



## Notify CASA online

You can now notify CASA of a recreational pilot licence endorsement assessment online in myCASA.

Go to [myCASA](#) >

OR



### 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

This form is to be used to issue RPL endorsements.

### Who is this form for?

This form applies to a person who is eligible to be granted an RPL endorsement.

### Information needed to complete this form

Applicant must have completed the Aeronautical knowledge exam and flight training required for the endorsement.

If the endorsement is:

- a recreational navigation endorsement – have completed, in addition to the flight time mentioned in paragraph 61.475(2)(d), at least 5 hours of solo cross-country flight time
- a flight radio endorsement – have a current Aviation English Language Proficiency (AELP) assessment
- The following endorsements require ICAO level 4 AELP or above:
  - Flight radio
  - Controlled airspace
  - Controlled aerodrome
- GELP is sufficient for RPL unless the RPL licence endorsement requires the use of aeronautical radio, then applicant must hold at least AELP Level 4.

To **apply** for a licence or make other changes refer to [Flight Crew Licensing](#).

### 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](#).

## Licence holder

### 1 What are the **Licence holder** details?

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

Full name

ARN

Phone number

Email address

## Endorsement date

### 2 What is the date of assessment?

Date (DD/MM/YYYY)

/ /

## Endorsement Certification

### 3 What endorsements are to be added to the RPL (select all that apply)?

Select the requirements that were met for each endorsement(s).

#### **Flight radio endorsement:**

- Holds at least a valid ICAO level 4 AELP
- Pass in the aeronautical knowledge examination for the endorsement
- Completed flight training for the endorsement

#### **Controlled airspace endorsement:**

- Holds a flight radio endorsement with at least a valid ICAO level 4 AELP
- Pass in the aeronautical knowledge examination for the endorsement
- Completed flight training for the endorsement

#### **Controlled aerodrome endorsement:**

- Holds a flight radio endorsement with at least a valid ICAO level 4 AELP
- Pass in the aeronautical knowledge examination for the endorsement
- Completed flight training for the endorsement

## 3 Continued

### **Recreational navigation endorsement:**

- Pass in the aeronautical knowledge examination for the endorsement
- Completed flight training for the endorsement
- Completed 5 hours solo cross country flight time which included a flight of at least 100nm during which a full stop landing was made at 2 aerodromes or landing areas other than one from which the flight commenced

## Training organisation

### 4 What are the **training organisation** details?

ARN

## Flight Instructor declaration

### 5 **I declare:**

- All statements in this notice are true and correct.

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

- This satisfies the requirement for me to sign 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.

## Declaration continued

Full name of Flight Instructor:

Flight Instructor ARN:

Date (DD/MM/YYYY)

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## 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**