



<b>CASA Stamp:</b>  	<b>Flying School Stamp and/or Contact Details:</b> (not mandatory)
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**IMPORTANT INFORMATION FOR APPLICANTS**

- 1:** This application form is to be used for application for an Aviation Identification.
- 2:** You must be 18 years of age or older to be issued an AVID by CASA.
- 3:** You must hold a valid Australian flight crew licence or a Certificate of Validation (CoV) or be applying for a flight crew licence or CoV. Otherwise an AVID cannot be issued by CASA.
- 4:** If you are applying for an Australian flight crew licence with this application, your AVID will not be issued before your licence is issued.
- 5:** Please read the AVID application guidance attached to this form. This will ensure that you complete the form correctly and it can be processed by CASA. Do not submit the guidance with your application.
- 6:** CASA does not provide confirmation of receipt of your application. Should you need to have delivery confirmed, please use a courier or trackable postal service, such as Australia Post Express Post or Platinum.
- 7:** 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.
- 8:** 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.
- 9:** If you do not have an ARN, you must submit **Form 1162** (Aviation Reference Number (ARN) Application) including appropriate identification with **this** application. This will fulfil the mandatory requirement for an ARN.
- 10:** 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 may be returned to you for amendment. **Fields marked with an \* are mandatory.**

<p><b>Applicant Details as per Birth Certificate / Passport:</b></p> <p>Title:* _____</p> <p>Family Name:* _____</p> <p>Given Names:* _____</p> <p>Date of Birth:* _____</p>	<p style="text-align: center;"><b>Applicant ARN:*</b></p> <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>						

**CONTACT DETAILS**

**Note:** You are required to notify CASA of any changes to your personal contact information (refer to CASR 11.070). Correspondence, including permissions issued as a result of this application, will be sent by post to the current postal address according to CASA's records.

**Have you updated your personal and contact details with CASA?**

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 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](#).

**Type of Application: \***

- Initial AVID                       Renewal of AVID

**Section A: Eligibility Details\*** To be completed by the Applicant

**1. Personal Details\***

**Note:** Attach change of name documentation, if applicable.

Family Name – Also known as (Alias) (if applicable)		Given names – Also known as (Alias) (if applicable)	
Previous Family Name (if applicable)		Previous Given names (if applicable)	
Country of Birth	State of Birth	Town/City of Birth	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Drivers Licence Number	Drivers Licence – Issuing State	

**2. Are you an Australian Citizen?\***

Yes – Go to Section B.       No – ENTER ALL DETAILS BELOW, and then proceed to Section B.

**Note:** Attach evidence in the form of a Birth Certificate, Current Passport or Citizenship Certificate.

Passport Country of Issue:	Passport Number:	Immigration Visa No:
		Visa Type:
<b>Arrival details</b>		
Actual arrival date into Australia	___ / ___ / ___	<b>OR</b> If not yet in Australia, planned arrival date into Australia **
Arrival Port:	Flight No/Vessel name:	

\*\* You must be in Australia in order for your immigration check to be completed. Immigration checks can only be processed during week days. A stop-over of several hours may not be sufficient.

**Section B: Photo Identification\***

**Secure below two current passport quality photos and sign your signature in the space provided. Do NOT use staples or glue to secure your photos – refer to guidance notes.**

The diagram below shows the area the face should take up and how the photograph should be certified.

PHOTO-SIDE FACING UP

*Enter the following details on the **back** of one photograph*

**Name of applicant**

**Signature of person certifying applicant's identity & your authority to certify**

**SPECIMEN SIGNATURE OF APPLICANT**

**Ensure signature is contained WITHIN the box**

NOTE: The person certifying the applicant's identity must witness the applicant signing here.

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**Section C: Proof of Identity\***

**1. Proof of Identity Documents** Refer to AVID Application Guidance.

Certified true copies of the following documents are attached as proof of identity:

- Primary:  Passport  Full Birth Certificate  Citizenship document (other country)  
 Australian citizenship certificate
- Secondary:  Valid foreign flight crew licence with photo  Valid Australian flight crew licence  
 Australian driver's licence  Australian tertiary student card  Australian Government Employee ID  
 Verifiable Reference  Other: .....
- Tertiary:  Foreign driver's licence  signed statement by employer  Rating authority document  
 Mortgage document issued by bank/financial institution  
 Other: .....

**2. Declaration of Person Certifying Identity\***

I, \_\_\_\_\_ declare that:

- I have sighted the applicants original proof of identification documents and certified the copies of those documents which are attached to this application as being true copies of the original documents;
- The photographs attached to this form which I have certified are a true likeness of the applicant;
- The specimen signature above is the applicant's signature.

Signature	Date ____ / ____ / ____	Printed Name	Contact Phone Number (     )
Position/Qualification details: ..... .....			

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

	I hold an Aviation Reference Number (ARN) <b>OR</b> Application Form 1162 attached - SEE GUIDANCE
	I am at least 18 years of age
	I hold an Australian flight crew licence/CoV <b>OR</b> I am applying for a licence/CoV with this application – application attached
	Change of name documentation attached <b>OR</b> Not applicable
	Passport photos are attached and are in an acceptable format and correctly certified by an acceptable person – SEE GUIDANCE
	Proof of identification documents are attached and correctly certified - SEE GUIDANCE
	10 years of address details provided
	Security check consent pages completed
	Payment made <b>online</b> and receipt attached <b>OR</b> Payment Authorisation completed (cheque or money order attached if applicable)
	All applicable sections of the form are completed and I have signed the application declaration

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**Section E: 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](#) ), for the purposes of obtaining a criminal record, other background checks, assessing my travel movements records in order to verify my status in terms of whether I am an unlawful non-citizen as defined in section 14 of the *Migration Act 1958*, and assessing an application for a licence, certificate or authorisation issued by CASA.

I acknowledge that to knowingly make a false statement is an offence against the *Criminal code Act 1995* (Cth).

- I have read and understand the Spent Conviction Scheme in the CASA Guidance provided with this application form. I understand that even if I have a spent conviction, I must disclose it to CASA if it is an offence to which an Exclusion applies. The information may be used by CASA in assessing my application.
- I have read and understand my obligations to notify CASA in writing of any changes to my personal details and the details of any convictions and sentences for an aviation-security related offence within 7 days of the change (see Guidance).
- The copies of the attached proof of identification documents are true copies of the original documents and have not been altered in any way.
- The photographs attached to this form are a true likeness of me.

Signature: _____	Date: ____ / ____ / ____
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**Section F: Application for Aviation Security Status Check\***

**1. Permanent Residential Address for Past Ten Years\* – if not enough space please attach additional sheet**

<p><i>List Current address first then previous addresses below, covering past TEN years. There must be no gaps greater than 3 months between addresses. <b>Must</b> be full address details including Street, Town, State and Postcode *</i></p>	<p>Period of residence * <i>If actual dates are unavailable, details of year of residence will suffice</i></p>
<p>..... ..... ..... .....</p>	<p>/ / to / /</p>
<p>..... ..... ..... .....</p>	<p>/ / to / /</p>
<p>..... ..... ..... .....</p>	<p>/ / to / /</p>
<p>..... ..... ..... .....</p>	<p>/ / to / /</p>
<p>..... ..... ..... .....</p>	<p>/ / to / /</p>
<p>..... ..... ..... .....</p>	<p>/ / to / /</p>

**2. Criminal/Traffic Charge, Conviction Or Pecuniary Penalties\***

(i)	Are you the subject of any criminal or traffic charge(s) still pending	<input type="checkbox"/> Yes <input type="checkbox"/> No
(ii)	Do you have any conviction(s) or finding(s) of guilt which are less than ten (10) years old, or any juvenile conviction(s) or finding(s) of guilt which are less than five (5) years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iii)	Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, or five (5) years for juvenile conviction(s) or finding(s) of guilt where the sentence imposed was <b>LESS</b> than thirty (30) months imprisonment for offences of the type(s) mentioned at (i) on page 15 (i.e. offences for which an exclusion has been granted)	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iv)	Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile conviction(s) or finding(s) of guilt where the sentence imposed was <b>GREATER</b> than thirty (30) months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you answered YES to any of the above questions, please attach details:</b>		

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**SECURITY-IN- CONFIDENCE**  
(When completed)

Commonwealth of Australia

**NO EXCLUSION**

**COMPLETE IF APPLYING FOR AN AVIATION IDENTIFICATION**  
**(AVID)**

**CONSENT TO OBTAIN PERSONAL INFORMATION**

(For categories where **NO EXCLUSION** has been granted from spent convictions legislation)

I,  
hereby:

(Full name - **BLOCK LETTERS** and in **INK**)

(i) acknowledge that I have read the guidance material provided with this Form and understand that I do not have to disclose old protected convictions information, which is described under the heading Spent Convictions Scheme, except any type listed below for which an exclusion has been granted;

**Nil**

(ii) certify that the personal information I have provided on this form relates to me and is correct;

(iii) consent to **Civil Aviation Safety Authority**:

- forwarding this form and my personal information to the Australian Federal Police and/or the Police Services of the States or Territories of the Commonwealth of Australia and providing relevant information to the above organisations;
- forwarding my personal information to co-ordinate a backgrounds checks through the Australian Security Intelligence Organisation (ASIO), CrimTrac and the Department of Immigration and Citizenship (DIAC), where necessary.

(iv) specify entitlement applied for as being: Aviation Security Status Check (AVID);

(v) consent to the AFP or other relevant Australian police force(s) extracting from their records copies of traffic violations, and criminal and/or traffic records relating to me pending before a Court and/or details of convictions or findings of guilt which have been recorded against me and which are not covered by Part VIIC of the *Crimes Act 1914* dealing with spent convictions;

(vi) acknowledge that any information provided by me on this form or by the police as a result of the records check may be taken into account by the organisation mentioned in **(iii)** above in assessing my suitability to receive the entitlement.

Signature \_\_\_\_\_ Date / /

**Note: The information you provide on this form and which the police provide to CASA on receipt of the form, will be used only for the purpose stated in the guidance material in form 499 unless statutory obligations require otherwise.**

**ALSO COMPLETE THE APPLICATION FOR AVIATION IDENTIFICATION INCLUDED IN THIS FORM**

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**Payment Authorisation**

Payment made online *Attach printed receipt and do not complete remainder of this page.*

**Applicant Details \***

Surname:		Given Names:	
Mobile:*		Email:*	

\* These details will be used to follow-up payment issues only. These details will NOT be updated in CASA's database.

**Licence Fees\***

Fee Code	Description	Total
<input type="checkbox"/> 5.2.1	AVID initial issue CASA Fee - \$54 Other Agency Fees - \$98	\$ 152.00
<input type="checkbox"/> 5.2.2	AVID renewal CASA Fee - \$54 Other Agency Fees - \$98	\$ 152.00
<b>Total Cost:</b>		\$ _____

**Details of Third Party Payment**

The receipt will be sent to the applicant's current postal address unless CASA is advised otherwise.

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

**Payment Options \***

- 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:		<b>MasterCard</b> <input type="checkbox"/>	<b>Visa</b> <input type="checkbox"/>										
Card Number:	<table border="1" style="display: inline-table; width: 100%;"><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:	____/____/____										

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

- **Mail to:** CASA Licensing and Registration Centre  
CASA, GPO Box 2005  
CANBERRA ACT 2601

**Paid Stamp**

Receipt No:		Initial:	



<b>Incomplete applications</b>	All incomplete applications will be returned to the applicant for completion and re-submission.
<b>Where to send your application to</b>	Applications can be posted to: CLARC - CASA GPO Box 2005 Canberra ACT 2601
<b>Applicants must be 18 years of age</b>	Applicants must be at least 18 years of age before they can be issued with an AVID.
<b>Non-Australian citizens</b>	Applicants who are not Australian citizens must undergo an immigration check.  To be issued an AVID applicants must hold or be applying for a FCL.  <b>Note: Your immigration check can only be completed once you have arrived in Australia.</b> Immigration checks can only be processed during week days. A stop-over of several hours may not be sufficient.
<b>Passport photos and specimen signature</b>	Applicants are required to provide 2 identical passport-sized photographs (one of which must be certified as a true likeness of the applicant). The photographs must meet the requirements below:  <b>Photograph must:</b> <ul style="list-style-type: none"> <li>• Have been taken within the last six months;</li> <li>• Be in portrait format: between 35mm and 40mm wide and between 45mm and 50mm high;</li> <li>• Be in good quality colour on high quality paper, with no ink marks on the image;</li> <li>• Have appropriate brightness and contrast to show skin tones correctly. Its resolution should not be grainy; but sharp in focus and clear;</li> <li>• Have a plain, light-coloured background and be taken with uniform lighting (no shadows across the face);</li> <li>• Be a close-up shot of you looking straight at the camera, so your head takes up most of the photograph (70-80% - see diagram on page 10 of the application form);</li> <li>• Show you with a neutral expression and with your mouth closed;</li> <li>• Show your face square on with both ears visible (if the hair covers the ears, both edges of the face must be visible);</li> <li>• Show the top of your top of shoulders (square on, not in a style that portrays you looking over one shoulder);</li> <li>• Show your eyes clearly open and visible, not obscured by your hair. If glasses are worn avoid tinted lenses and heavy frames, if possible. Your eyes must be seen clearly through glasses, with no flash reflection from the glasses;</li> <li>• Show you without any hat or other head covering – if you wear a head-covering for religious reasons, we will accept a photograph of you wearing this, but your features must be visible from top of forehead to tip of chin, and from both sides of the face.</li> </ul> <b>Securing Photograph:</b> <ul style="list-style-type: none"> <li>• Attach one photo FACE UP – the photo image should be visible – use an adhesive on the back of the photo and DO NOT staple or tape over the top of the photo – this photo is scanned, so ensure it is not marked in anyway;</li> <li>• Attach one photo FACE DOWN – the certification details on the back of the photo should be visible – attach the photo so that it can be lifted and its photo image checked against the FACE UP photo.</li> </ul> <b>Signature must:</b> <ul style="list-style-type: none"> <li>• Be witnessed by the same person certifying the proof of identity documents and the applicant's photograph;</li> <li>• Be contained within the signature box and be written using a black pen.</li> </ul>





<p><b>Proof of Identification documents</b></p>	<p>You are required to prove your identity to CASA. In order to do this you are required to submit certified identification documents:</p> <p>1 primary identification document and 1 secondary identification document <b>OR</b>  1 primary identification document and 2 tertiary identification documents.</p> <p><b>Primary Identification Documents (PID):</b></p> <ul style="list-style-type: none"> <li>• Current Australian or foreign passport;</li> <li>• A certified copy of a <b>full</b> Birth Certificate (certified by Registrar of Births or similar officer) – note you must show the original document from the Registrar to the person certifying the documents (note a full birth certificate includes your parent’s details – a birth extract is not satisfactory);</li> <li>• Document of another country proving citizenship of that country;</li> <li>• Copy (certified under section 44 of the <i>Australian Citizenship Act 1948</i>) of Australian citizenship certificate.</li> </ul>
	<p><b>Secondary Identification Documents (SID):</b></p> <p><b>Note:</b> – A SID must have a recent photograph or signature of the applicant.</p> <ul style="list-style-type: none"> <li>• A valid photo flight crew licence issued by an ICAO Contracting State; (PID must be a current passport);</li> <li>• A current licence (e.g. an Australian driver’s licence) issued under a law of the Commonwealth of Australia or an Australian State or a Territory;</li> <li>• Australian Government employee identification (must have been issued by or for the Commonwealth of Australian or State or Territory to the applicant who is employed by or for the Australian Commonwealth, State or Territory);</li> <li>• Australian student identification document (issued to the applicant who must be a student at a tertiary education institution in Australia);</li> <li>• A verifiable reference from: <ul style="list-style-type: none"> <li>a) A bank or financial institution; or</li> <li>b) A referee acceptable to CASA (any person who can certify POI documents – see below); or</li> <li>c) Somebody whose identity has been verified by means of certified copies of: two PIDs; or one PID and one SID; or one PID and two TIDs.</li> </ul> </li> </ul> <p>The reference must:</p> <ul style="list-style-type: none"> <li>• Identify the applicant by name</li> <li>• State that the referee has known the applicant by that name for more than 12 months; and</li> <li>• Be signed by both the applicant and the referee.</li> </ul>
	<p><b>Tertiary Identification Documents (TID):</b></p> <p><b>Note</b> – A TID must set out the applicant’s name and current address.</p> <ul style="list-style-type: none"> <li>• A foreign photographic driver’s licence; (PID must be a current passport);</li> <li>• A signed statement by the applicant’s employer or former employer about that employment;</li> <li>• Copy (certified by an Australian Registrar of Titles or similar officer) of a record issued under a law about land titles;</li> <li>• A document issued by an Australian rating authority (local government) from its records of land ownership or occupation;</li> <li>• A document issued by an Australian bank or financial institution from its records of a mortgage or other security given by applicant;</li> <li>• An extract from the electoral roll compiled by the Australian Electoral Commission;</li> <li>• A record issued under a law in force in Australia other than a law about land titles (e.g. State issued proof of identity cards that set out the applicant’s name and current address).</li> </ul>
<p><b>Certifying identification documents</b></p>	<p>Who can certify a copy of identification documents?</p> <ul style="list-style-type: none"> <li>• Any person who is entitled to witness an Australian Commonwealth Statutory Declaration (see list on CASA’s website);</li> <li>• A CASA delegate or employee;</li> <li>• A CASA appointed Designated Aviation Medical Examiner or Designated Aviation Ophthalmologist.</li> </ul> <p>When certifying a proof of identification document use the following words:  <i>“This is a true copy of the original document, sighted by me [name], [signature], [date], [qualification you have to certify documents – eg JP],[Qualification Number – eg JP ID].</i></p>



<p><b>Certifying foreign documents</b></p>	<p>CASA may require an applicant to have the authenticity of a proof of identification document verified by the government that issued the document.</p> <p><b>Translation of foreign documents</b></p> <p>All documents must be in English or accompanied by an official English translation.</p> <p>A registered translator must compile the translation. You should ask the Australian Embassy, High Commission or Consulate in the country where the translation is to be made if you need details of translators. If the translation is to be made in Australia, contact the <a href="#">Australian National Accreditation Authority for Translators and Interpreters</a> (NAATI). Information on the services that NAATI provides is available on their website.</p>
<p><b>Spent Convictions Scheme</b></p>	<p>On 30 June 1990, new Commonwealth legislation relating to the collection, use and disclosure of old conviction information came into effect. This new law is commonly known as the Spent Convictions Scheme.</p> <p>The aim of the Scheme is to prevent discrimination on the basis of certain old convictions, once a waiting period has passed and provided the individual has not re-offended. The Scheme also covers convictions where an individual's conviction has been set aside or pardoned.</p> <p>An individual whose conviction is protected by Part VIIC of the Crimes Act 1914 does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies. Commonwealth authorities are prohibited from taking into account, or from disclosing without consent of the individual, such conviction.</p> <p>A spent conviction is a conviction for a Commonwealth Territory, State or foreign offence, which satisfies all the following conditions:</p> <ul style="list-style-type: none"> <li>• It is 10 years since the date of the conviction (or 5 years for juvenile offenders);</li> <li>• The individual was not sentenced to imprisonment, or was not sentenced to imprisonment for more than 30 months;</li> <li>• The individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; and</li> <li>• A statutory or regulatory exclusion does not apply. (A full list of exclusions is available from the Privacy Commission).</li> </ul>
<p><b>PRIVACY NOTICE</b></p> <p><b>What CASA does with your personal licensing information</b></p>	<p>Information you provide on the application includes personal information, the collection, use and disclosure of which is governed by the Commonwealth Privacy Act 1988.</p> <p>CASA uses this information internally for the purposes of its functions under the Civil Aviation Act 1988 and Aviation Transport Security Act 2004. In particular, CASA will use this information for licensing purposes and in order to undertake identity checks and aviation security status checks. CASA will disclose name and address details to mailing houses and other contractors disseminating information on CASA's behalf. CASA may use this information for the purposes of its own research and analysis into matters affecting aviation safety.</p> <p>CASA may also disclose this information as part of its accountability obligations to the Government and to Parliament. It may disclose this information to the following government agencies for the following purposes:</p> <ul style="list-style-type: none"> <li>• Department of Infrastructure and Regional Development, for aviation safety and security purposes, and for research, statistical analysis, economic modelling, and other policy development purposes;</li> <li>• Australian Transport Safety Bureau (ATSB), for the purposes of investigations into aviation accidents and incidents, and for research into matters affecting aviation safety;</li> <li>• Australian Security and Intelligence Organisation, Australian Federal Police, and Department of Immigration and Multicultural and Indigenous Affairs, for aviation security purposes;</li> <li>• Airservices Australia and Australian Maritime Safety Authority, for air traffic management and search and rescue purposes.</li> </ul> <p>CASA may disclose this information to the national aviation authority of another country in order to verify claims made in the application, or for enforcement purposes. It may also provide this information to the national aviation authority of another country on receipt of a request for bona fide aviation safety or security purposes.</p> <p><b>CASA also discloses personal information in compliance with mandatory legal requirements, for example, in response to notices of production from the ATSB or by court order.</b></p>