



**IMPORTANT INFORMATION FOR APPLICANTS**

- 1: There are two training paths an applicant can take for the issue of a CPL(H). One is ICAO compliant (integrated training course) and the other is non-ICAO compliant (non-integrated training course).
  - 2: If you do not *currently* have a CASR Part 61 licence document, you **must** submit [Form 61-9TX](#). Refer to the form for further information. If CASA does not have a photo of you that is less than 10 years old, you must also submit [Form 61-9PIC](#).
  - 3: For security requirements associated with the issue of this licence please refer to the [ASICs and AVID](#) page.  
**Note:** A CASA Flight Crew Licence cannot be issued until you have been issued with an ASIC or AVID.
  - 4: To be eligible for a CPL(H), you must have passed at least the CPL(H) Aeronautical Knowledge Exam. The Result Advice/Knowledge Deficiency Report (RA/KDR) must be provided to the Flight Examiner for review. Relevant exam codes include (only one option is required):
    - CADH + CFPH + CHUF + CLWH + CMET + CNAV + CSYH – 7 subject-part exams; or
    - CADH + CFPH + CLWH + CSYH - if you hold an Australian CPL(A) licence.
- Exams passed prior to November 1998 may also be considered. Please contact the Flight Crew Licensing Exams Team for advice by email [fcl.exams@casa.gov.au](mailto:fcl.exams@casa.gov.au).
- 5: CASA must ensure an applicant is a fit and proper person before issuing a permission. Therefore the information requested in *Section A6* is still required, even if you hold a valid ASIC or AVID.
  - 6: Payment for this application can be made [online](#). You must attach a copy of the receipt with this application.
  - 7: This form can be **completed electronically and saved locally** to your computer. Once the ARN has been entered into the first page, it will automatically update in the applicant ARN fields on subsequent pages. CASA recommends that applicants complete as much of the form electronically as possible.
  - 8: Please ensure your application and the checklist are completed correctly and that all required supporting documentation is provided. **Incomplete applications will not be accepted** and will be returned to you for amendment. **Fields marked with an \* are mandatory.**

**Applicant Details as per Birth Certificate / Passport:**

Title:\* \_\_\_\_\_

Family Name:\* \_\_\_\_\_

Given Names:\* \_\_\_\_\_

Date of Birth:\* \_\_\_\_\_

**Applicant ARN:\***

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**CONTACT DETAILS**

- Note:** You are required to notify CASA of any changes to your name and address (refer to CASR 11.070). Permissions issued as a result of this application will be sent by post to the current postal address according to CASA's records. You should notify CASA of any changes using one of the following methods:
- Log onto the CASA Self Service Portal <https://portal.casa.gov.au/selfservice/>
  - Submit Online Change of Details form <https://portal.casa.gov.au/casaforms/addrchange.htm>

**Privacy Statement:** 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 the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

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**Section A: Qualification Details**

**1. Medical Certificate Details** Refer to CASR 61.235(2)(c)

Place of Medical Examination	Date of Examination* ____ / ____ / ____	Expiry Date of Medical Certificate* ____ / ____ / ____	Doctor's Name
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**2. Security Check Requirements\*** Refer to the Aviation Transport Security Regulations Act 2005

Please select the option below that applies to you:

- I am at least 18 years of age and hold a valid Aviation Security Identification Card (ASIC) or Aviation Identification (AVID). Attach a certified true copy.
- ASIC/AVID application form has been submitted to the CASA ASIC Team

**3. Aeronautical Experience (Hours)\*** Refer to CASRs 61.595 / 61.615

To be eligible for a CPL(H), applicants must have at least the following **minimum** aeronautical experience PRIOR to the flight test. You must ensure you meet the requirements of the experience specified in the regulations.

**Note:** Any of the required aeronautical experience that is not completed as flight time as a pilot must be completed as simulated flight time in an approved flight simulation training device or as tethered flight time .

- A:** For **integrated** training courses (CASR 61.595)

**Note:** Flight time in a helicopter must be completed in a registered or recognised helicopter.

Type of Experience Required	Minimum Hours	Actual Hours
Total Aeronautical Experience (includes on all categories)	Not less than 100	
Total Flight Time as Pilot of a Helicopter	Not less than 90	
Total Pilot in Command Time in a Helicopter	Not less than 35	
Total Cross-Country Pilot in Command Flight Time in a Helicopter	Not less than 10	
Total Instrument Time (on all categories)	Not less than 10	
Total Instrument Flight Time in a Helicopter	Not less than 5	
Tethered time	Not greater than 5	

- B:** For **non-integrated** training courses (CASR 61.615(1A):

Type of Experience Required	Minimum Hours	Actual Hours
Total Aeronautical Experience (includes on all categories)	Not less than 150	
Total Flight Time as a Pilot (on all categories)	Not less than 140	
Total Flight Time as Pilot of a Helicopter	Not less than 70	
Total Pilot in Command Time in a Helicopter	Not less than 35	
Total Cross-Country Pilot in Command Flight Time in a Helicopter	Not less than 10	
Tethered time	Not greater than 5	

- C:** For **non-integrated** training courses (CASR 61.615 1B):

**Note:** The applicant must have completed training in accordance with the requirements specified in the Part 61 Manual of Standards for the purpose of CASR 61.615(1B)

Type of Experience Required	Minimum Hours	Actual Hours
Total Aeronautical Experience (includes on all categories)	Not less than 105	
Total Flight Time as a Pilot in a Helicopter	Not less than 105	
Total Pilot in Command Time in a Helicopter	Not less than 35	
Total Cross-Country Pilot in Command Flight Time in a Helicopter	Not less than 10	

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**4. Aeronautical Knowledge Exam\*** Refer to CASR 61.580(2)(a)

I have passed the required aeronautical knowledge exams

**5. English Language Proficiency Requirements\*** Refer to CASR 61.160

Please select the option below that applies to you:

- I have previously completed an English language assessment and the assessment report was submitted to CASA (Flight Crew Licensing).
- I have completed an English language assessment - attach assessment.

**6. Fit and Proper Person Requirements\*** Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, regulations 6.55 and 6.59.

**Note:** If you have concerns regarding privacy issues, please discuss your options with your flying school.

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 any organisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been refused the issue of a transport related licence or certificate? (eg, pilot's licence, pilot certificate, driver's licence, boating licence)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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? <b>Note:</b> You should also include all motor vehicle traffic-related convictions including those from overseas.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is suspension or cancellation action pending in relation to any aviation licence you hold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered yes to any of the questions on the previous page, please provide details below. Include details about dates, actions, charges, convictions and imprisonment in Australia and Overseas (attach a separate page if necessary).

**Section B: Applicant Checklist\*** Enter 'Y' or 'N' in applicable boxes.

<input type="checkbox"/>	I have attached a certified true copy of my ASIC or AVID, if applicable
<input type="checkbox"/>	<b>Note:</b> If you have applied to the CASA ASIC Team for an ASIC or AVID, your licence cannot be issued until you have been issued with the ASIC or AVID
<input type="checkbox"/>	I hold at least a current ICAO level 4 English Language Proficiency Assessment <b>OR</b>
<input type="checkbox"/>	Assessment report is attached
<input type="checkbox"/>	Flight test report page completed and attached
<input type="checkbox"/>	Online payment receipt attached <b>OR</b>
<input type="checkbox"/>	Payment Authorisation completed (cheque or money order attached if applicable)
<input type="checkbox"/>	I have previously notified CASA of any CAR 5 endorsements to be issued on my CASR Part 61 licence <b>OR</b>
<input type="checkbox"/>	Form 61-9TX is attached <b>OR</b>
<input type="checkbox"/>	Not applicable
<input type="checkbox"/>	CASA holds my current photo (submitted within the previous 10 years) <b>OR</b>
<input type="checkbox"/>	Current photo (no more 6 months old) and Form 61-9PIC attached

**Section C: Applicant Declaration\***

I hereby certify that all statements in this application are true and correct in every particular and that I have read and understood all regulatory references included in this application. I consent to CASA using and disclosing my personal information in accordance with CASA's privacy policy including exchanging the information with Commonwealth, State and Territory government agencies (please refer to [CASA's Privacy Policy](#)). I have attached all required documentation specified in the applicant checklist and acknowledge that to knowingly make a false or misleading statement is an offence against the *Criminal Code Act 1995* (Cth).

I authorise CASA to send a copy of all communications regarding THIS application to **my training provider**:

Contact name: \_\_\_\_\_ Contact email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Section D: Certification by Person under 61.235\* Complete prior to flight test**

All statements in this Certification must be correct. Making a false or misleading statement to CASA is an offence.

Training Organisation:											
I certify that the applicant has complied with the following:											
<input type="checkbox"/> Applicant will be at least 18 at the time of the flight test – CASR 61.580(1)											
<input type="checkbox"/> Applicant passed the relevant aeronautical knowledge examination – CASR 61.580(1)											
<input type="checkbox"/> Applicant completed flight training requirements for the licence CASR 61.195(2)											
<input type="checkbox"/> Applicant has the minimum aeronautical experience for the CPL(H) set out in CASR 61.595 or 61.615 and the hours are entered in this form											
<input type="checkbox"/> Applicant has a current level 4 or above English Language Proficiency Assessment – CASR 61.235(2)(a)(v) <b>OR</b>											
<input type="checkbox"/> Assessment report is attached											
<input type="checkbox"/> I certify him/her for a Commercial Pilot Licence (Helicopter) flight test.											
Signature of Person	Date ____ / ____ / ____	Printed Name	ARN Person <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>								

**Section E: Declaration of the Flight Examiner\***

All statements in this Declaration must be correct. Making a false or misleading statement to CASA is an offence.

**1. Class or Type Rating**

Specify the class or type of aircraft in which the flight test was conducted.

Single Engine Class Rating       Type Rating\*: \_\_\_\_\_

\* Refer to the latest edition of the 'Prescription of Aircraft and Ratings' instrument for the type designator.

**2. Design Feature Endorsements – to be issued on the licence**

Specify the design features applicable to the aircraft in which the flight test was conducted, if not already held.

<input type="checkbox"/> Float Alighting Gear	<input type="checkbox"/> Retractable Undercarriage	<input type="checkbox"/> Gas Turbine Engine
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Flight Test Number	Date ____ / ____ / ____	Route Flown								
I certify that I conducted a Commercial Pilot Licence (Helicopter) flight test in accordance with the Part 61 Manual of Standards where the:										
<input type="checkbox"/> Applicant was at least 18 at the time of the flight test – CASR 61.580(1)										
<input type="checkbox"/> Applicant passed the relevant aeronautical knowledge examination – CASR 61.580(1)										
<input type="checkbox"/> Applicant has satisfied me that he/she has sufficient knowledge in any competency standard mentioned in the KDR to safely exercise the privileges of the licence, where a pass in the aeronautical exam sat after 1 November 1998, is less than 100%										
<input type="checkbox"/> Applicant completed flight training requirements for the licence - CASR 61.195(2)										
<input type="checkbox"/> Applicant has the minimum aeronautical experience for the CPL(H) set out in CASR 61.595 or 61.615 and the hours are entered in this form										
<input type="checkbox"/> Applicant has a current level 4 or above English Language Proficiency Assessment – CASR 61.235(2)(a)(v) or assessment attached										
<input type="checkbox"/> Applicant held at least a CASA class 1 medical certificate at the time of the flight test – CASR 61.415										
<input type="checkbox"/> Aircraft was suitable for a CPL(H)flight test - CASR 61.245 and Part 61 MOS										
<input type="checkbox"/> Applicant demonstrated a standard that met the standards specified in the Part 61 Manual of Standard for the Commercial Pilot Licence (Helicopter)										
<i>Note flight test reports for failed flight tests must be attached if not already submitted</i>										
Signature of Flight Examiner	Date ____ / ____ / ____	Printed Name								
		ARN Flight Examiner <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>								

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**Payment Authorisation**

**Licence Fees \***

Fee Code	Description	Total
<input type="checkbox"/> 24.6 004	Issue of Commercial Pilot Licence (Australian Trained) – processing and consideration	\$ 80
<b>Total Cost:</b>		\$ _____

**Payment Options \***

Payment made online Receipt No: \_\_\_\_\_ (CASA preferred option)

**Attach printed receipt and do not complete remainder of this page**

I have enclosed a Cheque or Australian Money Order (please make cheques payable to CASA)

I am paying by credit card (provide details below)

I hereby authorise the Civil Aviation Safety Authority to debit the following amount from my:		<b>MasterCard</b> <input type="checkbox"/>	<b>Visa</b> <input type="checkbox"/>
Card Number:	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Expiry Date: ____ / ____	
Card Holder Name (please print):	.....	Total:	\$ _____
Signature:	.....	Date:	____ / ____ / ____

**Receipt Options \***

Send receipt to:

Applicant OR  Third party (provide details below)

**Details of Third Party**

Individual's or Organisation's Full Name:		
Email:		
Postal Address:		
State:	Postcode:	Country:
Contact Phone:	ARN: (if applicable)	

Submit the Payment Authorisation Form (and Cheque / Money Order / Purchase Order) with the Application Form.

- **Email to:** [applications@casa.gov.au](mailto:applications@casa.gov.au)
- **Mail to:** CASA Client Services Centre  
GPO Box 2005  
CANBERRA ACT 2601

**Paid Stamp**

Receipt No:	Initial: