



PART A – Instructions and Advice

- This form contains the process and information for the Application, Assessment and Approval of a Certificate of Airworthiness due to a Change of Registration Mark ONLY. Change of Registration Mark processes are contained in [guidelines](#) for [Form 23](#) 'Application for a change of Registration Mark'.
- Completion and submission of this form constitutes a request to Re-issue the CofA due to a Change of Registration Mark. No further application is necessary however a change of Mark may affect other approvals such as RVSM and PBN which require other processes.
- If the application is not from the Registration Holder a letter of authority from the Registration Holder will need to be available. Please see [applicant's declaration](#) for this form.
- CASA processing and consideration of this application is cost recoverable at an hourly rate under Section 9.6 of the [Civil Aviation \(Fees\) Regulation 1995](#). A cost estimate will be forwarded to the applicant for applicable payment before the task can commence. If the processing and assessment is via an appropriate IOA Holder the payment/fee processes are provided by them.
- An application submitted to CASA should be submitted to the [Regional Office](#) where the aircraft file is held. This will most likely be the office in the geographical area of the aircraft's main location. We term this 'your Regional Office'.
- CASR 21.173 states that 'An aircraft registration holder, or the owner of an aircraft that is registered with a sport aviation body, is eligible to apply for a Certificate of Airworthiness'.
- The approval of the certificate of airworthiness under this process is via CASR 21.176 and only appropriately delegated or authorised individuals may issue.
- This form is an electronic form intended to be completed on a PC and either embedded with an electronic signature (picture) and submitted in an email, or printed and signed, scanned and attached to an email and sent to the appropriate CASA Regional Office or an appropriate [Instrument of Appointment \(IOA\) Holder](#).

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- If you find an error or improvement in or for this form please send an email with 'Form 1000' in the title to the [AEB Information Asset Administrator](#) mailbox.



PART B – Applicant Details

Registration Holder Name: <i>Enter Registration Holders Name.</i>	Registration Holder ARN: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							Applicants Name: <i>Enter applicants name</i>
Applicants Address: <i>Enter applicants address</i>	Applicants Contact Details: Phone: <i>Enter applicants phone number/s</i> Email/s: <i>Enter applicants email/s address/s</i> Mobile: <i>Enter applicants mobile number</i>							
Part B Comments/Additional information <i>Enter any relevant additional information here</i>								

PART C – Aircraft Details

Aircraft Registration (from) VH - enter mark	Aircraft Registration (to) VH - enter mark
Transponder code (from) <i>Enter the mode S transponder code (ICAO 24 bit address) for previous mark.</i>	Transponder code (to) <i>Enter the mode S transponder code (ICAO 24 bit address) for new mark.</i>
Aircraft Model Designation: <i>Enter the Aircraft Model Designation from the Certificate of Registration</i>	Manufacturer: <i>Enter the Aircraft Manufacturer from the Certificate of Registration</i>
Part C Comments/Additional information <i>Enter any relevant additional information here</i>	

PART D – Application Action Items

Requirement/Action		
1. Current (New) Certificate of Registration received from CASA	Attach Copy	Yes <input type="checkbox"/>
2. Aircraft has been re-marked in accordance with CASR 45.035	Attach Photos	Yes <input type="checkbox"/>
3. Fireproof aircraft identification plate bearing the new registration mark has been installed in accordance with CASR 45.135 and old plate removed	Attach Photo	Yes <input type="checkbox"/>



4. System of Maintenance/Log Book statement amended to reflect new registration mark and forwarded to your Regional Office	Attach copy and evidence of forwarding to CASA	Yes <input type="checkbox"/>
5. Notified Weight Control Authority Holder, who issued the current weight and balance data, of change of mark and amend the Weight and Balance Data Sheet (WBDS) to reflect the New mark	Attach Copy (WBDS)	Yes <input type="checkbox"/>
6. Flight Manual front page amended to show new Mark. Record of Amendments sheet amended and copy sent to your Regional Office	Attach copy and evidence of forwarding to CASA	Yes <input type="checkbox"/>
7. Maintenance Control Manual and Maintenance Control Instrument Changed	Attach Copy	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
8. Maintenance Release (MR) inspection completed & certified or MR amended by person who issued MR to show the new mark	Attach Copy	Yes <input type="checkbox"/>
9. If Mode S transponder fitted, the 24 bit code has been changed and annotated in part C of this form	Part C annotated	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
10. Programmable ELT re-programmed	Attach copy of certification	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
11. As Per CAR 252A the 406MHz ELT changed address code (to reflect the new registration mark and 24 bit address) has been notified to AMSA.	Attach copy of notification	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
12. Any outstanding Aircraft Survey Reports issued by CASA have been acquitted	Included in declaration	Yes <input type="checkbox"/>
13. All required log books have been amended	Attach copies of covers	Yes <input type="checkbox"/>



14. All the maintenance actions above have been appropriately certified	Attach copy of certifications	Yes <input type="checkbox"/>
15. Superseded Certificate of Airworthiness attached to this application or previously returned to CASA	Attach certificate or evidence of return	Yes <input type="checkbox"/>
16. Noise certificate changed to reflect change of mark	Attach copy	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
17. Note – Operators with an AOC should ensure they have informed their Regional Office of the changes		
Part D Comments/Additional information <i>Enter any relevant additional information here</i>		



PART E – Applicants Declaration

I am signing this form as the Registration Holder or as an authorised agent of the Registration Holder of the aircraft.

I understand that giving false or misleading information in an application for a Certificate of Airworthiness is a criminal offence under section 136.1 of the Commonwealth Criminal Code and further:

1. Declare that the information provided on this form is true and correct.
2. Declare that the aircraft is in a condition for safe operation, has no uncertified modifications or repairs and continues to meet the applicable design requirements.
3. I understand that the information provided on this application will form the basis of the calculation for the fee for processing.
4. I understand and accept that the cost estimate may change, and processing the application may be delayed if:
 - a. The application does not accurately & completely identify the requirements
 - b. The details in this application are subsequently changed, or
 - c. Adequate supporting documentation/evidence has not been provided
5. I understand and accept that for CASA to proceed with this application I must :
 - a. Accept the cost estimate
 - b. Forward the prescribed payment or have a valid account with CASA; and
 - c. Supply all supporting documentation to CASA.
6. If I am signing this as an agent, I declare I have obtained the necessary authorisations to enable me to sign on behalf of the Registration Holder.

Name: *Name*

Date: *Click here to enter a date.*

Signature:

X

(Double click on X)

Comments:

Enter any relevant comments



PART F – Application Assessment Items

Requirement/Action		
1. Appropriate fee/estimate paid	Confirm	Yes <input type="checkbox"/>
2. Checked the supplied Certificate of Registration details match the aircraft details	Confirm	Yes <input type="checkbox"/>
3. All the items in Section D of this form are addressed satisfactorily	Confirm or enter details in Part F comment box below	Yes <input type="checkbox"/>
4. Annotate File #	
5. Review LBS to check aircraft category remains unchanged. If a private category aircraft is changed to charter additional maintenance requirements become applicable	Confirm and action if necessary	Yes <input type="checkbox"/>
6. Confirm that operational/airworthiness approvals such as RVSM or PBN approvals are not affected	Confirm and action if necessary	Yes <input type="checkbox"/>
7. Ensure file has all the attachments enclosed	Confirmed	Yes <input type="checkbox"/>
8. Fee estimator completed (CASA only)	Confirmed	Yes <input type="checkbox"/>
Part F Comments/Additional information		

Name: Date:

Signature:



PART G – Application Approval Items

Requirement/Action		
1. The new certificate is issued under CASR 21.176. The certificate must be issued with an annexe containing the following statement: <i>“This certificate is issued pursuant to CASR 21.176 to reflect a change of registration mark from VH-XXX to VH- XXX. It is issued on the basis of information supplied by the applicant and their declaration of its accuracy. This certificate supersedes any certificate previously issued for the aircraft”</i>	Confirm	Yes <input type="checkbox"/>
2. The new certificate issue date must be on or after the effective date of the Certificate of Registration (which can be future issued)	Confirm	Yes <input type="checkbox"/>
3. New Cof A (original), or rejection letter, sent to applicant	Confirm	Yes <input type="checkbox"/>
4. A copy of the new Cof A contained on file noted in Part F of this form. If issued by an IOA a copy of the newly issued Cof A is sent to the CASA Aircraft Register	Confirm	Yes <input type="checkbox"/>
5. Appropriate administration has been informed of the completion of the task or the applicant has been provided an invoice	Confirm	Yes <input type="checkbox"/>
6. This duly completed form has been enclosed on the relevant file	Confirm	Yes <input type="checkbox"/>
Part G Comments/Additional information		

Name: Date:

Authorisation: