



## Apply and get your licence reprint processed faster

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

Go to **myCASA** >



### Printing or emailing this form?

Please download this form and complete with Adobe Acrobat to ensure your information is saved correctly. If you're using a browser to complete this form you may not be able to save the information you have entered.



### This form replaces 61-9R

### 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.

### Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕

### 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

Please select the fees in this application, in Adobe the total will be automatically tallied below.

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 RadioOperator  
Certificate (AROC) **Fee Code: 24.8R ...\$25**  
Remote Pilot Licence (RePL) **Fee Code: 24.8R ...\$25**

### Payment options

#### 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.

Pay **CASA online** >

Payments processed by Westpac

#### ONLINE PAYMENT

Provide the online receipt number below.

#### CREDIT CARD PAYMENT

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from my:

Card number

Expiry (MM/YY)

Mastercard

/

Visa

Cardholder name (please print)

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

Submit both the Payment Authorisation and Application/Notice:



By email – attach this form and all supporting documents.  
Send them 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**