

Recreational Pilot Licence (RPL)

In recognition of pilot certificate

CASR 61.480

**Australian Government**
Civil Aviation Safety Authority**Purpose of this form**

Use this form to apply for a CASA issued RPL and associated endorsements through recognition of your pilot certificate granted by a Recreational Aviation Administration Organisation (RAAO).

Who is this form for?

This form is for individuals holding a pilot certificate granted by a RAAO seeking recognition when applying for a CASA issued RPL.

Information needed to complete this form

You must hold a current pilot certificate issued by a RAAO.

You must provide certified copies of documents as a part of this application. For more information on certified copies and who can witness them, see the [CASA website](#).

If CASA does not have a photo of you that is less than 10 years old, you must also submit '[Lodgement of current photo with CASA](#)' (Form 61-9PIC) with this application.

A CASA Flight Crew Licence cannot be issued until you have been issued with an Aviation Security Identification Card (ASIC) or Aviation Identification (AVID). For security requirements associated with the issue of this licence please refer to the guidelines.

Refer to ASIC and AVID page.

To be issued with a flight radio endorsement based on your pilot certificate, you will need to hold a valid International Civil Aviation Organisation (ICAO) level 4, or higher, Aviation English Proficiency (ELP) assessment or you are submitting an ELP notification with this application.

Refer to CASR 61.500(4)(c)

To be issued with a Recreational navigation endorsement your pilot certificate must authorise you to conduct cross-country flight and you must meet the minimum required hours.

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

Full name

ARN

Contact number

Email address

2 Which aircraft category Recreational Pilot Licence are you applying for?

Aeroplane - RPL(A)

Helicopter - RPL(H)

3 Do you hold a current Aviation Security Identification Card (ASIC) or Aviation Identification (AVID)?

Refer to Aviation Transport Security Regulations 2005

No

Yes Attach a certified copy

 **Attach certified copy**

4 Have you applied for an ASIC/AVID?

No You cannot submit this application until you have applied for an ASIC/AVID

Yes Your application will be placed on hold until either your AVID is issued by CASA or you supply a certified copy of your ASIC

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

Refer to CASR 61.160

Yes I have completed an ICAO level 4, or higher, ELP assessment and the record is on my foreign licence

Yes I have completed an Australian ICAO ELP assessment

 **Attach assessment**

6 Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by an organisation?

No

Yes

7 Have you ever been refused the issue of a transport related licence or certificate (eg. pilot licence, pilot certificate, drivers licence, boating licence)?

No

Yes

8 Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Include all motor vehicle traffic-related convictions including those from overseas.

No

Yes

9 Is suspension or cancellation action pending in relation to any aviation licence you hold?

No

Yes

10 If you answered **yes** to **any** of questions **6** to **9**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59

 **Attach additional pages if required**

Aeronautical experience

11 What is your **Aeronautical experience**?

To be eligible to apply for **RPL-A** or **RPL-H**, applicants must have the following **minimum** aeronautical experience in the category of aircraft for which the associated aircraft category rating is sought.

You must ensure you meet the requirements of the experience specified in the regulations.

Refer to CASR 61.475

Type of experience required	Minimum hours required	Your actual hours
Total flight time as pilot (in appropriate category)	25	
Dual flight time (in appropriate category)	20	
Solo flight time (in appropriate category)	5	

 **Attach certified copy of log your book**

12 Are you adding the **Flight Radio Endorsement**?

No

Yes

13 Are you applying for a **Recreational Navigation Endorsement**?

No

Yes

14 What are the **Cross-country Flight Endorsement** details?

You must meet the following **minimum** hour requirements.

Type of experience required	Minimum hours required	Your actual hours
Solo cross-country	5	
Dual flight time	1	

 **Attach certified copy of log your book**

15 What are the **Design Feature Endorsements** held on your pilot certificate you are applying for (select all that apply)?

Manual propeller pitch control

Tailwheel undercarriage

Retractable undercarriage

Applicant checklist

16 Select all that apply:

A certified copy of my ASIC/AVID is attached

A certified copy of current pilot certificate granted by a RAAO is attached

Certified copies of logbook pages, verifying required flight experience are attached

An ELP assessment report is attached or I have confirmed I hold at least a current ICAO level 4 ELP assessment

'Recreational Pilot Licence (RPL) endorsements' (Form 61-1RE) is attached

'Lodgement of current photo with CASA' (Form 61-9PIC) including a current photo if not previously submitted

If other please specify

Applicant declaration

17 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

Date (DD/MM/YYYY)

/ /

Application fees

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

Fee code: 24.6 002..... **Total: \$ 50**

Description: Issue of RPL (Australia trained) - processing and consideration.

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