



### Purpose of this form

Use this form to submit a recent photograph to CASA.

### Who is this form for?

Applicants applying for a flight crew licence, rating or endorsement but who have not lodged a photo with CASA within the last 10 years.

This form is also for applicants applying for a Commercial Pilot (Balloon) Licence (CP(B)L) who have not lodged a photo with CASA within the last 10 years.

Refer to CASR 61.155, 11.030(1)(aa)

### Information needed to complete this form

A certified photo submitted to CASA must show your full face, head and shoulders. The photo must be taken no later than 6 months before the date of submission

Check that all required questions are answered and that the form is signed and dated.

#### Who can certify your photo:

- Any person who is entitled to witness an Australian Commonwealth Statutory Declaration such as a Notary public, Nurse or Justice of the Peace (see [complete list](#) on CASA's website)

#### Key information about completing Australian Statutory Declarations:

- An approved witness must have a professional connection to Australia
- Having the required connection to Australia means the person is either:
  - licensed or registered to practise in Australia.
  - holds an Australian membership to a relevant professional organisation.
  - appointed in Australia.
  - the only exception are notary publics – who may be registered as notary publics by an overseas entity and do not need to be registered in Australia to be an approved witness.

Please see below links for more information about completing Commonwealth of Australia Statutory Declarations:

- <https://www.ag.gov.au/legal-system/statutory-declarations/about-commonwealth-statutory-declarations/making-commonwealth-statutory-declaration-overseas>
- <https://www.ag.gov.au/legal-system/statutory-declarations/about-commonwealth-statutory-declarations/who-can-witness-commonwealth-statutory-declaration>
- <https://www.ag.gov.au/legal-system/statutory-declarations/information-witnesses>

### Aviation Reference Number (ARN)

An ARN is required to complete this form. If 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

## Applicant declaration

### 2 I declare that:

- I acknowledge that my photograph will be stored on CASA's licensing and medical portals.
- I consent to my DAME accessing my photograph to verify my identity when performing a medical exam of me.
- I acknowledge that my photograph can be accessed by any authorised CASA personnel.
- I acknowledge that my photograph may be displayed on any flight crew licence issued to me.
- All statements in this application are true and correct.

I acknowledge by providing my details below and submitting 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](#).

- I declare and acknowledge the above matters.

## Declaration continued

- 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

Signature

Date (DD/MM/YYYY)

/ /

## Photo identification

### 3 You are required to supply CASA with a **certified** and **current** photo.

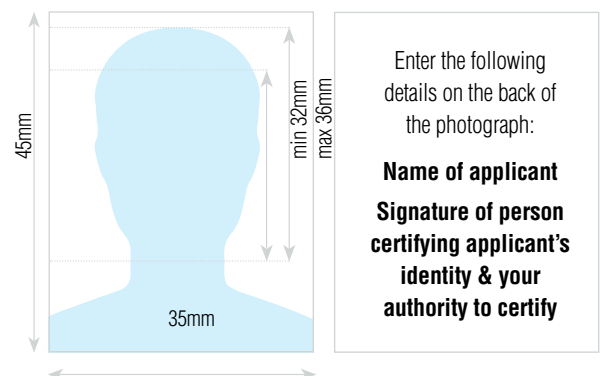
The diagram below shows the area the face should take up and how the photograph should be certified.

#### CASA preferred method

If emailing this form to CASA, please ensure you scan and attach both sides of your certified passport quality photo (**the side with your face and the certified writing on the back**). Ensure the scan is high quality and in colour.

Note: CASA highly recommends you print this form out as the person certifying your identity may not be able to complete a **digital** signature for Q4. Please ensure you also bring your physical passport quality photo with you.

If posting this form to CASA, please secure a certified passport quality photo in the space below. Use low grade adhesive tape. Do **not** use staples or glue.



## Declaration of person certifying identity

**4** I declare that the photograph attached to this form, which I have certified, is a true likeness of the applicant.

The declaration is completed by the person certifying identity.

Full name

Signature

Date (DD/MM/YYYY)

/ /

Phone number

In what capacity are you making this declaration?

**For example:** Justice of the Peace, Nurse, Pharmacist, Notary public

Official seal/stamp

## Submitting this form to CASA

### @ CASA preferred method

By email - attach this form and a scan of your passport quality photo (include your face and the certified writing on the back). Ensure the scan is high quality and in colour.

Send them 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**