



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to applications@casa.gov.au.

Purpose of this form

This form is to be used to notify CASA of the **initial issue** of an operational rating under CASR Part 61.

Who is this form for?

This form is for pilots who **already hold** a CASA Part 61 licence, to notify of an **initial** operational rating.

Information needed to complete this form

You are required to hold the appropriate licence for the requested operational rating and endorsement(s).

Prerequisite flight test and exams must be undertaken before the rating can be issued and the applicant must also hold the appropriate medical certificate or exemption under CASR 61.235 (4)(b).

If the licence holder does not currently have a CASA Part 61 licence document, they must submit 'Recognition and Transfer CAR Part 5 Qualifications' (Form 61-9TX).

If CASA does not have a photo of the licence holder that is less than 10 years old, they must also submit 'Lodgement of current photo with CASA' (Form 61-9PIC).

If the licence holder seeks a subsequent reprint of their licence, they must complete and submit 'Licence Reprint'.

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](#).

Contact details

CASA will use the currently held contact and address details based on your ARN.

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 Statement](#).

For more information

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

Applicant

1 What are the **applicant** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

The pilot **must already hold** a Part 61 licence.

Full name

ARN

Contact number

Email address

Notification checklist

2 Select all that apply:

This form is being submitted with another application/ notification. please specify;

Flight test page attached.

Applicant holds a medical certificate or exemption for CASR 61.235(4)(b)- Flight test conducted in a SIM.

Pre-flight test declaration

3 Select one:

I hold a medical certificate or exemption for CASR 61.235 (4)(b)

Flight test conducted in a SIM

I declare that:

- I hold a licence appropriate for the issue of the operational rating and endorsement(s)
- I am the applicant named in question 1.
- All statements in this notice 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 notice.
- I understand CASA will use the currently held details to process this notice and it is my responsibility to ensure my details are correct prior to lodgment.

3 Continued

- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge that to knowingly make a false or misleading statement in this notice is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Applicant full name

Date (DD/MM/YYYY)

/ /

Person under CASR 61.235 declaration

4 Select **one box** in each section:

Applicant has the aeronautical experience required for the issue of the rating and endorsement(s)

Applicant has completed flight training required for the rating and endorsement(s)

Instrument Rating/PIR - applicant has passed the IREX aeronautical knowledge examination **or**

Pilot Instructor Rating - applicant has passed the PIRC aeronautical knowledge examination **or**

Aerial Application Rating - applicant has passed the AGRA or AGRH aeronautical knowledge examination **or**

All other operational ratings - aeronautical knowledge examination not applicable

Applicant holds a medical certificate or exemption for CASR 61.235 (4)(b) **or**

N/A - Flight test conducted in a SIM

I acknowledge that to knowingly make a false or misleading statement in this notice is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Person under CASR 61.235 full name

ARN

Date (DD/MM/YYYY)

/ /

Rating and endorsements issued (post-flight test)

5 Operational Ratings Issued

- Instrument Rating
- Night VFR Rating
- Low Level Rating
- Flight Instructor Rating
- Night Vision Imaging System Rating
- Private Instrument Rating
- Simulator Instructor Rating
- Aerial Application Rating
- Flight Examiner Rating (CASA use only)

6 What are the **endorsements** issued?

At least **one** endorsement must be issued with the rating. All endorsements issued on the rating must be listed in the section below, using same abbreviations as entered on licence (1 endorsement per line).

An endorsement must meet all prerequisite requirements (licence, ratings, endorsements) before issuing.

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.

Endorsements

Endorsements

 Attach additional pages if required

Aircraft details

7 What are the aircraft details?

Refer to the latest edition of the “Part 61 Prescription of Aircraft and Ratings – CASR Part 61” instrument

Category of aircraft class or type used

Aeroplane

Simulator

- Single-engine class
- Multi-engine class
- Type rating

Helicopter

Simulator

- Single-engine class
- Type rating

Registration mark (VH-)

Aircraft manufacturer

Aircraft model

Simulator ID

Flight Examiner declaration

8 Select **one box** in each section:

Applicant holds a licence appropriate for the issue of the operational rating and any relevant pre-requisite endorsement

Instrument Rating/ PIR- Applicant has passed the IREX aeronautical knowledge examination **or**

Pilot Instructor Rating - Applicant has passed the PIRC aeronautical knowledge examination **or**

Aerial Application Rating - Applicant has passed the AGRA or AGRH aeronautical knowledge examination **or**

All other operational ratings - aeronautical knowledge examination not applicable

Applicant has met the flight training requirements for the grant of the rating and endorsement

Applicant holds a medical certificate or exemption for CASR 61.1300(5)(b) **or**

N/A - Flight test conducted in a SIM

I acknowledge that to knowingly make a false or misleading statement in this notice is an offence against the Criminal Code Act 1995 (Cth).

Flight examiner full name

ARN

Date (DD/MM/YYYY)

/ /

Returning your form



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



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

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601