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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 ame.licensing@casa.gov.au.

Purpose of this form

Use this form to obtain one or more of the following reports:

- Examination and Assessment report for Flight Crew Licence qualifications
- A replacement of a lost or destroyed Knowledge Deficiency Report (KDR) from sitting an aeronautical knowledge examination

Who is this form for?

This form is for the holder of a current Pilot Licence needing **one or more of the above reports**.

Use the [Licence Reprint application form](#) if you need a reprint of your **existing licence**.

Information needed to complete this form

Please ensure your application is completed correctly. **Incomplete applications will not be accepted** and will be returned to you for amendment. All fields are mandatory.

CASA may request a new application with further payment if you are missing qualifications on the report.

KDR(s) will be emailed. Ensure that your email address is correct before submitting this form.

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?

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

Full name

ARN

Phone number

Email address

2

Did the discrepancy occur during a recent application?

No ➔ [Go to 4](#)

Yes ➔ [Go to 3](#)

3

What are the details of the application where the discrepancy occurred?

Type of application

Date of application (DD/MM/YYYY)

/

/

4

Does a **category/subcategory** discrepancy exist on your Part 66 licence?

No ➔ [Go to 9](#)

Yes ➔ [Go to 5](#)

5

What are the **category/subcategory** omitted?

A1 B1.1 B2

A2 B1.2 C

A3 B1.3 Nil

A4 B1.4

6

Does an **exclusion** discrepancy exist within a category/subcategory on your Part 66 licence?

No ➔ [Go to 9](#)

Yes ➔ [Go to 7](#)

7

What are the relevant category/subcategory **exclusion(s)** to be added?

E1 E2 E3

E4 E5 E6

E7 E8 E9

E10 E11 E12

E13 E14 E15

E16 E17 E18

E19 E20 E21

E22 E23 E24

E25 E26 E27

E28 E29 E30

E31 E32 E33

E34 E35 E36

E37 E38 E39

E40 E41 E42

E43 E44 I1

I2

What are the reasons?

8

What are the relevant category/subcategory **exclusion(s)** to be removed?

E1 E2 E3

E4 E5 E6

E7 E8 E9

E10 E11 E12

E13 E14 E15

E16 E17 E18

E19 E20 E21

E22 E23 E24

E25 E26 E27

E28 E29 E30

E31 E32 E33

E34 E35 E36

E37 E38 E39

E40 E41 E42

E43 E44 I1

I2

8 Continued

What are the reasons?

9

Has an **aircraft type rating** been omitted from your Part 66 licence?

No

➡ Go to 11

Yes

➡ Go to 10

10

What are the omitted Part 66 **aircraft type rating(s)** that you believe are not covered by your Part 66 licence and explain briefly why the rating should be added?

B1.1

B1.3

B2

C

Aircraft Type Rating

Reasons

B1.1

B1.3

B2

C

Aircraft Type Rating

Reasons

10 Continued

B1.1

B1.3

B2

C

Aircraft Type Rating

Reasons

B1.1

B1.3

B2

C

Aircraft Type Rating

Reasons

11

Does an exclusion discrepancy exist on an aircraft type rating on your Part 66 licence?

No

➡ Go to 13

Yes

➡ Go to 12

12

What are the exclusion discrepancy that exists on an aircraft type rating on your Part 66 licence?

Aircraft Type Rating

Exclusion/limitation/additional privilege codes

Reasons

12 Continued

Aircraft Type Rating

Exclusion/limitation/additional privilege codes

Reasons

Aircraft Type Rating

Exclusion/limitation/additional privilege codes

Reasons

Aircraft Type Rating

Exclusion/limitation/additional privilege codes

Reasons



Attach additional pages if required

13 Are there any other discrepancies, issues or reasons that have not been covered in this form?

No ➔ **Go to 15**

Yes ➔ **Go to 14**

14 What are the discrepancies, issues or reasons?

Application checklist

15 Are you attaching any documents to this application?

No

Yes



Attach additional pages if required

16 I declare:

- All statements in this notice 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.
- 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

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA

OPTION 1 By email



Send this form with all supporting documents attached to ame.licensing@casa.gov.au

OPTION 2 By post



Return this form and all supporting documents to:

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601