Australian Government
Civil Aviation Safety Authority

Apply online and get your individual ARN in minutes

Go to myCASA and you will only need one type of identification: either an Australian birth certificate, Australian passport, citizenship certificate or ImmiCard. You can also use this service if you are already in Australia with a foreign passport.

Go to **myCASA** >

OR

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

Use this form to request an Aviation Reference Number (ARN).

An ARN is a customer number unique to you and should be quoted whenever you communicate with CASA.

If you hold a license or permission you will find in most cases that the number on the licence or permission is the ARN belonging to the entity that holds that licence or permission.

Who is this form for?

This form is for individuals applying for an ARN.

If you're an organisation and wish to apply for an ARN, visit applying for an ARN.

Information needed to complete this form

You are required to provide certified proof of identification.

This must include at least one primary document and must total a minimum of 100 points.

For information about how to have your documents certified visit proof identity documents.

All documents must be **provided in English**. Documents not in English must be accompanied by a certified translation.
The translation must be compiled by a translator registered with the National Accreditation Authority for Translators & Interpreters Ltd (NAATI) and must include the NAATI translator stamp.
The NAATI national hotline is **1300 557 470**.

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?

Title

    Master   Mr

    Mrs   Miss

    Ms   Dr

First given name

Other names/middle

Family name/surname

Nationality

Date of birth (DD/MM/YYYY)

          /   /

Sex

> We require an applicant's sex to inform medical assessment as part of Aviation Medical applications.

    Male   Female   Other

Contact number

Email address

Address

2 What is the **home/principal physical** address?

Unit/number

Street name

Suburb

State/territory or province

Postcode

Country (if not Australia)

---

3 Is the **postal** address the same as the **home/principal physical** address?

No ➡ **Go to 4**

Yes ➡ **Go to 5**

---

4 What is the **postal** address?

Unit/number

Street name/PO box

Suburb

State/territory or province

Postcode

Country (if not Australia)

Proof of identification

5 What proof of identification are you providing?

> A minimum of **100 points** of identification has to be provided with the application.
>
> You must include **at least one primary document**.
>
> If your documents have different names you will need to provide evidence of a **name change** in addition to your other documents (e.g. 'Change of Name' certificate issued by a State or Territory).
>
> All documents must be certified.

Primary documents	Points worth
Australian Passport (current or expired within last 2 years, but not cancelled)	70
Foreign Passport (current)	70
Full Birth Certificate (not extract, Australian or foreign)	70
Australian Citizenship Certificate	70
Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia	70
Australian Driver's Licence or Learner's Permit	40
Current (Australian) Tertiary Student Identification Card	40
Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry)	40
Government employee ID (Australian Federal/State/Territory)	40
Defence Force Identity Card (with photo or signature)	40

5 Continued

Secondary documents	Points worth
Medicare card	40
Department of Veterans Affairs (DVA) card	40
Centrelink card (with reference number)	40
Birth Certificate Extract (Australian or foreign)	25
Birth card (NSW BDM only)	25
Australian Marriage Certificate (Registry issue only)	25
Australian Divorce Certificate (Registry issue only)	25
Change of name certificate (Registry issue only)	25
Credit card or account card	25
Bank statement	25
Taxation assessment notice	25
Australian Mortgage Documents	25
Property lease agreement – current address	25
Rating Authority – (e.g. Land Rates)	25
Utility Bill (e.g. electricity, gas, telephone that is less than 12 months old)	25
Reference from Indigenous Organisation	25
Documents issued outside Australia (equivalent to Australian documents) Must have official translation attached	25

Total

📎 **Attach certified documents**

Application checklist

6   Are you attaching any documents to this application?

Declaration

7   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 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 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)

/   /

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**