needed to complete this form

You need to reserve a registration mark before you can apply to use it on an aircraft.

An approval letter will be issued by CASA when the change of mark is approved. The aircraft must not be flown under the new registration mark until the new certificate of registration and certificate of airworthiness, bearing the new registration mark, are issued on or after the nominated date of effect of the mark change.

If there has been a change in the aircraft **ownership**, or to other aircraft details please refer to the relevant forms and instructions Aircraft register forms and fees.

The applicant should ensure that:

- contact is made with Regulatory Services prior to the nominated date of change, to ensure that additional requirements relating to the mark change are met
- the date of effect for the mark change takes in to account the time required to meet all the requirements outlined in Certificate of Airworthiness due to Change of Registration Mark Application & Approval. This form is required for the issue of the new Certificate of Airworthiness.

The following rules must be observed when nominating a date of effect for the mark change. The nominated date of effect:

- must be a weekday
- must be a day on which the Australian Civil Aircraft Register is open for business
- must be at least 14 days after CASA receives your application
- must take in to consideration the time it will take to meet the airworthiness requirements in relation to the reissue of the certificate of airworthiness (see Certificate of Airworthiness due to Change of Registration Mark Application & Approval on CASA's website and liaise with Regulatory Services).

- must take in to consideration the fact that aircraft cannot operate on the date of effect until both the new certificate of registration and certificate of airworthiness are issued.

Aviation Reference Number (ARN)

An ARN is required to complete this form. If 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.

Aircraft registration

- 1** What are the aircraft details, as noted on the data plate and certificate of registration?

Registration mark (VH-)

Manufacturer

Model

Serial number

- 2** Who is making this application?

Aircraft registration holder

Registered operator

Applicant

- 3** What are the applicant details?

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

If the **registered operator** is making this application, then **authority** to act on behalf of the registration holder must be attached.

Legal entity/full name

ARN

Phone number

Email address

 **Attach authority if required**

New registration mark

- 4** What is the new registration mark (VH-) to be assigned to this aircraft?

You cannot nominate a mark that has not been **reserved** for the registration holder for this aircraft.

- 5** What is the date the mark is proposed to be changed?

The proposed date **must** be at least 14 days after CASA **receives** your application. To avoid possible delays caused by posting your application, we **recommend** you submit your application to CASA via email.

Date (DD/MM/YYYY)

/ /

Additional notifications

- 6** Will the new certificate of airworthiness bearing the new mark be issued by an Instrument of Appointment holder?

No → **Go to 8**

Yes → **Go to 7**

- 7** Who is the **Instrument of Appointment** holder?

Legal entity/full name

Email address

Address for certificate issue

- 8** Do you require the new **Certificate of Registration** to be sent to an address other than the postal address CASA holds for the registration holder?

No → **Go to 10**

Yes → **Go to 9**

9 What are the issue details?

Addressee

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

Applicant checklist

10 Select all documents that apply and are attached to this application:

Authority to act on behalf of the registration holder

Letter of authority

If other, please specify:

Applicant declaration

11 I declare that:

- I am the registration holder or registered operator identified in question 3, or an authorised representative of the entity named in question 3.
- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct and 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 lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA's Privacy Statement](#) including exchanging the information with Commonwealth, state and territory government agencies.
- I have attached all required documentation specified in the application.
- I accept if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director

Company Secretary

CEO

President

Vice President

Agent/Other

An authority must be provided if the person making this declaration is not the individual or an office holder of the entity named in question 3.

 **Attach authority**

Payment authorisation

12 Application fees

Change of a registration mark – processing and consideration of application.

Fee Code: 12.6 **\$130**

Total:

13 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 \$ | |
|-----------------|------|----------|--------------------------|
| 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 |

Submitting this form to CASA



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



By post – return this form and all supporting documents to:

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601