



Purpose of this form

Use this form to obtain one or more of the following reports

- A confirmation report
- A pre-requisite report for Flight Crew Licence qualifications
- A replacement of a lost or destroyed Knowledge Deficiency Report (KDR) from sitting an aeronautical knowledge examination

Who is this form for?

This form is for the holder of a current Pilot Licence needing **one or more of the above reports**.

Use the [Licence Reprint application form](#) if you need a reprint of your **existing licence**.

Information needed to complete this form

Please ensure your application is completed correctly. **Incomplete applications will not be accepted** and will be returned to you for amendment. All fields are mandatory.

You **must** ensure CASA has updated your qualifications in their system **before** requesting a Confirmation Report (FCL and current medical details). CASA will use the qualification data that is recorded in our systems at the time of your request.

CASA may request a new application with further payment if you are missing qualifications on the report.

KDR report(s) will only be posted – they will not be emailed.



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕

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.

Contact details

Refer to CASR 11.070

CASA will use the currently held contact and address details based on your ARN to process this application.

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 Policy](#).

For more information

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

Applicant

1 What are the **applicant** details?

If changes are required to applicant details, refer to [CASA changing your details](#) before completing this form.

Legal entity/full name

ARN

Contact number

Email address

Report request

2 What report(s) are you requesting (select all that apply)?

Reports will **only** be sent to the postal address linked to your ARN. Cost(s) will be automatically tallied on the payment page. Use the [Licence Reprint application form](#) if you need a reprint of your **existing licence**.

Fee Code: 24.4 **\$25**

Description: Confirmation report - (FCL and current medical details)

Fee Code: 24.4 **\$25**

Description: Pre-requisite report - (full history of theory exams)

Fee Code: 24.6 036 **\$65 per request for KDR**

Description: Replacement of a knowledge deficiency report from sitting aeronautical knowledge examinations for replacement of lost or destroyed KDRs—preparation and delivery.

Reprint of individual exam result(s) (KDR) for **RPL and/or PPL** exams only, e.g. RPLA or PPLH. List the required KDR exam code(s)

Reprint of individual exam result (KDR) for **CPL exams only**. List the required KDR exam code(s) e.g. CMET, CNAV or CHUF

Reprint of individual exam result (KDR) for **ATPL exams only**. List the required KDR exam code(s) e.g. AALW, ANAV or AMET

Reprint of individual exam result (KDR) for **rating exams only**, e.g. IREX, PIRC or AGRA. List the required KDR exam code(s)

Declaration

3 I declare that:

- All statements in this application 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 application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgment.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

Application fees

The fees in this application will be automatically tallied below.

Fee code: 24.4.....**Total: \$ 25**
Description: Confirmation report - (FCL and current medical details).

Fee code: 24.4.....**Total: \$ 25**
Description: Pre-requisite report - (full history of theory exams).

Total
\$

Applicant
ARN

Fee Code: 24.6 036 **\$65 per request for KDR**

Description: Replacement of a knowledge deficiency report from sitting aeronautical knowledge examinations for replacement of lost or destroyed reports – preparation and delivery.

Reprint of individual exam result(s) (KDR) for **RPL and/or PPL** exams only, e.g. RPLA or PPLH. List the required KDR exam code(s)

Reprint of individual exam result (KDR) for **CPL exams only**. List the required KDR exam code(s) e.g. CMET, CNAV or CHUF

Reprint of individual exam result (KDR) for **ATPL exams only**. List the required KDR exam code(s) e.g. AALW, ANAV or AMET

Reprint of individual exam result (KDR) **for rating exams only**, e.g. IREX, PIRC or AGRA. List the required KDR exam code(s)

Payment options

Option 1 (CASA preferred option)

Make an online payment.

Choose the service category then 'Add', select the service you are making the payment for, enter your ARN and family name/surname.

Provide the online receipt number below

Submit both the Payment Authorisation and Application:



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

Option 2

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from my:

Card number

Mastercard

Visa

Cardholder name (please print)

Expiry (MM/YY)

/

Total

Signature

Date (DD/MM/YYYY)

\$

/ /

Receipt Options Applicant **or** Third party (provide details below)

Details of third party

ARN (if applicable)

Email

Legal entity/full name

Contact number