



Flight Crew Licence Document Resolution

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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

Use this form to notify CASA of any errors or omissions regarding your CASR Part 61 Flight Crew Licence.

Who is this form for?

This form is for holders of a current CASR Part 61 Flight Crew Licence in the following circumstances:

- you have been given additional privileges that you believe you are not entitled to
- you applied for permissions which do not appear on your Licence

Information needed to complete this form

These permissions could either be contained in your logbook or on an instrument or as a result of an authorisation under an AOC. It also includes a section for recording your last flight review or proficiency check of a rating.

You will need supporting documentation for any new or absent permissions.

If you believe your Part 61 Flight Crew Licence contains errors please attach a copy of your Licence with these errors highlighted.

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](#).

Notifier

1 What are the **notifier** details?

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

Full name

ARN

Phone number

Email address

CASR Part 61 Licence

2 Checking your CASR Part 61 Licence

- **Step 1:** Check your CASR Part 61 Licence
- **Step 2:** Check your licence/ratings/endorsements

You will not see a Student Pilot Licence, Restricted Flight Engineer Licence or Student Flight Engineer Licence as these qualifications have not transitioned to Part 61 qualifications.

- **Step 3:** Check your Aircraft Ratings and aircraft Design Feature Endorsements (DFE)

There have been some minor changes to the list of DFE under Part 61. You will need to check those listed on your Licence against the list of endorsements in the regulation 61.755.

New Design Features are to be submitted via form [Issue of CASR Part 61 Design Feature \(form 61-3DF\)](#).

- **Step 4:** Check **all** your Operational Ratings and Endorsements

This section will require very careful review.

Part 61 has introduced the concept of Endorsements on Operational Ratings, an Operational Rating **cannot** exist without at least one endorsement issued on it.

Some Endorsements for which you are eligible to hold on Operational Ratings listed on your Part 61 Licence may not be listed.

If you hold an instructor rating ensure the endorsements reflect the privileges that you have been granted as per the table in CASR 61.1235

For the Instrument Rating only IAP2D, IAP3D, IR-SEA, IR-MEA, IR-MEH will be listed and **not** specific NAV AIDS.

2 continued

- **Step 5:** Check **all** your Flight Activity Endorsements
- **Step 6:** Check the Table – “Flight Review and Proficiency Check – Aircraft Ratings and Operational Ratings”

This table is for the recording of a successful revalidation of a qualification that requires either a flight review or proficiency check under CASR Part 61.

It is important you check this table to confirm your last flight review/proficiency check is printed here.

Notifications received by CASA appear here.

Flight reviews will not be issued based solely on a proficiency check.

IPC on a class rating is covered under CASR 61.745(3)

IPC on a type rating is covered under CASR 61.800(4)

Permission errors

3 What permission(s) are in error (include flight reviews and proficiency checks here)?

Where CASA has made an error on your Part 61 Flight Crew Licence, your Licence will be corrected and re-issued with no costs incurred.

Permission name on CASR Part 61 Flight Crew Licence

For example: Flight Instructor Rating Grade 3 Helicopter

Details of Correct Permission

For example: Flight Instructor Rating Grade 2 Aeroplane

Permission name on CASR Part 61 Flight Crew Licence

Details of Correct Permission

Permission name on CASR Part 61 Flight Crew Licence

Details of Correct Permission

 Provide additional pages if required

4 What permission(s) do you hold that is written on your licence and should be printed on your Part 61 licence?

If CASA has not received notification of written entries you will be required to submit and pay for a re-issue of your licence.

Permission name

Part 61 licence errors

Permission name

Part 61 licence errors

 Provide additional pages if required

Notification checklist

5 Select all that apply:

Supporting documentation for any new or absent permissions is attached

Copy of your CASR Part 61 Flight Crew Licence attached (highlight errors/incorrect entries) is attached

Licence Reprint if required

If other please specify

This area has been intentionally left blank

6 I declare:

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this notice:

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my notice.
- 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 notice, 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 notice.

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 notice is withdrawn or refused by CASA, or if CASA is unable to assess this notice 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 notice in accordance with that policy.

Full name

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA

Choose one option only



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**