



## 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 verification of your flight crew licence.

## Who is this form for?

This form is for individuals who wish to apply for a verification on their flight crew licence to be sent to a third party.

If you only require the verification to be sent to yourself and not a third party, please complete Questions 1, 5 and 6.

## Information needed to complete this form

If you are applying for the flight crew licence verification to be sent to Federal Aviation Administration (FAA), please ensure you have requested FAA to contact CASA on your behalf. The FAA will not accept a flight crew licence verification sent from CASA, without a corresponding request from the pilot. If the FAA has not advised CASA of your request with them at the time of processing your application, the application will be returned.

If you do not currently have a CASR Part 61 licence document, you must submit [Form 61-9TX](#).

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

## Aviation Reference Number (ARN)

An ARN is required to complete this form. If 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 prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

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.

## 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

## Request details

### 2 Do you require the verification to be sent to a third party?

**No** ➔ [Go to 5](#)

**Yes** Specify below:

Who do you want CASA to release the report to?

If you do not have the specific details of a person for a National Aviation Authority, you can complete the 'Organisation' field and leave all of the other fields blank.

You do not have to include your details. A copy of the verification will be provided to you when we release the report to the third party.

#### **Nominated third party (option 1)**

Contact person

Organisation

Phone number

Email address

Unit/number

Street name/PO box

## 2 continued

Suburb

State/territory

Postcode

Country (if not Australia)

### 3 Do you want to nominate another third party to receive the report?

**No** ➔ [Go to 5](#)

**Yes** ➔ [Go to 4](#)

### 4 Who do you want CASA to release the report to?

If you do not have the specific details of a person for a National Aviation Authority, you can complete the 'Organisation' field and leave all of the other fields blank

You do not have to include your details. A copy of the verification will be provided to you when we release the report to the third party.

#### **Nominated third party (option 2)**

Contact person

Organisation

Phone number

Email address

Unit/number

Street name/PO box

Suburb

## 4 continued

State/territory

Postcode

Country (if not Australia)

## Applicant checklist

**5** Select all that apply:

Form 61-9TX is attached

Form 61-9PIC is attached

If other please specify

## Declaration

**6** I declare:

- I acknowledge and consent to the report detailing the following being sent to the nominated persons(s) in questions 2 and 4:
  - My Australian Flight Crew Licence (including endorsements; ratings and approvals)
  - My Aviation Reference Number (ARN)
  - My current aviation medical details (including any conditions attached to the Certificate)
  - Details of any suspensions/cancellation of my Flight Crew Licence and any actions brought against me by CASA
- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this application:

- This satisfies the requirement for me to sign this application.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

## Declaration continued

### Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

### Fees

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

**For example:** Self, Director, Agent, Executor

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

 **Attach authority**

## 7 Application fees

Verification Letter (Letter sent to Overseas Authorities confirming validity of Flight Crew Licence and Medical details. Includes a Confirmation report).

**Fee Code: 24.8.....\$50**

**Total:**

## 8 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**