



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.

Purpose of this form

Use this form to apply for an assessment to **convert** your overseas civil flight crew qualifications to an Australian Flight Crew Licence.

Who is this form for?

This form is for the holders of an overseas civil flight crew qualification wanting to apply for a conversion to an Australian Flight Crew Licence. For Private Pilot Licence (PPL) conversions, only this form is required. For licence conversions other than a PPL, this form is **the initial step** in the conversion process. After assessment of your application, CASA will issue a letter to explain what additional theory examinations, flight tests or other requirements must be completed before receiving your Australian Flight Crew Licence.

After **successful completion of these requirements**, you must then **complete the second step** (submit [Flight Crew Licence on basis of overseas civil qualifications Part 2 \[61-4B\]](#)) before the conversion can be finalised.

Information needed to complete this form

Certified/notarised copies of documents must be submitted with this application. Certification of documents can only be made by a Notary Public or a CASA DAME in your home country.

Alternatively, an Australian official at any **Australian Embassy or High Commission** can certify your documents as certified copies of the original documents. If you are in Australia, your documents can be certified by any of the persons identified by the Australian Attorney-General Department as authorised witnesses.

You are required to hold at least a current **ICAO level 4 Aviation English Language Proficiency (AELP)** assessment, or have the ELP level 4, 5 or 6 annotated on your overseas flight crew licence.

CASA must ensure an applicant is a **fit and proper person** before issuing a permission and cannot finalise your application unless notified you have completed a background security check and it is not adverse or qualified. An Australian Flight Crew Licence cannot be issued until you have been issued with an ASIC or AVID. For security requirements associated with the issue of this licence please refer to [ASIC and AVID](#).

You must provide the Civil Aviation Authority, in the country of licence issue, with the **authority they require to release** your information to CASA. We will contact the relevant authority to verify your licence. Verification reports received from a national aviation authority are valid for 6 months from the date the report was issued.

CASA cannot recognise qualifications where the pilot only holds an FAA Temporary Airman Certificate. The applicant must hold the flight crew licence issued by the FAA before we can process the conversion application.

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 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.

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 your contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

2 Do you hold a current Aviation Security Identification Card (ASIC) or Aviation Identification (AVID)?

Refer to Aviation Transport Security Regulations 2005

No → **Go to 3**

Yes Attach a certified copy → **Go to 4**

 **Attach certified copy**

3 Have you applied for an ASIC/AVID?

No You cannot submit this application until you have applied for an ASIC/AVID

Yes Your application will be placed on hold until either your AVID is issued by CASA or you supply a certified copy of your ASIC → **Go to 4**

4 Have you completed an Aviation English Language Proficiency (AELP) assessment?

Refer to CASR 61.160

Yes I have completed an ICAO level 4, or higher, AELP assessment and it is annotated on my overseas Flight Crew Licence

Yes I have completed an Australian ICAO AELP assessment

No I will complete an AELP assessment once I arrive in Australia

 **Attach assessment**

5 Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by an organisation?

No

Yes

6 Have you ever been refused the issue of a transport related licence or certificate (e.g. pilot licence, pilot certificate, drivers licence, boating licence)?

No

Yes

7 Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Include all motor vehicle traffic-related convictions including those from overseas.

No

Yes

8 Is suspension or cancellation action pending in relation to any aviation licence you hold?

No

Yes

9 If you answered **yes** to **any** of questions **5** to **8**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.57

 **Attach additional pages if required**

10 What are the details of the **overseas authorisation**?

You **must** attach certified true copies of overseas documents

Country/countries of issue

Licence type

Licence number



Attach certified copies of overseas documents

Licence levels and aircraft category ratings

11 What **aircraft category(s)** and **level(s)** are you applying for?

Aeroplane

Private pilot	Commercial pilot
Multi-crew pilot	Air transport

Helicopter

Private pilot	Commercial pilot
Air transport	

Power-lift aircraft

Private pilot	Commercial pilot
Air transport	

Gyroplane

Private pilot	Commercial pilot
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Airship

Private pilot	Commercial pilot
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Category, class or type rating(s)

12 What **aircraft category, class** or **type ratings** are you applying to be issued to an Australian Flight Crew licence based off your overseas flight crew licence?

Refer to Part 61 Flight Crew Licensing (Prescribed Aircraft and Type Ratings)
Instrument

Aeroplane

- Single-engine class
- Multi-engine class
- Type rating

Helicopter

- Single-engine class
- Type rating

12 continued

Power-lift aircraft

Type rating

Gyroplane

Type rating

Airship

Type rating

Design feature endorsements

13 What **design feature endorsements** are you qualified to hold?

Refer to CASR 61.755

- Tailwheel undercarriage
- Pressurisation system
- Retractable undercarriage
- Floatplane
- Manual Propeller Pitch Control
- Floating Hull
- Gas Turbine Engine
- Ski Landing Gear
- Multi Engine Centreline Thrust
- Float Alighting Gear

Operational Ratings

14 What **Operational Ratings** are you applying to be added to your licence?

If applying for a Flight Instructor Rating refer to the table in CASR 61.1235 and list the training endorsement you are applying for

Instrument

Flight Instructor

Simulator Instructor

14 continued

Aerial Application

Low Level

Night VFR

Night Vision Imaging System



Attach additional pages if required

Aeronautical experience

15 What licence category are you applying for?

You must have the required aeronautical experience to satisfy the requirements of the licence sought (including instrument flight time).

Private Pilot Licence → [Go to 16](#)

Commercial Pilot Licence → [Go to 17](#)

Multi Crew Pilot Licence (Aeroplane only) → [Go to 18](#)

Air Transport Pilot Licence → [Go to 18](#)

16 What is your Private Pilot Licence aeronautical experience?

Aeroplane Category

Refer to CASR 61.545

Type of experience	Required experience	Actual experience
Total Aeronautical Experience (on all categories)	40	
Total Flight Time as a Pilot (on all categories)	35	
Total Flight Time as Pilot of an Aeroplane	20	
Total Solo Flight Time in an Aeroplane	10	
Total Solo Cross-Country Flight Time in an Aeroplane	5	
Total Dual Instrument Time (on all categories)	2	
Total Dual Instrument Flight Time in an Aeroplane	1	

16 Continued

Helicopter Category

Refer to CASR 61.550

Type of experience	Required experience	Actual experience
Total Aeronautical Experience (on all categories)	40	
Total Flight Time as a Pilot (on all categories)	35	
Total Flight Time as Pilot of a Helicopter	30	
Total Solo Flight Time in a Helicopter	10	
Total Solo Cross-Country Flight Time in a Helicopter	5	

Powered-lift Aircraft Category

Refer to CASR 61.555

Type of experience	Required experience	Actual experience
Total Aeronautical Experience (on all categories)	40	
Total Flight Time as a Pilot (on all categories)	35	
Total Flight Time as Pilot of a Powered-lift aircraft or Helicopter	30	
Total Flight Time as Pilot of a Powered-lift aircraft	20	
Total Solo Flight Time in a Powered-lift aircraft	10	
Total Solo Cross-Country Flight Time in a Powered-lift aircraft	5	
Total Dual Instrument Time (on all categories)	2	
Total Dual Instrument Flight Time in a Powered-lift aircraft	1	

Gyroplane Category

Refer to CASR 61.560

Type of experience	Required experience	Actual experience
Total Aeronautical Experience (on all categories)	40	
Total Flight Time as a Pilot (on all categories)	35	
Total Flight Time as Pilot of a Gyroplane	20	
Total Solo Flight Time in a Powered aircraft	10	
Total Solo Flight Time in a Gyroplane	5	
Total Solo Cross Country Time in a Powered aircraft	5	

Airship Category

Refer to CASR 61.565

Type of experience	Required experience	Actual experience
Total Flight Time as a Pilot of an Airship	25	
Total Cross-Country Flight Time	3	
Total Dual Instrument Time (on all categories)	3	
Total Flight Time as Pilot in Command under supervision	5	

17 What is your **Commercial Pilot Licence** aeronautical experience?

Aeroplane Category

Refer to CASR 61.610

Type of experience	Required experience	Actual experience
Total Aeronautical Experience (on all categories)	200	
Total Flight Time as a Pilot (on all categories)	190	
Total Pilot in Command in an Aeroplane		
at least the following hours of flight time as pilot in command of an aeroplane:		
(i) for an applicant holding a commercial pilot licence, or an air transport pilot licence, with the helicopter rating	60	
OR		
(ii) for an applicant holding a private pilot licence with the helicopter rating	80	
OR		
(iii) for any other applicant	100	
Total Cross-Country Pilot in Command Flight Time in an Aeroplane	20	
Total Instrument Time (on all categories)	10	
Total Instrument Flight Time in an Aeroplane	5	

Helicopter Category

Refer to CASR 61.615 1A

Type of experience	Required experience	Actual experience
Total Aeronautical Experience (on all categories)	150	
Total Flight Time as a Pilot (on all categories)	140	
Total Flight Time as Pilot in a Helicopter	70	
Total Flight Time Pilot in Command Flight Time in a Helicopter	35	
Total Cross-Country Pilot in Command Flight Time in a Helicopter	10	

Powered-lift Aircraft Category

Refer to CASR 61.620

Type of experience	Required experience	Actual experience
Total aeronautical experience	200	
Flight time as a pilot	190	
Flight time as pilot in command of a powered-lift aircraft	50	
Cross-country flight time as pilot in command of a powered-lift aircraft	10	
Instrument time	10	
Instrument flight time in a powered-lift aircraft	5	

17 continued

Gyroplane Category

Refer to CASR 61.625

Type of experience	Required experience	Actual experience
Total aeronautical experience	150	
Flight time as a pilot of a gyroplane	75	
Flight time as pilot in command of a gyroplane	35	
Dual flight time in a gyroplane	20	
Cross-country flight time as pilot in command of a powered aircraft	20	
Cross-country flight time as pilot in command of a gyroplane	10	
Dual instrument time in an aircraft or approved flight simulation training device for the purpose	10	

Airship Category

Refer to CASR 61.630

Type of experience	Required experience	Actual experience
Total aeronautical experience	200	
Flight time as a pilot	180	
Flight time as a pilot of an airship	50	
Flight time as pilot in command/pilot in command under supervision, of an airship	30	
Cross-country flight time as pilot in command/pilot in command under supervision, of an airship	10	
Flight time at night as pilot in command/pilot in command under supervision, of an airship	10	
Instrument time	40	
Instrument flight time	20	
Instrument flight time in an airship	10	

18 What is your **Air Transport Pilot Licence** aeronautical experience?

Aeroplane Category

Refer to CASR 61.705

Type of experience	Required experience	Actual experience
Total aeronautical experience (flight+simulated)	1500	
Flight time as a pilot	1400	
Flight time as pilot of an aeroplane	750	
Flight time as pilot in command under supervision, of an aircraft	500	
OR		
Flight time in an aeroplane as pilot in command or pilot in command under supervision, of which at least 70 hours must be as pilot in command	250	
Cross-country flight time in an aeroplane	200	
Cross-country flight time as pilot in command, or pilot in command under supervision, of an aeroplane	100	
Flight time at night as pilot of an aeroplane, other than dual flight	100	
Instrument time	75	
Instrument flight time in an aeroplane	45	
Any of the required aeronautical experience that is not completed as flight time as a pilot must be completed as simulated flight time in an approved flight simulation training device for the purpose.		
Type of experience	Required experience	Actual experience
CASA approved flight simulator training device time		
Flight simulator training device hours not in a flight simulator	Not more than 25 hours	

18 continued

Helicopter Category

Refer to CASR 61.710

Type of experience	Required experience	Actual experience
Total Aeronautical Experience (Flight+ Simulated+Tethered)	1000	
Flight Time as a pilot	900	
Total flight time in a helicopter	750	
Flight time as pilot in command of a helicopter	250	
OR		
Flight time as pilot in command under supervision of a helicopter	250	
Pilot in command in helicopter	70	
Cross-country flight time in helicopter	200	
Cross-country flight time as pilot in command in a helicopter	100	
OR		
Cross-country flight time as pilot in command under supervision in a helicopter	100	
Flight time at NIGHT in a helicopter	50	
Instrument Time	30	
Instrument flight time in a helicopter	20	
Any of the required aeronautical experience that is not completed as flight time as a pilot must be completed as simulated flight time in an approved flight simulation training device for the purpose or as tethered time.		
Type of experience	Required experience	Actual experience
CASA approved flight simulator training device time		
Flight simulator training device hours not in a flight simulator	Not more than 25 hours	
Tethered flight time	Not more than 5 hours	

Powered-lift Aircraft Category

Refer to CASR 61.715

Type of experience	Minimum hours	Actual hours
Total aeronautical experience	1500	
Flight time as a pilot	1400	
Flight time as pilot of a powered-lift aircraft	750	
Flight time as pilot in command/pilot in command under supervision, of a powered-lift aircraft	250	
Flight time as pilot in command of a powered-lift aircraft	70	
Cross-country flight time as pilot in a powered-lift aircraft	100	
Cross-country flight time as pilot in command/pilot in command under supervision, of a powered-lift aircraft	50	
Flight time at night as pilot of a powered-lift aircraft	25	
Instrument time	75	
Instrument flight time in a powered-lift aircraft	45	

What is your **Multi Crew Pilot Licence (Aeroplane Only)** aeronautical experience?

Refer CASR 61.660(1)

Type of experience	Required experience	Actual experience
Total aeronautical experience	240	
Total flight time as pilot of an aeroplane	40	
Total solo flight time in an aeroplane	10	
Total cross-country pilot in command flight time in an aeroplane	5	
Total simulated flight time (in an approved FSTD)	Balance of hours	

Applicant checklist

19 Select all that apply:

Notarised or certified copy of my overseas licence is attached
Notarised or certified copy of last 3 pages of my logbook is attached

Certified copy of my ASIC or AVID is attached (If you have applied to the CASA ASIC Team for an ASIC or AVID, your licence cannot be issued until you have received a security background check that is not adverse)

ICAO AELP assessment is attached

Given the Civil Aviation Authority in the country of licence issue the authority to release information to CASA

Previously notified CASA of any CAR 5 endorsements to be issued on my CASR Part 61 licence/Recognition and Transfer CAR Part 5 Qualifications (61-9TX) is attached

CASA holds my current photo (submitted within the previous 10 years) or current photo and Lodgement of current photo with CASA (61-9PIC) is attached

If other please specify

Applicant declaration

20 I declare:

- All statements in this application 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](#).

Fees

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

Full name

Date (DD/MM/YYYY)

/ /

21 Application fees

Issue of Private Pilot Licence (Overseas Civil Trained) – processing and consideration -	Fee Code: 24.6 008.....\$140
Issue of Commercial Pilot Licence (Overseas Civil Trained) – processing and consideration -	Fee Code: 24.6 009.....\$160
Issue of Air Transport Pilot Licence (Overseas Civil Trained) – processing and consideration -	Fee Code: 24.6 010.....\$180

Issue of Multi-Crew Pilot Licence (Overseas Civil Trained) – processing and consideration-	Fee Code: 24.6 009.....\$160
Issue of operational rating on the basis of overseas qualifications (without licence issue) – processing and consideration -	Fee Code: 24.6 011.....\$130

Total:

22 Payment options

OPTION 1 Online payment

Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster. To make a payment go to [Secure payment gateway](#). After making a payment, enter the online receipt number below.

Provide the online receipt number below;

OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:


Mastercard	Visa	Total \$	
Card number		Expiry (MM/YY)	/
Cardholder name			
Signature		Date (DD/MM/YYYY)	/ /


Receipt options Applicant **or** Third party (provide details below)

Details of third party

ARN (If applicable)	Email
Legal Entity/ Full name	Phone number

Submitting this form to CASA

 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