



Replacement aircraft certificate of registration

CASR 11.115

Purpose of this form

Use this form to apply for a **replacement** Certificate of Registration, for an aircraft that is already VH registered.

Who is this form for?

This form is for the aircraft registration holder to request a **replacement** Certificate of Registration, where the original certificate has been lost, stolen, destroyed or damaged to the point where it is no longer legible.

This form may also be used to request a replacement Certificate of Registration if any of the following information on the certificate has changed:

- aircraft manufacturer, model and/or serial number
- legal name of the owner/registration holder
- home/physical address of the owner/registration holder

If there has been a **change** in the aircraft ownership, or if other aircraft details have changed, please refer to the relevant forms and instructions **before requesting** a replacement certificate [Aircraft register forms and fees](#).

Information needed to complete this form

When completing this form make sure that your responses are accurate and complete. Incorrect or incomplete responses may result in delays in processing your application and in some cases, may result in increased fees.

Knowingly making a false or misleading statement is also an Offence against the Criminal Code Act 1995 (Cth) and may result in prosecution.



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✗
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

Contact details

CASA will use the currently held contact details linked to your ARN profile.

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.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Aircraft registration

- 1** What are the **aircraft details**, as noted on the aircraft data plate and the certificate of registration?

Registration mark (VH-)

Manufacturer

Model

Serial number

Registration holder

- 2** What are the **registration holder** details?

Legal entity/full name

ARN

Contact number

Email address

Reason for replacement

- 3** What is the **reason** you require a replacement registration certificate?

If you are requesting a replacement certificate because of a **change of registration** details, ensure CASA has processed the request to update the details **before** you request a new certificate.

Lost or destroyed

Damaged and no longer legible

Update to registration certificate details

For example: aircraft model, registration holder's legal name, address, etc

Address for issue

- 4** Do you require the replacement Certificate of Registration to be sent to an address other than the postal address CASA holds for the registration holder?

No

Yes

-
- 5** What are the issue details?

Addressee

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

Applicant checklist

- 6** Are you attaching any documents to this application?

Applicant declaration

7 I declare that:

- I am the registration holder or an authorised representative of the registration holder named in question 2.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgment.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Director, Agent

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 2.

 **Attach authority**



Application fees

Please select the required fees in this application, the total will be automatically tallied below.

Fee code: 12.4..... **Total: \$ 65**

Description: Replacement of a certificate of registration – processing and consideration of application.

Total
\$

Payment options

Option 1 (CASA preferred option)

Make an online payment.

Choose the service category then 'Add', select the service you are making the payment for, enter your ARN and family name/surname.

Provide the online receipt number below

Submit both the Payment Authorisation and Application:



By email – attach this form and all supporting documents. Send them to AircraftRegistration@casa.gov.au



By post – return this form and all supporting documents to:

**CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601**

Option 2

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

Card number

Mastercard

Visa

Cardholder name (please print)

Expiry (MM/YY)

/

Total

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

Contact number