



CASA Stamp:

IMPORTANT INFORMATION FOR APPLICANTS

1. This form is to be used **to apply for a change of registration mark** on an aircraft that is already VH registered in accordance with regulation 47.165 of the [Civil Aviation Safety Regulations 1998 \(CASR\)](#).
2. Please read the **Form 023 Guidelines** attached to this form for instructions on completing and submitting *each* section of this application, including identification of **mandatory** fields and sections. Failure to lodge a correctly completed application will result in the return of your application.
3. This application may be lodged by the **registration holder** or, if the registered operator has the written consent of the registration holder, the registered operator.
4. The applicant must nominate a date for the mark change to take effect in Section 2. This date must meet the requirements in the guidelines.
5. If all mandatory requirements are not met prior to the date of effect for the mark change, as provided in Section 2, the aircraft must not be flown until all requirements have been met.
6. The aircraft must not be flown under the new registration mark until the new certificate of registration and certificate of airworthiness, bearing the new registration mark, are issued.
7. When the change of registration mark is approved, CASA will issue an approval letter.
8. The approval for the mark change will be issued to the registration holder and copied to the registered operator and the CASA regional office assigned to oversee the airworthiness of the aircraft. If an instrument of appointment holder is identified they will also be notified.
9. On the date of effect a new certificate of registration, bearing the new registration mark, will be issued. An email confirming the change will be sent to the registration holder, registered operator and overseeing regional office, if email addresses are known. If an instrument of appointment holder is identified they will also be notified.
10. **The registration holder should ensure that the requirements noted above are fully addressed.**
11. Payment for this application can be made [online](#). Go to the CASA webpage and click the Payment button. You must attach a copy of the receipt with this application.
12. This form can be completed electronically and saved locally to your computer. Once the VH-mark has been entered into the first page, it will automatically update in VH-mark fields on subsequent pages. CASA recommends that applicants complete as much of the form electronically as possible.
13. Please ensure all required supporting documentation is provided. Incomplete applications will be returned.

CONTACT DETAILS

You are required to notify of any changes to your personal contact information (refer to [CASR 11.70](#)), information on how to change your contact details is available on CASA website <https://www.casa.gov.au/services/standard-page/changing-your-details>.

All correspondence, including permissions issued as a result of this application, will be sent by email or post to your current contact details according to CASA's records.

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](#).

1. Current Registration Details (As noted on the aircraft data plate and the certificate of registration)

Registration Mark: VH-	Manufacturer
Model	Serial Number

2. New Registration Mark (the new mark must be reserved in the name of the registration holder specifically for use on the aircraft detailed in Section 1)

Reserved Registration Mark: VH-	Change to be effective from: (Must be at least 14 days after CASA receives this application.)	/ /
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3. Name and Details of Applicant (registration holder or registered operator)

This application is being made by the:

- Registration holder
- Registered operator (written consent of the registration holder must be attached to this application)

Legal Name	ARN (if known)
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Application Checklist

You must have read the guidelines to ensure you have correctly completed this application and attached all required additional documentation. Tick the applicable boxes below.

<input type="checkbox"/>	Application form completed correctly
<input type="checkbox"/>	Letter from registration holder authorising registered operator to apply for mark change on their behalf or Not required
<input type="checkbox"/>	Letter(s) of authority attached or Not required
<input type="checkbox"/>	Online payment receipt attached or Payment details or cheque attached

4. Mandatory Declaration (to be made by the applicant named in **Section 3**)

I, the registration holder/registered operator named in Section 3:

1. declare that the conditions in relation to this application, as outlined in the *Important Information for Applicants* and the Guidelines, have been read, understood and accepted;
2. hereby certify 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 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. I have attached all required documentation specified in this form and the associated guidelines and acknowledge that to knowingly make a false statement in this form is an offence against subsections 136.1(1) and 137.1(1) of the [Criminal Code Act 1995 \(Cth\)](#).

Name: _____ Signature: _____ Date: / /

An authority must be provided if the individual named in Section 3 has not signed **or** the signatory for the organisation named in Section 3 cannot tick the relevant box below. This is in addition to the written consent mentioned in Section 3. See guidelines.

- Director Company Secretary CEO President Vice President **authority attached**

If an authority to sign on behalf of the new owner is required, provide address details of signatory below.

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5. Contact Details (optional)

5.1 Instrument of Appointment Holder

If the certificate of airworthiness bearing the new registration mark will be issued by an Instrument of Appointment holder and you would like CASA to advise that person of the mark change approval and finalisation of the change, please provide that person's details below. CASA will copy this party on the approval and confirmation emails.

Name		Email Address	
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5.2 Regional Office

If the aircraft is oversighted by a Regional Office other than the office responsible for your physical location advise below.

Regional Office	
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5.3 Postal Address

Do you require the original certificate of registration to be sent to an address other than the postal address currently recorded by CASA for the registration holder?

Note: This address will only be used for sending this certificate of registration. These details will not be updated in CASA's database.

Addressee					
Postal Address					
State		Postcode		Country	

Payment Authorisation

Application Fees *

Fee Code	Description	Total
<input type="checkbox"/> 12.6	Change of a registration mark – processing and consideration of application	\$ 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** **Visa**

Card Number: Expiry Date: ____/____/____

Card Holder Name (please print): Total: \$ _____

Signature: Date: ____/____/____

Receipt Options *

Send receipt to: Applicant OR Third party

Details of Applicant

Applicant Name:	ARN:
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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** aircraftregistration@casa.gov.au
- **Mail To** ACR-CLARC
CASA
GPO Box 2005
CANBERRA ACT 2601

Paid Stamp

Receipt No:		Initial:	
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WHY USE THIS FORM

This form is used to apply to change the registration mark on an aircraft already registered under CASR 47.

Note: Regulation 47.165 of the [Civil Aviation Safety Regulation 1998 \(CASR\)](#) states that if the registration holder of a registered aircraft has reserved a registration mark (the **reserved mark**) for the aircraft the holder, or if the registered operator has the written consent of the registration holder — the registered operator, may apply to CASA to change the aircraft's existing mark to the reserved mark. The application must be received by CASA at least 14 days before the day on which the existing mark is proposed to be changed and be in an approved form. Form 023 is the approved form.

WHO SHOULD COMPLETE THIS FORM

This form should be completed by the aircraft registration holder or, if authorised, the registered operator.

OTHER INFORMATION YOU MAY NEED TO READ OR DOWNLOAD TO COMPLETE YOUR APPLICATION

Following is a list of other documents available on CASA's website which you may need to read or download in order to ensure you lodge a correctly completed application:

- Letters of authority <https://www.casa.gov.au/standard-page/letters-authority>

IMPORTANT INFORMATION

Conditions ruling change of registration mark. The information provided in the Preliminary Note on page 1 of the form and in the guidelines below provides a broad overview of the process for the change of registration mark. Further direction or guidance that must be complied with or followed, may be given during the course of the mark change process by other parties concerned, e.g., other areas within CASA, maintenance organisations, Authorised Persons etc.

The applicant should ensure that:

- The registration holder and registered operator are kept fully informed of matters surrounding the pending mark change.
- contact is made with the appropriate CASA Regional Office prior to the nominated date of change, to ensure that additional requirements relating to the mark change are met.
- The date of effect for the mark change takes in to account the time required to meet all the requirements outlined in [Form 1000](#). This form is required for the issue of the new Certificate of Airworthiness.

Contact details for [CASA Regional Offices](#) can be obtained from the CASA website.

HOW TO COMPLETE THIS FORM

This form can be completed online and an image of your signature (electronic signature) may also be added. This allows the form to be completed and submitted electronically, without the need to produce a hard copy.

Note: Digital signatures cannot be accepted, if you are not sure of the difference between a digital and electronic signature you should print the form, then sign it.

Section 1. Current Registration Details

MANDATORY - Insert aircraft details as shown on the certificate of registration, the certificate of airworthiness and the aircraft's data plate.

Section 2. New registration Mark

MANDATORY - The new registration mark must be reserved:

- to the registration holder as noted on the certificate of registration, and
- for assignment to the aircraft listed in Section 1, by reference to its manufacturer, model and serial number.

Note: If the requested new registration mark is not reserved as above, the application will be refused.

MANDATORY - Date of effect:

The following rules must be observed when nominating a date of effect for the mark change. The nominated date of effect:

- Must be a weekday
- Must be a day on which the Australian Civil Aircraft Register is open for business
- Must be at least 14 days after CASA receives your application
- Must take in to consideration the time it will take to meet the airworthiness requirements in relation to the reissue of the certificate of airworthiness (see Form 1000 on CASA's website and liaise with your local CASA regional office).
- Must take in to consideration the fact that aircraft cannot operate on the date of effect until both the new certificate of registration and certificate of airworthiness are issued

Note: If the applicant wishes to change the date of effect for a mark change after the application has been approved, the only way to achieve this is to withdraw the original application. An application can only be withdrawn if the Civil Aircraft Register receives notification 7 days or more before the date of effect. If an application is successfully withdrawn, a new application will need to be lodged and a new fee paid. There will be no refund of the original fee. The new application must comply with the minimum 14 day notice period. If a request to withdraw the application is received less than 7 days before the date of effect, the request will be refused and the mark change will proceed.

Applicants must take into consideration the fact that the aircraft cannot operate on the date of effect until both, the new certificate of registration and certificate of airworthiness are issued displaying the new registration mark.

Section 3 Name of Applicant

MANDATORY - Insert the name of the applicant (current registration holder or registered operator) as shown on the certificate of registration or confirmation of recording a registered operator letter. Enter the Aviation Reference Number (ARN), where known.

ARN refers to Aviation Reference Number. This is the number issued by CASA to an entity, similar to a customer number. For instance, if you are an individual and you hold a Flight Crew Licence your ARN should be the same as your licence number. If you don't know your ARN leave the space on the form blank.

Section 4 Mandatory Declaration

MANDATORY – This section contains mandatory declarations that must be made by the registration holder, or the registered operator if authorised. **You must ensure you read and understand the clauses before signing.**

Who can sign this form?

The applicant should sign this form.

Note: If the registered operator is applying on the registration holder's behalf, the registered operator **MUST** provide a letter of authority from the registration holder that specifically grants the registered operator the right to apply for the mark change. The letter must comply with the normal letter of authority conditions plus name the registered operator and clearly state that the authority is for the change of mark on VH-XXX to VH-YYY. The following requirement may also apply.

If the applicant is:

An organisation:

A Director, Company Secretary, CEO, President or Vice President should sign the form and tick the appropriate box in the signature block. Alternatively, a Director, Company Secretary, CEO, President or Vice President can give another person written authorisation (on company letterhead) to sign on behalf of the organisation. In this case the 'authority attached' box in the signature block should be ticked and *a copy of the authority must be forwarded with the form*. The authority could take the form of a power of attorney, agency agreement, or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal documents of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal documents of this nature.

A government body or a foreign corporation:

A person filling an equivalent position to that of Director, Company Secretary, etc, must sign the form. Alternatively, that person can give another person written authorisation (on letterhead) to sign the form on behalf of the body. In this case the 'authority attached' box in the signature block should be ticked *and a copy of the authority must be forwarded with the form*. The authority could take the form of a power of attorney, agency agreement, or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal documents of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal documents of this nature.

An individual:

The individual can give another person written authorisation to sign this form on their behalf. In this case the 'authority attached' box in the signature block should be ticked *and a copy of the authority must be forwarded with the form*. The authority could take the form of a power of attorney or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal documents of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal documents of this nature.

Note: A sample letter of authority can be found on the [Australian Civil Aircraft Register page](#) of CASA's website.

Payment Authorisation

MANDATORY – In line with Australian Government policy, CASA is required to recover costs for providing regulatory services. The [schedule of fees for the registration of aircraft and related matters](#) is shown on the CASA website. All fees are for the processing and consideration of the application

Please note the change in CASA's payment processes described in the next section of these guidelines.

Payment options:

ONLINE

- Click the payment button on the CASA website homepage and follow the instructions.
- Attach a copy of the receipt with the application and submit to CASA.

MANUALLY

- Enter your details on the Payment Authorisation page of this form to enable CASA to process your payment.
- Payment will be taken immediately upon receipt of the application.

IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS

Provided the payment can be processed and the current version of the form is submitted, a full assessment of the application will be completed, within the limitations of the documentation submitted to CASA.

If the application is incomplete, such as additional documents are not present, sections of the form are not completed, signatures are missing, then the assessment will result in the application being considered incomplete. A letter detailing the issues with the application will be sent to you. You should note the following important points:

- You have one opportunity to lodge a correctly completed application **within one month of the date** on the letter without incurring a financial penalty. However, the regulatory requirements relating to timeframes for submitting registration applications will still apply.
- Payment for this application will be taken and will be held for this period.
- If an acceptable, complete application is not received within the month all subsequent applications will need to be paid for in full.

Refused applications – Applications that are assessed but fail to meet regulatory requirements will be refused. This includes applications where, for example, the requested new mark is not reserved as required by the regulations.

If an application fails to meet regulatory requirements:

- The application will be refused on the basis of non-compliance.
- Any subsequent application will need to be paid for in full.

HOW DO I SUBMIT MY FORM

Please forward the form plus any other required documents to the CASA Licensing and Registration Centre (CLARC). **Receipt by email is CASA's preferred option:**

Email: aircraftregistration@casa.gov.au

Mail: ACR-CLARC
CASA
GPO Box 2005
CANBERRA ACT 2601
AUSTRALIA

WHO SHOULD I CONTACT IF I HAVE A PROBLEM

Contact the CASA Licensing and Registration Centre (CLARC) for assistance:

Phone: Within Australia: 131 757 International: +61 2 6217 1111

Email: aircraftregistration@casa.gov.au

CASA Website: Refer to the [Australian Civil Aircraft Register page](#) on CASA's website.

DELIVERY OF REGISTRATION CERTIFICATES

You can expect to receive your new certificate of registration by mail within two weeks after the date of effect of the change of registration mark. If the certificate does not arrive in that period you should advise CASA.

You can check the CASA website to see if the change to your registration mark has occurred by entering the aircraft's VH mark in the Change of Mark search facility of the [Aircraft Register Update Reports page](#).

Note: The change of registration mark will only appear on the CASA website after the date of effect of the change.