Apply online and get your licence reprint processed faster

You can now apply for a licence reprint in your licence view in myCASA.

Go to **myCASA** >

Before you begin this form

Make sure your information is saved by using Adobe Acrobat to complete this form. If you're using a browser to complete this form you may lose your information.

Purpose of this form

Use this form to request a licence reprint if it has been lost, damaged, stolen, your personal details have changed or you want to add or update your qualifications (excluding Remote Pilot Licence (RePL) qualifications).

If you are applying for a variation to your RePL qualifications, you are **not required** to complete this form. Please complete form 101-01 or discuss with your training provider.

Who is this form for?

This form is for the holder of a current Pilot Licence, Flight Engineer Licence, Certificate of Validation, Air Traffic Controller Licence, Aeronautical Radio Operator Certificate (AROC) or Remote Pilot Licence.

Information needed to complete this form

You will need to indicate what type of licence or certificate you hold and wish to have reprinted.

You must make a declaration and pay the appropriate fee for each licence to be reprinted.

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

Contact details

Refer to CASR 11.070

CASA will use the currently held contact and address details based on your ARN to process 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 (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 Policy.

For more information

Go to the CASA website or call us on 131 757.

Applicant

1 What are the **applicant** details?

> If changes are required to applicant details, refer to CASA changing your details before completing this form.

Legal entity/full name

ARN

Contact number

Email address

Licence reprint

2 What licence(s) are you requesting to be **reprinted** (select all that apply)?

> Reprints will be sent to your address listed in your ARN. Cost(s) will be automatically tallied on the payment page.

Pilot Licence	**Fee Code:** 24.3......	**$25**
Flight Engineer Licence	**Fee Code:** 24.3......	**$25**
Certificate of Validation	**Fee code:** 24.3	**$25**
Air Traffic Controller Licence	**Fee Code:** 24.3......	**$25**
Aeronautical Radio Operator Certificate (AROC)	**Fee Code:** 24.8R ...	**$25**
Remote Pilot Licence (RePL)	**Fee Code:** 24.8R ...	**$25**

3 What is the **reason** for reprint?

> If you are applying for a variation to your RePL qualifications you are **not required** to complete this form. Please complete form 101-01 or discuss with your training provider.

Lost

Stolen

Damaged

Qualification added/updated (RePL excluded)

Change of personal/licence details

Applicant checklist

4 Are you attaching any documents to this application?

Applicant declaration

5 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 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 lodgment.

- I consent to CASA using and disclosing my personal information in accordance with CASA Privacy Policy including exchanging the information with Commonwealth, State and Territory government agencies.

- I accept that 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 is an offence against the Criminal Code Act 1995 (Cth).

Full name

Date (DD/MM/YYYY)

/   /

Payment authorisation

Application fees

Pilot Licence	**Fee Code:** 24.3......**$25**		Air Traffic Controller Licence	**Fee Code:** 24.3......**$25**
Flight Engineer Licence	**Fee Code:** 24.3......**$25**		Aeronautical RadioOperator Certificate (AROC)	**Fee Code:** 24.8R ...**$25**
Certificate of Validation	**Fee code:** 24.3 ......**$25**		Remote Pilot Licence (RePL)	**Fee Code:** 24.8R ...**$25**

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 CASA online payments and select the service category required and 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 my:

Card number
Expiry (MM/YY)

Mastercard
/

Cardholder name (please print)
CVV

Visa

Total
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
Contact number

Submitting this form to CASA

@ By email – attach this form and all supporting documents. Send them to applications@casa.gov.au
If you have completed this form in a browser please print to PDF to ensure your information is saved.

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