



Aeronautical Radio Operator Certificate (AROC)

Initial issue, transfer or conversion

MOS Part 61, CASR Part 64

Purpose of this form

Use this form to apply for an Aeronautical Radio Operator Certificate (AROC).

Who is this form for?

This form is for individuals wishing to apply for an AROC and:

- have completed an approved course of training; or
- are transitioning their old AROCOP; or
- converting a radio operators licence or certificate from an ICAO contracting state.

Information needed to complete this form

Applicants must have successfully completed an approved course of training and assessment for transmission of aeronautical radio operations with:

- a Registered Training Organisation whose scope of registration covers the training for operations of an aeronautical radio, or
- an approved person under CASR 64.012, or
- a pilot instructor who holds a training endorsement that authorises the instructor to conduct flight training for a pilot license or flight crew rating



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
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✗
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

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](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

Contact details

CASA will use the currently held contact details linked to your ARN profile.

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?

Full name

ARN

2 What are you **applying** for (select one)?

Initial issue of an AROC

Transition of an AROCOP
(CAR 83A and CASR 202.304) to a
CASR Part 64 AROC

Conversion of a radio operator
licence or certificate, issued by
an ICAO contracting State

Test results

3 Who issued the test results (select one)?

RTO

Flight Instructor

CASA

Person approved under CASR 64.012

4 Who conducted the training?

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

Examiner name

ARN

Contact number

Email address

Date of assessment (DD/MM/YYYY)

/ /

5 What are the RTO details?

Legal entity

ABN

Code

Qualification code

Trainer declaration

6 I declare that:

- I am the Examiner named in question 4.
- The applicant is trained and assessed as meeting the competency standards specified in Part 61 MOS for operation of an aeronautical radio.

Full name

Signature

Date (DD/MM/YYYY)

/ /

English Language Proficiency requirements

Refer to CASR 64.015; CASR Part 61 Manual of Standards

7 Have you completed an English Language Proficiency (ELP) assessment?

This form cannot be processed/you cannot submit until AELP/GELP.

No

Yes

8 I have completed an AELP or GELP assessment and (select one):

Assessment report was previously submitted to CASA

Assessment completed by Aspeq and the Notice of Examination Result is attached

AELP assessment

Notification was previously submitted to CASA

Evidence of existing qualification

9 What are the details of your overseas qualification?

Issuing authority (e.g. FAA or NZ CAA)

Type of Radio Certificate

Licence/certificate number



Attach certified copy

Application checklist

10 Select all that apply:

I am at least 17 years of age (CASR 64.015 refers)

Evidence of GELP or AELP assessment is attached

Certified copy of AROCOP is attached

Certified copy of overseas Radio Licence/Certificate is attached

If other please specify

Declaration

11 I declare that:

- I authorise CASA to send a copy of all communications regarding this application to my Training Provider named in question 4.
- I am authorised to make this application and hold the role indicated below.
- 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 have attached all required documentation specified in the application checklist.
- 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

Signature

Date (DD/MM/YYYY)

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Application fees

Please select the required fees in this application, the total will be automatically tallied below.

Fee code: 24.6.075..... **Total: \$ 50**

Description: Issue of an Aeronautical Radio Operator Certificate – processing and consideration.

Fee code: 24.8R..... **Total: \$ 25**

Description: Provision of a document, however described, that is issued administratively by CASA, and for which no other fee is payable under this schedule (Provision of an AROC that updates an earlier version).

Total
\$

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