



**IMPORTANT INFORMATION**

- 1: If the applicant does not *currently* have a CASR Part 61 licence document, they **must** submit [Form 61-9TX](#). Refer the form for further information. If CASA does not have a photo of you that is less than 10 years old, they must also submit [Form 61-9PIC](#).
- 2: 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](#)
- 3: This form is to be used to notify CASA of the issue of a new aircraft class or type ratings on an existing CASR Part 61 licence.
- 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\*** Tick or enter NA if not applicable

**1. Applicant**

<input type="checkbox"/>	I hold a licence appropriate for the issue of the Class or Type Rating										
<input type="checkbox"/>	I hold a medical as per CASR 61.1300(5)(b)										
Signature	Date ____ / ____ / ____	Printed Name	ARN <table border="1"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>								

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**2. Person under 61.235(5) or 61.235(6) or 61.235(7)\***

<input type="checkbox"/>	Applicant holds a licence appropriate for the issue of the Class or Type Rating										
<input type="checkbox"/>	Applicant has completed flight training required for the Class or Type Rating										
<input type="checkbox"/>	Applicant has passed the aeronautical knowledge examination (Type Rating only)										
<input type="checkbox"/>	Applicant holds a medical as per CASR 61.1300(5)(b)										
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 has passed the aeronautical knowledge examination (Type Rating only)										
<input type="checkbox"/>	Applicant has met the flight training requirements for the grant of the Class or Type Rating										
<input type="checkbox"/>	Applicant holds a medical as per CASR 61.1300(5)(b)										
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: Class / Type Ratings Issued (Post Flight Test)\***

**Category of Aircraft / Class or Type**

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

**Design Feature Endorsements on the Type(s) applied for**

<input type="checkbox"/> Tailwheel Undercarriage	<input type="checkbox"/> Pressurisation System	<input type="checkbox"/> Gas Turbine Engine
<input type="checkbox"/> Retractable Undercarriage	<input type="checkbox"/> Floatplane	<input type="checkbox"/> Multi Engine Centreline Thrust
<input type="checkbox"/> Manual Propeller Pitch Control	<input type="checkbox"/> Floating Hull	<input type="checkbox"/> Ski Landing Gear

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

<input type="checkbox"/>	Flight Test page attached										
<input type="checkbox"/>	Applicant held a medical as per CASR 61.1300(5)(b)										
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>								

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