



# Getting started

Learning to fly involves some paperwork!

You need first to register with the Civil Aviation Safety Authority (CASA) and obtain an Aviation Reference Number (ARN). After that you can apply to get a medical certificate appropriate to the class of licence you plan to seek. Finally, you need an Aviation Security Identification Card (ASIC) to be able to access many aerodromes in Australia. The information here will help you get started.

## AVIATION REFERENCE NUMBER (ARN)

An ARN is similar to an account number or customer number and it should be quoted whenever you are in contact with CASA. It is your own unique identifier. You must first hold an ARN before you can apply for an ASIC, a Class 1 or 2 Medical Certificate or a pilot licence. To obtain an ARN:

- Complete *Form 1162* which can be found on the CASA website
- Attach a copy of identification. Suitable identification can be a passport or birth certificate. This does not need to be certified
- Email, fax or post to CASA ASAP
  - Email: [clarc@casa.gov.au](mailto:clarc@casa.gov.au)
  - Fax: 1300 737187
  - Post: CASA Licencing and Registration Centre  
GPO BOX 2005 Canberra ACT 2601

You should receive your ARN within 5-7 working days

## AVIATION SECURITY IDENTITY CARD (ASIC)

An Aviation Security Identification Card (ASIC) is an identification card which shows that a person has been the subject of a background check. An ASIC is required for a person to have unescorted access to the secure areas of security controlled airports that have regular public transport (RPT) services. ASICs are valid for up to two years. To obtain an ASIC:

- Complete *Form 498* which can be found on the CASA website
- 2 of the following pieces of certified identification are required:
  - Passport
  - Birth certificate
  - Driver's licence
  - Australian citizenship certificate
  - Photo flight crew licence
- 2 recent certified passport photos are required for your application
- Proof of your need to obtain an ASIC may be required from your flight training organisation and WardAir can provide this
- WardAir can assist in certifying documents and photos
- Lodge your form as directed by CASA. Your ASIC should be mailed to you within 6 weeks

## MEDICAL CERTIFICATE

A valid medical certificate is required for a pilot to legally exercise the privileges of their specific licence. You can start training without one but you cannot fly solo or apply for a licence until you have one.

The minimum medical certificate for each different class of licence is:

- Recreational Pilot Licence (RPL) – one of the following two options
  - **Recreational Aviation Medical Practitioner's Certificate (RAMPC)** - based on a modified unconditional driver's licence medical certificate for a motor vehicle, the RAMPC examination can be undertaken by any general practitioner (GP). It is less costly than getting a Class 2 however it does have restrictions. For more information, go to <http://services.casa.gov.au/avmed/pilots/info/rampc/default.asp>
  - **Class 2 Medical Certificate** - the examination must be undertaken by a CASA approved medical practitioner (Designated Aviation Medical Examiner - DAME) and the certificate is approved and issued by CASA. It entitles an RPL holder to fly aircraft carrying up to 3 passengers.
- Private Pilot Licence (PPL)
  - **Class 2 Medical Certificate**
- Commercial Pilot Licence (CPL)
  - **Class 1 Medical Certificate**

It is recommended that you book an appointment for your medical examination as soon as you have your ARN so as to avoid delays in your training.

A full list of Designated Aviation Medical Examiners can be found on the CASA website: [http://services.casa.gov.au/avmed/dame\\_search/](http://services.casa.gov.au/avmed/dame_search/)