



### 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 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 and you have already submitted a [Recognition and Transfer CAR Part 5 Qualifications \(Form 61-9TX\)](#)

### 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 renewal (called a proficiency check under Part 61) 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 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](#).

## 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 new CASR Part 61 Licence

- **Step 1:** Check your ARN, name and date of birth are correct
- **Step 2:** Check your licence/ratings/endorsements

Licences are no longer issued as category specific, so if you held a CP(A)L under CAR Part 5 you will be issued a CPL-A under Part 61. If you also held a CP(H)L you will see both the Aeroplane and Helicopter categories listed under your Commercial Pilot Licence.

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)

All multi-engine aeroplane endorsements listed on your CAR Part 5 licence that are not type ratings will not appear on your Part 61 licence, these are covered by the Multi-Engine Aeroplane (MEA) Class Rating.

Refer Part 61 Legislative Instrument for Type Ratings.

Confirm you have the appropriate Aircraft Category – Class or Type Ratings issued on your licence. Refer to page 17 on your Licence under 'Conditions/Licence Remarks' for confirmation.

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 \(form 61-3DF\)](#).

Historical Design Features can be converted from your CAR Part 5 Licence to your Part 61 Flight Crew Licence by submitting [Recognition and Transfer CAR Part 5 Qualifications \(Form 61-9TX\)](#).

## 2 Continued

- **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 as they will require you to apply for them to be listed via [Recognition and Transfer CAR Part 5 Qualifications \(Form 61-9TX\)](#).

If you hold an Instructor Rating, ensure the Endorsements that reflect the privileges of the Grade of rating you held under CAR Part 5 are listed eg Grade 1 Aeroplane – you have Instrument Rating and Instructor Rating Training Endorsements listed.

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

- **Step 5:** Check **all** your Flight Activity Endorsements

Check the CASR Part 61 regulation 61.1145 for what are flight activity endorsements under the regulation.

If the flight activity is not listed under Part 61 then it will not appear on your Licence.

If you hold a flight activity listed under Part 61 that is not listed, **have you** completed and submitted [Recognition and Transfer CAR Part 5 Qualifications \(Form 61-9TX\)](#).

- **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.

As logbooks are no longer used for the recording of revalidation, 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

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Permission name on CASR Part 61 Flight Crew Licence

Details of Correct Permission

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Permission name on CASR Part 61 Flight Crew Licence

Details of Correct Permission

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Permission name on CASR Part 61 Flight Crew Licence

Details of Correct Permission

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Permission name on CASR Part 61 Flight Crew Licence

Details of Correct Permission

 **Attach additional pages if required**

## Permission omissions

**4** What permission(s) were on your CAR Part 5 Licence that do not appear on your Part 61?

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

Details

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Permission name

Details

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Permission name

Details

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Permission name

Details

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Permission name

Details

 **Attach additional pages if required**

**5** What permission(s) do you hold in your log book that should be on your Licence?

Where CASA does not have records of the permissions noted above and the permissions and relevant evidence were not previously requested using Recognition and Transfer CAR Part 5 Qualifications (Form 61-9TX), you will be required to pay for a re-issue of your licence.

Permission name

Details

 **Attach additional pages if required**

## Notification checklist

**6** Select all that apply:

Recognition and Transfer CAR Part 5 Qualifications (Form 61-9TX) has previously been submitted

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

## Declaration

**7** I declare that:

- All statements in this notice are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this notice.
- I understand CASA will use the currently held details to process this notice 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 notification checklist.
- I acknowledge that to knowingly make a false or misleading statement in this notice is an offence against the *Criminal Code Act 1995*.

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](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**