



5.1.1 Introduction to Types of Authorisations Available to Overseas Pilots

Under the *Civil Aviation Act 1988* no person may act as flight crew of an Australian-registered aircraft unless he or she holds an appropriate “civil aviation authorisation” issued under the *Civil Aviation Regulations*. The authorisation may be called an authority, licence, certificate, rating, endorsement or another name.

Three types of authorisations are available to qualified overseas pilots who hold an ICAO¹ licence and wish to fly Australian-registered aircraft either in Australia or overseas (see the ICAO website for a list of Contracting States).

‘Colonies’ of existing ICAO contracting states are not deemed to be contracting states themselves and therefore flight crew licences issued by them are not ICAO endorsed. For example, a Falklands Island Flight Crew Licence is not ICAO endorsed.

The authorisations are:

- **Certificate of Validation (CV)**

This is a short-term authorisation, valid for a period of up to three months. It is tailored to the specific operation(s). Endorsement and flying training can be received on a CV. Night VFR ratings cannot be put on or used on a CV.

A CV may be used in some circumstances for short-term validations of qualifications for applicants with a FAA Temporary Airman Certificate. See *CVs for US Applicants with FAA Temporary Airman Certificate*

- **Special Pilot Licence (SPECPLA/H/G)**

This is a longer-term authorisation permitting the holder to engage in private day VFR operations. The SPECPL is valid only as long as the overseas pilot’s licence is valid. If the overseas medical certificate expires, the holder may apply for an Australian medical certificate. May be used to gain additional aircraft endorsements but not for flying training. Instrument ratings (other than PIFR ratings) and Night VFR ratings cannot be put on or used on a special pilot licence.

Note: CASA plans to phase out the SPECPL. Therefore, overseas pilots seeking an authorisation for three months or more should be encouraged to apply for an Australian flight crew licence.

Transitional arrangements may require the SPECPL holders to pass an exam and flight test for the issue of a PPL.



¹ The International Civil Aviation Organisation (ICAO) is an agency of the United Nations (UN) charged to reach international accord on world aviation issues. ICAO sets international safety standards to guide rules applying to member/contracting state. The member/contracting state has the option to adopt the safety standard in toto or register a difference.

- **Australian flight crew licences**

Note: The CASA website provides guidance to overseas pilots who wish to obtain Australian flight crew licences under *For the Aviation Industry—Exams and licences—Recognition of Overseas Qualifications*.

- **New Zealand professional licences**

Holders of New Zealand professional licences have a fourth option of applying for recognition under the Trans-Tasman Mutual Recognition Act 1997 (TTMRA). See [5.5 Issuing Australian Flight Crew Licences under the TTMRA](#).

5.1.2 Verification of Overseas Licenses, Ratings and Endorsements

Flight crew licences, aircraft endorsements, type ratings or other ratings endorsed on an overseas licence or certificate must be verified by CASA with the issuing regulatory authority before issuing an Australian equivalent. This must be in writing by email or fax.

Delays of a few weeks may be experienced while awaiting replies from overseas regulatory authorities. Applicants need to take this into account when applying for licences, recognition of qualifications or certificates of validation.

5.1.3 Right of Entry into Australia and Work Permits

The conditions covering the right of entry into Australia and work permits are determined by the Department of Immigration and Multicultural and Indigenous Affairs. Overseas pilots wanting to enter Australia should address enquiries about entry visas and work permits to the Department through their nearest Australian Embassy, High Commission or Consular Office.

Background, immigration and confirmation of licence/qualification checks will be conducted for all applicants for a flight crew licence.

5.2.1 Privileges of a CV

A CV permits an overseas pilot to fly an Australian-registered aircraft for a specific operation and for a period of up to three months. The CV has the effect of an Australian flight crew licence, aircraft endorsement and/or rating, with the proviso that the privileges transferred to the CV do not exceed the foreign qualifications.

Note: Overseas pilots who want to operate Australian-registered aircraft for a period longer than three months should be encouraged to apply for an Australian flight crew licence, rather than apply for the reissue of a CV, as should pilots who fly frequent short-term operations in Australia.

Examples of Privileges

- Fly an Australian-registered aircraft privately while on holiday in Australia
- Fly an Australian-registered aircraft which is based overseas
- Ferry an Australian-registered aircraft overseas, between overseas countries or from overseas to Australia
- Conduct demonstration flights in an Australian-registered aircraft in Australia and overseas
- Conduct endorsement training of Australian flight crew on Australian-registered aircraft
- Undertake endorsement training with an appropriately qualified Australian pilot in an Australian registered aircraft
- A combination of the above.

CVs for Overseas Student Pilots

CASA does not issue CVs to overseas student pilots. Pilots seeking validation of an overseas student pilot licence should contact CASA for the issue of an Australian STUDENT pilot licence.

Where overseas student pilots hold licences that are equivalent to an Australian Student Pilot Licence with passenger-carrying privileges (SPLPAX), they may be granted a CV with conditions similar to those imposed on an Australian student who has passed the GFPT.

CAR 5.03

Note: Overseas student pilots intending to fly with an instructor at all times do not need to hold a CV or any form of Australian flight crew licence. However, they should still be encouraged to apply for a STUDENT pilot licence.



CVs for Private Day VFR Operations

CVs may be issued for private operations without the pilot undergoing any examinations or tests. However, a condition is placed on the certificate requiring the pilot to complete a flight review with an appropriately qualified Australian flight instructor before acting in command of an Australian registered aircraft.

CVs for Commercial Day VFR Operations

As a general rule, applicants for a commercial CV must first pass the relevant Flight Rules and Air Law exam and flight test. CVs may be issued subject to operational conditions such as that the flight crew include an Australian Commercial Pilot licence holder or an Air Transport Pilot Licence holder at all times or that the CV is limited to flights with a particular operator. These conditions will be determined by the CASA office responsible for that operator and will be reflected on the actual certificate.

CVs for US Applicants with FAA Temporary Airman Certificate

A CV may be used, in some circumstances, for short-term validations of qualifications for applicants with a FAA Temporary Airman Certificate. This does not replace the requirement to verify qualifications at a later stage with the FAA before issuing the full Australian equivalent.

CVs for Flight Engineers

Flight Engineers seeking a CV would not be required to pass any exams or licence flight test but would be limited to type specific operations with a nominated company.

Overseas Private Balloon Pilots

CASA does not issue CVs to overseas private balloon pilots. Pilots seeking validation of an overseas balloon licence for private operations need to contact the Australian Ballooning Federation (ABF). See [10. Sport and Recreational Flying](#) for contact information.

Overseas Glider Pilots

CASA does not issue CVs to overseas glider pilots. Pilots seeking to operate gliders in Australia must apply to the Gliding Federation of Australia. See [10. Sport and Recreational Flying](#) for contact information.

Overseas Ultralight Pilots

CASA does not issue CVs to overseas ultralight pilots. Pilots seeking to operate ultralights in Australia must apply to the Australian Ultralight Federation for a pilot certificate. See [10. Sport and Recreational Flying](#) for contact information.

5.2.2 Currency of a CV

Unless otherwise approved by CASA, a CV expires on whichever of the following occurs first:

- Completion of the intended operation(s)
- Expiry of the overseas licence
- Expiry of the FAA Temporary Airman Certificate
- Expiry of the overseas medical certificate
- Three months from the date on which the CV was issued—for example, a CV issued on 12/05/95 expires on 11/08/95; if the CV expired on 12/08/95, it would be the equivalent to 3 months and 1 day.

The CARs provide for a CV to be granted for a period of up to three months. If the CV is required for, say, three weeks, because that is the expected duration of the pilot's visit or the intended operation, you should limit the CV to that period or, to allow for unforeseen circumstances that may delay an operation, you may issue the CV valid for four weeks.

An expired CV may be renewed on receiving a new application and payment of the applicable fee. However, it is expected that for operations greater than 3 months the applicant will convert their overseas licence to the Australian equivalent.

5.2.3 Prerequisites for Issue of a CV

Applicant

- Holds a valid and current overseas licence and medical certificate:
 - Issued by the same regulatory authority
 - Appropriate to the operations the pilot wants to conduct in Australia
For example, if the pilot wants to engage in commercial VFR operations, he or she must hold at least a CPL.
 - Endorsed for the relevant type or class of aircraft

This must be confirmed with the issuing regulatory authority by email or fax.

- Passes any examination or tests that CASA considers necessary in the interests of the safety of air navigation (Flight Rules—CPL and/or ATPL—and IREX as applicable).

Note: In some cases the requirement to pass an examination or flight test may be waived in favour of operational conditions that limit the circumstances under which the holder may exercise the privileges of the CV; these conditions must be stated on the certificate.

- The applicant must possess a knowledge of the English language that is sufficient to enable him or her to safely exercise the authority given by the certificate of validation, ie. must be competent in English—writing, speaking and understanding.

Note: The language requirement does not apply where the operation is to be conducted overseas or, if in Australia, an appropriately qualified Australian pilot will be on board the aircraft at all times.

CAR
5.27(2).(4)

- Is deemed to be a fit and proper person to hold the CV as defined in CAR 5.27(2) and (4)
- Has paid the appropriate fee.

Note: Under CAR 5.27(2), CASA may issue a CV if the person meets the specified criteria, but is not **required** to do so. However, a decision not to issue a licence is reviewable by the Administrative Appeals Tribunal (AAT).



Aeronautical Experience

The pilot is not required to satisfy the Australian aeronautical experience requirements if the applicant holds the equivalent or higher class of licence overseas.

Medical Certificate

The overseas pilot requires a valid and current overseas medical certificate issued by the authority that issued the overseas pilot licence. A CV is valid and current only while the overseas licence and medical certificate are current. An Australian medical certificate cannot be used in lieu of an expired overseas medical certificate.

English Competency

CAR 5.27(2) CVs may only be issued to an applicant whose command of the English language is “sufficient to enable him or her to safely exercise the authority given by the CV.” For more information see [3.3.4 Testing English—Guidelines](#) in [3. Issuing Licences](#).

If the pilot is to be accompanied at all times by an Australian licensed pilot or the intended operation is to be conducted solely overseas in a non-English-speaking country, the pilot’s command of English only needs to be appropriate to the circumstances of the operation. In other words, a poor grasp of English need not be an impediment to the issue of CV if appropriate conditions are imposed. However, communication with other members of the crew also needs to be considered.

5.2.4 Conditions on the Issue of a CV

CAR 5.27(2) CAR 5.27(2) specifies the preconditions for the issue of a CV.

CAR 5.27(2)d These conditions must be met prior to the issue of the CV. This means that if an Overseas Conversion exam is imposed on the applicant under CAR 5.27(2)d, the requirement must be met prior to the issue and cannot be imposed as a condition post-issue, as has happened in the past.

CAR 5.29 CAR 5.29 empowers CASA to impose conditions on a CV which are deemed to be in the interest of safety. The conditions must not undermine the validity of the CV; they may only limit the circumstances under which the holder may exercise the privilege of the certificate. The standard conditions are summarised in [5.2.8 CV Reference Table](#). All conditions must be stated on the CV.

Examples of the conditions you may impose include that the CV is valid only:

- While the holder is accompanied by the holder of an Australian CP(A)L with a command (aeroplane) instrument rating and a command endorsement for the type or class.
- For private day VFR operations, providing the holder first successfully completes a flight review with an appropriately qualified Australian instructor
- For co-pilot duties with {name of aviation company}
- For the purpose of ferrying {type of aircraft} from {port of departure} to {port of arrival} on {dd/mm/yy}
- If all flights are authorised by the chief pilot of the aviation company
- If all flights are conducted OCTA and outside MBZs.

Flight Reviews/Recency

A requirement that a pilot undertake a flight review with a Grade 1 or an authorised Grade 2 Instructor is a standard condition imposed on all CVs for private operations as pilots in command of an Australian-registered aircraft.

This condition may be applied, because the flight review is not a requirement for the issue of the licence and, therefore, the condition does not underlie the effect of the CV. Using the same reasoning, you may also issue a CV conditional on an overseas pilot meeting the relevant recency requirements for the licence.



A flight review or recency provisions are not required if:

- The operation is:
 - To be conducted entirely overseas
 - To be conducted in Australia and the flight crew includes an appropriately qualified Australian pilot
 - A ferry operation which:
 - Departs an Australian coastal port to fly directly to an overseas destination
 - Terminates in an Australian coastal port
- CASA determines that the particular circumstances of the operation do not warrant the completion of a flight review and/or recency provisions.

Restrictions Imposed on the Overseas Licence/Medical Certificate

As the privileges of a CV may not exceed the foreign qualifications held, any operational or medical restrictions endorsed on the overseas licence and/or medical certificate must be transferred to the CV.

5.2.5 Aircraft Endorsements on a CV

The CV must specify the classes and/or types of aircraft the pilot may operate in Australia. If the overseas pilot intends to fly only one or a few types of aircraft, the CV should be limited to those types.

The CV permits the holder to either:

- Fly Australian-registered aircraft of the class and type for which he or she is already endorsed overseas
- Undergo training for the issue of a new endorsement.

Flight Crew Ratings on a CV

Australian aviation legislation provides for a number of flight crew ratings which are endorsed on the Australian licence. Pilots are required to hold the relevant rating if involved in NVFR, instrument, agricultural or flight instructor operations.

Pilots who hold a current overseas rating that is at least equivalent to the Australian version may apply for that rating to also be validated. However, applicants may be subject to an additional examination and/or flight test as deemed necessary by CASA. Alternatively, rating privileges on the CV may be subject to operational conditions.

As a general rule, the inclusion of NVFR privileges involves a flight test, whereas privileges for the other types of rating involve a theory exam and flight test. Instructor rating privileges are usually limited to operations with a particular operator.

A prerequisite to undertaking a rating flight test is that the candidate must hold either an Australian private or higher pilot licence, or a CV that has equivalent effect. A CV cannot be used with a Night VFR rating.

Note: A Night VFR or instrument rating cannot be attached to a Special Pilot Licence.

Before engaging in agricultural operations for other than super phosphate operations, pilots must also obtain a chemical rating from the Department of Agriculture or Environment Protection Agency (EPA) in the Australian State where he or she intends to operate.

5.2.6 Application Requirements for a CV

When applying for a CV, the overseas pilot must:

- Present his or her:
 - Licence
 - Medical or validity certificate
 - Logbooks
 - Completed [Form 213 CASA Authorisation on the basis of Overseas Qualifications – Application](#) and [Form 1162 Aviation Reference Number Application](#)
 - An official translation of the documentation, if the documentation is in another language
- Pay the application processing fee.

The logbook is required to verify the experience the pilot has accumulated on different aircraft types.

Photocopies of the documents are acceptable only if the:

- Operation is to be conducted entirely overseas,
- The pilot is ferrying an aircraft to an Australia coastal port from overseas,

where the copies are accompanied by a written statement from the relevant regulatory authority certifying the authenticity of the documents or confirming the pilot's qualifications, and accompanied by a letter of approval from the aircraft owner.

Photocopies of the documents are acceptable if the pilot is in Australia and a CASA Delegate or CFI, certifies them to be genuine copies of the originals.

5.2.7 Procedure for Issuing a CV

Delegation

CAR 5.27(2) CAR 5.27(2) delegates may issue CVs. A delegation under CAR 5.29 is required to impose conditions on a CV. Only CASA staff hold these delegations

Note: ALOs should refer all CV applications other than routine private day VFR operations to a FOI for advice on conditions.

Guidelines

- Different countries call their pilot authorisations different names—for example, in New Zealand they are known as licences, while in USA they are called certificates.
- The dates recorded on some licences are printed in a different order to the norm in Australia—for example, the USA's FAA records dates on licences and medical certificates as mm/dd/yyyy (compared with dd/mm/yyyy in Australia).
- FROLs:
 - If an overseas PPL holder cannot produce evidence of holding a radiotelephone licence at least equivalent to a FROL, the pilot must obtain an Australian FROL prior to the issue of the CV.
 - An overseas CPL or ATPL may be awarded Australian FROL privileges automatically.
- The Australian privileges of the CV must not exceed the foreign qualifications. Where the foreign licence includes an operational or medical restriction, you must transfer it to the CV.
- If the foreign licence is endorsed with an instrument or other rating, and the pilot has not met the requirements for the validation of the rating, the CV must state that the privileges of the rating have not been awarded.
- Applicants must supply all documents, including any additional documents, requested by the delegate assessing the application for a CV.



Issuing Delegate's Procedure

Note: You can only issue the CV if the applicant's overseas licence and the medical certificate are valid and current.

1. Check that the paperwork is complete and in order.
 2. Check that the applicant holds a valid and current licence and medical certificate, and is endorsed on the aircraft type (unless the purpose of the CV is to enable the pilot to undergo conversion training). Aircraft endorsements, type ratings or other ratings endorsed on an overseas licence or certificate must be verified by CASA with the issuing regulatory authority before issuing an Australian equivalent. This must be in writing by email or fax.
 3. Refer the application to a FOI if:
 - o A technical assessment of the pilot's qualifications is required
 - or
 - o The application is for other than routine private day operations.(The FOI may assess the documents provided and interview the applicant, or may request further documents to support the applicant's claim to a particular qualification.)
 4. If necessary, test the applicant's English competency (see [3.3.4 Testing English—Guidelines](#) in [3. Issuing Licences](#)).
- CAR 5.09 If an industry CAR 5.09 delegate conducts the English test, make sure that he or she has confirmed in writing that the applicant meets the required standard.
5. Collect the applicable fee and issue a receipt against the relevant Area Office general ledger code.
 6. Type the CV. Tailor the certificate to specific operations the pilot wants to undertake by specifying:
 - o Any conditions
 - o The types of aircraft the pilot may operate
 - o The validity period of the CV.
 7. Print the CV on the CASA letterhead paper.



8. Sign the CV.

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5.29

Note: If the person typing and printing the CV is not a delegate, he or she must give it to a delegate for signing. All TLFO FOIs and ALOs hold delegations for the issue of a CV.

9. Enter the CV on LARP as described in the *FCL LARP Procedure Manual* (available to CASA staff only, via CASAconnect).

10. If the applicant does not already have an ARN, allocate an ARN as described in the *FCL LARP Procedure Manual* (available to CASA staff only, via CASAconnect).

11. Photocopy the:

- o Overseas licence documents
- o Relevant excerpts from the logbook—flight experience (last few pages only), certifications for particular aircraft and the entries recording the successful completion of the required flight tests.

12. Certify the photocopied pages as being a true copy of the original using the format:

Certified True Copy
Original Sighted

Signature of Officer
Printed Name
Area Office
Date.

13. Give the CV to the pilot and return the logbook(s), etc.

14. Attach the photocopied documents to the Application for Flight Crew Licence on the basis of Overseas Qualifications form and a copy of the CV. File them in the day file.

Flight Crew Licensing Procedures

5. Recognising Overseas Qualifications

5.2 Issuing Certificates of Validation

Approved by Executive Manager, Aviation Safety Standards Version 6.0: November 2004

5.2.8 CV Reference Table

Note: Unless the purpose of the CV is to allow the pilot to undergo conversion training, the overseas pilot must hold an aircraft endorsement that is appropriate to the operation (Command or Co-pilot as applicable).

| CV Type | Location of Operation | Prerequisites for Issue | Standard Conditions | Comments |
|----------------------|-----------------------|--|---|--|
| Private Pilot | | | | |
| Day VFR | Overseas | Valid and current o/s licence and medical certificate. | As per o/s licence/medical. | O/s licence and medical to be issued by the same regulatory authority. |
| | Australia | <ol style="list-style-type: none"> Valid and current o/s licence and medical certificate. Meets standard for English competency. | <ol style="list-style-type: none"> As per o/s licence/medical Complete Aust flight review | O/s flight review or test not acceptable in lieu of Aust review for operations in Australia. |
| IFR | Overseas | <ol style="list-style-type: none"> Valid and current o/s licence and medical certificate. O/s IFR rating. | As per o/s licence/medical. | O/s licence and medical to be issued by the same regulatory authority. |
| | Australia | <ol style="list-style-type: none"> Valid and current o/s licence and medical certificate. O/s IFR rating. Meets standard for English competency. IREX*. Flight test IFR*. | <ol style="list-style-type: none"> As per o/s licence/medical. If determined by the FOI. | |
| NVFR | Overseas | | | Night VFR not able to be placed on a CofV or SPECPL. |
| | Australia | | | |



Flight Crew Licensing Procedures

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| CV Type | Location of Operation | Prerequisites for Issue | Standard Conditions | Comments |
|-------------------------|-----------------------|--|--|--|
| Commercial Pilot | | | | |
| Day VFR | Overseas | Valid and current o/s licence and medical certificate. | As per o/s licence/medical. | O/s licence and medical to be issued by the same regulatory authority. |
| | Australia | <ol style="list-style-type: none"> Valid and current o/s licence and medical certificate. Meets standard for English competency. Air Law exam*. CPL flight test*. | <ol style="list-style-type: none"> As per o/s licence/medical. If determined by the FOI. | |
| IFR | Overseas | <ol style="list-style-type: none"> Valid and current o/s licence and medical certificate. O/s IFR rating. | As per o/s licence/medical. | O/s licence and medical to be issued by the same regulatory authority. |
| | Australia | <ol style="list-style-type: none"> Valid and current o/s licence and medical certificate. O/s IFR rating. Meets standard for English competency. IREX*. Flight test IFR*. | <ol style="list-style-type: none"> As per o/s licence/medical. If determined by the FOI. | |
| NVFR | Overseas | | | Night VFR not able to be placed on a CV. |
| | Australia | | | |

Flight Crew Licensing Procedures

5. Recognising Overseas Qualifications

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Approved by Executive Manager, Aviation Safety Standards Version 6.0: November 2004

| CV Type | Location of Operation | Prerequisites for Issue | Standard Conditions | Comments |
|--------------|-----------------------|---|--|--|
| Instructor | Overseas | <ol style="list-style-type: none"> 1. Valid and current o/s licence and medical certificate. 2. O/s Instructor rating. | As per o/s licence/ medical/rating. | O/s licence and medical to be issued by the same regulatory authority. |
| | Australia | <ol style="list-style-type: none"> 1. Valid and current o/s licence and medical certificate. 2. Meets standard for English competency. 3. O/s Instructor rating. 4. IREX. 5. Air Law exam*. 6. CPL flight test*. 7. Instrument Rating flight test. 8. Instructor Rating flight test*. | <ol style="list-style-type: none"> 1. As per o/s licence / medical / rating. 2. Instructor privileges usually tied to a nominated operator(s). | |
| Agricultural | Overseas | <ol style="list-style-type: none"> 1. Valid and current o/s licence and medical certificate. 2. O/s Ag rating. | As per o/s licence / medical / rating. | O/s licence and medical to be issued by the same regulatory authority. |
| | Australia | <ol style="list-style-type: none"> 1. Valid and current o/s licence and medical certificate. 2. Meets standard for English competency. 3. O/s Ag rating. 4. Air Law exam*. 5. CPL Flight test*. 6. AG exam*. 7. AG flight test*. 8. Completed State Government chemical rating, if applicable*. | <ol style="list-style-type: none"> 1. As per o/s licence/medical. 2. AG privileges usually tied to a nominated operator. | |

* May be waived at FOI's discretion in lieu of operational conditions being placed on the CV.



5.3.1 Privileges of a SPECPL

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The SPECPL authorises a pilot with a current overseas private or higher class of licence to undertake private operations in Australia. This means that the holder cannot use the licence to fly an aircraft as PIC in flying training operations (that is, aerial work operations) for the purposes of obtaining further qualifications with the exception of acquiring additional aircraft endorsements (as conversion training is a private operation CAR 2(7)(d)vii). It is restricted to private day VFR operations. The SPECPL incorporates a full FROL.

The SPECPL is intended to allow pilots holidaying in Australia to validate their overseas licence and fly short term. It is not an alternative to converting to a full Australian licence.

To exercise the privileges of the licence, the pilot must:

CAR 5.06

- Hold a current overseas pilot licence, plus a medical certificate issued by the same regulatory authority or a medical certificate issued by CASA
- Pass a security check and a Pilot Photo ID
- Have successfully completed in the previous two years of the intended flight:
 - A flight review with an appropriately qualified Australian flight instructor
 - or
 - A flight review or practical flying test overseas.

5.3.2 Currency of a SPECPL

The SPECPL remains valid while the overseas licence is valid, unless it is suspended, cancelled or varied by CASA. If the overseas medical certificate expires, the pilot may apply for an Australian medical certificate.

Note: CASA plans to amend the regulations and withdraw the licence under the proposed Part 61. Existing Special Pilot Licence holders may be required to meet certain conversion requirements to convert the SPECPL to a PPL. Further information will be provided as it becomes available.

5.3.3 Prerequisites for Issue of a SPECPL

Applicant

- Is at least 17 years old
- Holds a valid and current overseas licence:
 - Equivalent to at least a PPL
 - That is not suspended or cancelled.
- Is competent in English—writing, speaking and understanding (see [3.3.4 Testing English—Guidelines](#) in [3. Issuing Licences](#)).
- Is deemed to be a fit and proper person to hold the licence as defined in CAR. [5.09\(3\)](#) and (4)
- Has paid the appropriate fee.

CAR [5.09\(3\)](#)
and (4)

Aeronautical Experience

Not required to meet Australian PPL requirements.

Medical certificate

A valid and current overseas medical certificate is not required prior to the issue of a SPECPL, unless it determines the currency of the overseas licence. The overseas pilot requires a valid and current overseas medical certificate to exercise the privileges of the SPECPL. The medical certificate can be a certificate issued by the overseas regulatory authority that issued the overseas licence, or at least an Australian Class 2 medical certificate.

5.3.4 Application Requirements for a SPECPL

When applying for a SPECPL, the overseas pilot must:

- Present his or her:
 - Licence
 - Medical or validity certificate if it is needed to confirm the currency of the overseas licence
 - Completed *Form 213 CASA Authorisation on the basis of Overseas Qualifications – Application*, and *Form 1162 Aviation Reference Number Application*
 - An official translation of the documentation, if the documentation is in another language
- Pay the application processing fee.

Logbooks are required only if the pilot is seeking recognition of aircraft endorsements obtained overseas.

Photocopies of the documents are acceptable only if a CASA Delegate or CFI certifies them to be genuine copies of the originals.

5.3.5 Conversion of a Flight Crew Rating

The holder of a special pilot licence is limited to private day VFR operations and **cannot** be issued with an Australian NVFR or instrument rating. The licence also cannot be endorsed with a flight instructor or agricultural rating.

Aircraft Endorsements

Aircraft endorsements or type ratings endorsed on an overseas licence may be recognised if:

- a. There is a comparable Australian endorsement; and
- b. CASA is satisfied that the endorsement or type rating held is at least equivalent to the endorsement sought; or
- c. When an overseas endorsement has not been issued, for whatever reason, CASA is satisfied that the training completed by the pilot is at least equivalent to the training required for an Australian endorsement and would have enabled the pilot to be issued with the endorsement by the regulatory authority if a licence had been held.

Where an overseas licence contains a group or class endorsement for which there is no Australian equivalent—for example, the FAA multi-engine aeroplane (land) endorsement—CASA may recognise those aircraft types within the group that the pilot has flown in command, and issue the equivalent Australian endorsements.

Verification of Overseas Ratings and Endorsements

Aircraft endorsements, type ratings or other ratings endorsed on an overseas licence must be verified with the issuing regulatory authority before issuing an Australian equivalent.

This must be in writing by email or fax.

5.3.6 Procedure for Issuing a SPECPL

Delegation

CAR 5.198 CAR 5.198 delegates may issue SPECPLs. Only CASA TLFOs, FOIs and ALOs hold this delegation.

CAR 5.09 A CAR 5.09 delegation is not required to issue the licence because, under the CARs, the SPECPL is not considered to be a flight crew licence.

Guidelines

You can only issue a SPECPL if the applicant holds a valid and current overseas licence.

- **Valid** means that the licence was issued by the appropriate aviation regulatory authority after the pilot met all the requirements for issue
- **Current** means that the licence has not expired. It does not mean that the applicant holds a current medical certificate, unless this determines the currency of the licence.

ALO Procedure

1. Check that the paperwork is complete and in order.
2. Check that the overseas licence is valid and current. Aircraft endorsements, type ratings or other ratings endorsed on an overseas licence or certificate must be verified by CASA with the issuing regulatory authority before issuing an Australian equivalent. This must be in writing by email or fax.
3. If necessary, test the applicant's English competency (see 3.3.4 *Testing English—Guidelines* in 3. *Issuing Licences*).

If an industry CAR 5.09 delegates conducts the English test, make sure that he or she has confirmed in writing that the applicant meets the required standard.

4. Collect the applicable fee and issue a receipt against the relevant Area Office general ledger code.



5. Photocopy the overseas licence documents:
 - a. Certify the photocopied pages as being a true copy of the original using the format:
Certified True Copy
Original Sighted

Signature of Officer
Printed Name
Area Office
Date
 - b. Return the originals to the applicant.
6. Complete the *Special Pilot (Aero/Heli/Gyro) Licence - Checklist*.
7. Enter the licence details on LARP as shown in section 4.2.1 of the *FCL LARP User Procedures Manual* (available to CASA staff via CASAconnect).

Note: The licence is titled **Special Pilot Licence**. All other licences carry the title **Flight Crew Licence**.

8. Attach the photocopied documents to [Form 213 CASA Authorisation on the basis of Overseas Qualifications – Application](#) and file them in the day file.

5.4.1 Privileges of an Australian FCL

The privileges of each class of Australian flight crew licence (FCL) are described in the *Privileges* section of the Reference Tables in [3. Issuing Licences](#) and in the Civil Aviation Regulations.

5.4.2 Currency of a FCL

Perpetual.

5.4.3 Prerequisites for Issue of a FCL

Under the *Civil Aviation Regulations*, concessions may be granted to overseas pilots on the basis of their overseas qualifications. In practice, this means that most pilots only need to satisfy the prerequisites listed below. See [3. Issuing Licences](#) for greater detail about the requirements for each class of licence.

Applicant

- Meets the age requirement for the class of licence
- Holds an overseas licence that is at least equivalent to the one being applied for
- Is deemed to be a fit and proper person to hold the licence as defined in CAR 5.09(3) and (4)
- Is competent in English—writing, speaking and understanding
- Passed a security check and holds a Flight Crew Photo ID.
- Pays the appropriate fee.

CAR
5.09(3) and
(4)

Aeronautical Experience

- Possesses the aeronautical experience set out in the CARs for the particular class of licence.

Medical Certificate

- An overseas pilot requiring the issue of an Australian Pilot Licence is required to hold a current Australian medical certificate to exercise the privileges of the licence.



Examinations

- Passes the appropriate Air Law exam/s
- See also *Exemptions Against Examinations and Flight Tests*.

Flight Test

- Passes the appropriate flight test or proficiency check for the licence
- See also *Exemptions Against Examinations and Flight Tests*.

Other

- Meets any additional requirements specified in the CARs for the class of licence.
- Passed a security check and holds a Flight Crew Photo ID.

Verification of Overseas Ratings and Endorsements

Aircraft endorsements, type ratings or other ratings endorsed on an overseas licence or certificate must be verified by CASA with the issuing regulatory authority before issuing an Australian equivalent. This must be in writing by email or fax.

Note: An overseas pilot who has converted to an Australian Flight Crew Licence may not use the licence unless they hold the appropriate Australian medical certificate.

Commercial and ATPL licence holders should be aware of the possibility of delays in obtaining a Class 1 medical certificate, because additional reports may be required prior to processing.

5.4.4 Concessions Against Licensing Requirements

Equivalent Overseas Licences

To be eligible for a concession against the licensing requirements of an Australian licence, overseas pilots must hold or have held licences at least equivalent to the ones they are seeking. In other words, an overseas CPL is eligible for concession for an Australian PPL or CPL, but not for an ATPL.

If a pilot holds an overseas Senior Commercial Pilot Licence (SCPL) authorising him or her to fly aeroplanes or helicopters as PIC in air transport operations, the licence may be considered to be equivalent to an Australian ATPL. Otherwise, the pilot is only eligible for a CPL.

Each Division of [Part 5](#) of the CARs includes a definition of an equivalent overseas pilot licence. You will find the definitions at the end of the CAR, which lists the qualifications for that licence.

Exemptions Against Examinations and Flight Tests

CASA does not recognise an overseas pilot's theory credits if the pilot has not been issued with the actual licence, ie, overseas examination credits are not recognised.

Overseas Pilots Employed by CAR 217 Australian Operators

The requirements for a licence flight test is waived if the overseas pilot:

CAR 217

- Is employed by, or enters into an arrangement with, an Australian CAR 217 operator
- Successfully completes a proficiency check with the operator and has advised CASA in writing.

Note: A licence flight test is not required for an ATP(A)L or ATP(H)L. However, a multi-engine command instrument rating is a requirement for the issue of an ATPL(A)L.



ATP(A)Ls

CAR 5.165
CAO 40.2.1 CAR 5.165 requires that applicants for an ATP(A)L hold a current Command Multi Engine (Aeroplane) Instrument rating. This means a Command Multi-Engine Aeroplane Instrument rating issued by CASA, the requirements for which are set out in CAO 40.2.1. An equivalent overseas rating cannot be accepted.

CAO 40.2.1 CAO 40.2.1 exempts overseas instrument rated pilots from the prescribed training course for the rating. However, they are still required to pass the:

- IREX theory exam
- Initial issue flight test for the rating.

CAR 5.19 Flight tests completed overseas are acceptable only if they were conducted by a CASA ATO who is approved for that purpose under CAR 5.19.

Application Requirements

Theory credits obtained overseas cannot be recognised without the overseas licence.

Instrument flight training conducted overseas cannot be recognised without the overseas instrument rating.

5.4.5 Issuing an Endorsement on the Basis of an Overseas Endorsement

You may recognise an aircraft endorsement acquired overseas if:

- The aircraft type/class or its equivalent is listed in the CAOs
The CAOs include aircraft currently on the Australian *Civil Aircraft Register*, some aircraft previously on the register and aircraft that will be introduced in the near future.
- CASA recognises the overseas training completed for the endorsement as being at least equivalent to the requirements for an Australian endorsement.

Verification of Overseas Ratings and Endorsements

Aircraft endorsements, type ratings or other ratings endorsed on an overseas licence or certificate must be verified by CASA with the issuing regulatory authority before issuing an Australian equivalent. This must be in writing by email or fax

Note: Equivalent in this context does not mean identical. It means that the training completed by the overseas pilot is consistent with Australian endorsement requirements for the aircraft and what the endorsement authorises the holder to do. CASA must also consider other matters relevant to the interests of the safety of air navigation.

Group/Class Endorsements

Some overseas licences contain group (class) endorsements for which there are no Australian equivalents—for example, the USA's Multi Engine Aeroplane (Land) group endorsement.

In these circumstances, the delegate assessing the application may issue the pilot with a:

- Command endorsement for the actual aircraft within the group, if there are Australian equivalents, provided the pilot has either command experience or has successfully completed a flight proficiency check on the type.

The instructor or the approved check pilot conducting the flight proficiency checks usually makes an entry in the pilot's logbook confirming that the pilot is competent to fly the particular type or class of aircraft in command.

- Co-pilot endorsement if the pilot only has co-pilot experience on the type of aircraft and the CAOs provide for a Co-pilot endorsement.

Before issuing the class endorsement, the delegate must check the pilot's logbook to confirm the overseas Command/Co-pilot endorsement on the aircraft type/class and the results of the flight proficiency check.



Application Requirements

When applying for an Australian endorsement, the overseas pilot must

- Submit the following documentation:
 - Evidence that he or she holds the overseas endorsement. This can be an endorsed licence or other authorisation issued by the responsible aviation authority that issued the licence permitting the pilot to fly the specified aircraft in that country—eg, certification of validation (if the endorsement was obtained in that country), or Special Purpose Pilot Authorisation issued by the FAA to pilots flying US-registered aircraft overseas in some circumstances (issued as command or co-pilot); or
 - Documents confirming the successful completion of an appropriate training course, as well as details of the course; and

Statement from the responsible aviation authority in the country/state confirming that the training completed qualifies the person for the issue of an endorsement in that country/state and would have been put on a licence if the person held a licence.

- Original logbooks
- [Form 639 Flight Crew Photo ID/Student Pilot Licence Application](#)
- [Form 209 Aircraft Endorsement on the Basis of Overseas Qualifications – Application](#)

Note: Applicants applying for an endorsement at the same time as a pilot authorisation use [Form 213 CASA Authorisation on the basis of Overseas Qualifications – Application](#).

- Any other documentation that supports the application for recognition of the endorsement

(For example, letters of approval from overseas aviation authorities authorising the pilots for check duties on the aircraft type)

- Pay the application-processing fee.



Issuing an Aircraft Endorsement on the Basis of an Overseas Endorsement

ALO Procedure

1. Check that the paperwork is complete and in order.
2. Check that an equivalent Australian endorsement is listed in the CAOs.
3. Aircraft endorsements, type ratings or other ratings endorsed on an overseas licence or certificate must be verified by CASA with the issuing regulatory authority before issuing an Australian equivalent. This must be in writing by email or fax.
4. Check that the applicant holds an Australian pilot licence, a certificate of validation or a Special Pilot Licence.
5. Where appropriate, obtain FOI approval to issue the Australian endorsement.

| Aircraft | Approval to issue an aircraft endorsement |
|--|--|
| MTOW greater than 5700kg (transport category for helicopters) | FOI with experience on type or similar type (refer to 9.1 Where to Get Help for details). |
| MTOW less than 5700kg (normal category for helicopters) | ALO, but seek FOI approval if in doubt as to the equivalent of the overseas endorsement. |

6. Collect the applicable fee and issue a receipt against the relevant Area Office general ledger code.
7. Photocopy the original documents presented by the applicant:
 - a. Certify the photocopied pages as being a true copy of the original using the format:
Certified True Copy
Original Sighted

Signature of Officer
Printed Name
Area Office
Date
 - b. Return the originals to the applicant.
8. Enter the endorsement details on LARP as described in the *FCL LARP User Procedures Manual* (available to CASA staff via CASAconnect).
9. Attach the photocopied documents to the registration form and file them in the day file.

5.4.6 Ratings

Conversion of a Flight Crew Rating

The requirements for conversion of an overseas NVFR, instrument or agricultural rating to the Australian equivalent are similar to those prescribed in this chapter for operations lasting less than three months. That is, conversion requirements usually involve either a theory exam or flight test or both. Applicants are required to meet the experience requirements for the rating sought but, for most ratings, are exempt from completing the full syllabus of training for the rating.

- Note:**
1. A night VFR or instrument rating cannot be endorsed on a special pilot licence.
 2. The CAOs provide exemptions against the training specified for the initial issue of an Australian instructor rating. Foreign instructors must satisfy the requirements for the rating and be recommended by the CFI of an instructor school. However, they do not need to complete the whole syllabus of training for issue of the rating.

A prerequisite to undertaking a rating flight test is that the candidate must hold either an Australian private or higher pilot licence, or a CV that has equivalent effect.

Applicants for an agricultural rating must also obtain a chemical rating from the Department of Agriculture or Environment Protection Agency (EPA) in the Australian State where he or she intends to operate.

Requirements for Overseas Instructors

Aeroplanes

CAO 40.1.7 Applicants for a grade 3 aeroplane instructor rating holding an overseas instructor authorisation are exempt from completing another training course if they have received training overseas comprising 50 hours of flight instruction in aeroplanes with 10 hours from a Grade 1 and the remaining time as dual or mutual practice with another trainee in a course of training. However, these applicants will still need to complete the instructional principles and methods course, be recommended by the CFI of an instructor school, pass the flight test, and hold a CP(A)L or ATP(A)L with a night VFR or command aeroplane instrument rating.

All overseas instructors apply initially for a grade 3. Further applications may be made for higher grades once familiar with the Day VFR Syllabus, the Australian operating environment and able to meet the standard and pass the flight-test for the issue of a higher grade of rating.



Helicopters

CAO 40.3.7 Applicants for a grade 2 helicopter instructor rating holding an overseas instructor authorisation are exempt from completing another training course if they have received training overseas comprising 40 hours of flight instruction in aeroplanes with 10 hours from a Grade 1 and the remaining time as dual or mutual practice with another trainee in a course of training.

All overseas instructors apply initially for a grade 2. Further applications may be made for higher grades once familiar with the Day VFR Helicopter Syllabus, the Australian operating environment and able to meet the standard and pass the flight test for the issue of a higher grade of rating.

Requirements for Overseas Military Instructors

Overseas military aeroplane and helicopter instructor applicants are covered in Section 6 *Recognising Military Qualifications*.

Currency

As for Australian pilots.

Application Requirements

As for Australian pilots.

5.4.7 Procedures for the Issue of a Rating

Follow the standard procedures for issuing an Australian rating as described in [4. Issuing Endorsements, Rating and Approvals](#).

Verification of Overseas Ratings and Endorsements

Aircraft endorsements, type ratings or other ratings endorsed on an overseas licence or certificate must be verified by CASA with the issuing regulatory authority before issuing an Australian equivalent. This must be in writing by email or fax.

5.5.1 What is TTMRA?

The *Trans-Tasman Mutual Recognition Act 1997* (TTMRA) is an agreement made between the governments of Australia and New Zealand that provides for the recognition within each country of the other country's regulatory standards for goods and occupations. It allows goods to be traded freely between the two countries and enhances the freedom of individuals to work in either country.

This agreement means that with the exception of a few exclusions and exemptions, all goods and business regulatory standards adopted in New Zealand will be recognised within Australia as if they were Australian standards and vice versa.

Note: TTMRA does not apply to qualifications issued or renewed by the Royal New Zealand Air Force (RNZAF). RNZAF personnel must convert their qualification to the equivalent qualification from CAA NZ and then apply to CASA under the TTMRA.

5.5.2 TTMRA from an Aviation Perspective

The TTMRA means that the holder of a New Zealand professional flight crew licence, Aircraft Maintenance Engineer licence or Air Traffic Control licence will be eligible for the grant of the Australian equivalent licence and have these qualifications recognised.

Once a qualification has been issued under TTMRA, it must be maintained in that jurisdiction subject to the same laws as one that is originally issued in that country.

Ratings must be renewed with a flight test in Australia. Ratings cannot be renewed continuously by submitting new TTMRA applications based on a current NZ rating.

Applicants can exercise the privileges of the Australian licence on their NZ medical certificate (Class 1) until the expiration of that certificate. Further use of the Australian licence will require an examination with a CASA approved DAME and the issue of a CASA Class 1 medical certificate.

5.5.3 An Overview of the Registration Process

TTMRA applicants may be awarded an Australian Flight Crew Licence based on their New Zealand professional flight crew licence, Aircraft Maintenance Engineer licence or Air Traffic Control licence.

To obtain the licence under the Act, the person must lodge a written notice with CASA seeking registration for the equivalent licence.

Deemed Registration

A TTMRA applicant is deemed to have an Australian licence from the time a notice (currently completed application) is submitted to CASA seeking an Australian licence, providing the required payment accompanies the notice. If payment is made by cheque, the person is deemed to have an Australian licence from the day the cheque is cleared. CASA has one month from that time to consider the application and, if CASA has not rejected it by that time, is taken to have accepted the application.

Note: No action can be taken on a lodged application until all paperwork is received correctly, the application fee is paid, background security check is completed and a Flight Crew Photo ID issued.

Private Pilot Licences (PPL)

Under the terms of the TTMRA, only professional licences are recognised because they are considered to be of a business nature. The PPL is classified as a recreational pilot licence and is therefore excluded.

5.5.4 How Are Applications Made for TTMRA Licence Registration?

TTMRA 18 When applying for registration, applicants must pay the application fees and submit the current version of the following documentation to CASA:

- A completed [Form 760 Trans-Tasman Mutual Recognition Agreement Licence Registration](#) form seeking registration that:
 - States licence level and medical held with CAANZ
 - States licence level sought in Australia in accordance with the TTMRA recognition principle (see [Form 760 Trans-Tasman Mutual Recognition Agreement Licence Registration](#) form)
 - States the flight crew ratings sought in Australia in accordance with the TTMRA recognition principle (see [5.5.7 New Zealand to Australian Flight Crew Licence and Ratings Conversion](#))
 - States the aircraft endorsements sought in Australia in accordance with the TTMRA recognition principle ([5.5.7 New Zealand to Australian Flight Crew Licence and Ratings Conversion](#))
 - States that the applicant's licence is not cancelled or currently suspended as a result of disciplinary action in New Zealand
 - States that he or she is not subject to any disciplinary proceedings or preliminary investigations or action that might lead to disciplinary action in relation to their licence or medical in New Zealand
 - States that he or she is not personally prohibited from carrying out duties associated with his or her flight crew licence in New Zealand, and is not subject to any special conditions as a result of criminal, civil or disciplinary proceedings
 - Specify any special conditions, to which the person is subject, on their New Zealand licence or medical
 - Gives consent to CASA to make enquiries of, and exchange information with, CAANZ regarding personal details and activities, licences and medicals
- A Statutory Declaration (verifying the statements and other information contained in the application), certified true copies of the original New Zealand flight crew licence and Class 1 medical certificate, and any relevant extracts of the applicant's logbook in support of their registration form
- A completed [Form 639 Flight Crew Photo ID/Student Pilot Licence Application](#), passes a security check and holds a Flight Crew Photo ID
- Proof of age, identity and nationality—that is, a birth certificate, passport or citizenship papers if the applicant's current nationality is different to that shown on his or her birth certificate or passport.



Notes:

1. All copies of original documents must be witnessed and annotated as being complete and accurate copies of the originals. Photocopies accompanying the TTMRA application must be witnessed by a person authorised to witness a Statutory Declaration under Australian law.
2. [Form 639 Flight Crew Photo ID/Student Pilot Licence Application](#) and supporting identity documents can only be witnessed by a CASA Delegate.

What Are the Prerequisites for the Approval of Registration?

An applicant must hold, at least, a current and valid New Zealand commercial flight crew licence issued by CAANZ. Applicants can exercise the privileges of the Australian licence on their NZ medical certificate (Class 1) until the expiration of that certificate. Further use of the CASA licence will require a medical examination with a CASA DAME for the issue of a Class 1 medical certificate.

Who May Approve the Registration?

A licence issued under TTMRA is normally processed through an Area Office. Should there be a problem with an application, refer it to an FOI for verification or contact FCL in Central Office.

What Is the Duration of the Registration?

The registration and subsequent issue of a licence is perpetual unless one or more of the following events occurs which result in a TTMRA licence being suspended or cancelled or a condition imposed:

- The New Zealand flight crew licence is suspended or cancelled, or a condition imposed by the CAANZ
- A TTMRA flight crew licence holder requests the cancellation of his or her Australian licence
- CASA suspends or cancels the Australian (TTMRA) licence under a provision of the *Civil Aviation Act 1988*.



Granting the Registration

The procedure has five stages:

1. Receiving the registration form for registration at the Area Office and completing [Form 639 Flight Crew Photo ID/Student Pilot Licence Application](#).
2. Assessing the registration form and confirming the qualifications with CAA NZ.
3. Completing a security check and issue of a Flight Crew Photo ID.
4. Approving and issuing an equivalent Australian licence.
5. Issuing the registration and TTMRA medical letter.

The registration process must be completed within one month of receipt of the application for registration. However, CASA reserves the right to postpone or refuse registration if an applicant fails to meet requirements specified for the relevant licence, the security check has been delayed or the applicant has an adverse security status.

Note: If within one month from the date of application CASA fails to process a registration or does not inform an applicant of the postponement or refusal to grant registration, then, under the terms of the TTMRA, an applicant is considered to be registered. In this case, CASA cannot take any action to postpone or cancel the registration except where fraud is involved.

Schedule of Fees

Applicants are required to pay the current fees applicable for CASA flight crew licence issue as set out in the *Civil Aviation (Fees) Regulations* and as listed in CASA's *Schedule of Fees and Charges* (2004). The fee is no more than that required from an Australian applicant.

Note: No action can be taken on a lodged application until:

- a. The applicant pays the applicable fees and all documentation is received.
- b. Confirmed that a security check has been passed and holds a Flight Crew Photo ID.

5.5.5 Prerequisites for Registration Under the TTMRA Principle

Applicant

The applicant must:

- Hold a valid and current New Zealand pilot licence or New Zealand Flight Engineer Licence; at a minimum a CPL or Flight Engineer licence.
- Be deemed to be a fit and proper person to hold the licence as defined in CAR 5.09(3) and (4).
- Have passed a security check and been issued a Flight Crew Photo ID.
- Pay the appropriate fee (refer to CASA's *Schedule of Fees and Charges* appropriate to the level of licence, ratings and endorsements sought).

CAR 5.09

Aeronautical Experience

A New Zealand pilot is not required to satisfy any Australian aeronautical experience requirements to meet the TTMRA principle.

Medical Certificate

A current medical certificate is not required at the time of application. However, a New Zealand pilot requires a valid and current Class 1 medical certificate issued from either CAANZ or CASA to exercise the privileges of the licence.

Subsequent medical certificate renewals must be completed with a CASA DAME (many New Zealand DAMEs are now CASA approved DAMEs). A New Zealand medical certificate cannot be used for subsequent renewals of a CASA medical certificate.

Further information for CASA staff and a copy of the letter is available on the CASA Intranet (<http://casaconnect/regulating/standards/TTMRA.htm>).

5.5.6 Receiving the Application for Registration

ALO Procedure

1. Check that the paperwork is complete and in order—that is, the registration form is correctly completed and signed or a covering letter has addressed all issues as stated under [5.5.4 How Are Applications Made for TTMRA Licence Registration?](#) Ensure [Form 639 Flight Crew Photo ID/Student Pilot Licence Application](#) form is completed and identification documentation is available if a security check has not been passed and a Pilot ID has not been issued previously. The form and documentation can only be certified by a CASA Delegate.

Do not accept incomplete applications or applications not accompanied by payment of the applicable fees.

2. Check that the applicant holds a valid and current New Zealand CPL (or higher) and CAANZ/CASA Class 1 medical certificate. If necessary, sight applicant's current logbook for authenticity. Verify the qualifications with the CAA NZ by email or fax.
3. Check that a Statutory Declaration is appropriately signed by an Australian Justice of the Peace, legal practitioner (or other person authorised to witness documents under Australian law) and submitted listing all tendered documents. (See the [Sample Statutory Declaration](#).)
4. If doubt exists or a technical assessment is required of an applicant's qualifications, refer the application to an FOI or contact Central Office.
5. Collect the appropriate fees and issue a receipt against the relevant Area Office general ledger code.
6. Photocopy the applicant's:
 - o Original CAANZ licence (front and back)
 - o Original CAANZ medical certificate (front and back)
 - o Logbook (after examining it for authenticity)—latest entry and type rating certificate pages at rear of book, or pages of logbook covering endorsements not listed on Type Rating Certificate page, plus pages covering last instrument and instructor rating renewals and BFR.
 - o Identification documentation for the ARN application.
7. Certify the photocopied pages as being a true copy of the original using the format:
Certified True Copy
Original Sighted
Signature of Officer
Printed Name
Area Office
Date.



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5.5 Issuing Australian Flight Crew Licences under the TTMRA

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8. Return the originals to the applicant.
9. Sign the *Trans-Tasman Mutual Recognition Agreement Licence Registration* form if all claims have been proven and supported by accompanying documentation.
10. From the Flight Crew Photo ID Application ([Form 639](#)), generate a new ARN, sign the recommendation for issue and forward the application and documentation to Central Office to complete the security check and Pilot ID.

Central Office Procedure

1. Central Office will coordinate the security checks, pilot ID, issue the licence and enter all FCL details on LARP as described in section 4.2.1.4 *TTMRA LARP Procedures* in the *FCL LARP User Procedures Manual* (available to CASA staff via CASAconnect), and complete the remaining steps in a similar manner to the first issue of an Australian licence for a non-TTMRA applicant.
2. Add FCL Licence remarks—eg, Issued under the provisions of the TTMRA – NZ xxx Licence Number xxxx.
3. Add Licence remarks—eg, NZ medical expires dd/mm/yyyy.
4. Print the TTMRA medical certificate/arrangements (<http://casaconnect/regulating/standards/TTMRA.htm>) for enclosure with the licence.
5. Print out and dispatch the flight crew licence to the applicant.
Send the licence and medical letter to the applicant's Australian address or the address notified by the applicant.
6. Collate all documents, attach to the application and file on the Day File.

Aviation Medicine Section (Central Office)

Notification of registration does not need to be made to Aviation Medicine Section.

5.5.7 New Zealand to Australian Flight Crew Licence and Ratings Conversion

For a summary of conversion of qualifications see [Form 761](#).

Note: TTMRA does not apply to qualifications issued or renewed by the Royal New Zealand Air Force (RNZAF). RNZAF personnel must convert their qualification to the equivalent qualification from CAA NZ and then apply to CASA under the TTMRA.

L-188 endorsements cannot be issued under TTMRA as CAANZ does not have a mechanism to issue the endorsement themselves and CASA is not able to recognise military qualifications other than from the ADF.

5.5.8 Australian to New Zealand Flight Crew Licence TTMRA Conversion

Australian flight crew licence holders seeking similar recognition in New Zealand should contact the Civil Aviation Authority of New Zealand for information:

Attn: John Parker
Flight Testing Officer
Personnel Licensing
CAA of NZ
PO Box 31441
Lower Hutt
New Zealand

Ph: +64 4 560 9560
Fax: +64 4 560 2024
Email: parkerj@caa.govt.nz

5.5.9 Sample Documents Relating to Applications Under the TTRMA

Sample Statutory Declaration

An example of a Statutory Declaration is available on the CASA Intranet at <http://casaconnect/manuals/misc/form370.pdf> with details of the persons authorised to witness the Statutory Declaration.

Registration Letter

A letter of registration is not issued by CASA as the legislation permits the person to fly once registered or the application has been submitted correctly.

5.6.1 ICAO Contracting States

Note: The official list of short names of ICAO Contracting States, for use in all general documentation and publications is available on the [ICAO website](#). Where full names of states are required, the official listing of states in the *United Nations Terminology Bulletin* is to be used.

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5. Recognising Overseas Qualifications

5.6 ICAO Reference Information

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5.6.2 ICAO Age 60 Differences as at 17 July 1996

| | States | Difference | Published | Date |
|----|-----------------------------|---|-----------|-----------|
| 1 | Argentina | Change of legislation in progress | ✓ | July 97 |
| 2 | Australia | Age limit not implemented | ✓ | 17 Jul 95 |
| 3 | Bahrain | To 65 if state of registry filed difference | | |
| 4 | Belarus | | | |
| 5 | Brazil | | | |
| 6 | Columbia | | | |
| 7 | Cuba | | | |
| 8 | Denmark | | | |
| 9 | Finland | | | |
| 10 | Germany | Age limit is a recommendation but not mandatory | ✓ | 17 Jul 95 |
| 11 | Iceland | | | |
| 12 | Iran (Islamic Republic of) | Age limit is 61 (some conditions apply) | ✓ | 17 Jul 95 |
| 13 | Israel | | | |
| 14 | Malta | | | |
| 15 | New Zealand | | | |
| 16 | Panama | | | |
| 17 | Peru | Age limit is 63 | ✓ | 17 Jul 95 |
| 18 | Russian Federation | No age limit | ✓ | 17 Jul 95 |
| 19 | South Africa | Age limit is 65 (some conditions apply) | ✓ | 17 Jul 95 |
| 20 | Spain | | | |
| 21 | Sudan | | | |
| 22 | Sweden | | | |
| 23 | Thailand | | | |
| 24 | Ukraine | | | |
| 25 | United Kingdom | Age limit is 65 (some conditions apply) | ✓ | 17 Jul 95 |
| 26 | United Republic of Tanzania | | | |

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5. Recognising Overseas Qualifications

5.7 CASA Area Office Flight Crew Licensing Contacts

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5.7.1 Area/Airline Office Flight Crew Licensing Contacts

Contact details at the eight CASA Area Offices and three airline offices in Australia are listed below.

All licensing enquiries: Direct these to your local Area Office on 131 757 (toll free). If the staff at that office are unable to answer your questions, they will make the necessary enquiries on your behalf.

Medical certificate enquiries: Refer these to Aviation Medicine on (02) 6217 1641 or 131 757, or by facsimile to (02) 6217 1640.

All examination enquiries: Direct enquiries relating to Flight Crew Licensing examinations to ASL Pty Ltd on (02) 6262 8820. Note that no examination results will be issued over the telephone.

| Office | Telephone | Facsimile | Postal Address | Street Address |
|---|----------------|----------------|--|--|
| Adelaide Rick Daly | (08) 8422 2902 | (08) 8422 2900 | PO Box 126 PBC Export Park SA 5950 | 4 Kel Barclay Ave Adelaide Airport SA 5950 |
| Bankstown (GA) Jamal Ghazi | (02)9780 3015 | (02) 9780 3045 | PO Box CP57 Condell Park NSW 2200 | Cnr Gipsy St & Airport Ave Bankstown Airport NSW 2200 |
| Brisbane (A/C/GA) Margaret Archbold | (07) 3632 4070 | (07) 3632 4060 | 39 Navigator Place Hendra QLD 4011 | 39 Navigator Place Hendra QLD 4011 |
| Cairns (A/GA) Danute Pocius | (07) 4042 3603 | (07) 4042 3600 | PO Box 28ON North Cairns QLD 4870 | Building 78 Mick Borzi Dr Cairns International Airport QLD 4870 |
| Darwin (A/GA) Brenda Jarratt | (08) 8943 2991 | (08) 8945 2906 | PO Box 41196 Casuarina NT 0811 | Reservations House 3 Cecil Cook Ave Darwin Airport NT |
| Melbourne (A/C) Peter Lawrance | (03) 9927 5328 | (03) 9927 5336 | PO Box 558 Collins Street West VIC Melbourne City 8007 | 11th Floor 505 Little Collins St Melbourne VIC 3000 |



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5.7 CASA Area Office Flight Crew Licensing Contacts

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| Office | Telephone | Facsimile | Postal Address | Street Address |
|---|----------------------------------|----------------|--------------------------------------|---|
| NSW Country Area Office (A/MIL/GA) Geoff Wardrobe | (02) 6217 1416 | (02) 6217 1446 | GPO Box 2005 Canberra ACT 2601 | Cnr Nomad Dve & Ceres Road Canberra Airport ACT |
| Moorabbin (GA) Robyn Maleki | (03) 9518 2711 | (03) 9518 2792 | PO Box 20 Cheltenham VIC 3192 | 19 Second Ave Moorabbin Airport VIC 3194 |
| Perth (A/C) John Pritchard Maureen McDonald | (08) 9366 2828 (08) 9366 2803 | (08) 9366 2891 | PO Box 1082 Cloverdale WA 6985 | 130 Fauntleroy Ave Redcliffe WA 6104 |
| Sydney (AIC) Kerrie Westen | (02) 9366 3123 | (02) 9669 6151 | PO Box 409 Mascot NSW 2020 | Building 235 Qantas Dve (Opposite Robey St) Mascot NSW 2020 |
| Tamworth (GA) Melissa Cutler | (02) 6755 2250 | (02) 6755 2240 | PO Box 895 Tamworth NSW 2340 | Cnr Rentell & Basil Brown Dve Tamworth Airport NSW 2340 |
| Townsville (A/MIL/GA) John Bearman | (07) 4750 2680 | (07) 47502699 | PO Box 7740 Garbutt, QLD 4814 | 1 Coral Sea Dr, Townsville Airport Garbutt QLD 4814 |

Legend:

- A/C** Predominantly Airline/Charter operations
- GA** General Aviation operations
- A/GA** Joint Airline/General Aviation operations
- A/MIL/GA** Joint Airline/Military/General Aviation operations.