



# Flight Crew Licence on basis of overseas civil qualifications

Part 1

CASR 61.275

## Purpose of this form

Use this form to apply for an assessment to **convert** your overseas civil flight crew qualifications to an Australian Flight Crew Licence.

## Who is this form for?

This form is for the holders of an overseas civil flight crew qualification wanting to apply for a conversion to an Australian Flight Crew Licence. For Private Pilot Licence (PPL) conversions, only this form is required. For licence conversions other than a PPL, this form is **the initial step** in the conversion process. After assessment of your application, CASA will issue a letter to explain what additional theory examinations, flight tests or other requirements must be completed before receiving your Australian Flight Crew Licence.

After **successful completion of these requirements**, you must then **complete the second step** (submit '[Flight Crew Licence on basis of overseas civil qualifications Part 2](#)' [61-4B]) before the conversion can be finalised.

## Information needed to complete this form

**Certified/notarised copies of documents must be submitted with this application.** Certification of documents can only be made by a Notary Public or a CASA DAME in your home country.

Alternatively, an Australian official at any **Australian Embassy or High Commission** can certify your documents as certified copies of the original documents. If you are in Australia, your documents can be certified by any of the persons identified by the Australian Attorney-General Department as authorised witnesses.

You are required to hold at least a current **ICAO level 4 Aviation English Language Proficiency (AELP)** assessment, or have the ELP level 4, 5 or 6 annotated on your overseas flight crew licence.

CASA must ensure an applicant is a **fit and proper person** before issuing a permission and cannot finalise your application unless notified you have completed a background security check and it is not adverse or qualified. An Australian Flight Crew Licence cannot be issued until you have been issued with an ASIC or AVID. For security requirements associated with the issue of this licence please refer to [ASIC and AVID](#).

You must provide the Civil Aviation Authority, in the country of licence issue, with the **authority they require to release** your information to CASA. We will contact the relevant authority to verify your licence. Verification reports received from a national aviation authority are valid for 6 months from the date the report was issued.

CASA cannot recognise qualifications where the pilot only holds an FAA Temporary Airman Certificate. The applicant must hold the flight crew licence issued by the FAA before we can process the conversion application.



**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 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 cop**

### 3 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

### 4 Have you completed an Aviation English Language Proficiency (AELP) assessment?

Refer to CASR 61.160

**Yes** I have completed an ICAO level 4, or higher, AELP assessment and it is annotated on my overseas Flight Crew Licence

**Yes** I have completed an Australian ICAO AELP assessment

 **Attach assessment**

### 5 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**

### 6 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**

### 7 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**

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

**No**

**Yes**

### 9 If you answered **yes** to **any** of questions **5** to **8**, 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**

## Licence levels and aircraft category ratings

**10** What **aircraft category(s)** and **Level(s)** are you applying for?

### Aeroplane

Private pilot	Commercial pilot
Multi-crew pilot	Air transport

### Helicopter

Private pilot	Commercial pilot
Air transport	

### Power-lift aircraft

Private pilot	Commercial pilot
Air transport	

### Gyroplane

Private pilot	Commercial pilot
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### Airship

Private pilot	Commercial pilot
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## Category, class or type rating(s)

**11** What **aircraft category, class** or **Type ratings** are you applying to be issued to an Australian Flight Crew licence based off your overseas flight crew licence?

Refer to Part 61 Prescription of Aircraft and Ratings - CASR Part 61 Edition 6

### Aeroplane

- Single-engine class
- Multi-engine class
- Type rating

### Helicopter

- Single-engine class
- Type rating

### Power-lift aircraft

- Type rating

### Gyroplane

- Type rating

### Airship

- Type rating

## Design feature endorsements

**12** What **design feature endorsements** are you qualified to hold?

Refer to CASR 61.755

- Tailwheel undercarriage
- Pressurisation system
- Retractable undercarriage
- Floatplane
- Manual Propeller Pitch Control
- Floating Hull
- Gas Turbine Engine
- Ski Landing Gear
- Multi Engine Centreline Thrust
- Float Alighting Gear

## Operational Ratings

**13** What **Operational Ratings** are you applying to be added to your licence?

Refer to the Flight Crew Licensing Manual Section 12.1.4

Instrument

Flight Instructor

Simulator Instructor

Flight Examiner

Aerial Application

Low Level

Night VFR

Night Vision Imaging System



Attach additional pages if required

## Aeronautical experience

### 14 What **licence category** are you applying for?

You must have the required aeronautical experience to satisfy the requirements of the licence sought (including instrument flight time).

Private Pilot Licence

Commercial Pilot Licence

Multi Crew Pilot Licence (Aeroplane only)

Air Transport Pilot Licence

### 15 What is your **Private Pilot Licence** aeronautical experience?

#### Aeroplane Category

Refer to CASR 61.545

Type of experience	Minimum hours	Actual hours
<b>Total Aeronautical Experience (on all categories)</b>	<b>40</b>	
Total Flight Time as a Pilot (on all categories)	35	
Total Flight Time as Pilot of an Aeroplane	20	
Total Solo Flight Time in an Aeroplane	10	
Total Solo Cross-Country Flight Time in an Aeroplane	5	
Total Dual Instrument Time (on all categories)	2	
Total Dual Instrument Flight Time in an Aeroplane	1	

#### Helicopter Category

Refer to CASR 61.550

Type of experience	Minimum hours	Actual hours
<b>Total Aeronautical Experience (on all categories)</b>	<b>40</b>	
Total Flight Time as a Pilot (on all categories)	35	
Total Flight Time as Pilot of a Helicopter	30	
Total Solo Flight Time in a Helicopter	10	
Total Solo Cross-Country Flight Time in a Helicopter	5	

## 15 Continued

### Powered-lift Aircraft Category

Refer to CASR 61.555

Type of experience	Minimum hours	Actual hours
<b>Total Aeronautical Experience (on all categories)</b>	<b>40</b>	
Total Flight Time as a Pilot (on all categories)	35	
Total Flight Time as Pilot of a Powered-lift aircraft of Helicopter	30	
Total Flight Time as Pilot of a Powered-lift aircraft	20	
Total Solo Flight Time in a Powered-lift aircraft	10	
Total Solo Cross-Country Flight Time in a Powered-lift aircraft	5	
Total Dual Instrument Time (on all categories)	2	
Total Dual Instrument Flight Time in a Powered-lift aircraft	1	

### Gyroplane Category

Refer to CASR 61.560

Type of experience	Minimum hours	Actual hours
<b>Total Aeronautical Experience (on all categories)</b>	<b>40</b>	
Total Flight Time as a Pilot (on all categories)	35	
Total Flight Time as Pilot of a Gyroplane	20	
Total Solo Flight Time in a Powered aircraft	10	
Total Solo Flight Time in a Gyroplane	5	
Total Solo Cross-Country Time in a Powered aircraft	5	

### Airship Category

Refer to CASR 61.565

Type of experience	Minimum hours	Actual hours
<b>Total Flight Time as a Pilot of an Airship</b>	<b>25</b>	
Total Cross-Country Flight Time	3	
Total Dual Instrument Time (on all categories)	3	
Total Flight Time as Pilot in Command under supervision	5	

**16** What is your **Commercial Pilot Licence** aeronautical experience?

**Aeroplane Category**

Refer to CASR 61.610

Type of experience	Minimum hours	Actual hours
<b>Total Aeronautical Experience (on all categories)</b>	<b>200</b>	
Total Flight Time as a Pilot (on all categories)	190	
Total Pilot in Command in an Aeroplane	100	
Total Cross-Country Pilot in Command Flight Time in an Aeroplane	20	
Total Instrument Time (on all categories)	10	
Total Instrument Flight Time in an Aeroplane	5	

**Helicopter Category**

Refer to CASR 61.615 1A

Type of experience	Minimum hours	Actual hours
<b>Total Aeronautical Experience (on all categories)</b>	<b>150</b>	
Total Flight Time as a Pilot (on all categories)	140	
Total Flight Time as Pilot in a Helicopter	70	
Total Flight Time Pilot in Command Flight Time in an Helicopter	35	
Total Cross-Country Pilot in Command Flight Time in a Helicopter	10	

**Powered-lift Aircraft Category**

Refer to CASR 61.620

Type of experience	Minimum hours	Actual hours
<b>Total aeronautical experience</b>	<b>200</b>	
Flight time as a pilot	190	
Flight time as pilot in command of a powered-lift aircraft	50	
Cross-country flight time as pilot in command of a powered-lift aircraft	10	
Instrument time	10	
Instrument flight time in a powered-lift aircraft	5	

**16 Continued**

**Gyroplane Category**

Refer to CASR 61.625

Type of experience	Minimum hours	Actual hours
<b>Total aeronautical experience</b>	<b>150</b>	
Flight time as a pilot of a gyroplane	75	
Flight time as pilot in command of a gyroplane	35	
Dual flight time in a gyroplane	20	
Cross-country flight time as pilot in command of a powered aircraft	20	
Cross-country flight time as pilot in command of a gyroplane	10	
Dual instrument time in an aircraft or approved flight simulation training device for the purpose	10	

**Airship Category**

Refer to CASR 61.630

Type of experience	Minimum hours	Actual hours
<b>Total aeronautical experience</b>	<b>200</b>	
Flight time as a pilot	180	
Flight time as a pilot of an airship	50	
Flight time as pilot in command/pilot in command under supervision, of an airship	30	
Cross-country flight time as pilot in command/pilot in command under supervision, of an airship	10	
Flight time at night as pilot in command/pilot in command under supervision, of an airship	10	
Instrument time	40	
Instrument flight time	20	
Instrument flight time in an airship	10	

**17** What is your **Air Transport Pilot Licence** aeronautical experience?

**Aeroplane Category**

Refer to CASR 61.705

Type of experience	Minimum hours	Actual hours
<b>Total aeronautical experience</b>	<b>1500</b>	
Flight time as a pilot	1400	
Flight time as pilot of an aeroplane	750	
Flight time as pilot in command under supervision, of a powered-lift aircraft	500	
Flight time in an aeroplane as pilot in command/pilot in command under supervision, of which at least 70 hours must be as pilot in command	250	
Cross-country flight time in an aeroplane	200	
Cross-country flight time as pilot in command, or pilot in command under supervision, of an aeroplane	100	
Flight time at night as pilot of an aeroplane, other than dual flight	100	
Instrument time	75	
Instrument flight time in an aeroplane	45	
Complete only <b>(A)</b> or <b>(B)</b> , as applicable		
Type of experience	Minimum hours	Actual hours
<b>(A)</b> ICUS in Aeroplane	500	
<b>(B1)</b> PIC or ICUS in Aeroplane	250	
<b>(B2)</b> Of the hours entered for <b>(B1)</b> , they must contain: PIC	70	
Cross Country Flight Time in Aeroplane	200	
Cross Country Flight Time as PIC or ICUS	100	
Flight Time at NIGHT in an Aeroplane - other than DUAL	100	
Instrument Time	75	
Instrument Flight Time in an aeroplane	45	

**17 Continued**

**Helicopter Category**

Refer to CASR 61.710

Type of experience	Minimum hours	Actual hours
<b>Total Aeronautical Experience (Flight+ Simulated+Tethered)</b>	<b>1000</b>	
Flight Time as a pilot	900	
Total Flight Time in a helicopter	750	
CASA approved flight simulator training device time		
Flight simulator training device hours not in a flight simulator	Not more than 25 hours	
Tethered flight time	Not more than 5 hours	
Complete only <b>(A)</b> or <b>(B)</b> and <b>(C)</b>		
Type of experience	Minimum hours	Actual hours
<b>(A)</b> PIC in a helicopter	250	
<b>(B)</b> ICUS in helicopter	250	
<b>(C)</b> PIC in helicopter	70	
Complete only <b>(A)</b> and either <b>(B)</b> or <b>(C)</b>		
Type of experience	Minimum hours	Actual hours
<b>(A)</b> Cross Country Flight Time in helicopter	200	
<b>(B)</b> Cross Country Flight Time as PIC in a helicopter	100	
<b>(C)</b> Cross Country Flight Time ICUS in a helicopter	100	
Type of experience	Minimum hours	Actual hours
Flight time at NIGHT in a helicopter	50	
Instrument Time	30	
Instrument Flight Time in a helicopter	20	

## 17 Continued

### Powered-lift Aircraft Category

Refer to CASR 61.715

Type of experience	Minimum hours	Actual hours
<b>Total aeronautical experience</b>	<b>1500</b>	
Flight time as a pilot	1400	
Flight time as pilot of a powered-lift aircraft	750	
Flight time as pilot in command/pilot in command under supervision, of a powered-lift aircraft	250	
Flight time as pilot in command of a powered-lift aircraft	70	
Cross-country flight time as pilot in a powered-lift aircraft	100	
Cross-country flight time as pilot in command/pilot in command under supervision, of a powered-lift aircraft	50	
Flight time at night as pilot of a powered-lift aircraft	25	
Instrument time	75	
Instrument flight time in a powered-lift aircraft	45	

### 18 What is your **Multi Crew Pilot Licence (Aeroplane Only)** aeronautical experience?

Refer CASR 61.660(1)

Type of experience	Minimum hours	Actual hours
<b>Total aeronautical experience</b>	<b>240</b>	
Total flight time as pilot of an aeroplane	40	
Total solo flight time in an aeroplane	10	
Total cross-country pilot in command flight time in an aeroplane	5	
Total simulated flight time (in an approved FSTD)	Balance of hours	

## Applicant checklist

### 19 Select all that apply:

Notarised or certified copy of my overseas licence is attached  
 Notarised or certified copy of last 3 pages of my logbook is attached

Certified copy of my ASIC or AVID is attached (If you have applied to the CASA ASIC Team for an ASIC or AVID, your licence cannot be issued until you have received a security background check that is not adverse)

ICAO AELP assessment is attached

Given the Civil Aviation Authority in the country of licence issue the authority to release information to CASA

Previously notified CASA of any CAR 5 endorsements to be issued on my CASR Part 61 licence/Recognition and Transfer CAR Part 5 Qualifications' (61-9TX) is attached

CASA holds my current photo (submitted within the previous 10 years) or current photo and 'Lodgement of current photo with CASA' (61-9PIC) is attached

If other please specify

## Applicant declaration

### 20 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)

/ /

Applicant  
ARN

### Application fees

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

**Fee code:** 24.6 008..... **Total: \$ 140**

**Description:** Issue of Private Pilot Licence (Overseas Civil Trained) – processing and consideration

**Fee code:** 24.6 009..... **Total: \$ 160**

**Description:** Issue of Commercial Pilot Licence (Overseas Civil Trained) – processing and consideration

**Fee code:** 24.6 010..... **Total: \$ 180**

**Description:** Issue of Air Transport Pilot Licence (Overseas Civil Trained) – processing and consideration

Total

\$

**Fee code:** 24.6 009..... **Total: \$ 160**

**Description:** Issue of Multi-Crew Pilot Licence (Overseas Civil Trained) – processing and consideration

**Fee code:** 24.6 011..... **Total: \$ 130**

**Description:** Issue of operational rating on the basis of overseas qualifications (without licence issue) – processing and consideration

### 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](mailto: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