

## Section 4 Application for Airman Certificates or Ratings

**1. GENERAL.** Any certification function which might affect a pilot certificate or rating requires that an FAA Form 8710-1, Airman Certificate and/or Rating Application, be filled out by the airman requesting the action; for example, a practical test for a pilot certificate or rating, a pilot proficiency check, or knowledge and skill test.

### 3. COMPLETING FAA FORM 8710-1.

**A. Instructions.** Instructions for accurate completion of this form (Figure 1-4) are included on a tear-off sheet at the top of the form.

**B. Special Emphasis Items.** Particular attention should be paid to the following items.

(1) In Section IB, the social security number (SSN) is optional. If the SSN is unavailable for FAA use, enter "Do Not Use." If the applicant does not have an SSN, enter NONE. In these cases, the pilot certificate number is issued by AVN-460.

(2) In Section 1H, the applicant must indicate height in inches. Foreign applicants must convert to U.S. measurements (1 in. = 2.54 cm; 1 cm = .3937 in).

(3) In Section 1I, the applicant must indicate weight in pounds. Foreign applicants must convert to U.S. measurements (1 lb. = .4536 kg.; 1 kg. = 2.20 lb).

(4) Section III, Record of Pilot Time, the airman must list at least the flight experience required for the certificate or rating sought. If flight experience has no bearing on the certificate action (e.g., exchange of a certificate), it is not necessary to include flight experience on the application. However, applicants should be encouraged to enter flight experience, since the application on file could be used to verify flight time if the airman's personal record is lost or destroyed.

(5) The instructor's recommendation on the application shall be accepted as meeting the required endorsements prescribed under FAR § 61.39(a)(5).

(6) Under "Inspector's Report," the inspector checks Approved or Disapproved as appropriate.

(7) The inspector indicates the certificate or rating for which the applicant was tested, the type of aircraft used, and its registration numbers. If more than one aircraft was used, all must be listed and all registration numbers provided.

(8) The inspector must check all applicable boxes. In the most recent version of FAA Form 8710-1, inspectors must include two new items in the inspector's report: the location of the test and the duration of both ground and flight tests.

(9) The inspector dates and signs the application and enters the district office acronym.

(10) Under "Attachments," the inspector must check all applicable boxes.

**5. VERIFICATION OF APPLICANT'S IDENTITY.** The FAA recognizes the need for increased scrutiny of applicants' identification. This ensures the **actual identity of the pilot certificate applicant and helps the inspector establish an applicant's eligibility. The FAA Drug Enforcement Assistance Act of 1988 identified certain deficiencies in the process for issuing airman certificates and required the FAA to take steps to correct those deficiencies.** The following new procedures will reduce the possibility that pilot certificates will be issued erroneously because of fraud by the applicant or by anyone claiming to be the applicant. In addition, the new procedures should ensure that applicants meet eligibility requirements, such as age, specified in the FAR.

**A. Deficiencies.** The FAA Drug Enforcement Assistance Act of 1988 identified the following deficiencies with regard to issuance of airmen certificates:

(1) the use of fictitious names and addresses by applicants for certification;

(2) the use of stolen or fraudulent identification in applying for certificates and ratings;

(3) use of a post office box or mail drop as a return address for the purpose of evading identification of the applicant's address;

(4) the use of counterfeit and stolen airman certificates; and

(5) the absence of information concerning physical characteristics of holders of certificates.

**B. Applicant Identification Procedures.** To ensure proper identification of pilot certificate applicants, and so that the FAA may address deficiencies specified in the Drug Enforcement Assistance Act, the FAA has implemented the following procedures for field offices and designated pilot examiners.

(1) All applicants for airman certificates must apply in person and present positive identification at the time of application. Such identification must include an official photograph of the applicant, the applicant's signature, and the applicant's residential address, if different from the mailing address. This information may be presented in more than one form of identification.

(2) An inspector SHALL NOT accept a post office address on an airman certificate application unless the applicant resides on a rural route, a boat, or in some other location that requires the use of a post office box or rural route number for an address. If this is the case, until FAA Form 8710-1 is revised, the applicant must disclose this information on a separate piece of paper and attest to the circumstances by signature. Once FAA Form 8710-1 has been revised, this separate disclosure will no longer be necessary.

(3) FAA Form 8710-1 provides a space for the inspector or examiner to record the type of identification submitted and its identifying number (for example, Virginia driver's license number xxxx).

**C. Acceptable Methods of Identification.** Acceptable methods of identification include, but are not limited to, drivers' licenses, government identification cards, passports, and other forms of identification that meet the requirements of paragraph B(1) above.

**D. Alternative Methods of Identification.** Some applicants may not possess suitable identification as described above. In the case of an applicant under age 21, the applicant's parent or guardian may have to accompany the applicant and identify themselves as described above. The parent or guardian may then attest to the applicant's identity. For all other applicants, the identification procedures employed must be such that the inspector or examiner can positively identify the applicant in a manner acceptable to the inspector or examiner. In such cases, the identification procedures em-

ployed must be disclosed by the inspector or examiner on the application or, if necessary, in a separate statement. Furthermore, if the applicant appears before a designated examiner, the examiner must obtain approval from the supervising FAA district office for the identification procedure employed. If necessary, applicants may need to apply in person at an FAA field office, complete the required identification procedures, and then obtain an authorization to appear before the examiner for the practical test.

**E. Overseas Flight Instructor Renewals.** If a certificated flight instructor is unable to appear in person before a representative of the Administrator, that instructor may establish his or her identity before either a notary public, a consular official of the U.S. State Department, or the airman's U.S. Armed Forces commanding officer. The procedure described in the following paragraphs is not meant to preclude the FAA from exercising its prerogative to require an instructor applicant to demonstrate his or her qualifications to hold the certificate, if deemed appropriate.

(1) The applicant and certifying official must complete an appropriate identification affidavit. The affidavit must be attached to FAA Form 8710-1, Airman Certificate and/or Rating Application. Care must be taken to use the same document(s) for identification on both the affidavit and the bottom of the reverse side of Form 8710-1.

(2) The applicant must send Form 8710-1, the identification affidavit, a valid FIRC graduation certificate, and an unexpired flight instructor certificate to a FSDO of the applicant's choice. The documents must arrive at the FSDO before the flight instructor certificate expires in order to be accepted for renewal.

(3) The receiving FSDO will process the application for renewal in the normal fashion. Form 8710-1, the identification affidavit, superseded flight instructor certificate, and temporary airman certificate will be forwarded to the Airman Certification Branch, AVN-460. Provided that the application package is complete and the FAA has no reason to require a demonstration of proficiency by the airman, a temporary flight instructor certificate will be issued and mailed to the applicant. The FSDO

will return the FIRC graduation certificate and the temporary certificate to the applicant.

F. ***Applicant Identification Anomalies.*** When pilot certificate applicants present forms of identification which are unacceptable under this chapter, inspectors and examiners should be alert for any indication of fraudulent or altered forms of identification or other irregularity which may indicate an attempt by the applicant to falsely represent his or her identity. Any such indication should be reported immediately to the nearest Civil Aviation Security Field Office or Regional Civil Aviation Security Division. Section 902(b) of the FA Act was amended to make willful or fraudulent misrepresentation for the purpose of applying for any FAA certificate grounds for criminal penalties of up to \$15,000 and 3 years imprisonment or, if connected with transportation of controlled substances by aircraft, fines of up to \$25,000 and 5 years imprisonment.

G. ***Notification of Examiners.*** Regional Flight Standards Division managers shall ensure that all FSDO's provide copies of this information to all designated pilot examiners. District offices should also brief examiners on these procedures during regular examiner surveillance, annual examiner meetings, or other examiner contacts.

H. ***Public Notification.*** Public notice of these procedural changes shall be made by FAA headquarters. Field offices are authorized to describe the contents of this information to the public. Any questions which cannot be resolved may be directed to FAA headquarters, Certification Branch, AFS-840.

## 7. DRUG CONVICTIONS AND APPLICATION.

FAA Form 8710-1 asks in Block U, "Have you ever been convicted for violating any Federal or state statutes pertaining to narcotic drugs, marijuana, and depressant or stimulant drugs or substances, or motor vehicle operation involving alcohol related offenses?" The applicant must check "yes" or "no," as appropriate. (Refer to FAR §61.15.)

A. ***"No" Checked.*** If the "no" box is checked, the inspector conducts the practical test and, if

appropriate, issues the airman certificate as usual. If it is determined later that the applicant should have checked "yes," the inspector should follow established procedures in Chapter 182, Conduct an Investigation to Determine Compliance, and FAA Order 2150.3, Compliance and Enforcement, regarding falsification of application.

B. ***"Yes" Checked.*** If the applicant indicates "yes," the inspector must determine if the response is related to a drug or an alcohol offense. If the applicant has had more than two alcohol convictions within 3 years since November 29, 1990 (the date of final rule), the "yes" block should be checked. If it is a drug offense, the applicant must indicate the date of conviction.

(1) If the date of final conviction is more than 1 year before the date of application, the inspector should conduct the practical test and, if appropriate, issue the airman certificate as usual.

(a) An inspector must attach a note to the airman's application before it is sent to AVN-460 to indicate that there has been a narcotics conviction more than 1 year before the date of application. AVN-460 shall advise the appropriate regional flight surgeon.

(b) An examiner must contact an operations inspector in the nearest district office and advise the inspector that the file indicates a narcotics conviction more than 1 year before the date of application. The operations inspector receiving this notification shall advise the appropriate regional flight surgeon of the situation.

(2) If the applicant checks the "yes" box and the date of final conviction is less than 1 year before the date of application, or within 3 years for alcohol convictions, the inspector must deny the application and issue a Notice of Disapproval. No practical test shall be conducted. The Notice of Disapproval shall state that the application was denied because of a narcotics or alcohol conviction.



**FIGURE 1-4 FAA FORM 8710. AIRMAN CERTIFICATE AND/OR RATING APPLICATION**

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved OMB No: 2120-0021

		<b>Airman Certificate and/or Rating Application</b>															
U.S. Department of Transportation <b>Federal Aviation Administration</b>																	
<b>I Application Information</b> <input type="checkbox"/> Student <input type="checkbox"/> Instrument <input type="checkbox"/> Glider <input type="checkbox"/> Ground Instructor <input type="checkbox"/> Recreational <input type="checkbox"/> Additional Aircraft Rating <input type="checkbox"/> Lighter-Than-Air <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Private <input type="checkbox"/> Airplane Single-Engine <input type="checkbox"/> Flight Instructor _____ Initial _____ Renewal <input type="checkbox"/> Reexamination <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Airplane Multiengine <input type="checkbox"/> Flight Instructor Reinstatement <input type="checkbox"/> Reissuance of _____ Certificate <input checked="" type="checkbox"/> Airline Transport <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Additional Instructor Rating <input type="checkbox"/> Other _____																	
A. Name (First, Middle, Last) <b>John Jay Doe</b>		B. SSN <b>DO NOT USE</b>	C. Date of Birth Mo. Day Year <b>10 02 46</b>														
E. Address <b>10801 EAST RIVER ROAD</b> City, State, Zip Code		F. Nationality Specify <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other _____	G. Do you read, speak and understand English? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
M. Do you now hold, or have you ever held An FAA Pilot Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate <b>COMMERCIAL</b>	O. Certificate Number <b>10509907</b>														
D. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		R. Class of Certificate <b>FIRST</b>	P. Date issued <b>6-90</b>														
U. Have you ever been convicted for violation of any Federal or State statutes pertaining to narcotic drugs, marijuana, and depressant or stimulant drugs or substances, or motor vehicle operation involving alcohol related offenses? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		T. Name of Examiner <b>SAM Patchem, MD</b>															
V. Date of Final Conviction		W. Signature X. Date															
Glider or Free Balloon Pilots only:    Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon																	
<b>II Certificate or Rating Applied For on Basis of:</b>																	
<input checked="" type="checkbox"/> A. Completion of Required Test		1. Aircraft to be used (if flight test required) <b>LEAR Jet</b>															
		2a Total time in this aircraft <b>550</b> hours	2b Pilot in command <b>0</b> hours														
<input type="checkbox"/> B. Military Competence Obtained in		1 Service	2 Date Rated														
		3 Rank or Grade and Service Number															
<input type="checkbox"/> C. Graduate of Approved Course		4 Has flown at least 10 hours as pilot in command during the past 12 months in the following military aircraft.															
		1 Name and Location of Training Agency	2 Agency School Number														
		3 Curriculum From Which Graduated	4 Date														
<input type="checkbox"/> D. Holder of Foreign License Issued By		1 Country	2 Grade of License														
		3 Number															
		4 Ratings															
<b>III Record of Pilot time (Do not write in the shaded areas.)</b>																	
Total	Instruction Rec'd	Solo	Pilot in Command	Second in Command	Cross Country Instruction Received	Cross Country Solo	Cross Country Pilot in Command	Instrument	Night Instr. Rec'd	Night Take-off/Landing	Night Pilot in Command	Night Takeoff/Landing Pilot in Command	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches	Number of Free Flights
Airplane																	
Rotor-Craft																	
Glider																	
Lighter than Air																	
Training Device Simulator																	
IV Have you failed a test for this certificate or rating within the past 30 days? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																	
V Applicant's Certification I certify that the statements made by me on this application are true.				A. Signature <b>John Jay Doe</b>				B. Date <b>9-15-90</b>									
<b>FAA Use Only</b>																	
EMP	REG	DO	SEAL	CON	ISS	ACT	LEV	TR	S.H.	SRCH	#RTE						RATING (1)

FAA Form 8710-1 (6-89) Supersedes Previous Edition

