



IMPORTANT INFORMATION

- 1: If you do not require the addition of any CAR Part 5 permissions to your CASR Part 61 licence, please complete the *Declaration No Additional Qualifications* at the bottom of this page and the *Payment Authorisation* at the end of this form. You do not need to complete the remainder of this form and only need to submit this page and the *Payment Authorisation* to CASA.**
- 2:** This form is to notify CASA of any CAR Part 5 qualifications issued by entries or stamps in your log book (or by any other Instrument) that you want recognised and transferred onto your CASR Part 61 licence. This form is NOT to be used for the conversion of ADF or overseas qualifications. Please use Form 61-1ADF or Form 61-4A, as appropriate.
- 3:** If you are applying for recognition of aircraft class/type ratings currently on your foreign licence or acquired through training overseas, you must submit **Form 61-4CT**. Do not use this form.
- 4:** Identify all the qualifications that are in your log book and/or another recognised document that you want assessed for the purpose of transfer onto your CASR Part 61 licence. This includes:
- Qualifications that are entered in your logbook in writing or by stamp.
 - Qualifications that have been issued to you by way of an instrument or by a recognised industry entity
 - Any privilege you have exercised under an operator's approval that does not show on your current licence.
- 5:** Read the introductory notes at the start of each section on this form for guidance information on recognition and transfer of specific qualifications. This will ensure you provide CASA with the correct information and your CASR Part 61 licence will then accurately reflect your privileges under your *current* CAR Part 5 licence.
- 6:** Complete all relevant sections of the form. You will need to provide evidence, to the satisfaction of CASA, for any qualification to be recognised and transferred. Each section will provide guidance on the evidence to be provided. 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, use the following words:
"This is a true copy of the original document, sighted by me [name], [signature], [date], [ARN]"
- 7:** This form can be **completed electronically and saved locally** to your computer. Once your ARN has been entered into the first page, it will automatically update in the ARN fields on subsequent pages. CASA recommends that you complete as much of the form electronically as possible. **Fields and sections marked with an * are mandatory.**

Licence Holder Details as per Birth Certificate / Passport:

Title: * _____

Family Name: * _____

Given Names: * _____

Date of Birth: * _____

Licence Holder ARN: *

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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](#).

Declaration - No Additional Qualifications

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.

Signature: _____

Date: ____ / ____ / ____

If you complete this declaration, you only need to send this page **and** the *Payment Authorisation* at the end of this form to CASA with any other application/notification.

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Section A: CASR Part 61 Flight Activities

Select any of the following **Part 61 Flight Activity (FA) Endorsements** you are qualified for or believe you are qualified for.

Mark the applicable box(es)

<input type="checkbox"/>	Spinning	<input type="checkbox"/>	Aerobatics (1000ft AGL Lower Limit)	<input type="checkbox"/>	Formation (Helicopter)
<input type="checkbox"/>	Aerobatics	<input type="checkbox"/>	Aerobatics (500ft AGL Lower Limit)	<input type="checkbox"/>	Formation (Aeroplane)
<input type="checkbox"/>	Aerobatics (1500ft AGL Lower Limit)	<input type="checkbox"/>	Aerobatics (Unlimited)		

Evidence Required (Mark the applicable boxes)

Flight Activity Endorsements

The following documentation is attached to this application:

- Certified true copies of log book pages showing entries made for the purpose of recording the *training completed* for the relevant FA
- Certified true copies of log book pages with entries made for the purpose of recording the conduct of the relevant FA as *Pilot in Command*
- Certified true 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 true copies of any instrument issued by CASA authorising the conduct of the Flight Activity current or expired

Section B: CASR Part 61 Design Feature Endorsements

Note 1: CASR Part 61 has introduced some changes to the aircraft design feature endorsements such as the introduction of Gas Turbine Engine and Multi-Engine Centreline Thrust.

Note 2: The current helicopter special endorsements Rappelling, Winching and Sling are dealt with as follows:

- Winching and Rappelling are combined to become a single endorsement on the Low Level Rating
- Sling becomes an endorsement on the Low-Level Rating

You may apply to have these endorsements added onto a Low-Level Rating in the Operational Ratings section of this form.

Select any of the following **CASR Part 61 Design Feature Endorsements** you are qualified for or believe you are qualified for.

Mark the applicable box(es)

<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

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Evidence Required (Mark the applicable boxes)

Design Feature Endorsement

The following documentation is attached to this application:

- Certified true copies of logbook pages showing entries for an aircraft flown that has the Design Features applied for
- Certified true copy of training records for an aircraft with Design Features applied for

Section C: CASR Part 61 Operational Ratings – excluding Flight Instructor

Note 1: 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 Note 4)
- Winching and Rappelling are combined to become a single endorsement on the Low Level Rating

Note 2: Some endorsements for the Flight Instructor Rating will transfer automatically, however additional action will be required for specific training endorsements (see section below).

Note 3: 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.

Note 4: 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*.

Note 5: If you have been conducting Firefighting operations and do not hold an Aerial Agricultural Rating you should apply for the *endorsement* on the applicable aircraft category below.

Note 6: 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.

Note 7: If you hold a CAR 5 *helicopter special endorsement*, you should apply for the endorsement on the Low Level Rating below.

Select the **endorsements** for the **Operational Ratings** that you are qualified for or believe you are qualified for.

Mark the applicable box(es)

Low Level Rating	
Category Endorsements	
<input type="checkbox"/>	Aeroplane Low-Level
<input type="checkbox"/>	Helicopter Low-Level
Additional Endorsements	
<input type="checkbox"/>	Aerial Mustering-Aeroplane
<input type="checkbox"/>	Aerial Mustering-Helicopter
<input type="checkbox"/>	Aerial Mustering-Gyroplane
<input type="checkbox"/>	Sling Operations
<input type="checkbox"/>	Winching and Rappelling

Please note: The aerial application rating and firefighting endorsement for aeroplanes and helicopters is managed by a Form 61-2FF

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Evidence Required (Mark the applicable boxes)

Operational Ratings

The following documentation is attached to this application:

- Certified true copies of logbook pages showing entries evidencing conduct of the operations relating to the endorsement applied for
- Certified true copy of any instrument issued to you directly
- Certified true copy of an operator approval and any further evidence that you have been deemed competent and authorised under that approval to conduct the operation

Section D: CASR Part 61 Operational Ratings – Flight Instructor

Note 1: Currently qualified instructors under CAR Part 5 ie Grade 1, 2 and 3 will automatically transition with the same grade under CASR Part 61.

Note 2: 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.

Note 3: 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.

Note 4: 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.

Note 5: For type rating training endorsement, you will need to have held a CAR 5.21 approval.

Select the **Training Endorsements** for the **Flight Instructor Rating** that you are qualified for or believe you are qualified for.

Mark the applicable box(es)

Training Endorsements			
<input type="checkbox"/>	Type Rating (list) :	<input type="checkbox"/>	Sling Operations
		<input type="checkbox"/>	Winching and Rappelling
		<input type="checkbox"/>	Spinning
<input type="checkbox"/>	Night Vision Imaging System	<input type="checkbox"/>	Aerobatics
<input type="checkbox"/>	Low Level Rating	<input type="checkbox"/>	Formation (Aeroplane)
<input type="checkbox"/>	Aerial Application Rating (Day)	<input type="checkbox"/>	Formation (Helicopter)
<input type="checkbox"/>	Aerial Application Rating (Night)		
<input type="checkbox"/>	Instructor Rating		

Evidence Required (Mark the applicable boxes)

Training Endorsements

The following documentation is attached to this application:

- Certified true copies of log book page showing the *stamp / entry* made by an approved person giving the privilege to conduct training for that endorsement eg Aerobatics
- Certified true 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

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Section E: Flight Review

Note 1: CASA requires a record of the date and details of your last flight review(s) completed prior to 1 September 2014. The last flight review details will then be printed into the table at the back of your CASR Part 61 licence document.

Note 2: Therefore you must advise CASA of the details and dates of your last flight review(s) recorded in your logbook.

WARNING: The responsibility to ensure you have a valid flight review for EACH aircraft category, class and/or type for which you are rated, under CASR Part 61, rests with you. It is highly recommended you familiarise yourself with the requirements of CASR Part 61 to ensure you do not operate an aircraft without a valid flight review after 30 August 2014.

Complete the details of your last flight review(s) below.

Aeroplane:

Aircraft Make/Model	Date of successful Flight Review (dd/mm/yyyy)	Aircraft Registration
	___ / ___ / ____	VH- ___ ___ ___

Helicopter:

Aircraft Make/Model	Date of successful Flight Review (dd/mm/yyyy)	Aircraft Registration
	___ / ___ / ____	VH- ___ ___ ___

Gyroplane:

Aircraft Make/Model	Date of successful Flight Review (dd/mm/yyyy)	Aircraft Registration
	___ / ___ / ____	VH- ___ ___ ___

Airship:

Aircraft Make/Model	Date of successful Flight Review (dd/mm/yyyy)	Aircraft Registration
	___ / ___ / ____	VH- ___ ___ ___

Evidence Required

The following documentation is attached to this application:

- Certified true copies of log book page showing the *stamp / entry* made by an approved person showing the successful completion of the flight review.

Section F: Rating Renewals

- I am successfully participating in an Approved Training and Checking System for IFR operations in the following aircraft:

- My company has an approval under CASR 61.040 for the above-mentioned system:

Name of company: _____

Instrument Rating Renewal

- Command Co-pilot: on date: ___ / ___ / ____

Aircraft used for renewal: Make/Model* _____

Flight Instructor Rating Renewal

on date: ____ / ____ / ____

Aircraft used for renewal: Make/Model* _____

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

Enter details of any other **ratings / qualifications** you held **under CAR Part 5** that has required you to do a **review or renewal** to maintain the privileges of that rating / qualification:

Rating / Qualification	Renewal / Review	Aircraft Make / Model

Section G: Declaration *

I hereby certify that the evidence I have provided is a true and correct record of my experience/qualifications for the recognition and transfer of my qualifications to my CASR Part 61 Licence and acknowledge that to knowingly make a false or misleading statement is an offence against the *Criminal Code Act 1995* (Cth).

Signature: _____	Date: ____ / ____ / ____
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Is this form being submitted with another application/notification?

Yes Please specify: _____

No

Payment Authorisation

Licence Fees*

Fee Code	Description	Total
<input type="checkbox"/> 24.3	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)	\$ 25
Total Cost:		\$ _____

Payment Option*

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 – please ensure you complete ALL details below including the card holder name and the total amount

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; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; 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)

Details of Third Party

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

Attach this Payment Authorisation Form (and Cheque / Money Order / Purchase Order) to the Application Form.

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

Paid Stamp

Receipt No:		Initial:	