



Pilot & Air Traffic Controllers User Manual Medical Records System (MRS)

December 2025



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and the places to which we travel for work. We also acknowledge the Traditional Custodians' continuing connection to land, water and community. We pay our respects to Elders, past and present.

Inside front cover artwork: James Baban.

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This document contains guidance material intended to assist CASA officers, delegates and the aviation industry in understanding the operation of the aviation legislation. However, you should not rely on this document as a legal reference. Refer to the civil aviation legislation including the *Civil Aviation Act 1988* (Cth), its related regulations and any other legislative instruments—to ascertain the requirements of, and the obligations imposed by or under, the law.

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References

Acronyms

The acronyms and abbreviations used in this manual are listed in the table below.

Table 1. Acronyms

Acronym and abbreviation	Description
ARN	Aviation Reference Number
ATC	Air Traffic Controller
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CSR	CASA Surveillance Requirements
CO	Credentialed Optometrist
DAME	Designated Aviation Medical Examiner
DAO	Designated Aviation Ophthalmologist
ICAO	International Civil Aviation Organisation
MAR	Medical Assessment Report
MRS	Medical Records System
CAAC	CASA Approved Aviation Consultant
CCM	Complex Case Manager
CCC	Clinical Case Conference
SM	Secure Message

Definitions

Terms that have specific meaning within this manual are defined in the table below.

Table 2. Definitions

Term	Definition
Examiner	Means Designated Aviation Medical Examiners (DAMEs), Designated Aviation Ophthalmologists (DAOs) and/or Credentialed Optometrists (COs).
Doctor	Doctors, Specialists, or Optometrists.

Reference material

The reference material used in this manual are listed in the table below.

Table 3. Reference material

Document type	Title
Act 1988	Civil Aviation Act 1988
Part 67 of CASR	Medical certification
Act 1997 (CAC)	Commonwealth Authorities and Companies Act 1997
Act 2013 (PGPA)	Public Governance and Performance Accountability Act 2013
Act 1988	Privacy Act 1988
Handbook	Examiner Handbook

Revision history

Revisions to this manual are recorded below in order of most recent first.

Table 4. Revision history

Version number	Date	Parts and sections	Details
2.0	December 2025	All	New Title – Formerly Medical Records System (MRS) Class 1, Class 2, Class 3, Basic Class 2 Medical Certificate Holders User Manual). New Template – Manual Major update and review of all chapters and content, to align with recently updated Examiner Handbook and MRS updates.
1.6	May 2017	All	Amendments & Updates to reflect MRS changes.
1.5	March 2016	All	Amendments & Updates to reflect MRS changes.
1.4	March 2016	All	Amendments & Updates to reflect MRS changes.
1.3	March 2016	All	Amendments & Updates to reflect MRS changes.
1.2	N/A	N/A	No revision history or supporting records are available for this version. Changes, if any, are not documented.
1.1	July 2015	All	Amendments & Updates to reflect MRS changes.
1.0	N/A	N/A	Initial Issue.

1. Introduction

CASA Medical Records System (MRS) is a way to manage the end-to-end application and processing of Aviation Medicals. MRS replaces outdated manual processes such as filling in medical forms, document scanning, payment receipt verification and mailing of documents, including certificates.

MRS allows Class 1, Class 2, Class 3, and Basic Class 2 medical certificate holders to complete online medical questions, make payments within MRS and obtain their printed certificate from the Designated Aviation Medical Examiner (DAME) if criteria are met. The system retains all information entered making it easier at future examinations especially if applicants attend different DAMEs.

DAMEs, Designated Aviation Ophthalmologists, Certified Optometrists and Specialists carry out examinations using the system.

MRS provides the following benefits to users:

- Visibility and transparency.
- Follow progression of applications.
- Streamlined end-to-end management of each application.
- Quicker processing – ability for DAMEs to print certificates if applicant meets criteria.
- Enter full medical history once, then update as circumstances change.
- Secure online medicals and payment facilities within the system.
- Automatic reminders prior to required exam.
- View medical history.
- Search for a DAME near you.

To assist users with the use and navigation of MRS, user manuals and other self-help material is published on the CASA website.

Scope of the Manual for Pilots & Air Traffic Controllers

This manual sets out the process and instructions for Pilots, Air Traffic Controllers and Medical Certificate Holders to use the Medical Records System (MRS).

Pilot & Air Traffic Controller Roles within MRS

Pilots and Air Traffic Controllers will use the Medical Records System (MRS) to store medical history. Once the medical history has been entered, the system will retain this information.

Before the next aviation medical is due, applicants will need to update the system with any medical changes since their last medical, make the online payment within the system and submit the application.

Users should note as there are automatic email and other communications that may be required, it is important that your personal details within the system are kept up-to-date.

End of Chapter.

2. Medical Records System

This chapter details the tasks required to complete the medical application process in MRS.

Pilot & Air Traffic Controller key steps for using MRS

Key steps for Pilot & Air Traffic Controllers are:

- Complete Medical History.
- Complete MRS medical application.
- Make payment.
- Ensure all required tests and reports are completed.
- Make an appointment with a DAME for a medical examination.

Note: Once you start an application in MRS the application either needs to be submitted or cancelled, otherwise the Examiner will not be able to continue your examination.

Note: If payment is required due to the Class you are applying for, payment needs to be made within MRS. This can either be done in the system by the applicant before the application is submitted or alternatively the DAME can take payment during the examination. If no payment is received the DAME will not be able to submit the application to CASA and this may delay the issuing of the medical certificate.

Accessing MRS

MRS is accessed using the internet. If you have difficulty getting into the site, check your internet connection is working correctly.

This can be done by searching for another site like www.google.com, if this search does not work there may be issues with your internet connection and you should contact your provider.

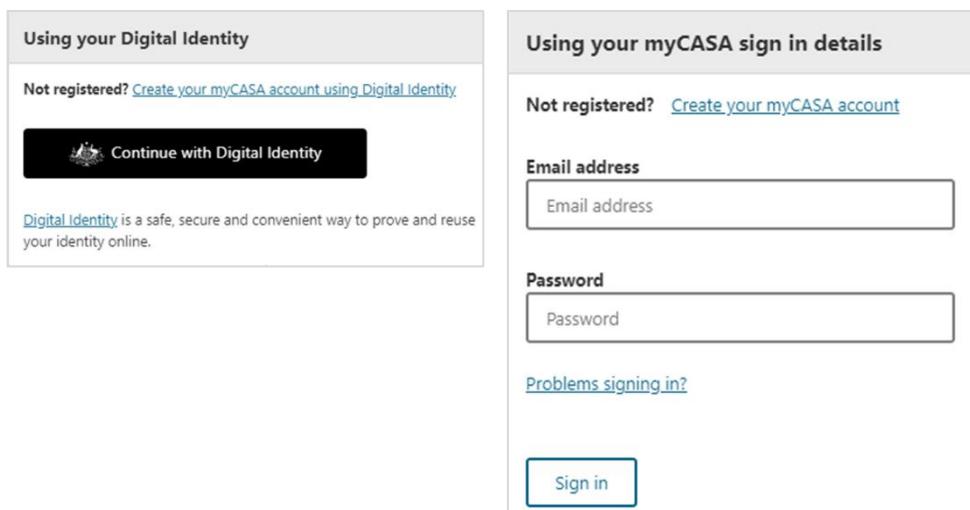
If your internet is working for other sites, but not the myCASA portal or MRS site, please contact CASA.

Log In

Follow these steps to log into and access myCASA and MRS.

What I need to do:

1. Open your web browser for example; Chrome, Firefox, Internet Explorer.
We recommend using Chrome for the best experience.
2. Type in the nominated email address provided for the initial set-up of the myCASA profile, to get into the MRS system – ([myCASA – Login \(b2clogin.com\)](http://myCASA>Login(b2clogin.com)))



The image displays two side-by-side screenshots of web-based login interfaces. The left screenshot is titled 'Using your Digital Identity' and features a 'Continue with Digital Identity' button. Below the button, a note states: 'Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.' The right screenshot is titled 'Using your myCASA sign in details' and includes fields for 'Email address' and 'Password'. It also includes links for 'Create your myCASA account' and 'Problems signing in?'. Both screenshots include a 'Sign in' button at the bottom.

3. You should save this as your favourite, for easier access next time.
To do this: click the star at the top left of the screen.
4. Should you have any issues with logging in, please contact CASA on 131 757 or by email at applications@casa.gov.au.
5. Continue to '[Authenticate your account](#)'

Authenticate Your Account

Follow these steps to authenticate your account.

What I need to do:

1. After logging in, you will be prompted to authenticate your account.

2. A code will be sent to your registered email address.

- 2.1 Enter the 6-digit verification code, sent to your email address.

- 2.2 Click the 'Verify code' button to complete the authentication process.

Note: If you did not receive a code, click 'Send new code' button to request another code.

3. Once you are successfully logged in, you will be redirected to the myCASA portal. This is where you need to select (click on) 'Medical records system (MRS) – Examiners,' which will navigate you directly to MRS.

Note: If you do not see this option/system, please contact us on 131 757 or via email at dame.liaison@casa.gov.au.

4. The acknowledgement agreement will pop-up.

- 4.1 If you agree with the acknowledgement, mark (a tick will appear) the checkbox, then
- 4.2 Click the 'Launch MRS' button.

5. Click the 'Begin' button.

End of Instructions.

My Medical Record

Once in your record, you will need to complete all the tabs both across and down the left of the screen.

What I need to do:

- Once your record is displayed you will see different tabs to the left of the screen. The 'General' tab is the starting point.
- Once you have completed all the questions in a section, select the 'Next' button. The system will then take you to the next section you need to complete

Applicant » Medical Examination Details

Applicant's Name: I [REDACTED]	Applicant's Aviation Reference Number (ARN):	Application Status:						
<input checked="" type="checkbox"/> General <input checked="" type="checkbox"/> History <input checked="" type="checkbox"/> Required Reports <input checked="" type="checkbox"/> Summary								
<input checked="" type="checkbox"/> Application Details Expected Medical Examination Date <input checked="" type="checkbox"/> Examiner Details 11/08/2015 <input checked="" type="checkbox"/> Applicant Details <input checked="" type="checkbox"/> Certificate Details								
Please update your Expected Medical Examination Date								
Certificates Applied for Class 1, 2								
Class 1 - Type of operations intended <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Air Transport Pilot</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Commercial Pilot</td> </tr> <tr> <td><input type="checkbox"/> Flight</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td colspan="2">Engineer/Navigator</td> </tr> </table>			<input type="checkbox"/> Air Transport Pilot	<input checked="" type="checkbox"/> Commercial Pilot	<input type="checkbox"/> Flight	<input type="checkbox"/> Other	Engineer/Navigator	
<input type="checkbox"/> Air Transport Pilot	<input checked="" type="checkbox"/> Commercial Pilot							
<input type="checkbox"/> Flight	<input type="checkbox"/> Other							
Engineer/Navigator								

- Continue to '[Completing your medical history](#)' section in this chapter.

Completing Your Medical History

When entering MRS as a first-time user, you will need to complete your full medical history. Pilot user testing has shown it takes approximately 20-30 minutes on average to complete this activity.

Once you have entered all the information and submitted your first inline application, the system will retain your medical information. Prior to your next aviation medical certification renewal, you will log in to MRS, only making updates to your history where circumstances have changed since your last application.

Questions within MRS require an applicant's best possible answer.

If you are unsure of what to answer, select 'Unsure.' Discuss the question with your DAME during the examination, the DAME can add information and make changes to the answers as and when required.

What I need to do:

1. You are required to answer all the questions under medical history.
2. If you select 'Yes' to any question, the system will prompt you to add information pertaining to that question.
3. You will need to enter dosage, strength, reason, dates, and if the medication is ongoing or has stopped.
4. If you are unsure of exact dates, add in an estimated timeframe.
Where it asks for a reason, a brief description should be provided.
5. Select the 'Next' button when you have completed all the questions.

Medication Name	Strength	Dosage	Reason	When Started	Ongoing
Venlafaxine 75mg	75mg	1xday	Depression	11-2019	Yes

6. Continue to '[Required Reports](#)' section in this chapter.

Note: Medication Section – For Renewal Applications:

A recent system update to MRS, historical medication is now being listed without necessary data such as strength and dosage.

To resolve the issue, you will need to ensure that all medication entries have a strength and dosage recorded, even historical medications you are no longer taking.

If you are unsure of the strength and/or dosage you can put 0 (zero).

Please ensure that any medication no longer being taken is marked appropriately and has an end date.

After inputting the necessary data, the system should allow you to progress.

Required Reports

Required reports will be based on your age at the time of your expected examination date you entered in the General tab. If the date of your actual examination changes, the required tests you may need to obtain may change as well.

What I need to do:

1. You will need to organise referrals from your DAME or GP in order to obtain the required tests.
2. Once the testing has been completed you can have your examination with your DAME.
3. Select the 'Next' button to see the summary section where you can complete your application.

Note: If your medical examination date varies from the expected date, additional reports may be required.

Note: If you have a CASA Surveillance Requirement (CSR) this will be listed under required reports.

Applicant » Medical Examination Details

Applicant's Name: Miss [REDACTED] Applicant's Aviation Reference Number (ARN): [REDACTED] Application Status: Application With DAM

General History Required Reports Summary

Required Reports There are no outstanding CASA Audit requirements in this Sub-Section.

Age Requirements

The following calculation is based on your Expected Medical Examination Date: **11/08/2015**. The calculation for Required Reports is based on your Expected Medical Examination Date is entered in the General Tab.

- Audio
- ECG
- Ophthalmology
- LIPIDS
- GLUCOSE

[← Previous](#) [Exit](#) [→ Next](#)

4. Continue to '[Summary](#)' section in this chapter.

Summary

Summary allows you to make payments and submit your application.

When you have completed all MRS sections and made your payment the 'Submit Medical History' button will allow you to select it.

The system will not allow you to complete the application unless all sections are complete. Incomplete sections will highlight in orange on the summary page.

Go to the highlighted section within the system and complete the unanswered or incomplete questions.

What I need to do:

1. Review your information to ensure you are applying for the correct certificate and there are no outstanding sections that need to be completed.
2. Ensure you understand what medical testing is required and have ticked the box agreeing to obtain the required tests.
3. You will need to make the online payment to CASA on the secure site, by selecting the 'Make Payment' button at the bottom of your screen you will be diverted to the payment screen on CASAs website.
Please refer to '[Make Payment](#)' section.
4. To complete your application, select the 'Submit Medical History' button to the bottom left of the screen.

Applicant » Medical Examination Details

Applicant's Name: Miss ██████████ Applicant's Aviation Reference Number (ARN): ██████████ Application Status: Application With DAME

General History Required Reports Summary

<input checked="" type="checkbox"/> Summary	Application ID: 1002843-2015-PBXI
	Certificates Applied For: Class 1, 2
	Payment Receipt Number: 1017237278
	CASA Processing Fee Payment Date: 11/08/2015
	Application Status: Application With DAME
	Date Application Started: 11/08/2015
Based on your expected medical examination date the following Report(s) / Test(s) are required: <ul style="list-style-type: none"> • Audio • ECG • Ophthalmology • LIPIDS • GLUCOSE <input checked="" type="checkbox"/> By selecting this checkbox I have / will organise the referrals for the report(s) / test(s) required for this application.	
Please ensure that your medical history is submitted prior to attending your appointment with your chosen Designated Aviation Medical Examiner (DAME).	
Please Click Here To Find A DAME	

5. Continue to '[Make Payment](#)' section in this chapter.

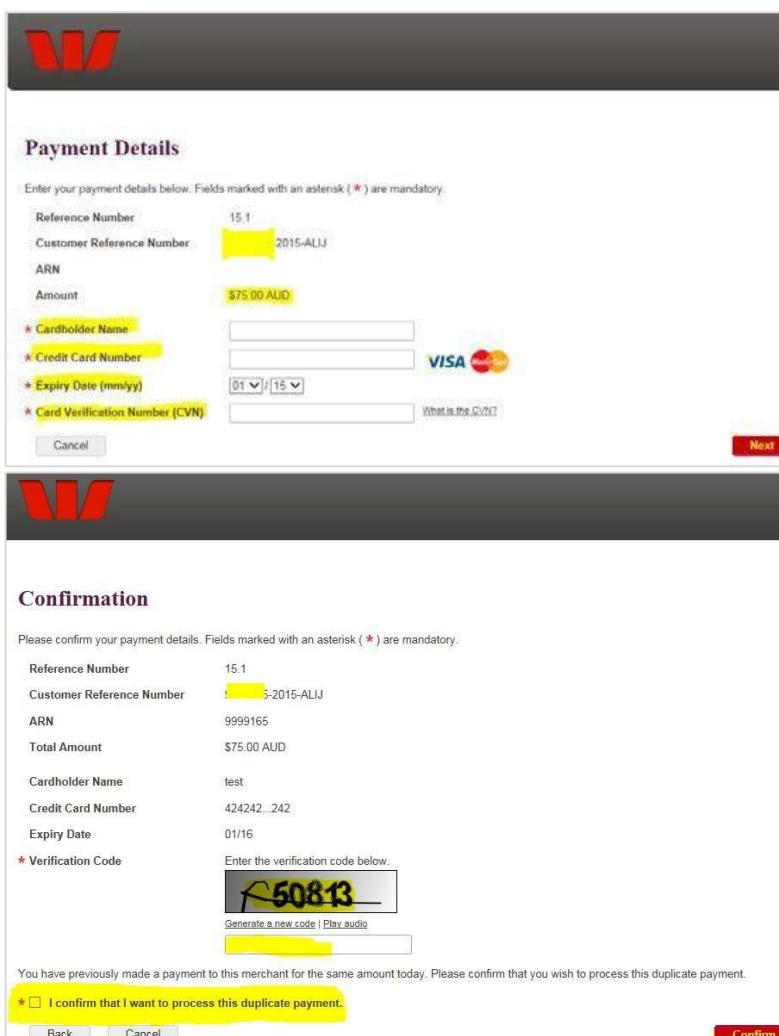
Make Payment

If payment is required due to the Class you are applying for, payment need to be made within MRS. This can either be done in the system by the applicant before the application is submitted or alternatively the DAME can take payment during the examination.

If no payment is received, the DAME will not be able to submit the application to CASA and this may delay the issuing of the medical certificate. Please note, applications for Classes 1 and 3 medical certificates will require payment BEFORE you can submit your application to the DAME. Class 2 will require payment at the DAME office before sending to CASA (unless seeing a DAME2, where all standards are met in the examination).

What I need to do:

1. Select the 'Make Payment' button.
2. Confirm the ARN and amount.
3. Enter in the applicable credit card details, or allow the applicant to enter the details, then select 'Next'
4. Confirm payment by typing in the verification code.



Payment Details

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

Reference Number	15.1
Customer Reference Number	2015-ALIJ
ARN	
Amount	\$75.00 AUD
* Cardholder Name	<input type="text"/>
* Credit Card Number	<input type="text"/>
* Expiry Date (mm/yy)	01/16
* Card Verification Number (CVN)	<input type="text"/>

Confirmation

Please confirm your payment details. Fields marked with an asterisk (*) are mandatory.

Reference Number	15.1
Customer Reference Number	2015-ALIJ
ARN	9999165
Total Amount	\$75.00 AUD
Cardholder Name	test
Credit Card Number	424242...242
Expiry Date	01/16
* Verification Code	<input type="text"/> 50813

You have previously made a payment to this merchant for the same amount today. Please confirm that you wish to process this duplicate payment.

I confirm that I want to process this duplicate payment.

Confirm

5. Continue to '[Submission](#)' section in this chapter.

Submission

This section allows you to submit your medical application.

What I need to do:

- Once you acknowledge the payment has been successfully processed, select the 'Finish' button.
- MRS will redirect you back to the 'Summary' tab where you will be able to tick the notification of any additional reports and finally select the 'Submit Medical History' button.
- Once the medical history has been submitted, the confirmation pop-up will display. You will also receive an email pdf copy of your medical summary.

The screenshot shows the 'Summary' tab of the MRS application. It displays the following information:

- Application ID:** 000001-2017-ZHUK
- Certificates Applied For:** Pilot
- Application Status:** Non Approved
- Date Application Started:** 18/04/2017

Below this, a note states: "Based on your selected medical examination date the following report(s) / test(s) are required: 1. DAME Free (DAME) Do I require this? Click here and enter the reference for the report(s) you require for this application".

At the bottom, there is a note: "Please ensure that your medical history is submitted prior to attending your appointment with your chosen Designated Aviation Medical Examiner (DAME). Please Click Here To Find A DAME".

Buttons at the bottom include: **Process**, **Take & Complete Later**, **Cancel Examination**, **Print Application**, and **Letter of Medical Clearance**.

The confirmation dialog box contains the following text:

Application Successfully Submitted

Your Application 000001-2017-ZHUK has been successfully submitted and is now ready for your chosen Designated Aviation Medical Examiner to finalise. Please contact your chosen DAME to finalise your application.

A pdf copy of your application has been sent to your registered email address.

At the bottom right is a blue **OK** button.

Below the dialog, there is a message to the recipient:

Dear Mrs Test,
 You have recently submitted a CASA medical certificate application to a Designated Aviation Medical Examiner for assessment.
 Your reference number for this application is 000001-2017-ZHUK.
 Click [here](#) to view your online application. A copy of your application is also attached.
 Kind Regards
 Aviation Medicine
 Civil Aviation Safety Authority
 Web: www.casa.gov.au | Email: avmed@casa.gov.au | National: 1300 4 AVMED or 1300 4 28633 | International: +61 2 6217 1688 | Fax: +61 2 6217 1640
 Important Notice: The content of this email is intended only for use by the individual or entity to whom it is addressed. If you have received this email by mistake, please advise the sender and delete the message and attachments immediately.

- Continue to '[Automatic email reminders](#)' section in this chapter.

Automatic Email Reminders

Class 1, Class 2, Class 3, Class 5 and Basic Class 2 (BC2) medical certificate holders will receive a reminder prior to when their next aviation medical certification is set to expire.

What I need to do:

Once you have received this email you will have 60 days in which to complete your medical history or make updates within RMS, make the online payment and submit your application.

Note: If you make changes in the system during these 60 days, but do not submit until after 60 days the system will not retain your changes.

From: CASA Aviation Medicine <avmed.itsupport@casa.gov.au>
To: bfinatzer@gmail.com
Subject:
Your CASA Medical Certificate is due to expire [SEC=OFFICIAL]

Dear Ms FINATZER,

This email is to advise you that one or more classes of your CASA medical certificate is due to expire within the next 60 days.

CASA medical certificate applications are completed online using the Medical Records System (MRS). In order to renew your CASA medical certificate you will need to complete the following;

- Using your Aviation Reference Number (ARN) and other personal details you will be required to confirm your identity and log in to MRS online.
- First time users will need to enter their medical history to the best of their knowledge by completing the online questionnaire.
 - If you have used the system before, you will find that MRS will store your previously entered comments and positive answers.
- Make payment online (where applicable).
- Once you have submitted your application online, contact your chosen DAMEs practice to book your appointment and arrange required tests.

Please note: Answers provided in the online questionnaire must be to the best of your knowledge. Where you are unclear of what the answer should be, select "Unsure" and your DAME will go through these questions and help you clarify the answer/s. If you have any concerns or questions you should raise these with your DAME during your medical examination.

Click [here](#) to begin your CASA medical certificate application. After confirming your identity, the system will send an email to your registered email address allowing you to begin your application.

More information regarding MRS can be found by visiting the [CASA website](#).

End of Instructions.
End of Chapter.

3. Basic Class 2 (BC2) Application

A Basic Class 2 (BC2) medical certificate is an alternative to a full Class 2 certificate for a Recreational Pilot Licence (RPL) or Private Pilot Licence (PPL).

What I need to do:

1. You will need to select the Basic Class 2 certificate type.
2. You will need to confirm and/or update your personal details.

Applicant » Select / Change Certificate

1 Validation 2 Select Certification 3 Apply 4 Completion

Select Certificate Type

- Class 1, 2
- Class 2
- Class 3
- Class 2, 3
- Class 1, 2, 3
- Basic Class 2
- Class 5 medical self-declaration
- Reconsideration

The licence privileges that can be exercised with a Basic Class 2 certificate are limited to:

- Private operations by day under the VFR and below 10,000 feet
- Flight tests and examinations for an RPL or PPL
- A maximum of five passengers
- Piston engine aircraft, and
- MTOW of less than 8618kg

The following privileges also cannot be exercised:

- Any operational ratings (e.g. instructor rating)
- Any flight activity endorsements (e.g. aerobatics, low-level)

The pilot in command operating with a Basic Class 2 must advise the passengers prior to the flight of the holding of a lower medical standard.

The restrictions do not apply if a suitably qualified pilot with a valid Class 1 or Class 2 medical certificate occupies a control seat.

Exit & Complete Later Continue

Medical Records System

Applicant » Medical Examination Details

Applicant's Name: Scott Anthony HALL Applicant's Aviation Reference Number (ARN): 816925 With Apply

General Apply Summary

✓ Application Details Certificates Applied for Change

Basic Class 2

Exit & Complete Later

3. Continue to '[Completing Application](#)' section in this chapter.

Completing Application

What I need to do:

1. You will need to enter details of your General Practitioner (GP). Once entered, the Health Questionnaire will become available.
2. You will need to download and print the Health Questionnaire and provide it to your GP.

3. Continue to '[Submission](#)' section in this chapter.

Submission

What I need to do:

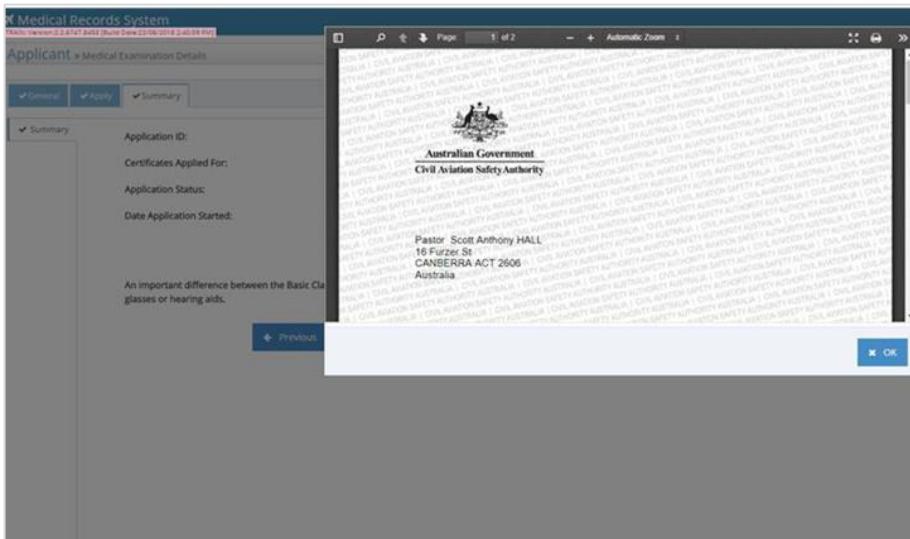
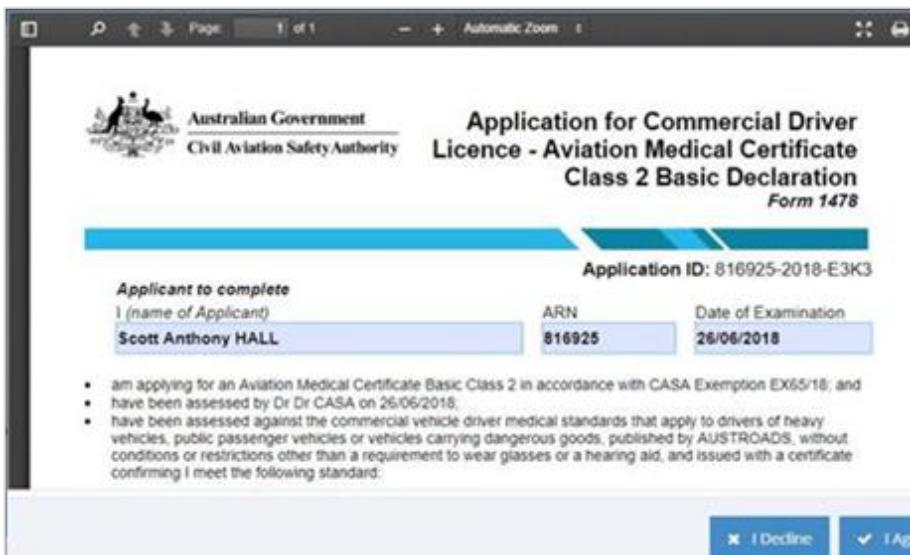
- Once you have completed your appointment with your GP, log back into MRS (via the emailed link) and transcribe the details of the Basic Class 2 into MRS.
- You will then need to navigate and proceed to the payment page. Refer to '[Make Payment](#)' section in Chapter 2 of this user manual.
- You will need to finalise the application, in full.
- You will need to confirm your GP details are correct.

- Continue to '[Declaration](#)' section in this chapter.

Declaration

What I need to do:

1. You will need to complete the Basic Class 2 declaration.
2. MRS will generate your certificate once the application is completed.

Note: Please keep a copy of your Basic Class 2 GP report for reference if required.

End of Instructions.

End of Chapter.

4. Class 5 Application

The Class 5 medical self-declaration allows recreational and private pilots to self-assess and self-declare without requiring a medical assessment.

The Class 5 medical self-declaration is an alternative to the current Basic Class 2 (BC2) medical certificate and Recreational Aviation Medical Practitioners Certificate (RAMPC).

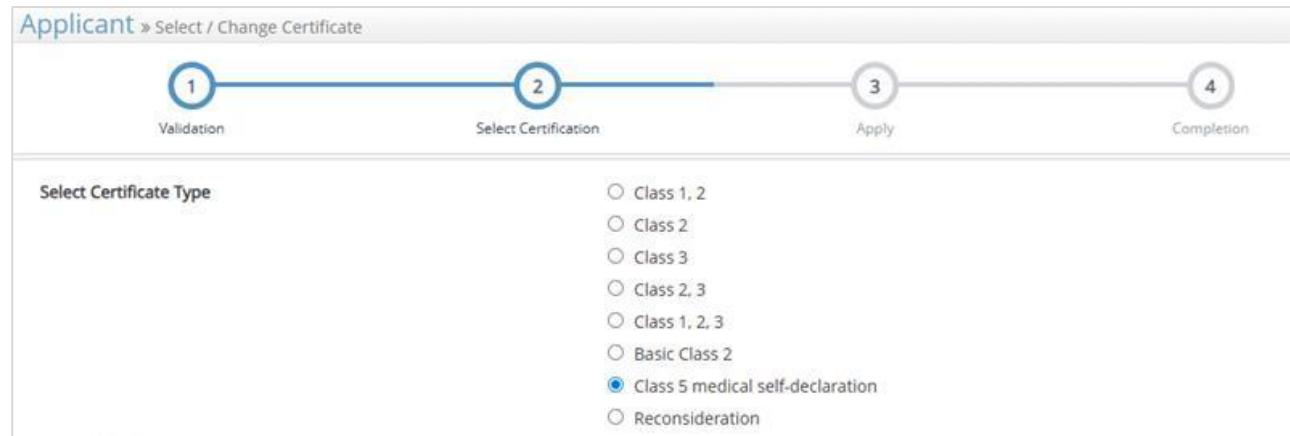
Note: Prior to completing an MRS application, you will need to log on to myCASA and navigate to AviationWorx to complete the online training module.

Completing Class 5 Application

What I need to do:

1. Login to myCASA.
Refer to '[Accessing MRS](#)' section in [Chapter 2](#) of this user manual.
2. Select Class 5 medical self-declaration.

If you are uncertain about your health status, please seek advice from your health practitioner before applying.

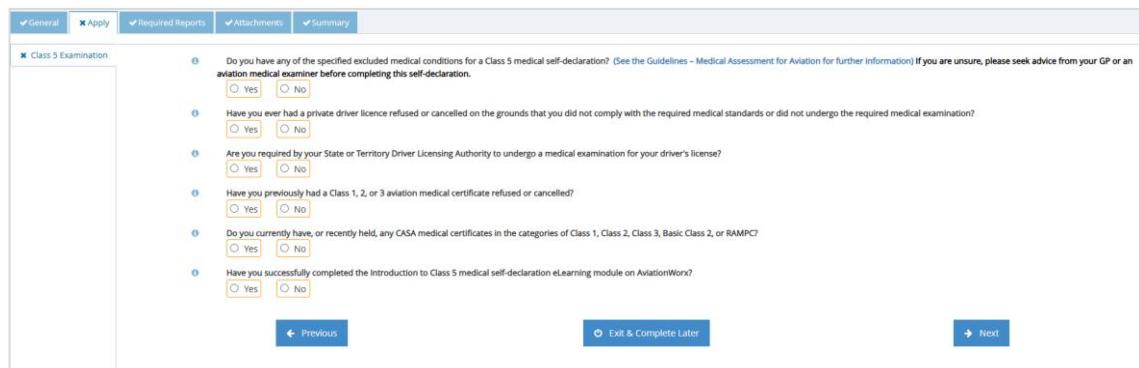


The screenshot shows a horizontal progress bar with four numbered circles: 1 (Validation), 2 (Select Certification), 3 (Apply), and 4 (Completion). The 'Select Certification' step is currently active. Below the progress bar, the 'Select Certificate Type' section is visible, containing a list of options with the 'Class 5 medical self-declaration' option selected.

Select Certificate Type

- Class 1, 2
- Class 2
- Class 3
- Class 2, 3
- Class 1, 2, 3
- Basic Class 2
- Class 5 medical self-declaration
- Reconsideration

3. Complete all questions.



The screenshot shows the 'Class 5 Examination' section of the application. It contains a list of questions with 'Yes' and 'No' radio button options. The questions are:

- Do you have any of the specified excluded medical conditions for a Class 5 medical self-declaration? (See the Guidelines – Medical Assessment for Aviation for further information) If you are unsure, please seek advice from your GP or an aviation medical examiner before completing this self-declaration.
- Have you ever had a private driver licence refused or cancelled on the grounds that you did not comply with the required medical standards or did not undergo the required medical examination?
- Are you required by your State or Territory Driver Licensing Authority to undergo a medical examination for your driver's license?
- Have you previously had a Class 1, 2, or 3 aviation medical certificate refused or cancelled?
- Do you currently have, or recently held, any CASA medical certificates in the categories of Class 1, Class 2, Class 3, Basic Class 2, or RAMPC?
- Have you successfully completed the Introduction to Class 5 medical self-declaration eLearning module on AviationWorx?

At the bottom of the screen are navigation buttons: 'Previous', 'Exit & Complete Later', and 'Next'.

4. Confirm that you have met all the requirements using the Guidelines – Medical assessment for Aviation. This can be sourced from our website: www.casa.gov.au.

OFFICIAL

5. Complete the declaration and consent.

Summary	
Application ID:	1068372-2025-U184
Class applied for:	Class 3 medical self-declaration
Application Status:	With Applicant
Date Application Started:	25/07/2025
Certification	I certify that:
1. <input type="checkbox"/> Using CASA's Guidelines - Medical Assessment for Aviation, I have fully completed a self-assessment of my health status and my fitness for a Class 3 medical self-declaration.	
Applicant's declaration and consent	
I declare that:	
1. <input type="checkbox"/> I do not have any excluded medical conditions for a Class 3 medical self-declaration and, in particular, declare that none of the following situations apply to me or are medical conditions that I have or suspect that I may have.*	
*Refer to the list of excluded medical conditions in the Guideline - Medical Assessment for Aviation for further information - Guidelines - Medical Assessment for Aviation for further information.	
a. Taking any medications for treating mental illness (This does not include non-sedating antidepressants. Refer to the guidance materials to see if your medication is excluded). b. Taking any medications for treating severe pain. c. Dementia or other memory disorder. d. Psychotic disorders or disorders with psychotic features. e. Degenerative neurological diseases. f. Epilepsy and other seizure disorders or diseases that could cause seizures. g. Blackouts or other sudden alterations of consciousness or diseases that could cause these. h. Insulin-treated diabetes. i. Long-term pregnancy. j. Lung disease that requires oxygen therapy. k. Intracranial malignancies. l. Visual field or visual acuity that does not meet the Australian private driver's licence standards. m. Hearing loss that means I am unable to understand conversational voice at a distance of 2 metres. n. Physical impairment that causes me not to be able to operate the flight controls safely in all circumstances.	
2. <input type="checkbox"/> Failure to make a full and accurate disclosure in relation to relevant health matters existing at the time of self-assessment, whether or not the matters are covered by the Guideline - Medical Assessment for Aviation, will invalidate my record of Class 3 medical self-declaration.	

6. Complete payment and submit your application.

Refer to '[Make Payment](#)' section in Chapter 2 of this user manual.

7. After submission, your certificate will be generated.

End of Instructions.

End of Chapter.

5. Frequently Asked Questions

Q1: I have not received an email from CASA advising me that my renewal is due

Answer:

Your details may not be up-to-date, please login to myCASA and update your details.

If your details are correct, please contact the Aviation Medicine (AvMed) team by phone on 131 757, or by email at: applications@casa.gov.au

Q2: I am having issues logging into myCASA

Answer:

Please try clearing the web cache and if you are still unable to login, please contact myCASA support by phone on 131 575 or by email at: applications@casa.gov.au

Q3: I am unsure of how to answer a particular question in my Class 1, 2, or 3 medical application

Answer:

Select 'Unsure' and discuss further with your DAME during your medical examination.

Q4: I have selected 'Yes' to a question but I am unsure of dates and who the Doctor was

Answer:

An estimated date can be entered.

If you have no recollection of who or where you were seen, please enter 'Unsure' in the comments section.

Q5: How much detail do I need to provide if I select 'Yes' to a question?

Answer:

Enough information should be provided to ensure the DAME understands what has occurred.

If you have any additional information, you can provide a copy to the DAME to assist.

Q6: Can I go to any DAME?

Answer:

Yes, once you submit your application, your record will go into the section of MRS where any DAME upon your request can access your record in order to conduct your aviation medical examination.

Please see 'Find a medical or eye examiner' on our website www.casa.gov.au for a list of available DAMEs.

Q7: What if I forgot to add some medical information or have further medical issues arise while completing a medical application?

Answer:

Make a note of what you have missed or what your new medical issues are and speak to your DAME during your examination.

If your medical has been submitted to CASA you can reach out to your DAME or call us on 131 757 and advise the Aviation Medicine (AvMed) team accordingly.

Q8: How do I notify CASA of any medical changes or incapacitation for more than 7 days?

Answer:

Please advise your DAME as soon as possible.

Your DAME will notify CASA of the medical changes and where possible, the DAME can provide a clearance certificate once you are fit to fly.

Q9: Do I need to enter all prescribed medication, counter medication or other supplements that I have had or been prescribed in the last four years?

Answer:

Yes, you will need to enter these details with the dosage and strength information into your medical application.

Once you have entered this information and submitted your first application, the system will retain the information for your future medicals.

Please advise your DAME if you start any new medications that you have been prescribed or, if you have ceased a medication and have a current CASA medical.

For renewal applications:

A recent system update to MRS, historical medication is now being listed without necessary data such as strength & dosage.

To resolve the issue, you will need to ensure that all medication entries have a strength and dosage recorded, even historical medications you are no longer taking.

If you are unsure of the strength and/or dosage you can put 0 (zero).

Please ensure that any medication no longer being taken is marked appropriately and has an end date. After inputting the necessary data, the system should allow you to progress

End of Chapter.

End of Manual.