



You can apply for an ARN online by visiting hub.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 licence 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, please use Form 1170. (www.casa.gov.au/files/form1170pdf)

Your contact details

CASR 11.70

To use CASA's online services you must use a **valid, individual** email address to protect your privacy and our communications with you. Your ARN application will not be accepted if you use a generic email address.

All correspondence will be sent by email or post to the contact details provided by you and held in CASA's records.

You must notify CASA of any changes to your contact details. Information on how to change your contact details is available at www.casa.gov.au/changing-your-details.

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 www.casa.gov.au/proof-identity-documents

All foreign language documents must have a NAATI certified translation into English. To find a NAATI certified translator visit www.naati.com.au

Filling in this form

This form can be completed as a **fillable form** online.

- Mark boxes like this with a ✓ or a ✕

If printing this form:

- Please use black or blue pen.
- Print in BLOCK LETTERS.

Privacy

Personal information you provide to CASA is protected by the *Privacy Act 1988 (Cth)*. For details on how CASA collects, protects and uses personal information, please refer to CASA's Privacy Policy (www.casa.gov.au/privacy-policy)

For more information

Go to www.casa.gov.au or call us on 131 757.

1 Your Personal Details

Title

Mr Miss Mrs Ms Other

Family name/Surname

First given name

Other names/middle name

Nationality

Sex

Male Female Other

We require information on an applicant's sex to inform medical questionnaires as part of flight crew licence applications.

Date of Birth

DD MM YYYY
/ /

2 Your contact details

Phone number

Personal email address

3 Your address

Unit/Number

Street Name

Suburb

State/Province

Country

Postcode

Your postal address

(leave blank if same as above)

Unit/Number

Street Name

Suburb

State/Province

Country

Postcode

4 Your proof of identification

- A minimum of **100 points** of identification has to be provided with the application.
- You must include **at least one primary document**.

Change of name

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

Primary documents	Points worth	To provide
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Australian birth certificate (not an extract) or birth certificate	70	
Australian citizenship certificate	70	
Australian passport (current or expired within the last two years)	70	
International passport (current)	70	
Australian driver licence or learners permit (current)	40	
Australian photo firearms licence	40	
State or federal government employee identity	40	
Centrelink or social security card (current)	40	
Department of Veterans Affairs card	40	
Tertiary education institution photo identity	40	

Secondary documents

Medicare card	40	
Proof of age card	25	
Property lease / rental agreement	25	
Council rate notice	25	
Property insurance papers	25	
A utility bill	25	
Motor vehicle registration / insurance	25	
Professional or trade association card	25	
A financial institution debit / credit card	25	
A financial institution passbook / statement	25	

Total points provided

5 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 the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts.

For full details on how CASA collects, protects and uses personal information, please refer to CASA's Privacy Policy (www.casa.gov.au/privacy-policy)

6 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.

I am aware and accept the risk that information sent via email may be intercepted and read during transmission, not delivered or modified.

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



I have attached all relevant proof of identification documentations.

Name

Signature



Date (DD/MM/YYYY)

/ /

Returning your form

Check that all required questions are answered and that the form is signed and dated.

You can return this form and any supporting documents:



By email – you will need to scan or photograph this form and all **certified** documents and send them to **applications@casa.gov.au**



By post – return this form and a copy of all **certified** documents to;

**CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601**