



Notify CASA online

You can now notify CASA of an issue of flight activity endorsement online in myCASA.

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 notify CASA of a flight activity endorsement.

Who is this form for?

This form is to be used by persons who currently hold a Part 61 Flight Crew Licence and seek to add a flight activity endorsement.

Information needed to complete this form

- If the applicant does not currently have a *Civil Aviation Safety Regulations 1998 (CASR) Part 61* licence document, they must submit [Recognition and Transfer CAR Part 5 Qualifications \(Form 61-9TX\)](#).
- The applicant is aware that the minimum requirement to exercise the privilege of a flight activity endorsement is a current CASA Class 2 medical (*CASR 61.1155(2)*).
- If CASA does not have a photo of the applicant that is less than 10 years old, they must also submit [Lodgement of current photo with CASA \(Form 61-9PIC\)](#).
- If the licence holder seeks a subsequent reprint of their licence, they must complete and submit the Licence Reprint application.

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

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](#).

Licence holder

1 What are the **licence holder** details?

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

Full name

ARN

Phone number

Email address

Notification checklist

2 Select all that apply:

This form is being submitted with another application/ notification. Please specify:

Flight activity endorsement

3 What are the details of the flight activity endorsement?

Date of issue (DD/MM/YYYY)

/ /

Aerobatics

Must hold Spinning as per CASR 61.1145 Item 1 Column 3

Aerobatics (500ft AGL Lower Limit)

Must hold Aerobatics 1000 as per CASR 61.1145 Item 4 Column 3

Aerobatics (1000ft AGL Lower Limit)

Must hold Aerobatics 1500 as per CASR 61.1145 Item 3 Column 3

Aerobatics (1500ft AGL Lower Limit)

Must hold Aerobatics as per CASR 61.1145 Item 2 Column 3

Aerobatics (Unlimited)

Must hold Aerobatics 500 as per CASR 61.1145 Item 5 Column 3

Formation Aerobatics

Must hold Aerobatics and Formation Flying (Aeroplane) as per CASR 61.1145 Item 7 Column 3

Formation (Aeroplane)

Formation (Helicopter)

Spinning

3 continued

What are the **aircraft** details?

Refer to the latest edition of the "Part 61 prescription of Aircraft and Ratings –

CASR Part 61" instrument

Registration mark (VH-)

Manufacturer

Model

Flight instructor declaration

4 I declare:

- The applicant for the endorsement holds each required rating or endorsement (*CASR 61.1145*).
- The applicant for the endorsement has completed the required flight training for the endorsement (*CASR 61.1160*).
- The applicant is aware that the minimum requirement to exercise the privilege of a flight activity endorsement is a current CASA Class 2 medical (*CASR 61.1155(2)*).
- I am authorised to make this notice and hold the role indicated below.
- All statements in this notice are true and correct.

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

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

Privacy

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

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

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](#).

- 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 notice in accordance with that policy.

Full name of flight instructor

ARN of flight instructor

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA



By email – send this form with all supporting documents attached 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