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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

This form is to be used to notify CASA of the issue of an Flight Instructor or Instrument Rating under CASR Part 61 for current or former ADF members.

Who is this form for?

This form is to be used to notify CASA of the issue of an Flight Instructor or Instrument Rating under CASR Part 61 for current or former ADF members, who have previously applied for the Operational Ratings that were recognised via the [Flight Crew Licence Application on the basis of ADF Qualifications \(Form 61-1ADF\)](#).

Information needed to complete this form

The applicant must already hold an Australian civil flight crew licence. [Flight Crew Licence Application on the basis of ADF Qualifications \(Form 61-1ADF\)](#) is to be used to request an Australian Civil Flight Crew Licence on the Basis of ADF Qualifications. Members and former members of the ADF are taken to have met some, but not all, requirements for the issue of an Australian civil Instrument or Flight Instructor Rating by virtue of holding an ADF issued qualification.

Applicants with ADF qualifications will have previously been assessed by CASA to ensure they meet the requirements for issue of the rating and advised of this in writing. This letter must be presented to the CASR Part 141 or 142 organisation. The rating can be issued on successful completion of the flight test.

If a licence reprint is required, please submit [Licence Reprint](#).

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?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Full name

ARN

Phone number

Email address

Applicant checklist (Pre-flight test)

2 Select all that apply:

I hold a CASA Flight Crew Licence appropriate for the issue of the Operational Rating

I hold or have held an ADF (CASR 61.285 (a)) Instrument Rating deemed by CASA as an equivalent

I hold or have held an ADF (CASR 61.285 (a)) Instructor Rating deemed by CASA as an equivalent

I have provided the Flight Examiner with the CASA letter deeming my qualifications to be equivalent to the requirements for the issue of the rating

I have passed the aeronautical knowledge examination (Instrument Rating only)

If other please specify

Applicant declaration (Pre-flight test)

3 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.
- All requirements in Applicant checklist (Pre-flight test) have been met.

Declaration continued

- 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)

/ /

Flight Examiner checklist (Pre-flight test)

4 Select all that apply:

I have sighted the CASA letter that deems the applicant's qualifications to be equivalent to requirements for the issue of the rating being sought

Applicant has passed the aeronautical knowledge examination (Instrument Rating only)

Applicant holds as a minimum, a valid recreational aviation medical practitioner's certificate CASR 61.1300(5)

Rating and endorsements issued (Post-flight test)

5 What are the **Operational Rating** and **endorsements** to be issued?

Instrument Rating

Flight Instructor Rating

Please annotate the training endorsements as indicated on the letter which CASA has indicated as an equivalent

Flight Examiners cannot write on the Part 61 FCL if they are issuing a FIR or IR based off ADF recognition. (CASR 61.150(8))

Endorsements issued

Endorsements issued

6 What are the **NAV AIDS** details (for Instrument Rating only)?
IAP2D
IAP3D
Name of approaches flown

7 What are the **category of aircraft/class or type** details?
Refer to the latest edition of the 'Part 61 prescription of Aircraft and Ratings – CASR Part 61' instrument

Aeroplane

Simulator

Single engine class

Multi engine class

Type rating

Helicopter

Simulator

Single engine class

Type rating

Aircraft details

8 What are the **aircraft registration** details?
Registration mark (VH-)

Manufacturer

Model

Serial number

Simulator ID number

Flight Examiner checklist (Post-flight test)

9 Select all that apply:
Flight Test passed (FTM), report is attached
If other please specify

Flight Examiner declaration

10 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.
- All requirements in Flight Examiner checklist (Post-flight test) and in Applicant checklist (Pre-flight test) have been met.
- 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

ARN

Date (DD/MM/YYYY)

/ /

Returning your form



Attach to FTM flight test - CASA preferred method



By email – attach this form and all supporting documents. Send them 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**