



### 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](mailto:AircraftRegistration@casa.gov.au).

## Purpose of this form

Use this form to apply for a **replacement** Certificate of Registration, for an aircraft that is already VH registered.

## Who is this form for?

This form is for the aircraft registration holder to request a **replacement** Certificate of Registration, where the original certificate has been lost, stolen, destroyed or damaged to the point where it is no longer legible.

This form may also be used to request a replacement Certificate of Registration if any of the following information on the certificate has changed:

- aircraft manufacturer, model and/or serial number
- legal name of the owner/registration holder
- home/physical address of the owner/registration holder

If there has been a **change** in the aircraft ownership, or if other aircraft details have changed, please refer to the relevant forms and instructions **before requesting** a replacement certificate Aircraft register forms and fees.

## Information needed to complete this form

When completing this form make sure that your responses are accurate and complete. Incorrect or incomplete responses may result in delays in processing your application and in some cases, may result in increased fees.

Knowingly making a false or misleading statement is also an Offence against the *Criminal Code Act 1995*. and may result in prosecution.

## 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 aircraft data plate and the certificate of registration?

Registration mark (VH-)

Manufacturer

Model

Serial number

## Registration holder

- 2** What are the **registration holder** details?

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

Legal entity/full name

ARN

Phone number

Email address

## Reason for replacement

- 3** What is the **reason** you require a replacement registration certificate?

If you are requesting a replacement certificate because of a **change of registration** details, ensure CASA has processed the request to update the details **before** you request a new certificate.

Lost or destroyed

Damaged and no longer legible

Update to registration certificate details

**For example:** aircraft model, registration holder's legal name, address, etc

## Address for issue

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

No ➔ [Go to 6](#)

Yes ➔ [Go to 5](#)

- 5** What are the issue details?

Addressee

Unit/number

Street name/PO Box

Suburb

State/territory

Postcode

Country (if not Australia)

## Applicant checklist

- 6** Select all that apply:

Letter(s) of authority is attached (if required)

If other, please specify

## Applicant declaration

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I declare that:

- 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 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

Signature

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 2.



**Attach authority**



## 8 Application fees

Replacement of a certificate of registration – processing and consideration of application.

**Fee Code: 12.4.....\$65**

**Total:**

## 9 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](mailto:AircraftRegistration@casa.gov.au)



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

**CASA Client Services Centre  
GPO Box 2005  
Canberra ACT 2601**