



# Aviation Reference Number (ARN) Application

Individual – Form 1162

You can apply for an ARN online by visiting [hub.casa.gov.au](http://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](http://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](http://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](http://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](http://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

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](http://www.casa.gov.au/privacy-policy))

## For more information

Go to [www.casa.gov.au](http://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 assessment as part of Aviation Medical 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
Australian Passport (current or expired within last 2 years, but not cancelled)	70	
Foreign Passport (current)	70	
Full Birth Certificate (not extract, Australian or foreign)	70	
Australian Citizenship Certificate	70	
Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia	70	
Australian Driver's Licence or Learner's Permit	40	
Current (Australian) Tertiary Student Identification Card	40	
Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry)	40	
Government employee ID (Australian Federal/State/Territory)	40	
Defence Force Identity Card (with photo or signature)	40	

Secondary documents	Points worth	To provide
Medicare card	40	
Department of Veterans Affairs (DVA) card	40	
Centrelink card (with reference number)	40	
Birth Certificate Extract (Australian or foreign)	25	
Birth card (NSW BDM only)	25	
Australian Marriage Certificate (Registry issue only)	25	
Australian Divorce Certificate (Registry issue only)	25	
Change of name certificate (Registry issue only)	25	
Credit card or account card	25	
Bank statement	25	
Taxation assessment notice	25	
Australian Mortgage Documents	25	
Property lease agreement – current address	25	
Rating Authority – (e.g. Land Rates)	25	
Utility Bill – electricity, gas, telephone (less than 12 months old)	25	
Reference from Indigenous Organisation	25	
Documents issued outside Australia (equivalent to Australian documents) Must have official translation attached	25	
Total points provided		

## 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**