



## 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](mailto:applications@casa.gov.au).

## Purpose of this form

Use this form to apply for a CASA issued RPL and associated endorsements through recognition of your pilot certificate granted by a Sports Aviation Body (SAB).

## Who is this form for?

This form is for individuals holding a pilot certificate granted by a SAB seeking recognition when applying for a CASA issued RPL.

## Information needed to complete this form

You must hold a current pilot certificate issued by a SAB.

You must provide certified copies of documents as a part of this application. For more information on certified copies and who can witness them, see the [CASA website](#).

If CASA does not have a photo of you that is less than 10 years old, you must also submit [Lodgement of current photo with CASA](#) (Form 61-9PIC) with this application.

A CASA Flight Crew Licence cannot be issued until you have been issued with an Aviation Security Identification Card (ASIC) or Aviation Identification (AVID). For security requirements associated with the issue of this licence please refer to the guidelines.

Refer to ASIC and AVID page.

To be issued with a flight radio endorsement based on your pilot certificate, you will need to hold a valid International Civil Aviation Organisation (ICAO) level 4, or higher, Aviation English Proficiency (ELP) assessment or you are submitting an ELP notification with this application.

Refer to CASR 61.500(4)(c)

To be issued with a Recreational navigation endorsement your pilot certificate must authorise you to conduct cross-country flight and you must meet the minimum required hours.

## Aviation Reference Number (ARN)

An ARN is required to complete this form.

If you are the applicant and you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

## Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

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*. 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's Privacy Statement](#).

## For more information

Go to the [CASA website](#) or [contact us](#).

## Applicant

### 1 What are the **applicant** details?

Your contact details must be current. Update your contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

### 2 Which aircraft category Recreational Pilot Licence are you applying for?

Aeroplane - RPL-A

Helicopter - RPL-H

Gyroplane - RPL-G

### 3 Do you hold a current Aviation Security Identification Card (ASIC) or Aviation Identification (AVID)?

Refer to Aviation Transport Security Regulations 2005

**No** → [Go to 4](#)

**Yes** Attach a certified copy

→ [Go to 5](#)

 **Attach certified copy**

### 4 Have you applied for an ASIC/AVID?

**No** You cannot submit this application until you have applied for an ASIC/AVID

**Yes** Your application will be placed on hold until either your AVID is issued by CASA or you supply a certified copy of your ASIC


→ [Go to 5](#)

### 5 Have you completed an English Language Proficiency (ELP) assessment?

Refer to CASR 61.160

**Yes** I have completed an ICAO level 4, or higher, ELP assessment and the record is on my licence

**Yes** I have completed an Australian ICAO ELP assessment

 **Attach assessment**

### 6 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 an organisation?

**No**

**Yes**

### 7 Have you ever been refused the issue of a transport related licence or certificate (eg. pilot licence, pilot certificate, drivers licence, boating licence)?

**No**

**Yes**

### 8 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?

Include all motor vehicle traffic-related convictions including those from overseas.

**No**

**Yes**

### 9 Is suspension or cancellation action pending in relation to any aviation licence you hold?

**No**

**Yes**

### 10 If you answered **yes** to **any** of questions **6** to **9**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59

 **Attach additional pages if required**

## 11 What is your **Aeronautical experience**?

To be eligible to apply for **RPL-A, RPL-H** or **RPL-G** applicants must have the following **minimum** aeronautical experience in the category of aircraft for which the associated aircraft category rating is sought.

You must ensure you meet the requirements of the experience specified in the regulations.

Refer to CASR 61.475

Type of experience required	Minimum hours required	Your actual hours
Total flight time as pilot (in appropriate category)	25	
Dual flight time (in appropriate category)	20	
Solo flight time (in appropriate category)	5	

 **Attach certified copy of your log book**

## 12 Are you adding the **Flight Radio Endorsement**?

**No** → [Go to 14](#)

**Yes** → [Go to 13](#)

## 13 Are you applying for a **Recreational Navigation Endorsement**?


**No** → [Go to 15](#)

**Yes** → [Go to 14](#)

## 14 What are the **Cross-country Flight Endorsement** details?

You must meet the following **minimum** hour requirements.

Type of experience required	Minimum hours required	Your actual hours
Solo cross-country	5	
Dual flight time	1	

 **Attach certified copy of your log book**

## 15 What are the **Design Feature Endorsements** held on your pilot certificate you are applying for (select all that apply)?

Manual propeller pitch control

Tailwheel undercarriage

Retractable undercarriage

## Applicant checklist

### 16 Select all that apply:

A certified copy of my ASIC/AVID is attached

A certified copy of current pilot certificate granted by a SAB is attached

Certified copies of logbook pages, verifying required flight experience are attached

An ELP assessment report is attached or I have confirmed I hold at least a current ICAO level 4 ELP assessment

Recreational Pilot Licence (RPL) endorsements (Form 61-1RE) is attached

Lodgement of current photo with CASA (Form 61-9PIC) including a current photo if not previously submitted

If other please specify

## Applicant declaration

### 17 I declare that:

- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct and 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 lodgement.
- I consent to CASA using and disclosing my personal information in accordance with CASA's Privacy Statement including exchanging the information with Commonwealth, state and territory government agencies.
- I have attached all required documentation specified in the application checklist.
- I accept 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 acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.

Full name

Date (DD/MM/YYYY)

/ /

## 18 Application fees

Issue of RPL (Australia trained) – processing and consideration.

**Fee Code: 24.6 002.....\$50**

**Total:**

## 19 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 [Secure payment gateway](#).  
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:


Mastercard	Visa	Total \$		
Card number			Expiry (MM/YY)	
			/	
Cardholder name				
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	Phone number

## Submitting this form to CASA

 By email – send this form with all supporting documents attached to [applications@casa.gov.au](mailto:applications@casa.gov.au)

 By post – return this form and all supporting documents to:  
**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**