Civil Aviation Registry

Airmen Certification Branch

Airman Certificate and/or Rating Application

FAA FORM 8710-1

Presented to: Orlando Designated Pilot Examiner Seminar

By: Mary Snyder

Technical Section, AFB-721

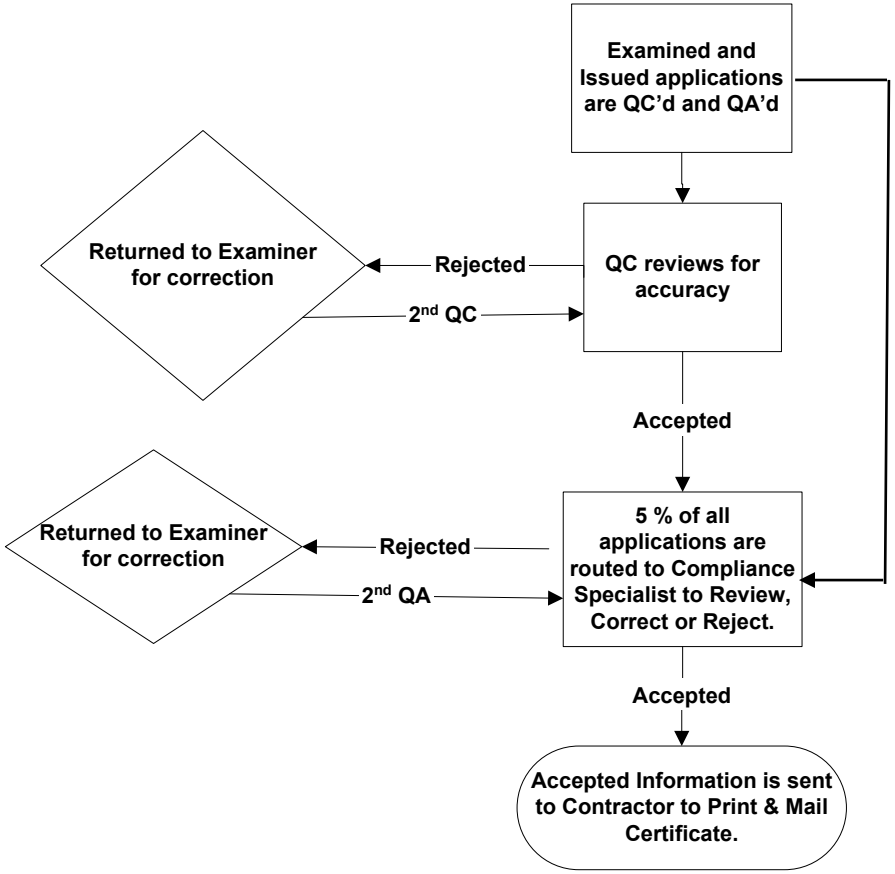
Date: **March 14, 2023**

INTRODUCTION

- The Airmen Certification Branch utilizes 30 Legal Instruments Examiners to issue 24 types of airmen certificates with a multitude of ratings, each requiring completion of various qualifications. Certificates are issued only after a thorough examination to ensure all regulatory and procedural requirements have been met.
- Each Legal Instruments Examiner must complete a 2-year comprehensive training course consisting of 30 modules. Each module consists of reading assignments, classroom training, on-the-job training and testing with a comprehensive final exam at the conclusion of the course. Examiners are required to understand and interpret Title 14 CFR Parts 61, 63, 65, 67, 91, 121, 135, 141, 142, and all agency Orders, Handbooks, and Notices.

AFB-720 is the final authority on the issuance of airman certificates.

Airmen Examination Process



GOAL OF PRESENTATION

Identify Problematic Areas on the 8710-1

FY-2022 Processed 431,136 certificates

405,306 applications

Returned 4% airmen applications for correction (12,018)

Discuss Those Areas to Minimize the need for Correction Notices.

SIC Privileges Only

Official Document

"SPECIFY OTHER" – This box should be completed to show: SIC Privileges Only

Full Legal Name is required for TSA vetting. Maximum of 47 characters.

Provide Special Mail Address in IACRA additional information or attach a memo.

If the Drug Statement is marked yes, the application must be one year after the final date of conviction.

TYPE OR PRINT ALL ENTRIES IN INK — Exp 04/30/2022

U.S. Department of Transportation
Federal Aviation Administration

Airman Certificate and/or Rating Application

I. APPLICATION INFORMATION (Mark 'X' in all the blocks applicable to the certificate or rating for which you are applying):

Certificates

Pilot: [ ] Student [ ] Recreational [ ] Private [X] Commercial [ ] ATP-Restricted [ ] ATP

Instructor: [ ] Flight [ ] Ground

Ratings

Category and/or Class: [ ] ASE [X] AME [ ] Land [ ] Sea [ ] Helicopter [ ] Balloon [ ] Glider [ ] Gyroplane [ ] Airship [ ] Powered-Lift

Instrument: [X] Airplane [ ] Helicopter [ ] Powered-Lift

Ground Instructor: [ ] Basic [ ] Advanced [ ] Instrument

Type Rating: [ ] Added Rating

Other Information/Requests

[ ] Initial [ ] Reexamination [ ] Instrument Proficiency Check
[ ] Renewal [ ] Reissuance [ ] Medical Flight Test
[ ] Reinstatement [ ] Flight Review [ ] Limitation Removal

Specify other: **B-747 SIC Only** [ ]

A. Name (Last, First, Middle)	B. SSN (US Only)	C. Date of Birth	D. Place of Birth (City and State) or (City and Country)
Doe, John Frank	**Do not use**	**07/01/1990**	**Tulsa Oklahoma**

E1. Residential Address (Including City, State, Zip Code, and Country)
1 South Road
Oklahoma City, OK 73111

E2. Mailing Address (This address will be printed on the permanent airman certificate, if different than block E1.)

F. Citizenship / Nationality: [X] USA [ ] Other — specify:

G. Do you read, speak, write, & understand the English language? [X] Yes [ ] No

H. Height (inches)	I. Weight (pounds)	J. Hair Color	K. Eye Color	L. Sex
72	**195**	**Blond**	**Blue**	[X] Male [ ] Female

M. Do you hold, or have you ever held an FAA pilot certificate? [X] Yes [ ] No

M1. Grade of Certificate	M2. Certificate Number	M3. Date Issued
Commercial	**1112222**	**11/10/2019**

N. Do you hold, or have you ever held a Medical Certificate? [X] Yes - FAA [ ] Yes - Foreign [ ] Yes - Military [ ] No

N1. Class of Certificate	N2. Name of Medical Examiner	N3. Date Issued
First	**Dr. Spock M.D.**	**12/15/2022**

O. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? *Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form.* [ ] Yes [X] No

O1. Date of Final Conviction

Reference CFR 61.5(b)(7)(iv) and 61.55(a)(3), (d), and (e) and 8900.1 Volume 5, Chapter 2, Section 22.

SIC Privileges Only

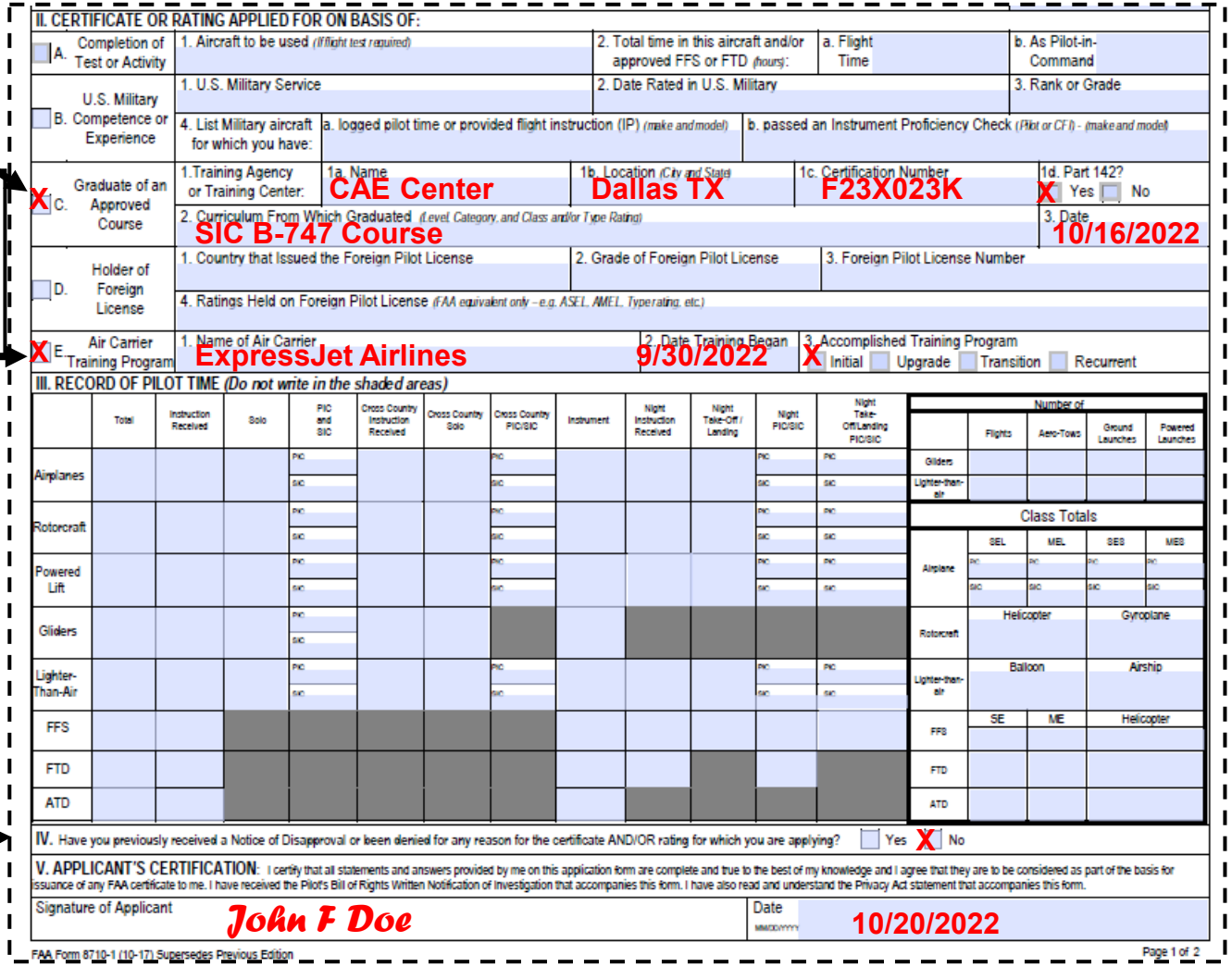
BLOCK II C will be completed if graduated from an FAA approved course/training center (141/142)

BLOCK II E will be completed if based on Completion of the Air Carrier's Approved Training Program.

If based on 14 CFR Part 91 or Part 129, check the appropriate box in the Inspector's Report.

SECTION III Recommended But Not Required.

SECTION IV Recommended But Not Required.



II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:

A. Completion of Test or Activity	1. Aircraft to be used (If flight test required)	2. Total time in this aircraft and/or approved FFS or FTD (hours):	a. Flight Time	b. As Pilot-in-Command	
B. U.S. Military Competence or Experience	1. U.S. Military Service	2. Date Rated in U.S. Military		3. Rank or Grade	
	4. List Military aircraft for which you have:	a. logged pilot time or provided flight instruction (IP) (make and model)		b. passed an Instrument Proficiency Check (Pilot or CFI) - (make and model)	
X C. Graduate of an Approved Course	1. Training Agency or Training Center:	1a. Name: CAE Center	1b. Location (City and State): Dallas TX	1c. Certification Number: F23X023K	1d. Part 142? X Yes ☐ No
	2. Curriculum From Which Graduated (Level, Category, and Class and/or Type Rating): SIC B-747 Course				3. Date: 10/16/2022
D. Holder of Foreign License	1. Country that Issued the Foreign Pilot License	2. Grade of Foreign Pilot License	3. Foreign Pilot License Number		
	4. Ratings Held on Foreign Pilot License (FAA equivalent only – e.g. ASEL, AMEL, Type rating, etc.)				
X E. Air Carrier Training Program	1. Name of Air Carrier: ExpressJet Airlines	2. Date Training Began: 9/30/2022	3. Accomplished Training Program: X Initial ☐ Upgrade ☐ Transition ☐ Recurrent		

III. RECORD OF PILOT TIME (Do not write in the shaded areas)

	Total	Instruction Received	Solo	PIC and SIC	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC/SIC	Instrument	Night Instruction Received	Night Take-Off / Landing	Night PIC/SIC	Night Take-Off/Landing PIC/SIC
Airplanes				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC
Rotorcraft				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC
Powered Lift				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC
Gliders				PIC / SIC								
Lighter-Than-Air				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC
FFS												
FTD												
ATD												

Number of	Flights	Aero-Tows	Ground Launches	Powered Launches
Gliders				
Lighter-than-air				

Class Totals

Airplane	SEL PIC / SIC	MEL PIC / SIC	SES PIC / SIC	MES PIC / SIC
Rotorcraft	Helicopter		Gyroplane	
Lighter-than-air	Balloon		Airship	
FFS	SE	ME	Helicopter	
FTD				
ATD				

IV. Have you previously received a Notice of Disapproval or been denied for any reason for the certificate AND/OR rating for which you are applying? ☐ Yes X No

V. APPLICANT'S CERTIFICATION: I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant: John F Doe — Date (MM/DD/YYYY): 10/20/2022

FAA Form 8710-1 (10-17) Supersedes Previous Edition — Page 1 of 2

SIC Processed by Designated Pilot Examiner

The Instructor's Recommendation **must** be completed. (*may not hold a CFI*)

Complete Block 2, PBR and Approved Box

Include SIC and the type rating applied for

Complete the last line of the D/E Report

Instructor Action

☐ Accepted Student Pilot Application – I have personally reviewed the applicant's information and verified the person meets the eligibility requirements and verified applicants identification ☐ Rejected Student Pilot Application

☐ Flight Review ☐ Instrument Proficiency Check ☒ Recommendation - *I have personally instructed the applicant and consider this person ready to take the test.*

Date	Authorized Flight Instructor's Signature (Print Name and Sign)	Flight Instructor Certificate Number	Certificate Expiration Date
10/12/2022	/s/ I Am Instructor	2348888	06/30/2023

Air Agency's Recommendation

The applicant has successfully completed our _____ course, and is recommended for certificate or rating without further practical test.

Date	Agency Name and Number	Official Signature

Designated Examiner or Airman Certification Representative Report

☐ Accepted Student Pilot Application ☐ Rejected Student Pilot Application

☒ I have personally reviewed this applicant's pilot logbook and/or training record, and I certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought.

☐ I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. (Original ATP CTP graduation certificate must be attached)

☐ I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.

☒ **I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.**

☒ Approved – Temporary Certificate Issued (Original Attached) ☐ Disapproved – Disapproval Notice Issued (Original Attached)

Location of Test (Name of Facility or Airport, City, State)	Duration of Test		
	Ground / Oral	FFS / FTD	Flight

Certificate or Rating Being Applied For (Grade, Category, Class and/or Type Rating)	Type(s) of Aircraft Used	Registration Number(s)
B-747 SIC Privileges Only		

Date	Examiner's Signature (Print Name & Sign)	Certificate Number	Designation Number	Designation Expires
10/30/2022	/s/ John D Examiner	1234567	123456789	12/31/2023

SIC Privileges Only

The Inspector must complete the last line with Date, Signature, and FSDO number unless IACRA.

If based on 14 CFR Part 91 or Part 129, this block must be checked

See **Advisory Circular 61-65H paragraph 11.1** for **ID** information link https://www.faa.gov/training_testing/testing/media/testing_matrix.pdf

See **Advisory Circular 60-28B** and **8900.1 Vol. 5 Chapter 14 Section 1** for **English Proficiency** requirements.

Evaluator's Record (*Use for All ATP Certificate(s) and/or Type Rating(s)*)

	Inspector	Examiner	Signature and Certificate Number	Date
Ground / Oral				
Approved FFS/FTD Check				
Aircraft Flight Check				
Advanced Qualification Program				

Not Required.

Aviation Safety Inspector or Technician Report

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with, pertinent procedures, standards, policies, and or necessary requirements with the result indicated below. (*The approved box need only checked if the Inspector is the one that issued the temporary airman certificate*)

☐ I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.

☐ Approved – Temporary Certificate Issued (Original Attached) ☐ Disapproved – Disapproval Notice Issued (Original Attached)

☐ Accepted - Student Pilot Application ☐ Rejected - Student Pilot Application

Location of Test (*Name of Facility or Airport, City, State*) | Duration of Practical Test: Ground / Oral | FFS / FTD | Flight

Certificate or Rating Being Applied For (*Grade, Category, Class and/or Type Rating*) | Type(s) of Aircraft Used | Registration No.(s)

Certification Activities:
- ☐ Examiner's Recommendation Provided/Reviewed ☐ Accepted ☐ Rejected
- ☐ Application for Student Pilot Certificate Accepted
- ☐ Reissue or exchange of pilot, CFI, or G.I. certificate
- ☐ Change of name, nationality, gender or date of birth
- X SIC Type Rating issued under § 61.55(b) (Part 91)
- ☐ Ground Instructor Certificate Issued ☐ Basic ☐ Advanced ☐ Instrument
- ☐ Flight Instructor Certificate Issued ☐ Initial ☐ Renewal ☐ Reinstatement
  Instructor Renewal Based On: ☐ Activity ☐ Training Course ☐ Test ☐ Duties and Responsibilities ☐ Military Instructor Proficiency Check

Certificate or Rating Based on:
- ☐ Approved FAA Qualification Criteria not Identified on Page 1
- ☐ Military Competency ☐ Foreign License
- ☐ Special medical test conducted – report forwarded to issuing medical office or AAM-300
- ☐ Special Test-Reexamination (44709) conducted ☐ Approved ☐ Disapproved

Training Course (FIRC) Name | Graduation Certificate Number | Date of FIRC Graduation Certificate

Date	Inspector's Signature (*Print Name & Sign*)	Certificate Number	FAA Office (*e.g., MO-15, WP-19*)
10/30/2022	/s/ I Am Inspector	1111111	SW-15

Attachments:
- ☐ Certifying Statement
- ☐ College Transcript (Official)
- ☐ ATP CTP Graduation Certificate
- ☐ Knowledge Test Report
- ☐ Temporary Airman Certificate
- ☐ Notice of Disapproval
- ☐ Superseded Airman Certificate

Airman's Identification (ID) (*US driver's license or passport recommended*)

Form of ID: Oklahoma Drivers License
ID Number (*If issued by State, include State*): ABC12345
Expiration Date (*must be valid*): 12/31/2025
Telephone Number: 405 123-2345

Applicant Information (*required if printed on 2 pages*)

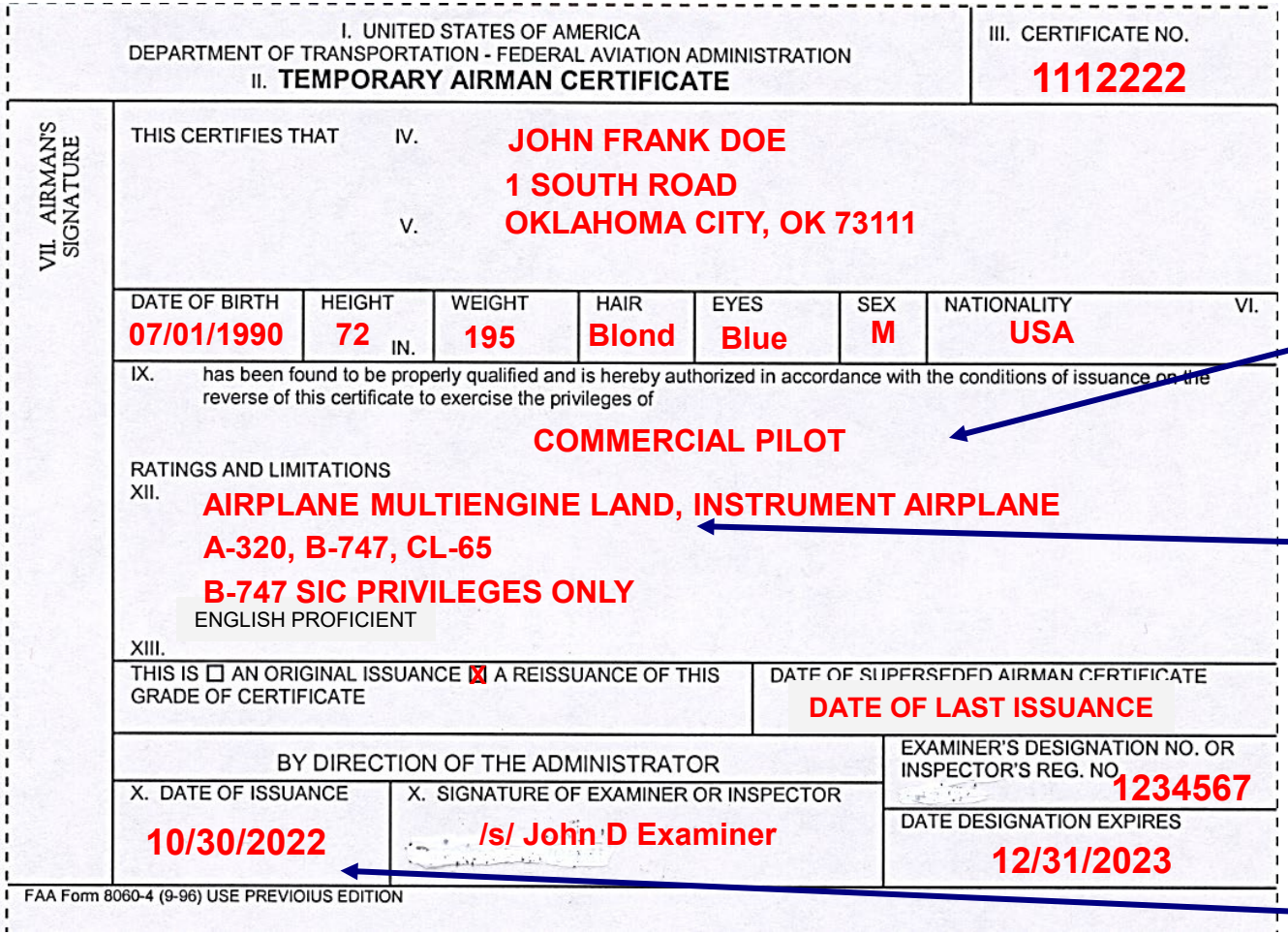
Name: John Frank Doe
Date of Birth: 07/01/1990
Certificate Number: 1112222
E-Mail Address: JOHN.DOE1990@GMAIL.NET

☐ Meets Aviation English Language Standard ☐ Does Not Meet Aviation English Language Standard ☐ Referred to FSDO for Aviation English Language Standard Determination

REMARKS:

FAA Form 8710-1 (10-17) Supersedes Previous Edition — Page 2 of 2

Temporary Certificate



I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION
II. TEMPORARY AIRMAN CERTIFICATE

III. CERTIFICATE NO. 1112222

VII. AIRMAN'S SIGNATURE

THIS CERTIFIES THAT IV. JOHN FRANK DOE
1 SOUTH ROAD
V. OKLAHOMA CITY, OK 73111

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
07/01/1990	72 IN.	195	Blond	Blue	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

COMMERCIAL PILOT

RATINGS AND LIMITATIONS
XII.
AIRPLANE MULTIENGINE LAND, INSTRUMENT AIRPLANE
A-320, B-747, CL-65
B-747 SIC PRIVILEGES ONLY
ENGLISH PROFICIENT

XIII.

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE
DATE OF LAST ISSUANCE

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE 10/30/2022

X. SIGNATURE OF EXAMINER OR INSPECTOR /s/ John D Examiner

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1234567

DATE DESIGNATION EXPIRES 12/31/2023

FAA Form 8060-4 (9-96) USE PREVIOIUS EDITION

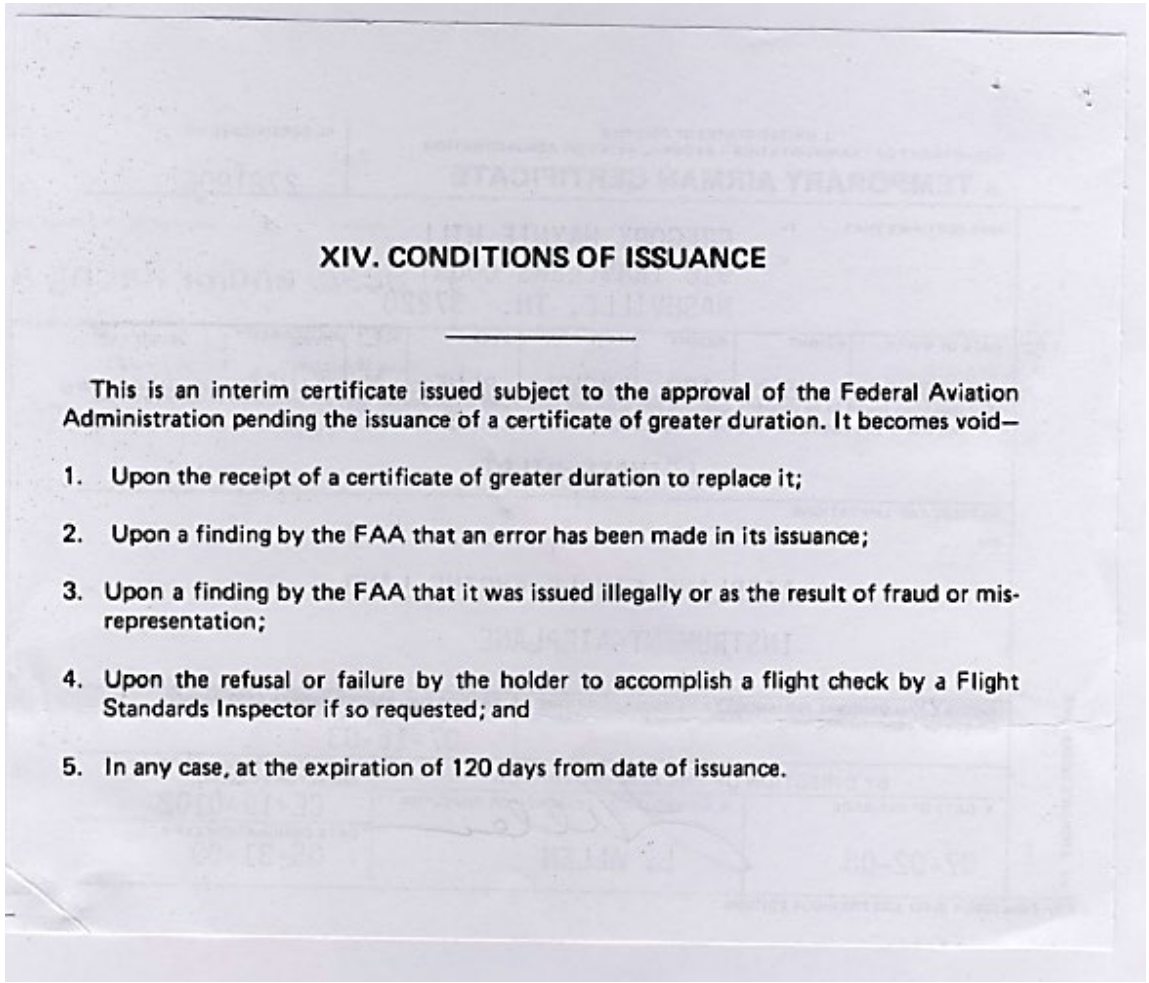
MUST BE TYPED

TYPE OF CERTIFICATE (PILOT) AND LEVEL (COMMERCIAL)

CATEGORY (AIRPLANE) & CLASS (MULTIENGINE LAND)

DATE OF ISSUE MUST MATCH THE DATE IN THE APPROVING OFFICIAL'S REPORT

Backside Conditions of Issuance



XIV. CONDITIONS OF ISSUANCE

This is an interim certificate issued subject to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void—

1. Upon the receipt of a certificate of greater duration to replace it;
2. Upon a finding by the FAA that an error has been made in its issuance;
3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;
4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and
5. In any case, at the expiration of 120 days from date of issuance.

BACKSIDE CONDITIONS OF ISSUANCE

MUST BE INCLUDED AND CANNOT BE A

SEPARATED ATTACHMENT

Reference 61.64 (g) 1-4

SOE LIMITATION REMOVAL

Processed by a Designated Examiner

PATH AVAILABLE IN IACRA

Complete the specify other box and Section I

Complete Section II A 1 and 2b or Section III PIC

Section IV is not required but recommended

Section V is required

U.S. Department of Transportation
Federal Aviation Administration

Airman Certificate and/or Rating Application

I. APPLICATION INFORMATION (Mark 'X' in all the blocks applicable to the certificate or rating for which you are applying):

Certificates			Ratings			Other Information/Requests		
Pilot:		*Instructor:*	*Category and/or Class:*					
☐ Student	☐ Recreational	☐ Flight	☐ ASE	☐ AME	☐ Land ☐ Sea	*Instrument:*	*Ground Instructor:*	
☐ Private	☐ Commercial	☐ Ground	☐ Helicopter	☐ Balloon	☐ Glider	☐ Airplane	☐ Basic	☐ Initial ☐ Reexamination ☐ Instrument Proficiency Check
☐ ATP-Restricted	☐ ATP		☐ Gyroplane	☐ Airship	☐ Powered-Lift	☐ Helicopter	☐ Advanced	☐ Renewal ☐ Reissuance ☐ Medical Flight Test
			Type Rating:			☐ Powered-Lift	☐ Instrument	☐ Reinstatement ☐ Flight Review ☒ Limitation Removal

Specify other: REMOVE SOE B-777

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:

☒ A Completion of Test or Activity	1. Aircraft to be used *(If flight test required)* (B-777 FOR PAPER APPLICATIONS)	2. Total time in this aircraft and/or approved FFS or FTD *(hours)*:	a. Flight Time	b. As Pilot-in-Command	25

III. RECORD OF PILOT TIME *(Do not write in the shaded areas)*

	Total	Instruction Received	Solo	PIC and SIC	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC/SIC	Instrument	Night Instruction Received	Night Take-Off / Landing	Night PIC/SIC	Night Take-Off/Landing PIC/SIC
Airplanes				PIC 25 / SIC			PIC / SIC				PIC / SIC	PIC / SIC
Rotorcraft				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC
Powered Lift				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC
Gliders				PIC / SIC								
Lighter-Than-Air				PIC / SIC			PIC / SIC				PIC / SIC	PIC / SIC
FFS												
FTD												
ATD												

	Number of			
	Flights	Aero-Tows	Ground Launches	Powered Launches
Gliders				
Lighter-than-air				

Class Totals

Airplane	SEL	MEL	SES	MES
	PIC / SIC	PIC / SIC	PIC / SIC	PIC / SIC
Rotorcraft	Helicopter		Gyroplane	
Lighter-than-air	Balloon		Airship	
FFS	SE	ME	Helicopter	
FTD				
ATD				

IV. Have you previously failed the practical test for the certificate or rating for which you are applying? ☐ Yes ☐ No If Yes, enter date of last disapproval

V. APPLICANT'S CERTIFICATION: I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant SIGNATURE | Date MM/DD/YYYY

FAA Form 8710-1 (07-17) Supersedes Previous Edition

Page 1 of 2

SOE LIMITATION REMOVAL

Processed by a Designated Examiner

Complete block 2 the PBR and the Approved box

Complete the Applied For box and the last line of the DPE report.

Complete the Airman's ID information

Designated Examiner or Airman Certification Representative Report

- [ ] Student Pilot Certificate Issued (Copy attached)
- [X] I have personally reviewed this applicant's pilot logbook and/or training record, and I certify that the individual meets the applicable requirements of 14 CFR Part 61 for the certificate or rating sought.
- [ ] I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.
- [ ] I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.

[X] **I have personally delivered the Written Notification under the Pilot's Bill of Rights to the applicant.**

[X] Approved – Temporary Certificate Issued (Original Attached) [ ] Disapproved – Disapproval Notice Issued (Original Attached)

Location of Test *(Name of Facility or Airport, City, State)*	Duration of Test: Ground / Oral	FFS / FTD	Flight

Certificate or Rating Being Applied For *(Grade, Category, Class and/or Type Rating)*	Type(s) of Aircraft Used	Registration Number(s)
REMOVE SOE B-777		

Date	Examiner's Signature *(Print Name & Sign)*	Certificate Number	Designation Number	Designation Expires
MM/DD/YYYY	SIGNATURE AND PRINT	7777777	123456789	MM/DD/YYYY

ALL Paper applications must be reviewed by the FSDO

Attachments:

- [ ] Student Pilot Certificate (Copy)
- [ ] College Transcript (Official)
- [ ] ATP CTP Graduation Certificate
- [ ] Knowledge Test Report
- [ ] Temporary Airman Certificate
- [ ] Notice of Disapproval
- [ ] Superseded Airman Certificate

Airman's Identification (ID) *(US driver's license or passport recommended)*

Form of ID	Name
REQUIRED	REQUIRED IF A TWO PAGE APPLICATION
ID Number *(If issued by State, include State)*	Date of Birth
Expiration Date *(must be valid)*	Certificate Number
Telephone Number	E-Mail Address

[ ] Meets Aviation English Language Standard [ ] Does Not Meet Aviation English Language Standard [ ] Referred to FSDO for Aviation English Language Standard Determination

REMARKS

FREQUENTLY ASKED QUESTIONS

? A **name correction** is when the first name was spelled wrong, such as Glen & Glenn, the first name was entered as Bob and should be Robert, a suffix was added or removed, a hyphen is added or removed or a second last name was omitted.

? A **name change** is when a marriage, divorce or other court ordered name change takes place. Airmen cannot drop a last name or change a last name without a court order. Only inspectors can process name changes. A copy of the passport, marriage license, divorce decree or court ordered document should be reviewed by the inspector.

? The following paths are **not available in IACRA**: IPL Canada Conversions, Combination Private/Instrument, Power Lift ratings, Military Competency CFI Reinstatements, Hold for Age, Medical Flight Tests and Sport Proficiency Check. Inspector processed name, gender, nationality and date of birth change applications will be paper.

FREQUENTLY ASKED QUESTIONS

? 61.75 Verification Letters are transmitted to the FSDOs using IACRA. FSDOs receive a nightly email for the new letters available. The designated examiners must request the verification letters from the FSDO. The designated examiners **do not** have access to the letters via IACRA. The airman can retrieve the verification letter using IACRA until it expires. Inspectors can retrieve the verification letter for two months after the expiration date.

? When an airman changes countries for a 61.75 a new application is required with a new verification letter. You should destroy the superseded certificate and let us know it was destroyed in the remarks section.

? Commercial level 61.75 certificates are no longer issued; however, those that were issued prior to August 4, 1997 are grandfathered in and can be used to add additional ratings at the private level. The limitation "Not valid for the carriage of persons or property for compensation or hire or for agricultural aircraft operations." is required.

New Paragraph for All Letter Types

POLICY HAD DETERMINDED THAT AIRMEN THAT DO NOT HOLD A PILOT IN COMMAND RATING AND/OR THEIR FOREIGN LICENSE WAS BASED ON ANOTHER COUNTRY CAN NOW USE THEIR FOREIGN EXPERIENCE TO TAKE A PRACTICAL TEST TO RECEIVE AN AIRLINE TRANSPORT PILOT CERTIFICATE .

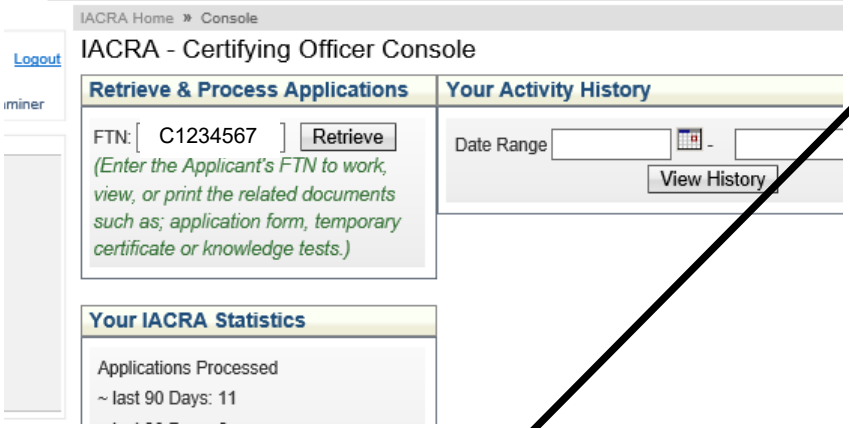
Some ratings shown on a verification letter may not be eligible for conversion to an FAA certificate. Airmen Certification has verified the authenticity of the applicant's foreign license, but the applicant MUST still provide appropriate documentation that the rating(s) held on the foreign license parallel U.S. rating(s) in accordance with 14 CFR §61.5(b) or §63.33(a). If the applicant is applying in accordance with §61.75, IPL or T-IPL, a pilot in command rating must be shown on the foreign license and the foreign license cannot be issued on the basis of another country. The Flight Standards District Office or Designated Examiner has the responsibility to determine if the ratings on the foreign license conform to the appropriate Code of Federal Regulation.

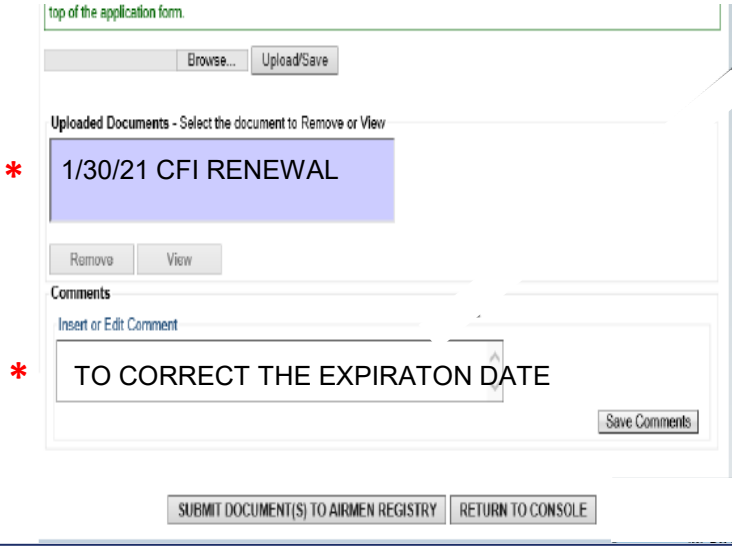
YOU MUST NOW DETERMINE IF THE AIRMAN IS ELIGIBLE

CORRECTED IACRA & ADD DOCUMENTS

Do not use for Correction Notices

1. The certifying officer logs into IACRA
2. Under the "Retrieve & Process Applications" section, enter the applicant's FTN
3. Select the "Completed Applications" button to pull up the application to correct.
4. Locate the application and under "Available Actions" select "Add Document.
5. Upload documents and review for accuracy.
6. Provide comments for the reason and submit.





IACRA INFORMATION

If an IACRA file is sent to AFB-720 and you discover an error after transmission, you will need to print a copy from IACRA and do pen and ink changes. Follow the new IACRA method and transmit the entire corrected application. NEVER create another IACRA application ID # for the same application.

- 8900.1 CHANGE : Vol 5, Ch 2, Sec 4, Par 5-287 (C), outlines "Corrections to an IACRA File after Transmission to AFB-720". Do not fax documents to our office.

- "Corrected IACRA" must be written at the top of the printed, e-signed hard copy corrected IACRA application, which will include the entire application package. (Temp/App/KT/PBR). All e-signatures must be present, otherwise the application package will have to go thru the FSDO for sign-off by an inspector.
- Remember IACRA helpdesk is only to be utilized for system issues, not certification issues. For certification issues contact AFB-720.

Documents submitted to our office must not be a picture. They should be an 8.5x11 black and white pdf document with a minimum of 300 dots per inch resolution. The documents become a permanent part of the airman's record and can be used for employment, court cases and investigations.

	FY 2022
Applications processed via IACRA	84%

CORRECTION NOTICES

Please don't return a Correction Notice back to AFB-720 without addressing the issues.

- You can write on the Correction Notice or send an attached Memo addressing the problems

In some way let us know that you reviewed the Correction Notice and either corrected the **issue/issues** or you disagree and why. You can also make a phone call to our office and discuss with an examiner. (1 866-878-2498)

When reissuing a corrected temporary certificate, the date of issue MUST be the same date as the DE/INSP report date. (Emergency Field Issuances processed by an Inspector due to an expired temp, are not sent to this office.)

NOW TRENDING

MOST FREQUENT CORRECTION NOTICE ISSUES

1. Date of Issue on the temporary certificate does not match the practical test date (either DE report or Inspector Report).
2. More complete legal name on Knowledge test, which differs from 8710-1. The 8710-1 MUST always show the airman's FULL legal name.
3. The approved box not being checked in the DE or Inspector report for paper applications.
4. Name and Nationality Changes from previous issuance not being sent through the FSDO for Inspector sign-off.
5. Section IIA aircraft not coinciding with aircraft listed/used for practical test in the DE report or Inspector report for paper applications.
6. Section IF Citizenship other box marked without providing the Country for paper applications.
7. Limitations omitted from the temporary . Please review the temporary and compare to the superseded and what should be issued on current application before submitting.
8. Printing signatures rather than a written signature. We must have an original written signature anytime a signature is required, unless it is e-signed through IACRA.

NOW TRENDING

MOST FREQUENT CORRECTION NOTICE ISSUES

9. Evaluators record oral date is prior to Section V, applicant's certification. This date **MUST** be on or after Section V, applicant's certification.
10. Limitation expiration date on CFI renewals. Please review this date and compare to superseded or current 24 month date, prior to hitting send.
11. Proper boxes in the DE Report must be checked. They are missing boxes or checking the wrong box.
12. The Inspector's Report is omitted on Reconstructed Files.
13. Box O. the drug statement box has been omitted for paper applications.
14. Providing a valid ID.
15. Paper applications completed by a Certified Flight Instructor must be signed off by a FSDO Inspector.
16. FOI Fundamentals of Instruction test omitted from Certified Flight Instructor and Ground Instructor applications. No supporting documents for teachers.

IACRA INFO AND UPDATES

- Limitations for Private and Commercial certificates are now carried over from the airman's record and are displayed on the Certificate Summary and final temporary and can be removed by the Certifying Officer if necessary. Big reason for correction notices.

- Applicants now have the option to sign applications on a separate device.

- A pre-approval number from DMS will be required prior to completing most IACRA applications. The designated examiner should have their DMS number ready when logging into IACRA. For example PR-123456789-2020-0001. If a mistake is made when entering the number in IACRA the application will process but the DMS system will need to be updated with the correct number.

- Knowledge tests taken on and after January 13, 2020 will be located by FTN number. If there is an error with the last name or Suffix a paper application will be required.

- Now you have the ability to process applications to remove limitations without a practical test. For example to remove the SOE limitation and the Restricted ATP limitations.

GOOD TO KNOW

DON'T BE IN A HURRY! After you complete the application put it down and look away for a few minutes. Review the application again before mailing for any omitted boxes or information. This will save you time in the long run.

- Knowledge test requirements can be found in the Order 8080.6H Chapter 4 starting at Figure 4-1.

The following information can be found on the Airman Certification website.

- News and Highlights provide the time frame applications are being processed.
- Search Airman Records to verify the Airman's certificate and ratings.
- Find aircraft type ratings.
- Various forms.
- IACRA Training Site
- Create an account in Airmen On-Line Services

CARES
Civil Aviation Registry Electronic Services

Coming Soon visit our site at https://www.faa.gov/about/initiatives/cares/

AIRMEN CERTIFICATION BRANCH CONTACT INFORMATION

•TOLL FREE LINE	1-866-878-2498
•CERTIFICATION INFO LINE (3 Lines)	405-954-3261
•FAX	405-954-4105
•FOREIGN VERIFICATION DESK	405-954-1890
•FOREIGN VERIFICATION EMAIL	foreign-verification@faa.gov
•KNOWLEDGE TEST EMAIL	AFB-721-Only-CTR@faa.gov
•SPORT BRANCH (AFS-610)	405-954-6400
•WEB SITE	http://registry.faa.gov
•E-MAIL	9-AMC-AFS760-Airmen@faa.gov
•E-MAIL FOR APPLIC ATIONS	AFB-720-only-fed@faa.gov
•IACRA TOLL FREE NUMBER	1-844-322-6948
•IACRA EMAIL	helpdesk@faa.gov
• Remote Pilot Questions	844-FLY-MY-UA or UAShelp@faa.gov

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