
CHAPTER 4 ISSUE A STUDENT PILOT CERTIFICATE

Section 1 Background

1. PTRS ACTIVITY CODE: 1502

3. OBJECTIVE. The objective of this task is to determine an applicant's eligibility for a student pilot certificate under FAR Part 61. Completion of this task results in the issuance or denial of a student pilot certificate.

5. GENERAL.

A. **Two Types of Student Pilot Certificates.** There are two types of student pilot certificates.

(1) An Aviation Medical Examiner issues an FAA Form 8420-2, Student Medical Certificate, to a qualified applicant who meets the requirements of Subpart C of FAR Part 61 for an unrestricted student pilot certificate. This certificate serves as both a medical certificate and a student pilot certificate. An applicant who needs a medical certificate and does not have one, may apply to an aviation medical examiner for either a combined student pilot-medical certificate or a medical certificate only.

(2) Inspectors, aviation safety technicians (ASTs), and designated pilot examiners (DPEs) issue FAA Form 8710-2 to qualified student pilot applicants. This certificate serves as a standard student pilot certificate.

B. **Limitations.** Applicants for student pilot certificates that require the limitations "Not valid for flights requiring the use of English" or "Not valid for flights requiring the use of radio," must have the certificates issued by FAA inspectors only.

7. RENEWAL.

A. **Non-Renewable.** Student pilot certificates are not renewable. Upon expiration of a student pilot certificate, the applicant may reapply for a new certificate. The application process is the same

as for the original issuance. The student pilot should keep the original certificate bearing any or all endorsements that remain valid. The holder of an expired certificate may be issued a new certificate only if he or she meets the same requirements as for the original certificate.

B. **Endorsement Space Full.** If the allotted space for flight instructor endorsements is full, and the student seeks endorsements for additional types of aircraft, issue a second student pilot certificate clearly marked "For Record Purposes Only." The second certificate will have the same expiration date as the original. The original will be issued to the student and the carbon copy destroyed.

9. STUDENT PILOT CERTIFICATES - GLIDER AND LIGHTER-THAN-AIR. For these two aircraft, an applicant only needs to be 14 years old and does not need to have an airman medical certificate. On FAA Form 8710-1, the applicant must certify that he or she has no known medical problem which would prevent safe operation of an aircraft. Applicants for glider or lighter-than-air student pilot certificates are issued FAA Form 8710-2. If the holder of a student pilot certificate for gliders or lighter-than-air aircraft desires a certificate or rating in a powered aircraft, he or she must meet the appropriate medical requirements of FAR Part 67.

11. STUDENT PILOT TCA ENDORSEMENTS. A discussion of the requirements of FAR § 61.95 concerning student pilot operations in TCAs is found in Chapter 1, Section 10, paragraph 25 of this handbook.

13. RECREATIONAL PILOT CERTIFICATES. See Chapter 30 of this handbook.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. **Prerequisites.** This task requires knowledge of FAR Part 61 and FAA policies, and qualification as an Aviation Safety Inspector (Operations) or Aviation Safety Technician.

B. **Coordination.** This task requires coordination with the airman records of the Airman Certification Branch, AVN-460.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61 (Subpart C, Student Pilots), and 187 (Appendix A, Fees)
- PTRS Field Office Manual
- Order 8700.1, General Aviation Operations Inspector's Handbook

B. Forms.

- FAA Form 8000.36, PTRS Transmittal Form
- FAA Form 8710-1, Airman Certificate and/or Rating Application (Figure 4-1)
- FAA Form 8060-5, Notice of Disapproval (Figure 4-2)
- FAA Form 8710-2, Student Pilot Certificate (Figure 4-3)

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. **Schedule Appointment.** Inform the applicant that he or she must bring acceptable identification to the appointment. (See Chapter 1, Section 4, paragraph 5 of this handbook.)

B. Applicant Arrives for Appointment.

(1) Collect FAA Form 8710-1 and the applicant's identification.

(2) Open PTRS.

C. **Aircraft Category.** Determine which category of aircraft the applicant intends to fly.

(1) If glider or free balloon, provide the applicant a copy of FAA Form 8710-1. Explain what must be filled out.

(2) If airplane or rotorcraft, determine if the applicant holds a valid medical certificate.

(a) If an applicant does not have a medical certificate, inform the applicant that a medical certificate must be obtained. Also, inform the applicant that the application may be resubmitted after obtaining the medical certificate. Advise the applicant to make an appointment with an aviation medical examiner for either the combined student pilot/medical certificate or a medical certificate only.

(b) If an applicant has a valid medical certificate, provide the applicant with FAA Form 8710-1. Explain what must be filled out.

D. **Review Application.** Verify that the application is filled out accurately and in ink (Figure 4-1).

(1) In Section I, ensure that the applicant has checked the box labelled "Student."

(2) Ensure the remainder of the application is filled out according to Chapter 1, Section 4 of this volume. Sections II and III do not have to be completed for issuance of an original student pilot certificate.

E. **Verify Applicant's Identity.** Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on FAA Form 8710-1. (See Chapter 1, Section 4, paragraph 5 of this handbook.)

(1) If the applicant's identity can be verified, proceed with issuing the certificate.

(2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to re-apply.

(3) If the applicant's identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at

falsification has been made, do not issue FAA Form 8710-2. See Related Task #182, Conduct a Violation Investigation.

F. Establish Eligibility.

(1) Determine if the applicant for a student pilot certificate meets the requirements regarding age, language, and medical qualifications (FAR § 61.83).

(2) If the applicant proposes to operate powered aircraft, check that the applicant has the required valid FAA Form 8500-8, Airman Medical Certificate. If the applicant proposes to operate only gliders and balloons, check that the applicant has completed the self medical certification portion of FAA Form 8710-1.

(3) If the applicant does not meet the requirements of FAR § 61.83, prepare FAA Form 8060-5 in duplicate (Chapter 1, Section 6). (Figure 4-2)

(a) Inform the applicant of the reasons for denial.

(b) Give an adequate explanation of how the applicant may correct the discrepancies.

G. Applicant Meets Requirements. If the applicant meets all of the requirements for a student pilot certificate --

(1) Prepare the certificate in duplicate (Figure 4-3) as per Chapter 1, Section 5.

(2) Sign and have the applicant sign, in ink, both the original and the carbon copy.

(3) Issue the original to the applicant.

(4) Inform the applicant that the certificate expires two years after the date it was issued, on the last day of the month.

(5) Enter the following operating limitations (when appropriate) on the space provided on the student pilot certificate:

(a) Enter "Gliders Only" or "Free Balloon Only" for an applicant who wants to operate only such aircraft.

(b) Enter "Not valid for flights requiring the use of English" for an applicant who does not read, speak, and understand English.

(c) Enter "Not valid for flights requiring the use of radio" if the applicant is hearing-impaired or speech-impaired.

(6) If the student pilot certificate is issued in a foreign country, see FAR § 61.13(a) and FAR Part 187, Appendix A.

(7) Complete inspector certification section and sign the reverse side of FAA Form 8710-1.

(8) Forward the file to AVN-460.

H. Subsequent Issuance.

(1) If a student pilot certificate has expired, follow the procedures for original issuance.

(2) If the allotted space for flight instructor endorsements is full on a valid student pilot certificate, issue a second student pilot certificate as follows:

(a) Clearly mark on the front of the second certificate, "For Record Purposes Only."

(b) Enter the same expiration date on the second certificate that is on the original certificate.

(c) Issue the original of the new certificate to the student and destroy the carbon copy.

I. Forward File.

(1) If the applicant was issued a student pilot certificate, forward the completed file to AVN-460. The file consists of:

(a) Completed, signed FAA Form 8710-1

(b) The carbon copy of FAA Form 8710-2

(2) If the applicant was issued a Notice of Disapproval, forward the completed, signed FAA Form 8710-1 and FAA Form 8060-5 to AVN-460.

J. **PTRS.** Complete FAA Form 8000-36 in accordance with the PTRS field office manual.

7. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

A. Student Pilot Certificate

B. Notice of Disapproval

9. FUTURE ACTIVITIES.

A. Applicant may be subject to an enforcement investigation if involved in an accident, incident, or possible violation of the FAR.

B. Upon expiration of an issued student pilot

certificate, the applicant may reapply for a reissuance.

C. Applicant may return for private pilot certification.

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

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved OMB No: 2120-0021

Airman Certificate and/or Rating Application

U.S. Department of Transportation
Federal Aviation Administration

I Application Information

Student Instrument Glider Ground Instructor
 Recreational Additional Aircraft Rating Lighter-Than-Air Medical Flight Test
 Private Airplane Single-Engine Flight Instructor _____ Initial _____ Renewal Reexamination
 Commercial Airplane Multiengine Flight Instructor Reinstatement Reissuance of _____ Certificate
 Airline Transport Rotorcraft Additional Instructor Rating Other _____

A. Name (First, Middle, Last) HAROLD LEE VARGAS **B. SSN** 123-45-6789 **C. Date of Birth** Mo. Day Year 01 08 49 **D. Place of Birth** DENVER COLORADO

E. Address 4042 ASPEN GROVE LANE
CITY, STATE, ZIP CODE DENVER, COLORADO 80194

F. Nationality Specify USA Other _____ **G. Do you read, speak and understand English?** Yes No

H. Height 71 in. **I. Weight** 175 Lbs. **J. Hair** BLACK **K. Eyes** BLUE **L. Sex** Male Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate? Yes No **If yes, has certificate ever been suspended or revoked?** Yes No **N. Grade Pilot Certificate** _____ **O. Certificate Number** _____ **P. Date issued** _____

Q. Do you hold a Medical Certificate? Yes No **R. Class of Certificate** _____ **S. Date issued** _____ **T. Name of Examiner** _____

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? No Yes **V. Date of Final Conviction** _____

W. Signature _____ **X. Date** _____

Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon

II Certificate or Rating Applied For on Basis of:

A. Completion of Required Test
1. Aircraft to be used (if flight test required) _____ 2a. Total time in this aircraft _____ hours 2b. Pilot in command _____ hours

B. Military Competence Obtained in
1. Service _____ 2. Date Rated _____ 3. Rank or Grade and Service Number _____
4. Has flown at least 10 hours as pilot in command during the past 12 months in the following military aircraft: _____

C. Graduate of Approved Course
1. Name and Location of Training Agency _____ 2. Agency School Number _____
3. Curriculum From Which Graduated _____ 4. Date _____

D. Holder of Foreign License Issued By
1. Country _____ 2. Grade of License _____ 3. Number _____
4. Ratings _____

III Record of Pilot time (Do not write in the shaded areas.)

	Total	Instrument 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 Airo-Tows	Number of Ground Launches	Number of Powered Launches	Number of Free Flights	
Airplane																			
Rotorcraft																			
Glider																			
Lighter Than Air																			
Training Device Simulator																			

IV Have you failed a test for this certificate or rating within the past 30 days? Yes No

V Applicant's Certification
I certify that the statements made by me on this application are true.

A. Signature John L. Hightower **B. Date** 9-19-90

FAA Use Only

EMP	REG	D.O.	SEAL	CON	ISS	ACT	LEV	TR	S.H.	SRCH	#RTE	RATING (1)	

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

FIGURE 4-2 FAA FORM 8060-5, NOTICE OF DISAPPROVAL

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION--FEDERAL AVIATION ADMINISTRATION NOTICE OF DISAPPROVAL OF APPLICATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT Bruce Allen Wayne 1989 Burton Place Los Altos, California 95127		CERTIFICATE OR RATING SOUGHT Student Pilot	
On the date shown, you failed the examination indicated below:			
<input type="checkbox"/> FLIGHT		<input checked="" type="checkbox"/> ORAL	
		<input type="checkbox"/> PRACTICAL	
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
Not applicable		PILOT-IN-COMM. OR SOLO	INSTRUMENT DUAL 5
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:			
Current third-class medical certificate			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.			
DATE OF EXAMINATION 10-19-92	SIGNATURE OF EXAMINER OR INSPECTOR <i>John S. Lightower</i>	DESIGNATION OR OFFICE NO. AEA-FSDO-09	
FAA Form 8060-5 (4-70)			

FIGURE 4-3 FAA FORM 8710-2, STUDENT PILOT CERTIFICATE

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		CERTIFICATE NO. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
STUDENT PILOT CERTIFICATE					
THIS CERTIFIES THAT <i>(Full name and address)</i> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>					
BIRTH DATE	HEIGHT IN	WEIGHT	HAIR	EYES	SEX
Has met the standards prescribed in Part 61 of the Federal Aviation Regulations for a Student Pilot Certificate.					
LIMITATIONS					
ISSUANCE DATE			EXPIRATION DATE		
ISSUED BY	SIGNATURE OF EXAMINER OR INSPECTOR			EXAM. DESIG. NO. OR INSPECTOR'S REG. NO.	
	DATE EXAMINER'S DESIG. EXPIRES:				
STUDENT PILOT'S SIGNATURE					
FAA Form 8710-2 (2-77) FORMERLY FAA FORM 8420-1					

