



**IMPORTANT INFORMATION**

- 1: This form is to be used to notify CASA of the initial issue of an operational rating under CASR Part 61, with the exception of a Flight Examiner. If the pilot already holds the rating and an additional endorsement is being issued, do not use this form. [Form 61-2AE](#) is the form to be used to notify CASA of the issue of an additional endorsement. Refer to Chapter 16 of the [Flight Crew Licensing Manual](#).
- 2: If the applicant does not *currently* have a CASR Part 61 licence document, you **must** submit [Form 61-9TX](#). Refer to the form for further information. If CASA does not have a photo of the applicant that is less than 10 years old, they must also submit [Form 61-9PIC](#).
- 3: The issue of the first CASR Part 61 licence is free of charge. If the applicant wishes for a subsequent reprint of their licence, they must complete and submit [Form 61-9R](#).
- 4: This form can be **completed electronically and saved locally** to your computer. Once the applicant's ARN has been entered into the first page, it will automatically update in the ARN fields on subsequent pages. **Fields and sections marked with an \* are mandatory.** CASA recommends that you complete as much of the form electronically as possible.

**Applicant Details as per Birth Certificate / Passport:**

Title:\* \_\_\_\_\_  
 Family Name:\* \_\_\_\_\_  
 Given Names:\* \_\_\_\_\_  
 Date of Birth:\* \_\_\_\_\_

**Applicant ARN:\***

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**Privacy Statement:** 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 the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

Does the pilot already hold a CASR Part 61 licence document?

- Yes – if a licence reprint is required, please submit Form 61-9R
- No – a CASR Part 61 licence document will be sent to the pilot as a result of this notification. The pilot must submit Form 61-9TX with this form. The pilot may also need to submit form 61-9PIC.

Is this form being submitted with another application/notification?

- Yes Please specify: \_\_\_\_\_
- No

**Section A: Pre-Flight Test Declarations\***

**1. Applicant**

<input type="checkbox"/>	I hold a licence appropriate for the issue of the operational rating and endorsement(s)
<input type="checkbox"/>	I hold a medical as per CASR 61.1300(5)(b)
<input type="checkbox"/>	Not applicable (flight test in a SIM)

I hereby certify that all statements in this application are true and correct in every particular and that I have read and understood all regulatory references included in this application. I consent to CASA using and disclosing my personal information in accordance with CASA's privacy policy including exchanging the information with Commonwealth, State and Territory government agencies (see [CASA's Privacy Policy](#)). I have attached all required documentation specified in the applicant checklist and acknowledge that to knowingly make a false or misleading statement is an offence against the *Criminal Code Act 1995* (Cth).

Signature: _____	Date: ____ / ____ / ____
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**Notification of Issue of CASR Part 61 Operational Rating**

ARN:

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**2. Person under CASR 61.235**

<input type="checkbox"/>	Applicant has the aeronautical experience required for the issue of the rating and endorsement(s)										
<input type="checkbox"/>	Applicant has completed flight training required for the rating and endorsement(s) <b>OR</b>										
<input type="checkbox"/>	Applicant is competent in each unit of competency mentioned in the Part 61 Manual of Standards (overseas conversions)										
<input type="checkbox"/>	Instrument Rating/ PIR- Applicant has passed the IREX aeronautical knowledge examination <b>OR</b>										
<input type="checkbox"/>	Pilot Instructor Rating - Applicant has passed the PIRC aeronautical knowledge examination <b>OR</b>										
<input type="checkbox"/>	Aerial Application Rating - Applicant has passed the AGRA or AGRH aeronautical knowledge examination <b>OR</b>										
<input type="checkbox"/>	All other ratings - Not applicable										
<input type="checkbox"/>	Applicant holds a medical as per CASR 61.1300(5)(b) <b>OR</b>										
<input type="checkbox"/>	Not applicable (flight test in a SIM)										
Signature		Date ____ / ____ / ____	Printed Name								
			ARN <table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

**3. Flight Examiner**

<input type="checkbox"/>	Applicant holds a licence appropriate for the issue of the operational rating and any relevant pre-requisite endorsement										
<input type="checkbox"/>	Instrument Rating/ PIR- Applicant has passed the IREX aeronautical knowledge examination <b>OR</b>										
<input type="checkbox"/>	Pilot Instructor Rating - Applicant has passed the PIRC aeronautical knowledge examination <b>OR</b>										
<input type="checkbox"/>	Aerial Application Rating - Applicant has passed the AGRA or AGRH aeronautical knowledge examination <b>OR</b>										
<input type="checkbox"/>	All other ratings - Not applicable										
<input type="checkbox"/>	Applicant has met the flight training requirements for the grant of the rating and endorsement <b>OR</b>										
<input type="checkbox"/>	Not applicable (overseas conversion)										
<input type="checkbox"/>	Applicant has met the aeronautical experience requirements for the rating and endorsement										
<input type="checkbox"/>	Applicant holds a medical as per CASR 61.1300(5)(b) <b>OR</b>										
<input type="checkbox"/>	Not applicable (flight test in a SIM)										
Signature		Date ____ / ____ / ____	Printed Name								
			ARN <table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

**Section B: Rating and Endorsements Issued (Post Flight Test)\***

**1. Operational Rating Issued (tick relevant rating):**

<input type="checkbox"/>	Instrument Rating	<input type="checkbox"/>	Night VFR Rating	<input type="checkbox"/>	Low Level Rating
<input type="checkbox"/>	Flight Instructor Rating*	<input type="checkbox"/>	Night Vision Imaging System Rating	<input type="checkbox"/>	Private Instrument Rating
<input type="checkbox"/>	Simulator Instructor Rating	<input type="checkbox"/>	Aerial Application Rating		

**2. Endorsements issued:**

At least ONE endorsement must be issued with the rating. All the relevant endorsements issued on the rating must be listed in the boxes below, using same abbreviations as entered on licence (1 endorsement per Box)


**Note:** An application for an endorsement on any operational rating must meet all prerequisite requirements (licence, ratings, endorsements) before issuing the requested endorsement.

For example, to issue a pilot with a Flight Instructor Rating with an aerobatic training endorsement, the pilot must already hold a spinning flight activity endorsement AND an aerobatic flight activity endorsement.

To issue a Flight Instructor Rating with a Grade 3A training endorsement, the pilot must already hold a spinning flight activity endorsement.

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**3. Category of Aircraft / Class or Type Used for Flight Test**

<input type="checkbox"/> <b>Aeroplane</b>		<input type="checkbox"/> <b>Simulator</b>		<input type="checkbox"/> <b>Helicopter</b>		<input type="checkbox"/> <b>Simulator</b>	
<input type="checkbox"/>	Single Engine Class	<input type="checkbox"/>	Single Engine Class	<input type="checkbox"/>	Type Rating*:		
<input type="checkbox"/>	Multi Engine Class	<input type="checkbox"/>	Type Rating*:				
<input type="checkbox"/>	Type Rating*:						

\* Use type designator from the "Prescribed aircraft, ratings and variants for CASR Part 61 Instrument 2014".

**Aircraft Make/Model:**

**Aircraft Registration:** VH- \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Simulator ID Number:**

**Section C: Declaration of Flight Examiner\***

<input type="checkbox"/>	Applicant held a medical as per CASR 61.1300(5)(b)										
<input type="checkbox"/>	Not applicable (flight test in a SIM)										
<input type="checkbox"/>	Flight Test page attached										
Signature	Date	Printed Name	ARN								
	____ / ____ / ____		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								

Submit to CASA by:

- Email: [clarc@casa.gov.au](mailto:clarc@casa.gov.au)
- Mail: CASA Licensing and Registration Centre  
CASA  
GPO Box 2005  
CANBERRA ACT 2601