



Download this form before you begin



Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to applications@casa.gov.au.

Purpose of this form

This form is to notify CASA of any CAR Part 5 Australian domestic qualifications issued by entries or stamps in a log book (or by any other Instrument) that may be recognised and transferred onto your CASR Part 61 licence.

Who is this form for?

This form is for current licence holders who have CAR Part 5 Flight Crew Licence that they have yet to transfer to a Part 61 licence.

Information needed to complete this form

If you are seeking to add additional permissions to your licence, you may need to provide evidence to support your request.

You must provide certified copies of documents as a part of this application. Each section of the form provides guidance on the evidence to be provided. For more information on certified copies and who can witness them, see the CASA website.

Some documents can be certified by the flight instructor conducting a flight review/endorsement or the flight examiner conducting a flight test. When certifying the documents, the following words should be used: "This is a true copy of the original document, sighted by me [name], [signature], [date], [ARN]"

If CASA does not have a photo of the licence holder that is less than 10 years old, they must also submit 'Lodgement of current photo with CASA' (Form 61-9PIC).

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.

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 Statement](#).

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 Are all of your **CAR Part 5 qualifications** contained on your CAR Part 5 Licence?

No → [Go to 4](#)

Yes → [Go to 3](#)

Declaration – no additional qualifications

3 I declare that:

- All my current CAR Part 5 qualifications are contained on my current CAR Part 5 pilot licence, therefore I do not require additional qualifications to be included on my CASR Part 61 licence.

Full name

Date (DD/MM/YYYY)

/ /

Returning your form



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

If you completed this declaration, you have now completed the form **Recognition and Transfer CAR Part 5 Qualifications**

Flight Activity (FA) endorsements

4 Do you have any **CASR Part 61 FA endorsements** you are qualified for?

No → [Go to 7](#)

Yes → [Go to 5](#)

5 What are the current **CASR Part 61 FA endorsements** you are qualified for?

Aerobatics

Aerobatics (500ft AGL Lower Limit)

Aerobatics (1000ft AGL Lower Limit)

Aerobatics (1500ft AGL Lower Limit)

Aerobatics (Unlimited)

Formation (Aeroplane)

Formation (Helicopter)

Spinning

6 What **documentation** are you attaching to support these FA endorsements?

Certified copies of log book pages showing entries made for the purpose of recording the training completed for the relevant FA

Certified copies of log book pages with entries made for the purpose of recording the conduct of the relevant FA as Pilot in Command

Certified copies of log book page showing the stamp/entry for a FA made under CAR Part 5 which is the equivalent of the FA endorsement applied for under CASR Part 61

Certified copies of any instrument issued by CASA authorising the conduct of the Flight Activity current or expired



Attach certified copies

Design feature endorsement

7 Do you have any **CASR Part 61 design feature endorsements** you are qualified for?

No → **Go to 10**

Yes → **Go to 8**

8 What are the **CASR Part 61 design feature endorsements** you are qualified for?

You must provide certified copies of logbook pages showing entries for an aircraft flown as well as training records for aircraft that has the design features applied for.

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

9 What **documentation** are you attaching to support these design feature endorsements?

Certified copies of logbook pages showing entries for an aircraft flown that has the design features applied for

Certified copy of training records for an aircraft with design features applied for

 **Attach certified copies**

Operational ratings

10 Do you have any **CASR Part 61 operational ratings – excluding Flight Instructor?**

No → **Go to 13**

Yes → **Go to 11**

11 What are the **CASR Part 61 operational ratings** you are qualified for?

- The following Operational Ratings are not listed on this form as they will be transferred automatically onto your Part 61 Licence with the appropriate endorsements:
 - Instrument Rating
 - Private Instrument Rating
 - Night VFR Rating
 - Flight Examiner Rating
 - Simulator Instructor Rating
 - Night Vision Imaging System Rating
 - Aerial Application Rating (see dot point 4)
 - Winching and Rappelling are combined to become a single endorsement on the Low Level Rating
- Some endorsements for the Flight Instructor Rating will transfer automatically, however additional action will be required for specific training endorsements (see question(s) 13-15).
- The Low Level Rating is a new rating introduced under CASR Part 61. If applying for an endorsement on a Low Level Rating, such as Sling Operations, the rating is automatically granted.
- The CASR Part 61 Aerial Application Rating has replaced the CAR Part 5 Aerial Agricultural Rating and now includes Firefighting as an endorsement on that rating. You will need to submit form 61-2FF.
- There is no Low Level Rating under CAR Part 5. However, low level activities such as stock mustering, power-line inspection, fish spotting etc, could be conducted under the authority of an Instrument issued directly to an individual or indirectly under an operator's approval. If you can provide evidence of the conduct of these activities you may be eligible for issue of a Low Level Rating, with a category endorsement and/or additional endorsement(s), depending on the evidence provided.

Low level rating

Category endorsements

Aeroplane Low-Level

Helicopter Low-Level

Additional endorsements

Aerial Mustering-Aeroplane

Aerial Mustering-Helicopter

Aerial Mustering-Gyroplane

Sling Operations


Winching and Rappelling

12 What **documentation** are you attaching to support these ratings endorsements?

Certified copies of logbook pages showing entries evidencing conduct of the operations relating to the endorsement applied for

Certified copy of any instrument issued to you directly

Certified copy of an operator approval and any further evidence that you have been deemed competent and authorised under that approval to conduct the operation

 **Attach certified copies**

13 Do you have any **CASR Part 61 operational ratings – Flight Instructor**

No → **Go to 16**

Yes → **Go to 14**

14 What are the **training endorsements** for the Flight Instructor rating that you are qualified for?

- Currently qualified instructors under CAR Part 5 i.e. Grade 1, 2 and 3 will automatically transition with the same grade under CASR Part 61.
- Any additional Part 61 endorsements that reflect the privileges existing under CAR Part 5 relevant to each grade will be automatically issued under CASR Part 61. For example, a Grade 1 will get Instrument Rating Training and Instructor Rating Training, as these are privileges that exist for that grade under CAR Part 5.
- Some training endorsements that you may be privileged to exercise under CAR Part 5 will not be automatically transitioned due to lack of information in the current system. For example, aerobatic training is a log book entry. You will need to apply for these training endorsements below.
- You will need to apply for any endorsements that are not transferred automatically to preserve the full range of privileges you currently hold under CAR Part 5. You will need to apply for these endorsements below.
- For type rating training endorsement, you will need to have held a CAR 5.21 approval.

Sling Operations

Winching and Rappelling

Spinning

Aerobatics

Formation (Aeroplane)

Formation (Helicopter)

Night Vision Imaging System

Low Level Rating

Aerial Application Rating (Day)

Aerial Application Rating (Night)

Instructor Rating

Type Rating:

15 What **documentation** are you attaching to support these Flight Instructor ratings endorsements?

Certified copies of log book page showing the stamp/entry made by an approved person giving the privilege to conduct training for that endorsement e.g Aerobatics

Certified copies of logbook pages showing entries evidencing conduct of the operations relating to the training endorsement applied for

Any other documentary evidence supporting your application for the training endorsement

 **Attach certified copies**

Applicant checklist

16 Select all that apply:

Lodgement of current photo with CASA (Form 61-9PIC) is attached

Evidence for Flight Activity endorsements is attached

Evidence for Design feature endorsements is attached

Evidence for operational ratings is attached

Evidence for operational ratings – Flight Instructor is attached

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 Statement](#) 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)

/ /

Payment authorisation

Application fees

Provision of a flight crew licence, except at CASA's initiative, that updates an earlier version of the licence (Flight Crew Licensing - Other/Reprint Flight Crew Licence) **Fee Code: 24.3.....\$ 25**

Payment options

OPTION 1 Online payment

Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster. To make a payment go to <https://www.casa.gov.au/licences-and-certification/individual-licensing/licence-information/fee-payment-options>. After making a payment, enter the online receipt number below.

Provide the online receipt number below;

OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from my:

Mastercard Visa Total \$

Card number

Expiry (MM/YY)

/

Cardholder name (please print)

CVV

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

Submitting this form to CASA

 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