



CASA Stamp:

**IMPORTANT INFORMATION**

- 1: If you do not *currently* have a CASR Part 61 licence document, you **must** submit Form 61-9TX. Refer to the form for further information. **Please note that your initial Part 61 Flight Crew Licence will be issued free of charge. If you are yet to be issued with your initial Part 61 licence, please refer to [Form 61-9TX](#).**
- 2: If CASA does not have a photo of you that is less than 10 years old, you must also submit Form 61-9PIC.
- 3: Payment for this application can be made [online](#). You must attach a copy of the receipt with this application.
- 4: This form can be **completed electronically and saved locally** to your computer. Once your ARN has been entered into the first page, it will automatically update in the ARN fields on subsequent pages. CASA recommends that you complete as much of the form electronically as possible.
- 5: Please ensure your application is completed correctly and that all required supporting documentation is provided. Incomplete applications will not be accepted and may be returned to you for amendment. **Fields and sections marked with an \* are mandatory.**
- 6: Please note that your initial Part 61 Flight Crew Licence will be issued free of charge. If you are yet to be issued with your initial Part 61 licence, please refer to Form 61-9TX.

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

Title:\* \_\_\_\_\_

Family Name:\* \_\_\_\_\_

Given Names:\* \_\_\_\_\_

Date of Birth:\* \_\_\_\_\_

**Requester ARN:\***

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**CONTACT DETAILS**

**Note:** You are required to notify CASA of any changes to your personal contact information (refer to CASR 11.070). Correspondence, including permissions issued as a result of this application, will be sent by post to the current postal address according to CASA's records.

You should notify CASA of any changes using one of the following methods:

- Log onto the CASA Self Service Portal <https://portal.casa.gov.au/selfservice/>
- Submit Online Change of Details form <https://portal.casa.gov.au/casaforms/addrchange.htm>

**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 complete and submit this form to CASA.
- No – Complete **Form 61-9TX** (Recognition and Transfer CAR 5 Qualifications under CASR Part 61 and CASR Part 202.261) and submit to CASA. There is no need to submit this form as a CASR Part 61 licence document (first print is free) will be sent to pilot as a result of 61-9TX notification.

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**Section A: Declaration\***

I\*, \_\_\_\_\_ (full name\*)

hereby request a reprint of my licence be sent out to me.

<b>Signature:</b> _____	<b>Date:</b> ____ / ____ / ____
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**Section B: Type of Licence** Please tick type of licence for reprint.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Pilot Licence                  | <input type="checkbox"/> Flight Engineer Licence                 | <input type="checkbox"/> Certificate of Validation |
| <input type="checkbox"/> Air Traffic Controller Licence | <input type="checkbox"/> Aeronautical Radio Operator Certificate | <input type="checkbox"/> UAV Certificate           |
| <input type="checkbox"/> Other: _____                   |  |  |

**Section C: Reason for Reprint** Please tick reason for reprint

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Lost                 | <input type="checkbox"/> Stolen                     | <input type="checkbox"/> Damaged                    |
| <input type="checkbox"/> Qualifications added | <input type="checkbox"/> Qualifications revalidated | <input type="checkbox"/> Change of personal details |

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**Payment Authorisation**

**Licence Fees\***

Fee Code	Description	Total
<input type="checkbox"/> 24.3	Licence Reprint	\$ 25
<b>Total Cost:</b>		\$ _____

**Payment Option\***

Payment made [online](#) Receipt No: \_\_\_\_\_ (CASA preferred option)

**Attach printed receipt and do not complete remainder of this page**

I have enclosed a Cheque or Australian Money Order **(please make cheques payable to CASA)**

I am paying by credit card – please ensure you complete ALL details below including the card holder name and the total amount

I hereby authorise the Civil Aviation Safety Authority to debit the following amount from my:		<b>MasterCard</b> <input type="checkbox"/>	<b>Visa</b> <input type="checkbox"/>
Card Number:	<input type="text"/>	<input type="text"/>	Expiry Date: ____ / ____
Card Holder Name (please print):	.....	Total:	\$ _____
Signature: .....	.....	Date:	____ / ____ / ____

**Receipt Options \***

Send receipt to:

Applicant OR  Third party (provide details below)

**Details of Third Party**

Individual's or Organisation's Full Name:		
Email:		
Postal Address:		
State:	Postcode:	Country:
Contact Phone:	ARN: (if applicable)	

Attach this Payment Authorisation Form (and Cheque / Money Order / Purchase Order) to the Application Form.

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

**Paid Stamp**

Receipt No:		Initial:	