Australian Government
Civil Aviation Safety Authority

Application

Flight crew licence on basis of ADF qualifications

CASR 61.285

This form is now available online

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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

This form is used by individuals to apply for a Part 61 private pilot licence or commercial pilot licence and operational ratings on the basis of Australian Defence Force qualifications.

The information on this form includes key points. For more detailed information go to the CASA website.

Who is this form for?

This form is for Australian Defence Force pilots who have graduated with a recognised ADF course (as specified in the flight crew licence Manual) and the qualification deemed equivalent for the issue of an Australian private or commercial pilot's licence without undertaking any further training. They must however, meet the minimum aeronautical experience requirements set out in the CASRs for the licence sought.

Information needed to complete this form

For currently serving and former ADF personnel, confirmation of your aeronautical experience must be annotated in relevant sections for the Flight Crew Licence level.

- To qualify for a Part 61 private or commercial pilot licence, you must have completed specific courses. These courses are identified in the question 17. To qualify for a flight instructor rating you must have completed the appropriate course, identified under Flight Instructor Rating section.
- You must include a certified true copy of specific pages of your logbook that provide evidence of your qualifications. The pages required include the certificate of qualifications as a pilot (aircraft type endorsement, initial and postgraduate flying qualifications, competencies and renewals). You must also include the last 3 full page openings of your logbook (do not submit PMKeys reports or ADO Service records).
- You must meet security requirements before being issued a flight crew licence. Refer to the ASICs and AVIDs webpage for details. A CASA flight crew licence cannot be issued until you have been issued until an aviation security background check has been completed and not been found adverse.
- CASA must ensure an applicant is a fit and proper person before issuing a permission. Therefore, the information requested in this form is still required, even if you hold a valid ASIC or AVID.
- If CASA does not have a photo of you that is less than 10 years old, you can check your photo and update in myCASA.
- For any licence level, category, operational ratings, flight activity endorsements and design features that you are applying, you must meet the relative aeronautical experience, be competent and rated on them and need to be confirmed by the evidence provided.

Aviation Reference Number (ARN)

An ARN is required to complete this form.

If you are the applicant and 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?

If your address, contact or other details have changed, you must update them using changing your details.

Full name

ARN

Phone number

Email address

Qualification

2 What are your **qualifications**?

PM Keys

Branch of service graduated

- ☐ RAAF
- ☐ Navy
- ☐ Army

Date graduated pilots/ FEL course (DD/MM/YYYY)

/ /

Date Graduated OFT/IFC/ROBC/LFT (DD/MM/YYYY)

/ /

3 What are you **applying** for (select one)?

Flight crew licence with/without operational ratings and/or endorsements ☐ ➡ **Go to 4**

Additional operational ratings and/or endorsements on existing licence ☐ ➡ **Go to 14**

Security requirements

4 Do you hold a current Aviation Security Identification Card (ASIC) or Aviation Identification (AVID)?

Refer to Aviation Transport Security Regulations 2005

No ☐ ➡ **Go to 5**

Yes ☐ Attach a certified copy ➡ **Go to 6**

Provide certified copy

5 Have you applied for an ASIC/AVID?

No ☐ You cannot submit this application until you have applied for an ASIC/AVID

Yes ☐ Your application will be placed on hold until either your AVID is issued by CASA or you supply a certified copy of your ASIC ➡ **Go to 6**

Fit and proper person information

6 Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by an organisation?

- ☐ **No**
- ☐ **Yes**

7 Have you ever been refused the issue of a transport related licence or certificate (e.g.. pilot licence, pilot certificate, drivers licence, boating licence)?

- ☐ **No**
- ☐ **Yes**

8 Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Include all motor vehicle traffic-related convictions including those from overseas.

- ☐ **No**
- ☐ **Yes**

9 Is suspension or cancellation action pending in relation to any aviation licence you hold?

- ☐ **No**
- ☐ **Yes**

10 If you answered **yes** to **any** of questions **6** to **9**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59

Provide additional pages if required

Aviation english language proficiency

11 Have you completed an aviation english language proficiency (AELP) assessment?

Refer to CASR 61.160(b)(ii)

Yes ☐ I have completed an AELP level 4 or higher and it is annotated on my overseas flight crew licence

Yes ☐ I have completed an Australian ICAO AELP assessment

Provide assessment

12 What is the level and category of licence you are applying for?

- ☐ **Private pilot licence (PPL)**
  - ☐ Aeroplane
  - ☐ Helicopter
- ☐ **Commercial pilot licence (CPL)**
  - ☐ Aeroplane
  - ☐ Helicopter
- ☐ **Flight engineer**

13 What are the aircraft class or type ratings you are applying for?

Refer to the latest edition of the "Part 61 prescription of Aircraft and Ratings – CASR Part 61" instrument for the aircraft type designator

Aeroplane

- ☐ Single engine class
- ☐ Multi engine class
- ☐ Type rating

Helicopter

- ☐ Single engine class
- ☐ Type rating

14 What are the **operational ratings** you are applying for?

- ☐ **Instrument rating**
  - ☐ Aeroplane
  - ☐ Helicopter
  - ☐ Single engine
  - ☐ Multi engine
  - ☐ IAP 2D
  - ☐ IAP 3D
- ☐ **Night vision imaging system rating**
  - ☐ Grade 1 endorsement
  - ☐ Grade 2 endorsement
- ☐ **Low level rating**
  - ☐ Aeroplane
  - ☐ Helicopter
  - ☐ Sling
  - ☐ Winch
- ☐ **Night VFR rating**
  - ☐ Single Engine Aeroplane
  - ☐ Helicopter
- ☐ **Instructor rating**

Refer to table 61.1235 and list the training endorsement you are applying for, see Flight Crew Licence manual.

15 What are the flight activity endorsements you are applying for?

- ☐ Spinning
- ☐ Aerobatics
- ☐ Aerobatics (500ft AGL Lower Limit)
- ☐ Aerobatics (1000ft AGL Lower Limit)
- ☐ Aerobatics (1500ft AGL Lower Limit)
- ☐ Aerobatics (Unlimited)
- ☐ Formation aerobatics
- ☐ Formation (aeroplane)
- ☐ Formation (helicopter)

16 What are the design features you are applying for?

- ☐ Retractable undercarriage
- ☐ Manual propeller pitch control
- ☐ Gas turbine engine
- ☐ Pressurisation system

Aeronautical skills and experience

17 What courses have you completed (select all that apply)?

For Regimental Officer Basic Course (ROBC), the flying component **must** be completed.

You must satisfy the medical certificate requirements in CASR.

- ☐ BFTS/1FTS (RAAF/Navy/Army)
- ☐ 2FTS (RAAF)
- ☐ 2FTS (Navy)
- ☐ AFTC (H)
- ☐ AFTC (A)
- ☐ ADFHS
- ☐ AHS (HQC)
- ☐ 2FTS with completion of OFT or IFC
- ☐ 2FTS with completion of LFT
- ☐ SAA (R/W) with completion of ROBC
- ☐ SAA(F/W) with completion of OFT or ROBC
- ☐ AFTC (H) with completion of OFT, LFT or ROBC
- ☐ AFTC(A) with completion of OFT, LFT or ROBC
- ☐ ADFHS with completion of OFT, LFT or ROBC
- ☐ SAA (R/W) with completion of OFT, LFT or ROBC
- ☐ All ADF flight engineering courses

Provide certificate of evidence/log book summary

18 What is your aeronautical experience (enter all hours)?

Private pilot aeroplane licence

Type of experience	Minimum hours	Actual hours
Total aeronautical experience (includes on all categories)	40	
Total flight time as a pilot (on all categories)	35	
Total flight time as pilot of an Aeroplane	20	
Total solo flight time in an aeroplane	10	
Total solo cross-country flight time in an aeroplane	5	
Total dual instrument time (on all categories)	2	
Total dual instrument flight time in an aeroplane	1	

18 continued

Private pilot helicopter licence

Type of experience	Minimum hours	Actual hours
Total aeronautical experience (includes on all categories)	40	
Total flight time as a pilot (on all categories)	35	
Total flight time as pilot of a helicopter	30	
Total solo flight time in a helicopter	10	
Total solo cross-country flight time in a Helicopter	5	
Total dual instrument time (on all categories)	2	
Total dual instrument flight time in an Aeroplane	1	

Commercial pilot aeroplane licence

Type of experience	Minimum hours	Actual hours
Total aeronautical experience (includes on all categories)	200	
Total flight time as a pilot (on all categories)	190	
Total pilot in command in an aeroplane	100	
Total cross-country pilot in command flight time in an aeroplane	20	
Total instrument time (on all categories)	10	
Total instrument flight time in an aeroplane	5	

Commercial pilot helicopter licence

Type of experience	Minimum hours	Actual hours
Total aeronautical experience (includes on all categories)	150	
Total flight time as pilot (on all categories)	140	
Total flight time as pilot in a helicopter	70	
Total flight time as pilot in command of a helicopter	35	
Total cross-country flight time as pilot in command of a helicopter	10	

Operational ratings

19 What is your aeronautical experience (enter all hours)?

NVFR

Type of experience	Minimum hours	Actual hours
Aeronautical experience at night in an aircraft (flight or sim)	10	
Dual cross country flight time at night under the VFR in an aircraft	5	

Single engine aeroplane endorsement

Type of experience	Minimum hours	Actual hours
Aeronautical experience at night in an aeroplane (flight or sim)	5	
Dual flight (included in the 5 hours aeronautical experience)	1	
Solo night circuits (included in the 5 hours aeronautical experience)	1	
Dual instrument time	3	

Helicopter night VFR endorsement

Type of experience	Minimum hours	Actual hours
Aeronautical experience at night in a helicopter (flight or sim)	5	
Dual flight (included in the 5 hours aeronautical experience)	3	
Solo night circuits (included in the 5 hours aeronautical experience)	1	
Dual instrument time (flight or sim)	3	

Low level

Aeroplane low level endorsement

Type of experience	Minimum hours	Actual hours
Dual flight training in low level operations	5	

Helicopter low level endorsement

Type of experience	Minimum hours	Actual hours
Dual flight training in low level operations	5	

19 continued

Night vision imaging system rating

A Grade 1 NVIS rating cannot be issued until you have met the requirement of table 61.1025 Item 1 Column 3.

Grade 1 endorsement

Type of experience	Minimum hours	Actual hours
Flight time in a helicopter	250	
Dual flight using night vision goggles	5	
Flight time at night as a pilot of a helicopter	20	
Instrument time	20	
Dual instrument flight time helicopter (included in the instrument time)	5	

Grade 2 endorsement

Type of experience	Minimum hours	Actual hours
Flight time in a helicopter	250	
Dual flight using night vision goggles	5	
Flight time at night as a pilot of a helicopter	20	
Instrument time	20	
Dual instrument flight time helicopter (included in the instrument time)	5	

Flight instructor rating

20 What are your **flight instructor rating** details?

Certified true copies of logbook pages with these details must be attached to this application.
Flight instructor rating can only be granted by CASA after a successful flight test. Issue of CASR Part 61 instructor or instrument rating for ADF (Form 61-2ADF) must be completed and submitted to CASA for issue of the rating.
Refer to CASR 61.150(8)

I confirm I have graduated from:

- ☐ CFS (fixed wing for flight instructor training)
- ☐ Oakey (rotary for flight instructor training)
- ☐ The applicant holds a QFI

Instrument rating

21 What are your **instrument rating** details (enter all hours)?

For night experience requirements check table CASR 61.890 for specific category requirements.
Refer to CASR 61.890

An instrument rating can only be granted by CASA after passing the aeronautical knowledge examination and a successful flight test. Issue of CASR Part 61 instructor or instrument rating for ADF (Form 61-2ADF) must be completed and submitted to CASA for issue of the rating.
Refer to CASR 61.150(8)

Type of experience	Minimum hours	Actual hours
PIC cross-country flight time on relevant category	50	
Total (flight and simulated) instrument time on relevant category	40	

Complete **only** section 1 or section 2.
Section 2 applies only if you have logged simulated instrument time completed in an approved flight simulator and **all** that time was supervised by a pilot instructor who held an instrument rating training endorsement.

Section 1

Type of experience	Minimum hours	Actual hours
Dual instrument time	10	
Instrument flight time	20	

Section 2

Type of experience	Minimum hours	Actual hours
Dual instrument time	10	
Instrument flight time	20	

Flight engineer licence

22 Select to confirm you meet the requirements

Aircraft that qualify include P-3 Orion, B707 and C-130 Hercules (with the exception of the J-model).

Aircraft that **do not** qualify include DHC4 Caribou, C-17, Boeing BBJ, Falcon 900, HS 748, BAC1-11.

☐ I hold, or have held a Defence Force of a flight engineer without supervision in an aircraft that has a flight deck design that includes a dedicated flight engineer duty station (it is expected an ADF FE to have passed a basic flight engineer exam similar to that of a civilian student flight engineer exam as outlined in the FCL procedures manual – can be viewed on CASA website).

Application checklist

23 Select all that apply:

☐ A **certified** copy of service logbook(s) pages attached showing **certificate of qualifications as a pilot** (aircraft type endorsement, initial and postgraduate flying qualifications, competencies, renewals, qualifications summary page) and last 3 full page openings. (Army pilots may use the Army's Excalibur Electronic System (PEX) to record their flight times).

☐ A **certified** copy of course graduation certificates is attached (e.g. BFTS/1FTS, 2FTS, SAA, CFS).

☐ A **certified** true copy of my ASIC or AVID is attached.

☐ AELP assessment report or I have confirmed I hold at least a current ICAO level 4 AELP assessment.

☐ Photo has been updated on myCASA.

This area has been intentionally left blank

Declaration

24 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

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

ARN

Payment authorisation

25 Application fees

Select **only one** option below

- ☐ Private pilot licence (includes all ratings/endorsements if applicable) – processing and consideration **Fee Code: 24.6 003**.....**$60**
- ☐ Commercial pilot licence (includes all ratings/endorsements if applicable) – processing and consideration **Fee Code: 24.6 004**.....**$80**
- ☐ Flight engineer licence (includes all ratings/endorsements if applicable) – processing and consideration **24.6 007**.....**$100**
- ☐ Aircraft class/type (without a licence application) – processing and consideration **Fee Code: 24.6 012**.....**$50**
- ☐ Operational rating (without a licence application) – processing and consideration **Fee Code: 24.6 014**.....**$50**
- ☐ Design features, flight activities (without a licence application) – processing and consideration **Fee Code: 24.6 017**.....**$50**

Total:

26 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