

## CHAPTER 5. PREPARATION OF FAA OPERATING CERTIFICATES

**1. FORMS TO BE USED.** FAA Form 8430-21, Operating Certificate, is used to prepare Operating Certificates. Specific examples are found in volume 2, chapters 72, 97, and 116.

**3. REQUIRED INFORMATION.** The following information must be entered on the form.

*A. Legal Name.* The certificate holder's legal name is entered directly below the words, "This certifies that." Any additional business names are placed on the certificate below the legal name.

(1) The additional business name(s) will be preceded by the acronym, "d.b.a." (doing business as).

(2) The certificate holder shall provide evidence that all business names have been authorized by the appropriate state or local government, as applicable.

(3) The certificate-holding district office (CHDO) should not restrict the number of d.b.a.'s used by a certificate holder. Should there be insufficient space on the certificate to accommodate all d.b.a.'s, the legal name and address should appear on the certificate with a notation to see an accompanying letter for a list of d.b.a.'s. D.b.a.'s are placed on operations specifications for Title 14 of the Code of Federal Regulations (14 CFR) part 125 operators.

*B. Address of Principal Base.* The address of the certificate holder's principal base of operations shall be entered directly below the certificate holder's name. A post office box address is not acceptable unless it also reflects the physical location of the principal base of operations.

*C. Statement of Authority.* The preprinted certification statement of authority on FAA Form 8430-21 shall

not be modified. However, the statement of authority must be completed by typing either "Part 125 Operations," "Rotorcraft External Load Operations," "Private Agricultural Aircraft Operations," or "Commercial Agricultural Aircraft Operations," as appropriate, in the space provided.

*D. Certificate Number.* The certificate number will be obtained from AFS-620 in accordance with volume 2, chapter 203, section 2, and will be entered in the space provided on the form.

*E. Effective Date.* The date that all the requirements for certification were met is entered in the space provided for certificate effective date. If a certificate is to be amended because of an address change or a change in the CHDO, the date of original issuance is retained on the amended certificate.

*F. District Office Designator.* The designator of the region and CHDO shall be entered on the "issued at" line on the form.

*G. Signature.* Operating certificates issued to 14 CFR parts 125, 133, and 137 air operators shall be signed by the district office manager on the line provided.

**5. CHANGE OF NAME.** A change of the certificate holder's legal name requires the issuance of a new certificate and certificate number. This does not include a change to a d.b.a. The certificate holder must provide evidence that the change of legal name has been authorized by the appropriate state or local government, as applicable. A sole proprietor who incorporates under state law may not be treated as a name change only. This "new person" must meet all the initial certification requirements of the regulations before a new operating certificate can be issued.

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