



IMPORTANT INFORMATION FOR APPLICANTS

- 1: Please read the **guidance** on page 9 to ensure you fully understand the process for the assessment of your overseas licence. For licence conversions *other* than a PPL, this is a two-part process. Form 61-4A must be submitted and assessed BEFORE you can submit Form 61-4B after successful completion of a flight test.
- 2: 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.
- 3: You must meet the English Language Proficiency standards in the Part 61 Manual of Standards. Please indicate in *Section A2* the option that applies to you, noting that for a PPL, you must have been assessed to at least Level 4 in ICAO English Language Proficiency.
- 4: CASA must ensure an applicant is a fit and proper person before issuing a permission. Therefore, the information requested in *Section A3* is still required, even if you hold a valid ASIC or AVID.
- 5: 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. If you are in Australia, your documents can be certified by any of the persons identified by the Australian Attorney-General's Department as [authorised witnesses](#).
- 6: If you previously held a CAR 5 licence and do not *currently* hold 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.
- 7: Please note, 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.
- 8: You must contact the Civil Aviation Authority in the country of licence issue and give them the authority to release 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.
- 9: Payment for this application can be made [online](#). Go to the CASA webpage and click the Online services button. You must attach a copy of the receipt with this application.
- 10: 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.
- 11: 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. If you do not have an ARN you must submit Form 1162 with this application. This will fulfil the mandatory requirement for an ARN. **Fields and sections marked with an * are mandatory.**

Applicant Details as per Birth Certificate / Passport:

Title:* _____

Family Name:* _____

Given Names:* _____

Date of Birth:* _____

Applicant ARN:*

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

CONTACT DETAILS

Note: You are required to notify CASA of any changes to your personal contact information (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 Space 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](#).



Section A: Qualification Details*

1. Security Check Requirements* Refer to Aviation Transport Security Regulations 2005

Please select the option below that applies to you:

- I 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.

2. English Language Proficiency (ELP) Requirements* Refer to CASR 61.160

Please select the option below that applies to you:

- An ELP (ICAO Level 4, 5 or 6) is listed on my foreign licence.
- I have previously completed an ICAO English Language Proficiency assessment and the assessment report was submitted to CASA (Flight Crew Licensing).
- I have completed an ICAO English Language Proficiency assessment - attach assessment.

3. 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? Note: 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 above, 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: Licence Levels and Aircraft Category Ratings*

B1: Aircraft category/s and level/s of licence

Select the aircraft category/s and level/s of licence you are applying for.

Note: ATPL and CPL licences and all pilot ratings require a flight test. Depending on what you are applying to have recognised from your overseas licence, you may need to complete more than one flight test.

| Category | Level of Licence |
|---|---|
| <input type="checkbox"/> Aeroplane | <input type="checkbox"/> Private Pilot <input type="checkbox"/> Commercial Pilot <input type="checkbox"/> Multi Crew Pilot <input type="checkbox"/> Air Transport |
| <input type="checkbox"/> Helicopter | <input type="checkbox"/> Private Pilot <input type="checkbox"/> Commercial Pilot <input type="checkbox"/> Air Transport |
| <input type="checkbox"/> Power-Lift aircraft | <input type="checkbox"/> Private Pilot |
| <input type="checkbox"/> Gyroplane | <input type="checkbox"/> Private Pilot |
| <input type="checkbox"/> Airship | <input type="checkbox"/> Private Pilot |



B2: Category, Class or Type Ratings

Select the category, class or type rating/s you are applying for to be added to your licence.

| | | | |
|------------------------------------|---------------------|--|---------------------|
| <input type="checkbox"/> Aeroplane | | <input type="checkbox"/> Helicopter | |
| <input type="checkbox"/> | Single Engine Class | <input type="checkbox"/> | Single Engine Class |
| <input type="checkbox"/> | Multi Engine Class | <input type="checkbox"/> | Type Rating*: |
| <input type="checkbox"/> | Type Rating*: | | |
| <input type="checkbox"/> Gyroplane | | <input type="checkbox"/> Powered-lift Aircraft | |
| <input type="checkbox"/> | Type Rating*: | <input type="checkbox"/> | Type Rating*: |
| <input type="checkbox"/> Airship | | | |
| <input type="checkbox"/> | Type Rating*: | | |

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

Section C: Design Feature Endorsements

Select the design feature endorsements you are qualified to hold.

| | | | |
|--------------------------|--------------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Tailwheel Undercarriage | <input type="checkbox"/> | Pressurisation System |
| <input type="checkbox"/> | Retractable Undercarriage | <input type="checkbox"/> | Floatplane |
| <input type="checkbox"/> | Manual Propeller Pitch Control | <input type="checkbox"/> | Floating Hull |
| <input type="checkbox"/> | Gas Turbine Engine | <input type="checkbox"/> | Ski Landing Gear |
| <input type="checkbox"/> | Multi Engine Centreline Thrust | <input type="checkbox"/> | Float Alighting Gear |

Section D: Operational Ratings

Select the Operational Ratings you are applying for to be added to your licence.

| Operational Rating | Endorsements* |
|-----------------------------|---------------|
| Instrument | |
| Flight Instructor | |
| Simulator Instructor | |
| Aerial Application | |
| Low Level | |
| Night VFR | |
| Night Vision Imaging System | |

* Add endorsements using the approved abbreviation. Refer to the Flight Crew Licensing Manual, Section 18.



Section E: Aeronautical Experience*

Enter your aeronautical experience in the section appropriate for the licence category and level sought. **You must indicate below that you have met all the requirements to satisfy the requirements of the licence sought (including instrument flight time).**

E1: Private Pilot Licence

Aeroplane Category Refer to CASR 61.545

| Type of Experience Required | Minimum Hours | Actual Hours |
|--|------------------|--------------|
| Total Aeronautical Experience (includes on all categories) | Not less than 40 | |
| Total Flight Time as a Pilot (on all categories) | Not less than 35 | |
| Total Flight Time as Pilot of an Aeroplane | Not less than 20 | |
| Total Solo Flight Time in an Aeroplane | Not less than 10 | |
| Total Solo Cross-Country Flight Time in an Aeroplane | Not less than 5 | |
| Total Dual Instrument Time (on all categories) | Not less than 2 | |
| Total Dual Instrument Flight Time in an Aeroplane | Not less than 1 | |

Helicopter Category Refer to CASR 61.550

| Type of Experience Required | Minimum Hours | Actual Hours |
|--|------------------|--------------|
| Total Aeronautical Experience (includes on all categories) | Not less than 40 | |
| Total Flight Time as a Pilot (on all categories) | Not less than 35 | |
| Total Flight Time as Pilot of a Helicopter | Not less than 30 | |
| Total Solo Flight Time in a Helicopter | Not less than 10 | |
| Total Solo Cross-Country Flight Time in a Helicopter | Not less than 5 | |

Powered-lift Aircraft Category Refer to CASR 61.555

| Type of Experience Required | Minimum Hours | Actual Hours |
|---|------------------|--------------|
| Total Aeronautical Experience (includes on all categories) | Not less than 40 | |
| Total Flight Time as a Pilot (on all categories) | Not less than 35 | |
| Total Flight Time as Pilot of a Powered-lift aircraft of Helicopter | Not less than 30 | |
| Total Flight Time as Pilot of a Powered-lift aircraft | Not less than 20 | |
| Total Solo Flight Time in a Powered-lift aircraft | Not less than 10 | |
| Total Solo Cross-Country Flight Time in a Powered-lift aircraft | Not less than 5 | |
| Total Dual Instrument Time (on all categories) | Not less than 2 | |
| Total Dual Instrument Flight Time in a Powered-lift aircraft | Not less than 1 | |

Gyroplane Category Refer to CASR 61.560

| Type of Experience Required | Minimum Hours | Actual Hours |
|--|------------------|--------------|
| Total Aeronautical Experience (includes on all categories) | Not less than 40 | |
| Total Flight Time as a Pilot (on all categories) | Not less than 35 | |
| Total Flight Time as Pilot of a Gyroplane | Not less than 20 | |
| Total Solo Flight Time in a Powered aircraft | Not less than 10 | |
| Total Solo Flight Time in a Gyroplane | Not less than 5 | |
| Total Solo Cross County Time in a Powered aircraft | Not less than 5 | |



Airship Category Refer to CASR 61.565

| Type of Experience Required | Minimum Hours | Actual Hours |
|---|------------------|--------------|
| Total Flight Time as a Pilot of an Airship | Not less than 25 | |
| Total Cross-Country Flight Time | Not less than 3 | |
| Total Dual Instrument Time (on all categories) | Not less than 3 | |
| Total Flight Time as Pilot in Command under supervision | Not less than 5 | |

E2: Commercial Pilot Licence

Aeroplane Category Refer to CASR 61.610

| Type of Experience Required | Minimum Hours | Actual Hours |
|--|-------------------|--------------|
| Total Aeronautical Experience (includes on all categories) | Not less than 200 | |
| Total Flight Time as a Pilot (on all categories) | Not less than 190 | |
| Total Pilot in Command in an Aeroplane | Not less than 100 | |
| Total Cross-Country Pilot in Command Flight Time in an Aeroplane | Not less than 20 | |
| Total Instrument Time (on all categories) | Not less than 10 | |
| Total Instrument Flight Time in an Aeroplane | Not less than 5 | |

Helicopter Category Refer to 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 Pilot (on all categories) | Not less than 140 | |
| Total Flight Time as Pilot in a Helicopter | Not less than 70 | |
| Total Flight Time Pilot in Command Flight Time in an Helicopter | Not less than 35 | |
| Total Cross-Country Pilot in Command Flight Time in a Helicopter | Not less than 10 | |

E3: Air Transport Pilot Licence

Aeroplane Category Refer to CASR 61.705

| Section | | Minimum Hours | Actual Hours |
|--|---|------------------------|--------------|
| 1 | TOTAL Aeronautical Experience (Flight + Simulated) | Not less than 1,500 | |
| The following sections (2 – 10) are included in total hours in Section 1: | | | |
| 2 | Total Flight Time | Not less than 1,400 | |
| 3 | Total Flight Time in a Registered or Recognised Aeroplane | Not less than 750 | |
| 4 | Flight simulator training device hours in a flight simulator | | |
| 5 | Flight simulator training device hours not in a flight simulator | Not more than 25 hours | |
| For Section 6, complete only 6(a) or 6(b), as applicable | | | |
| 6(a) | ICUS in Aeroplane | Not less than 500 | |
| 6(b) | PIC or ICUS in Aeroplane | Not less than 250 | |
| | <i>Of the hours entered for 6(b), they must contain:</i> | | |
| | PIC | Not less than 70 | |
| 7 | Cross Country Flight Time in Aeroplane | Not less than 200 | |
| 8 | Cross Country Flight Time as PIC or ICUS | Not less than 100 | |



| Section | | Minimum Hours | Actual Hours |
|------------------------|---|-------------------|--------------|
| 9 | Flight Time at NIGHT in an Aeroplane - other than DUAL | Not less than 100 | |
| Instrument Time | | | |
| 10 | TOTAL Instrument Time | Not less than 75 | |
| | Instrument Flight Time in an aeroplane | Not less than 45 | |

Helicopter Category Refer to CASR 61.710

| Section | | Minimum Hours | Actual Hours |
|--|---|------------------------|--------------|
| 1 | TOTAL Aeronautical Experience (Flight + Simulated + Tethered) | Not less than 1,000 | |
| The following sections (2 – 10) are included in total hours in Section 1: | | | |
| 2 | Flight Time as a pilot | Not less than 900 | |
| 3 | Total Flight Time in a helicopter | Not less than 750 | |
| 4 | CASA approved flight simulator training device time | | |
| 5 | Flight simulator training device hours not in a flight simulator | Not more than 25 hours | |
| 6 | Tethered flight time | Not more than 5 hours | |
| For Section 7, complete only 7a OR 7b AND 7c | | | |
| 7a | PIC in a helicopter | Not less than 250 | |
| 7b | ICUS in helicopter | Not less than 250 | |
| 7c | PIC in helicopter | Not less than 70 | |
| For Section 8, complete 8a AND either 8b or 8c | | | |
| 8a | Cross Country Flight Time in helicopter | Not less than 200 | |
| 8b | Cross Country Flight Time as PIC in a helicopter | Not less than 100 | |
| 8c | Cross Country Flight Time ICUS in a helicopter | Not less than 100 | |
| Night Flight Time | | | |
| 9 | Flight time at NIGHT in a helicopter | Not less than 50 | |
| Instrument Time | | | |
| 10 | TOTAL instrument time | Not less than 30 | |
| | Instrument Flight Time in a helicopter | Not less than 20 | |

E4: Multi Crew Pilot Licence (Aeroplane Only) Refer CASR 61.660(1)

| Type of Experience Required | Minimum Hours | Actual Hours |
|--|-------------------|--------------|
| Total aeronautical experience | Not less than 240 | |
| Total flight time as pilot of an aeroplane | Not less than 40 | |
| Total solo flight time in an aeroplane | Not less than 10 | |
| Total cross-country pilot in command flight time in an aeroplane | Not less than 5 | |
| Total simulated flight time (in an approved FSTD) | Balance of hours | |



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

| | |
|--------------------------|---|
| <input type="checkbox"/> | Notarised copy of my overseas licence attached |
| <input type="checkbox"/> | Notarised copy of last 3 pages of my logbook attached |
| <input type="checkbox"/> | I have attached a certified true copy of my ASIC or AVID, if applicable Note: 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"/> | ICAO English Language Proficiency assessment attached OR |
| <input type="checkbox"/> | Not applicable (endorsed on licence or previously submitted) |
| <input type="checkbox"/> | I have given the Civil Aviation Authority in the country of licence issue the authority to release information to CASA |
| <input type="checkbox"/> | I have previously notified CASA of any CAR 5 endorsements to be issued on my CASR Part 61 licence OR |
| <input type="checkbox"/> | Form 61-9TX is attached OR |
| <input type="checkbox"/> | Not applicable |
| <input type="checkbox"/> | CASA holds my current photo (submitted within the previous 10 years) OR |
| <input type="checkbox"/> | Current photo (no more 6 months old) and Form 61-9PIC attached |
| <input type="checkbox"/> | Online payment receipt attached OR |
| <input type="checkbox"/> | Payment Authorisation completed (cheque or money order attached if applicable) |

Section F: 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 (see [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).

| | |
|------------------|--------------------------|
| Signature: _____ | Date: ____ / ____ / ____ |
|------------------|--------------------------|



Section G: Guidance

What do you need to do now:

PPL applications only

1. Complete the form and pay the fee either online and attach a copy of the receipt to this form or complete the payment authorisation page.

Please note, there is no requirement to complete an aeronautical exam or a flight test for conversion of a PPL.

2. Submit the form to CASA:

Mail to: CASA Client Services Centre
GPO Box 2005
CANBERRA ACT 2601

Email to: applications@casa.gov.au

What will happen then:

1. CASA will contact the issuing authority to verify your licence qualification. Please note that verification of your overseas licence with the National Aviation Authority may take up to 4 weeks.
2. Your licence will be issued if you meet all regulatory requirements.

CPL, MPL, ATPL & Operational Rating applications

1. Complete the form and pay the application fee either online and attach a copy of the receipt to this form or complete the payment authorisation page
2. Submit the form and additional documents to CASA:

Mail to: CASA Client Services Centre
GPO Box 2005
CANBERRA ACT 2601

Email to: applications@casa.gov.au

What will happen then:

1. CASA will contact the issuing authority to verify your licence qualification. Please note that verification of your overseas licence with the National Aviation Authority may take up to 4 weeks.
2. CASA will provide access to CASA's exams provider (ASL) to allow you to sit the appropriate overseas conversion exam and send you confirmation of access.
3. CASA will assess your aeronautical experience and confirm your validated overseas licence supports your application.
4. If your application is approved, you will receive a letter, indicating CASA is satisfied you have the overseas permissions that CASA will recognise. On successful completion of the examinations, you must take a copy of the letter from CASA and evidence of completing the examination to the CASR 141 or 142 organisation.
5. The 141 or 142 organisation will assess your competency. When they are satisfied that you have met all competencies, the organisation will then book your flight test.
6. On completion of a successful flight test, you must submit **Form 61-4B** to CASA for issue of your Australian licence.



Payment Authorisation Applicant ARN:*

Licence Fees *

| Fee Code | Description | Total |
|-----------------------------------|--|----------|
| <input type="checkbox"/> 24.6 008 | Issue of Private Pilot Licence (Overseas Civil Trained) – processing and consideration | \$140 |
| <input type="checkbox"/> 24.6 009 | Issue of Commercial Pilot Licence (Overseas Civil Trained) – processing and consideration | \$160 |
| <input type="checkbox"/> 24.6 010 | Issue of Air Transport Pilot Licence (Overseas Civil Trained) – processing and consideration | \$180 |
| <input type="checkbox"/> 24.6 009 | Issue of Multi-Crew Pilot Licence (Overseas Civil Trained) – processing and consideration | \$160 |
| <input type="checkbox"/> 24.6 011 | Issue of operational rating on the basis of overseas qualifications (without licence issue) – processing and consideration | \$130 |
| Total Cost: | | \$ _____ |

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: MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> | | | | | | | | | | | |
| Card Number: <table border="1" style="display: inline-table; border-collapse: collapse; width: 200px; height: 20px; vertical-align: middle;"><tr><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td></tr></table> | | | | | | | | | | | Expiry Date: ____ / ____ |
| | | | | | | | | | | | |
| Card Holder Name (please print): | Total: \$ _____ | | | | | | | | | | |
| Signature: | Date: ____ / ____ / ____ | | | | | | | | | | |

Receipt Options *

Send receipt to: Applicant OR Third party (provide details below)

| | | |
|---|-----------|----------------------|
| 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
- **Mail to:** CASA Client Services Centre
 GPO Box 2005
 CANBERRA ACT 2601

Paid Stamp

| | | | |
|-------------|--|----------|--|
| | | | |
| Receipt No: | | Initial: | |