



## 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 [applications@casa.gov.au](mailto:applications@casa.gov.au).

## Purpose of this form

Use this form to apply for a verification of your flight crew licence.

## Who is this form for?

This form is for individuals who wish to apply for a verification on their flight crew licence to be sent to a third party.

## Information needed to complete this form

If you are applying for the flight crew licence verification to be sent to Federal Aviation Administration (FAA), please ensure you have requested FAA to contact CASA on your behalf. The FAA will not accept a flight crew licence verification sent from CASA, without a corresponding request from the pilot. If the FAA has not advised CASA of your request with them at the time of processing your application, the application will be returned.

If you do not currently have a CASR Part 61 licence document, you must submit [Form 61-9TX](#).

If CASA does not have a photo of you that is less than 10 years old, you must also submit [Form 61-9PIC](#).

## 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 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](#).

## 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

## Request details

### 2 Who do you want CASA to release the report to?

#### **Nominated third party (option 1)**

Contact person

Organisation

Phone number

Email address

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

### 3 Do you want to nominate another third party to receive the report?

**No** → [Go to 5](#)

**Yes** → [Go to 4](#)

### 4 Who do you want CASA to release the report to?

#### **Nominated third party (option 2)**

Contact person

Organisation

Phone number

Email address

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

## Applicant checklist

**5** Select all that apply:

Form 61-9TX is attached

Form 61-9PIC is attached

If other please specify

## Applicant declaration

**6** I declare that:

- I acknowledge and consent to the report detailing the following being sent to the nominated persons(s) in questions 2 and 4:
  - My Australian Flight Crew Licence (including endorsements; ratings and approvals)
  - My Aviation Reference Number (ARN)
  - My current aviation medical details (including any conditions attached to the Certificate)
  - Details of any suspensions / cancellation of my Flight Crew Licence and any actions brought against me by CASA
- 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 applicant checklist.
- 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)

/ /

## 7 Application fees

Verification Letter (Letter sent to Overseas Authorities confirming validity of Flight Crew Licence and Medical details. Includes a Confirmation report).

**Fee Code: 24.8.....\$50**

**Total:**

## 8 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 [applications@casa.gov.au](mailto:applications@casa.gov.au)

 By post – return this form and all supporting documents to:  
**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**