



Apply online and get your individual ARN in minutes

Go to myCASA and you will only need one type of identification: either an Australian birth certificate, Australian passport, citizenship certificate or ImmiCard. You can also use this service if you are already in Australia with a foreign passport.

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 request an Aviation Reference Number (ARN).

An ARN is a customer number unique to you and should be quoted whenever you communicate with CASA.

If you hold a license or permission you will find in most cases that the number on the licence or permission is the ARN belonging to the entity that holds that licence or permission.

Who is this form for?

This form is for individuals applying for an ARN.

If you're an organisation and wish to apply for an ARN, visit [applying for an ARN](#).

Information needed to complete this form

You are required to provide certified proof of identification.

This must include at least one primary document and must total a minimum of 100 points.

For information about how to have your documents certified visit [proof identity documents](#).

All documents must be **provided in English**. Documents not in English must be accompanied by a certified translation. The translation must be compiled by a translator registered with the [National Accreditation Authority for Translators & Interpreters Ltd \(NAATI\)](#) and must include the NAATI translator stamp. The NAATI national hotline is **1300 557 470**.

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 Statement](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Applicant

1 What are the **applicant** details?

Title

☐ Master

☐ Mr

☐ Mrs

☐ Miss

☐ Ms

☐ Dr

First given name

Other names/middle

Family name/surname

Nationality

Date of birth (DD/MM/YYYY)

 / /

Sex

We require an applicant's sex to inform medical assessment as part of Aviation Medical applications.

☐ Male

☐ Female

☐ Other

Contact number

Email address

Address

2 What is the **home/principal physical** address?

Unit/number

Street name

Suburb

State/territory or province

Postcode

Country (if not Australia)

3 Is the **postal** address the same as the **home/principal physical** address?

No ☐ ➔ [Go to 4](#)

Yes ☐ ➔ [Go to 5](#)

4 What is the **postal** address?

Unit/number

Street name/PO box

Suburb

State/territory or province

Postcode

Country (if not Australia)

Proof of identification

5 What proof of identification are you providing?

A minimum of **100 points** of identification has to be provided with the application.

You must include **at least one primary document**.

If your documents have different names you will need to provide evidence of a **name change** in addition to your other documents (e.g. 'Change of Name' certificate issued by a State or Territory).

All documents must be certified.

Primary documents Points worth

| | |
|---|-----------------------------|
| Australian Passport (current or expired within last 2 years, but not cancelled) | 70 <input type="checkbox"/> |
| Foreign Passport (current)..... | 70 <input type="checkbox"/> |
| Full Birth Certificate (not extract, Australian or foreign)..... | 70 <input type="checkbox"/> |
| Australian Citizenship Certificate..... | 70 <input type="checkbox"/> |
| Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia..... | 70 <input type="checkbox"/> |
| Australian Driver's Licence or Learner's Permit..... | 40 <input type="checkbox"/> |
| Current (Australian) Tertiary Student Identification Card..... | 40 <input type="checkbox"/> |
| Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry) | 40 <input type="checkbox"/> |
| Government employee ID (Australian Federal/State/Territory)..... | 40 <input type="checkbox"/> |
| Defence Force Identity Card (with photo or signature)..... | 40 <input type="checkbox"/> |

5 Continued

Secondary documents Points worth

| | |
|---|-----------------------------|
| Medicare card..... | 40 <input type="checkbox"/> |
| Department of Veterans Affairs (DVA) card..... | 40 <input type="checkbox"/> |
| Centrelink card (with reference number) | 40 <input type="checkbox"/> |
| Birth Certificate Extract (Australian or foreign) | 25 <input type="checkbox"/> |
| Birth card (NSW BDM only) | 25 <input type="checkbox"/> |
| Australian Marriage Certificate (Registry issue only)..... | 25 <input type="checkbox"/> |
| Australian Divorce Certificate (Registry issue only)..... | 25 <input type="checkbox"/> |
| Change of name certificate (Registry issue only)..... | 25 <input type="checkbox"/> |
| Credit card or account card | 25 <input type="checkbox"/> |
| Bank statement | 25 <input type="checkbox"/> |
| Taxation assessment notice | 25 <input type="checkbox"/> |
| Australian Mortgage Documents | 25 <input type="checkbox"/> |
| Property lease agreement – current address | 25 <input type="checkbox"/> |
| Rating Authority – (e.g. Land Rates)..... | 25 <input type="checkbox"/> |
| Utility Bill (e.g. electricity, gas, telephone that is less than 12 months old) | 25 <input type="checkbox"/> |
| Reference from Indigenous Organisation | 25 <input type="checkbox"/> |
| Documents issued outside Australia (equivalent to Australian documents) Must have official translation attached | 25 <input type="checkbox"/> |

Total

 **Attach certified documents**

Application checklist

6 Are you attaching any documents to this application?

Declaration

7 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 consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

 / /

Returning your form



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