



<p>Use this form to apply for an Aviation Reference Number (ARN)</p> <p>If you have previously held a CASA issued flight crew licence, aircraft registration, aircraft maintenance engineering licence or aviation medical certificate, please contact CLARC on 1 300 737 032 to discuss.</p> <p>If you have been issued with an ARN previously and do not know the number please contact CLARC on 1300 737 032 to discuss</p> <p>PLEASE READ THE GUIDELINES PRIOR TO COMPLETING THIS FORM AND ENSURE</p>	<p>CASA USE ONLY:</p>
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Q1 – ENTER YOUR PERSONAL DETAILS [complete or enter N/A as appropriate]

Family Name _____	Given Name _____	Other Names _____
Previous Family Name * _____	Previous Given Names * _____	
<input type="checkbox"/> Male <input type="checkbox"/> Female Title: _____	Date of Birth / /	Nationality _____

Current Residential Address (Must be your current place of residence, PO Box not accepted)		
Address Line 1		
Address Line 2		
Town/City	State	Postcode
Country		

Current Postal Address (if different to residential address)		
Address Line 1		
Address Line 2		
Town/City	State	Postcode
Country		

Work Phone ()	Home Phone ()	Mobile Phone
Email Address _____ @ _____	Fax ()	

I am aware of, and accept, the risk that information sent via email may be intercepted and read during transmission, not delivered or modified. My preferred method to receive communication from CASA is Mail Email Fax
Please note that CASA may not always be able to comply with your preference.

Q2 - APPLICANT'S DECLARATION

I hereby declare that the particulars set out in this application are true in every respect and the copy of the **attached identification** document is a true representation of the original and has not been altered in any way. Note - there are penalties for providing false and misleading information and may result in prosecution, fines and cancellation of civil aviation authorisations.

I have read CASA's policy on the collection and release of personal licensing information and I authorise CASA to release information contained on this form in accordance with that policy.

Signature of Applicant _____ Date signed (dd/mm/yyyy) / /

CASA OFFICE USE ONLY

<input type="checkbox"/> ID Checked <input type="checkbox"/> Searched by DOB <input type="checkbox"/> Searched by name <input type="checkbox"/> ARN already exists <input type="checkbox"/> ARN created <input type="checkbox"/> FSA Subscription actioned	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25px; height: 20px;"></td> <td style="width:25px; height: 20px;"></td> <td style="width:25px; height: 20px;"></td> <td style="width:25px; height: 20px;"></td> </tr> <tr> <td colspan="4">ARN</td> </tr> <tr> <td colspan="4">____ / ____ / ____</td> </tr> <tr> <td colspan="4">Date issued (dd/mm/yyyy)</td> </tr> </table>					ARN				____ / ____ / ____				Date issued (dd/mm/yyyy)			
ARN																	
____ / ____ / ____																	
Date issued (dd/mm/yyyy)																	
_____ Print Name of Issuing Officer																	

The Federal Government TimeSaver initiative aims to assess the time taken to complete Government Forms. Please indicate the approximate time taken to complete this form.	Hrs	Mins
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Guidelines for Aviation Reference Number (ARN) Application

Who should use this form?

Any individual who needs to apply for an Aviation Reference Number (ARN).

If you have previously held a CASA issued flight crew licence, aircraft registration, aircraft maintenance engineering licence or aviation medical certificate, please contact CLARC on 1 300 737 032 to discuss the matter before lodging this application.

If you have been issued with an ARN previously and do not know the number please contact CLARC on 1300 737 032 to discuss the matter.

Identification

A copy of one piece of identification must be supplied with this application. Acceptable forms of identification are birth certificates (full or extract), current passport identification pages or Australian Citizenship Certificates. The identification supplied must be in English, be clear and legible. It is not necessary to supply certified copies of identification. Identification is required to avoid the creation of duplicate ARNs and to ensure that the correct, full, legal name, date of birth and nationality are recorded.

Previous names or future name changes

If you have previously changed your name, please write your previous name on the application form and supply a copy of the legal name change document (eg reissued birth certificate, including the section listing previous names; certificate of name change; marriage certificate etc). If there is insufficient space in the previous name field, please attach a covering note with the additional information.

If you change your name at any stage in the future, including name change due to marriage, deed poll or divorce, you must inform CASA and supply a copy of the legal name change documentation. You may also be required to provide a statutory declaration and pay any fees associated with the reissue of documents such as medical certificates, flight crew licences, ASICs, AVIDs etc.

Future changes to contact details

Should you change your address, phone numbers, email address etc in the future, you will need to notify CASA as soon as possible so that the details recorded against your ARN can be updated. The easiest way to do this is through the CASA Portal or the address change form on CASA's web site. Simply go to CASA's home page www.casa.gov.au and use the search facility to locate information by entering either 'portal' or 'address change'.

Where do I send my application?

You can submit your application form and identification by fax to:

1 300 737 187 (within Australia)

+61 2 6217 1899 (from outside Australia)

Only clear, legible faxes will be accepted. If your fax is deemed unacceptable your application will be rejected.

You may also scan the completed form and identification and submit by email to clarc@casa.gov.au

Documents can also be mailed to:

CLARC

CASA

GPO Box 2005

CANBERRA ACT 2601

What happens if the application is completed incorrectly or I forget to include identification?

At the very minimum, there will be a delay while CASA requests additional information. In most cases, your form will be rejected and returned by mail for alteration.

What happens once my ARN is created?

CASA will send you a confirmation letter by mail. Please note that it is not standard practice to forward ARN details by email.

Release of ARN details to a third party

If you wish CASA to release your ARN to a third party, such as a flying school, you must complete and submit a CASA Form 078 with this application. Once the ARN is raised, CASA will inform the nominated party, as well as the applicant, of the ARN.

Who should I contact if I have a problem?

Contact CLARC, the CASA Licensing and Registration Centre, for assistance:

Phone 1 300 737 032 (within Australia)

Phone +61 2 6217 1449 (from outside Australia)

Email clarc@casa.gov.au

Privacy Policy

For information on CASA's Privacy Policy, please visit www.casa.gov.au/tools/privacy/index.htm