



Air Traffic Controller (ATC)

Initial Licence/Additional Rating & Exchange

CASR Part 65

Purpose of this form

Use this form to apply for an initial Air Traffic Control (ATC) Licence, an ATC Licence Exchange or additional ATC rating(s) on an ATC Licence.

Who is this form for?

This form is for an individual applying for an initial ATC Licence, an ATC Licence exchange or to add additional ATC ratings to their existing ATC Licence.

Information needed to complete this form

You must be at least **18 years old**.

If applying for an exchange, you must have proof that you hold an ATC Licence including issue date and ratings.

You are required to hold at least a current ICAO level 4 English Language Proficiency (ELP) assessment or submit with this application an assessment report or a statement by an ATS provider that the person meets the requirements.

Refer CASR 65.070



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](#).

Contact details

CASA will use the currently held contact and applicant 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 Policy](#).

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](#).

Full name

ARN

Contact number

Email address

2 What are your Medical details?

Class 3 Medical Certificate Date of Issue (DD/MM/YYYY)

/ /

Date of Expiry (DD/MM/YYYY)

/ /

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

ATC licence and initial rating(s)

Additional ATC rating(s)

Exchange Licence

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

Yes The ICAO ELP is stated on my ATC certificate

Yes I have previously completed an ELP assessment and the assessment report was submitted to CASA

Yes I have completed an ELP assessment

 **Attach assessment**

5 What rating are you applying for?

Aerodrome Control

Approach Control

Approach Radar Control

Area Control

Area Radar Control

Qualified Air Traffic Service Workplace Assessor (ATS WPA) Declaration

6 I declare that:

- I have sighted documentary evidence that the applicant successfully completed a training course relevant to:
the licence, and/or
the rating(s)
- The applicant has:
passed the appropriate written Rating examination(s)
passed the appropriate written Endorsement examination(s), and
been assessed by me and found competent to hold an Endorsement associated with each rating applied for
- If applicable, for initial ATC Licence and additional ATC Rating(s) only:
ELP (minimum Level 4) assessment completed.
Date of ELP (DD/MM/YYYY)

/ /

Full name

ARN

Signature

Date (DD/MM/YYYY)

/ /

7 What are the details of your ATC licence (exchange applications only)?

You must attach a photocopy of your full licence including the front page of existing licence showing date of issue as well as page(s) showing ratings held.

Licence number

Date of issue (DD/MM/YYYY)

/ /

Applicant checklist

- 8** Select all that apply:
- Copies of licences (where requested) are attached
 - Copies of pages showing ratings where requested are attached
 - A copy of my ELP assessment or statement by an ATS provider is attached
- If other please specify

Applicant declaration

- 9** 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 have attached all required documentation specified in the applicant 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)

/ /



Payment authorisation

Applicant
ARN

Application fees

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

Fee code: 14.1..... **Total: \$ 65**
Description: Apply for an ATC Licence with initial Rating(s)

Fee code: 14.2..... **Total: \$ 65**
Description: Apply for additional ATC Rating(s)

Fee code: 14.1..... **Total: \$ 65**
Description: Apply for exchange licence

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