



IMPORTANT INFORMATION

1: Before you submit this form, have you submitted Form 61-9TX to CASA? [Form 61-9TX](#) is used to apply for permissions not in the CASA system and any that might need to be updated; these permissions could either be contained in your logbook or on an instrument or as a result of an authorisation under an AOC. It also includes a section for recording your last flight review or renewal (called a proficiency check under Part 61) of a rating.

2: As a first step, before submitting this resolution form, you must complete and submit [Form 61-9TX](#) if you have not already done so.

3: If you HAVE NOT submitted [Form 61-9TX](#), then certain permissions you hold will not have appeared on your licence. Please note, until such time as these qualifications are issued on your CASR Part 61 licence you cannot exercise the privileges. If you later submit Form 61-9TX after receiving your CASR Part 61 licence document, you will also need to pay for a licence reprint by submitting [Form 61-9R](#).

4: This form should be completed and submitted in the following circumstances:

- You have been given additional privileges that you are not entitled to.
- You have *previously provided evidence* of any qualifications but they have not been added to your licence.

5. Submit the form and any supporting documentation to CASA by:

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

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](#).

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Section A: Checking your new CASR Part 61 Licence

Step 1:

- Check your ARN is correct
- Check your Name is spelt correctly
- Check your Date of Birth is correct

Step 2:

- Check ALL your licences that you held under CAR Part 5 are listed.

Note 1: Licences are no longer issued as category specific, so if you held a CP(A)L under CAR Part 5 you will be issued a CPL (A) under Part 61. If you also held a CP(H)L you will see both the Aeroplane and Helicopter categories listed under your Commercial Pilot Licence.

Note 2: You will not see a Student Pilot Licence, Restricted Flight Engineer Licence or Student Flight Engineer Licence as these qualifications no longer exist under Part 61.

Note 3: Balloon permissions will not be displayed on the Part 61 licence, if you hold Balloon permissions you will be issued with two licence documents. *Note: these can both be displayed in the same licence wallet.*

Step 3:

- Check your Aircraft Ratings and aircraft Design Feature Endorsements

Note 1: All multi-engine aeroplane endorsements listed on your CAR Part licence that are not type ratings will not appear on your Part 61 licence, instead you will have a multi-engine class rating. (Refer Part 61 Legislative Instrument for Type Ratings)

Note 2: Confirm you have the appropriate Aircraft Category – Class or Type Ratings issued on your licence.

Note 3: If you hold a Type Rating with a condition under CAR Part 5, eg. Co-Pilot Rating check the Conditions / Licence Remarks page on your licence.

Note 4: There have been some minor changes to the list of Design Feature Endorsements (DFE) under Part 61. You will need to check those listed on your licence against the list of endorsements in the regulation.

Note 5: You should have applied for any new (DFE) you will hold under Part 61 via form 61-9TX. eg Gas Turbine Engine.

Step 4:

- Check ALL your Operational Ratings and Endorsements

Note 1: This section will require very careful review.

Note 2: Part 61 has introduced the concept of Endorsements on Operational Ratings, an Operational Rating CANNOT exist without at least one endorsement issued on it.

Note 3: Some endorsements for which you are eligible to hold on Operational Ratings listed on your Part 61 Licence may not be listed as they will require you to apply for them to be listed via Form 61-9TX.

Note 4: If hold an Instructor Rating, ensure the endorsements that reflect the privileges of the Grade of rating you held under CAR Part 5 are listed eg Grade 1 Aeroplane – you have Instrument Rating and Instructor Rating Training Endorsements listed.

Note 5: For the Instrument Rating only IAP2D or IAP3D will be listed and NOT specific NAV AIDS.

Step 5:

- Check ALL your Flight Activity Endorsements

Note 1: Check the CASR Part 61 regulation for what are flight activity endorsements under the regulation

Note 2: If the flight activity is not listed under Part 61 then it will not appear on your licence

Note 3: If you hold a flight activity listed under Part 61 that is not listed, HAVE YOU completed and submitted Form 61-9TX.

Step 6:

- Check the Table – “Flight Review and Proficiency Check – Aircraft Ratings and Operational Ratings”

Note 1: You are checking this table to confirm the details of your latest Flight Review and / or Proficiency Check have been entered onto the table.

Note 2: This table is for the recording of a successful revalidation of a qualification that requires either a flight review or proficiency check under CASR Part 61.

Note 3: As log books are no longer used for the recording of revalidations it is important you check this table to confirm you have your last flight review of proficiency check printed on the table.

Note 4: Only records that CASA have received notification for will appear here.

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Section B: List permission errors on CASR Part 61 licence document

What permission(s) are in error (include flight reviews and proficiency checks here)?

Permission Name on CASR Part 61 Licence	Details of Correct Permission
<i>Flight Instructor Rating Grade 3 Helicopter</i>	<i>This should be a Flight Instructor Rating Grade 2 Aeroplane. **EXAMPLE ONLY**</i>

Note: Where CASA has made an error on your Part 61 licence, your licence will be corrected and re-issued with no costs incurred.

Section C: List permission omissions on CASR Part 61 licence document

1. What permission(s) were on your CAR Part 5 licence and are not on your Part 61 licence?

Permission Name	Details

Note: Where CASA has made an error on your Part 61 licence, your licence will be corrected and re-issued with no costs incurred.

2. What permission(s) do you hold in your log book that should be on your licence?

Permission Name	Details

Note: Where CASA does not have records of the permissions noted above and the permissions and relevant evidence were not previously requested using Form 61-9TX, you will be required to pay for a re-issue of your licence.

Section D: Checklist

	Form 61-9TX attached (if applicable)
	Supporting documentation for any new or absent permissions attached
	Copy of your CASR Part 61 licence attached (mark any typo errors, incorrect entries etc with highlighter)
	Form 61-9R attached if required