

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8700.15

Cancellation  
Date: 07/26/2002

## **SUBJ: Issuance of U.S. Pilot Certificates Based on a Foreign Pilot License**

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**1. PURPOSE.** On July 16, 2002, Flight Standards temporarily suspended the issuance of U.S. certificates on the basis of foreign pilot licenses until more detailed procedures could be developed for verifying the authenticity of the foreign certificate presented. This Notice provides interim guidance to Flight Standards Regional and District Offices for the issuance of pilot certificates and ratings based on an applicant's foreign pilot license (Title 14 Code of Federal Regulations (14 CFR) section 61.75). This Notice replaces the information and directives contained in FAA Order 8700.1, volume 2, chapter 29. Chapter 29 will be rewritten to reflect the information in this Notice and re-issued as part of a future change to FAA Order 8700.1. Upon receipt of this Notice FSDO's may resume the issuance of private pilot certificates on the basis of a foreign pilot license (§61.39(c)(1), §61.75, and §61.153(d)(3)) in accordance with the procedures set forth in this Notice.

**2. DISTRIBUTION.** This Notice is distributed electronically to all FAA Flight Standards Regional and District Offices and will be followed up by a printed copy of this Notice within six weeks to three months, pending the production schedule of the U.S. Government Printing Office.

**3. APPLICABILITY.** This Notice affects Flight Standards Regional and District Offices that issue U.S. pilot certificates and ratings to persons who apply on the basis of their foreign pilot licenses. Note that where the Notice attributes an action to an aviation safety inspector, it also applies to an aviation safety technician.

### **4. BACKGROUND.**

*A. General.* Section 61.75 allows a person to be issued a U.S. pilot certificate with private pilot privileges on the basis of a foreign pilot license that is at least equivalent to the U.S. private pilot certificate or at a higher pilot certification level. The foreign pilot license must have been issued by a foreign civil aviation authority that is a member state to the International Civil Aviation Organization (ICAO).

(1) A person who holds a valid foreign pilot license that is at least equivalent to the U.S. private pilot certificate or at a higher pilot certification level and issued by an ICAO member state may use that foreign pilot license as the basis for issuance of a private pilot certificate even if the issuing country is now defunct as long as some other licensing authority is now issuing licenses, e.g., The Russian Federation.

(2) Because of the changing world political situation and previously established country boundaries, a country may be an ICAO member but not included on the list provided in figure 1. The most current listing of ICAO member states may be found at: <http://www.icao.int/icao/en/members.htm>.

*B. English Language Requirements.* Early in the process of issuing a private pilot certificate on the basis of a foreign pilot license, the inspector must determine whether the applicant can read, speak, write, and understand the English language. Advisory Circular (AC) 60-28, "English Language Skill Standards Required by 14 CFR parts 61, 63, and 65," explains how to determine English language abilities required for pilot certification.

(1) If the applicant cannot read, speak, write, or understand the English language, then the inspector cannot issue a private pilot certificate on the basis of the foreign license.

(2) If the reason for the applicant's not being able to read, speak, write, and understand the English language is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), the inspector may place an operating limitation on the private pilot certificate. The operating limitation requires the person to be accompanied by another pilot who is qualified to serve as a pilot in command for the appropriate aircraft category, class, type (if class and type of aircraft is applicable), and operating privilege.

*C. Obtaining a U.S. Pilot Certificate.* A person may apply for a U.S. pilot certificate and associated ratings by one of the following methods:

(1) Section 61.39(c)(1) permits a person who holds a foreign-pilot license, issued by an ICAO member state and which authorizes at least the pilot privileges of the U.S. pilot certificate sought, to apply for an equivalent U.S. pilot certificate by having accomplished the required aeronautical experience, passed the appropriate knowledge test, and passed the appropriate practical test.

(2) Section 61.153(d)(3) permits a person who holds either a foreign airline transport pilot with the appropriate aircraft rating or a foreign commercial pilot license and an instrument rating with the appropriate aircraft rating, without limitations, and issued by an ICAO member state, to apply for a U.S. Airline Transport Pilot certificate with the appropriate aircraft rating by having accomplished the required aeronautical experience, passed the appropriate knowledge test, and passed the appropriate practical test.

(3) Section 61.75 permits a person who holds a foreign pilot license at least equivalent to the U.S. private pilot certificate or at a higher pilot certification level and issued by an ICAO member state, to apply for a private pilot certificate by complying with the application and certification procedures contained in this Notice. A person may be issued a private pilot certificate based on a foreign pilot license as follows:

(a) With no instrument privileges, for which neither a knowledge nor a practical test is required.

(b) With instrument privileges, provided the applicant has passed the Instrument-Foreign Pilot knowledge test and provided the applicant's foreign pilot license has the equivalent Instrument-[*Aircraft*] rating.

(c) With a standard instrument rating, for which the person takes the Instrument-[*Aircraft: Airplane, Helicopter, or Powered lift, as appropriate*] knowledge test and the Instrument-[*Aircraft:*

*Airplane, Helicopter, or Powered lift*, as appropriate] practical test and then the U.S. pilot certificate will be issued with the notation "U.S. TEST PASSED."

(4) A person may obtain a U.S. pilot certificate without relying on their foreign pilot license by accomplishing the required training, instructor endorsements, aeronautical experience, passing the appropriate knowledge test, and passing the appropriate practical test as required by the pilot certification requirements contained in 14 CFR part 61. However, if a person holds a standard U.S. pilot certificate first, that person may not apply for a U.S. pilot certificate on the basis of a foreign certificate (see 14 CFR §61.75(b)(3)).

**NOTE:** A person who applies for a U.S. pilot certificate by accomplishing the appropriate pilot certification requirements of part 61 and also holds a private pilot certificate issued under §61.75 need not surrender that U.S. pilot certificate. There have been isolated incidences where examiners have erroneously required a person to surrender the U.S. pilot certificate when making application for the standard U.S. pilot certificate. It is permissible for a person to hold both a private pilot certificate issued under §61.75 and a standard U.S. pilot certificate.

(5) A person who holds a commercial pilot certificate that was issued under §61.75 before August 4, 1997, may continue to hold that pilot certificate; however, any additional ratings applied for on or after August 4, 1997, shall be issued at the private pilot certification level only.

*D. Pilot Certificate Requirements.*

(1) Section 61.3 permits foreign registered aircraft to be operated within the United States by a pilot holding a valid foreign pilot license issued by the foreign country where the aircraft is registered.

(2) A U.S.-registered civil aircraft may be operated within a foreign country by a pilot holding a foreign pilot license issued by that foreign country.

(3) A person may not act as a required pilot crewmember of a U.S.-registered civil aircraft in the United States unless that person holds a U.S. pilot certificate with the appropriate aircraft ratings and privileges.

*E Knowledge Test Failures.* A person who fails the Instrument-Foreign Pilot knowledge test will be required to receive additional training and receive an instructor endorsement in order to re-apply for the Instrument-Foreign Pilot knowledge test, in accordance with §61.49.

*F. U.S. Pilot Certificates that may be Issued to a Person who Holds a Foreign Pilot License.*

(1) There are three kinds of U.S. pilot certificates that may be issued to a person who holds a foreign pilot license as per §61.75. These U.S. pilot certificates are:

(a) A private pilot certificate based on a valid foreign pilot license that is at least equivalent to the U.S. private pilot certificate or at a higher pilot certification level.

(b) A commercial pilot certificate that was issued before August 4, 1997, and was based on a foreign pilot license at least equivalent to the U.S. commercial pilot certificate or at a higher pilot certification level. After August 4, 1997, a person who applies for a pilot certificate on the basis of holding a foreign pilot license may only be issued a private pilot certificate. After August 4, 1997, all

ratings issued on a U.S. pilot certificate shall only be issued at the private pilot certification level, and the ratings on the foreign pilot license for which the person is applying for to be placed on the U.S. pilot certificate must be at least equivalent to the U.S. private pilot certificate or at a higher pilot certification level.

(c) A standard U.S. pilot certificate issued after the person has accomplished the required training, instructor endorsements, aeronautical experience, passed the appropriate knowledge test, and passed the appropriate practical test as required by the pilot certification requirements contained in part 61.

(d) A standard U.S. pilot certificate in accordance with §61.39(c)(1).

(2) A holder of a foreign pilot license at least equivalent to the U.S. private pilot certificate or at a higher pilot certification level may hold both a U.S. private pilot certificate and a standard U.S. pilot certificate at the same time, provided the U.S. private pilot certificate was obtained before the pilot satisfied the part 61 pilot certification requirements.

(3) If the FAA is unable to determine if a person meets the appropriate pilot certification eligibility requirements for the pilot certificate or rating, the agency is not obligated to issue the pilot certificate and/or rating until the information can be properly determined.

#### *G. Ratings Issued.*

(1) A private pilot certificate issued on the basis of a foreign pilot license at least equivalent to the U.S. private pilot certificate or at a higher pilot certification level should bear the §61.5 equivalent of the ratings on the foreign pilot license. However, an instrument rating may only be issued if:

(a) the foreign pilot license on which the certificate is based has instrument privileges on it; and

(b) the person passes the Instrument-Foreign Pilot knowledge test on 14 CFR part 91, subpart B, that relates to instrument flight rules (IFR) operational procedures.

(2) In some cases, determining the equivalent rating may be difficult. Several foreign countries categorize pilot ratings and limitations by horsepower or engine type. The inspector should telephone the Certification Branch, AFS-840, in the General Aviation and Commercial Division (202-267-8196), if in need of assistance.

(3) When a private pilot certificate is issued on the basis of a foreign pilot license and the foreign pilot license has instrument rating/privileges, in order for that person to receive instrument privileges on the U.S. pilot certificate, the person must pass either the Instrument-Foreign Pilot knowledge test or the standard instrument rating knowledge test and the standard instrument rating practical test (see §61.65).

**\*NOTE:** If the applicant's U.S. private pilot certificate has not been issued with instrument privileges, then the issuing Flight Standards District Office will advise the applicant that he or she may not serve as a required pilot crewmember of a U.S.-registered aircraft under instrument flight rules (IFR) when exercising the privileges of that U.S. private pilot certificate. When the applicant passes the Instrument-Foreign Pilot knowledge test, instrument privileges will be granted on the U.S. pilot certificate. Passage of the Instrument-Foreign Pilot knowledge test does not qualify a person for the notation "U.S. TEST PASSED" for the instrument rating.

(4) To qualify for the notation "U.S. TEST PASSED" for the addition of an aircraft or instrument rating to a U.S. pilot certificate, the person must accomplish the appropriate aeronautical experience, pass the knowledge test (if applicable), and pass the practical test as required under part 61. Each rating added to the temporary U.S. pilot certificate will have the notation "U.S. TEST PASSED" following the rating to which the notation applies. The required aeronautical experience must be shown on FAA Form 8710-1, "Airman Certificate and/or Rating Application." Do not indicate "U.S. TEST PASSED" on the temporary pilot certificate if only the Instrument-Foreign Pilot knowledge test was passed.

(5) When type ratings are shown on a private pilot certificate issued on the basis of a foreign pilot license, aircraft type ratings will be limited to VFR only if the person has not demonstrated instrument privileges in that type of aircraft.

*H. Medical Endorsement or Certificate.* A person applying for a U.S. pilot certificate must submit evidence that he or she currently meets the medical standards for the foreign pilot license on which the application for the pilot certificate is based (§61.75(f)). Some foreign civil aviation authorities enter periodic medical endorsements on their foreign pilot licenses which affect its currency. Therefore, if the foreign pilot license must have a medical endorsement to make it valid, an FAA medical certificate alone will not satisfy the regulations. In cases when a medical endorsement is not used, a current medical license from the person's foreign medical examiner or a current 14 CFR part 67 medical certificate will satisfy the requirement. If the person's foreign pilot license shows a medical endorsement, the person should enter the word "endorsement" on the FAA Form 8710-1 in Section I, block R, or the equivalent class of medical certificate, if using Airman Certification and/or Rating Application (ACRA), and the date of that endorsement in block S. If the name of the examiner who administered the medical endorsement is unknown to the applicant because the physical was administered by the foreign civil aviation authority then simply state "Civil Aviation Authority" in block T.

*I. Duration.* A U.S. pilot certificate issued on the basis of a foreign pilot license remains in effect as long as the foreign pilot license used to obtain the U.S. pilot certificate is valid.

*J. Renewal.* A U.S. pilot certificate issued on the basis of a foreign pilot license before November 1, 1973, may be reissued at any time upon compliance with the appropriate requirements of §61.75.

*K. Flight Instructor Certificates.* A flight instructor certificate or an additional rating on a flight instructor certificate may not be issued on the basis of any foreign flight instructor rating or certificate. A flight instructor certificate will only be issued to a person who meets the appropriate requirements of part 61, subpart H.

**\*NOTE:** A person who holds a U.S. commercial pilot certificate which was issued before August 4, 1997, and with ratings also at the commercial pilot certification level for the flight instructor rating sought, may use that U.S. commercial pilot certificate for meeting the prerequisite eligibility requirement of §61.183(c). The old §61.75(i), which prohibited the use of the U.S. commercial pilot certificate for applying for a flight instructor certificate, was deleted in the rewrite of part 61 (effective August 4, 1997). That deletion of the old §61.75(i) was intentional. However, the person who applies for a U.S. flight instructor certificate and ratings would still be required to comply with the appropriate flight instructor certification requirements of part 61, subpart H.

*L. Added Ratings.* If the person requests that a rating be added to his or her U.S. pilot certificate on the basis of meeting the appropriate pilot certification requirements of part 61 (i.e., the practical test, and the knowledge test, if a knowledge test is applicable to the rating sought), those requirements must be

accomplished before the issuance of that additional rating. However, if the person requests that a rating be added to the U.S. pilot certificate on the basis of that rating having been added to his or her foreign pilot license, then no knowledge test or practical test is required.

*M. Flying Clubs.* A foreign pilot license issued by a flying club under a specific delegation of the foreign civil aviation authority of an ICAO member state is acceptable for the issuance of a private pilot certificate under §61.75. For example, several countries may delegate the authority to issue glider pilot certificates to members of their national gliding clubs.

*N. British Territories.* The British territories listed in figure 2 are authorized by the British Colonial Air Navigation Order of 1961, as amended. This Order authorizes the Territories to issue their own pilot licenses (not U.K. licenses). British Territory certificates usually bear the name of the territory where they were issued, and the Territories are identified in the Colonial Air Navigation Order under the year of its most recent amendment. Certificates issued by the British Territories are acceptable for the issuance of the U.S. pilot certificate based on a foreign license.

*O. JAR-FCL.* Since July 1, 1999, some States that are members of the European Joint Aviation Authorities (JAA) have begun issuing licenses entitled JAR-FCL (Joint Aviation Regulation-Flight Crew Licensing) licenses. These licenses are based upon new licensing regulations developed by JAA Member States through the JAA and subsequently adopted by each JAA Member State.

(1)It is important to note that a JAR-FCL license will be issued by a State's Civil Aviation Authority and not by the JAA itself.

(2)A listing of JAA Member States, as of the date of this notice, is contained in figure 3. Current listings of JAA Member States may be found at the JAA web site at [www.jaa.nl](http://www.jaa.nl).

(3)The individual JAA Member States are at varying levels of implementation of JAR-FCL regulations, so some JAA Member States may still be issuing their own National licenses. Further, National licenses issued by a JAA Member State before a State's implementation of JAR-FCL may still be valid for use within that JAA Member State and thus acceptable for issuance of a FAA certificate on the basis of §61.75 provided that such licenses meet FAA regulatory requirements for license issue. Any questions concerning a JAR-FCL license should be directed to the Flight Standards Programs and Policy Office, AFS-50.

*P. U.K. Licenses.* The U.K. issues both JAR-FCL licenses, described above in paragraph O, and National U.K. licenses. The section below describes U.K. National licenses or variations listed on the JAR-FCL license.

(1)Both National licenses and JAR-FCL licenses issued by the UK Civil Aviation Authority are all printed on white background security paper, but the color of the cover follows the ICAO Annex 1 convention. This, PPL(A) is light brown (tan), CPL(A) blue, and ATPL(A) green. The BCPL(A) also has the same blue cover as the CPL(A) but has a different title. Helicopter licenses are also variously colored with PPL(H) light gray, CPL(H) dark gray, and ATPL(H) white. A flight engineer license has a dark brown cover. The data contained on each U.K. license is identified numerically. The Roman numeral II describes the license held. If a Flight Standard District Office is asked to issue a U.S. certificate on the basis of a U.K. license and it is not possible to determine which privileges are applicable, the person will be required to provide the necessary information before completion of the pilot certification process.

(2) The U.K. CPL(A) and ATPL(A), issued before July 1, 1999, are the only U.K. issued commercial license equivalent to both the U.S. and ICAO respective pilot certification requirements. A private pilot certificate with the appropriate ratings may be issued on the basis of a U.K. CPL(A). With the implementation of JAR-FCL in the U.K., the U.K. now issues a JAR-FCL CPL. Further, the U.K. now issues a JAR-FCL CPL(A) or (H) restricted to U.K. registered aircraft. This is a fully-compliant ICAO license but the holder must meet some U.K. requirements rather than JAR-FCL requirements for issue of the license.

(3) When issuing a private pilot certificate that is based on a British CPL, a thorough examination of the FAA Form 8710-1 application must be made to determine the privileges and limitations on each license. Those persons who hold a restricted or non-restricted basic commercial pilot license (BCPL(A)) are qualified for the issuance of a U.S. private pilot certificate as both the restricted BCPL(A) and the BCPL(A) requirements meet or exceed the ICAO private pilot license standards. The restricted U.K. BCPL(A) is no longer issued in the U.K. but may still be in use.

(a) The restricted BCPL(A) is limited to private pilot privileges only. The license was introduced to allow existing U.K. flight instructors and assistant flight instructors holding only private pilot licenses to continue to instruct for remuneration without having to obtain a full BCPL(A). The restricted BCPL(A) requirements meet or exceed the ICAO private pilot license standards.

(b) The non-restricted BCPL(A) was issued to pilots who wished to conduct flight instruction or other types of aerial work, except for public transport, for remuneration. This U.K. license does not meet the requirements of a full-fledged U.K. CPL, a U.S. commercial pilot certificate, or ICAO standards. However, the BCPL-A requirement meets or exceeds the ICAO private pilot license standards.

(4) The U.K. CAA may issue an IMC (instrument meteorological conditions) rating. Holders of the British instrument meteorological conditions (IMC) privilege are not qualified to receive a U.S. instrument rating for the following reasons. The IMC privilege is not as high a level of qualification as the instrument rating, and confers no privileges for flights requiring compliance with IFR. IMC privileges can be used only within the U.K. Therefore, a holder of the IMC privilege is not eligible to take the Instrument Foreign Pilot knowledge test or to be issued a U.S. instrument rating.

(5) Beginning August 1, 2002, the U.K. CAA will issue a National PPL(A) for single engine aeroplanes, motor gliders, and micro-light aircraft. This license does not meet ICAO standards. It is the equivalent of the FAA recreational license only and does not require an ICAO medical, only a Declaration of Health signed by the holder's general practitioner.

(6) The U.K. CAA issues JAR-FCL medical certificates for ATPL, CPL, and some PPL licenses. The U.K. CAA issues a national medical certificate for commercial balloon licenses and a declaration of health for national PPL license, private level balloon licenses, and micro-lights. Both the JAR-FCL medical and the national medical certificates meet ICAO medical standards. The declaration of health does not meet ICAO medical standards. The duration period for the U.S. medical certificate is addressed in §61.23. When a person is exercising the privileges of a private pilot certificate, that person must comply with the appropriate medical certification requirements of 14 CFR § 61.23.

*Q. Other Known Differences of Some Foreign Pilot Licenses and Ratings.*

(1)The German glider pilot license requires a person to hold a medical license/endorsement when exercising the privileges of their German glider pilot license. That person must also comply with the German medical license/endorsement requirements when exercising the privileges of a private pilot certificate, issued under §61.75, for the glider rating (§61.75(e)(3)).

(2)Holders of a Spanish instrument meteorological conditions (IMC) privilege are not qualified to receive a U.S. instrument rating because the IMC privilege is not as high a level of qualification as a U.S. instrument rating and confers no privileges for flights requiring compliance with IFR. The Spanish IMC privilege is only authorized for use within Spain. Therefore, the holder of the Spanish IMC privilege is not eligible to take the Instrument-Foreign Pilot knowledge test or to be issued a U.S. instrument rating.

(3)Belgium issues some private pilot licenses with the notation, "Restricted." This limitation restricts the person to Belgian airspace only. This pilot license parallels the U.S. recreational pilot certificate, i.e., it means the person has not met the cross-country aeronautical experience and training requirements of ICAO. Do not issue a private pilot certificate under §61.75 to a person who holds a Belgian private pilot license with the notation "Restricted" on it.

(4)Some foreign pilot licenses contain a restriction that prohibits the person from operating an aircraft at night. As an example, some foreign civil aviation authorities require their citizens to hold an instrument rating and/or a night flying privilege in order to operate an aircraft at night. That person must also comply with that night operating restriction of their foreign pilot license when exercising the privileges of a private pilot certificate issued under §61.75 (see §61.75(e)(3)).

(5)Some foreign civil aviation authorities (i.e., New Zealand and Australia) issue private pilot licenses which specifically limit the pilot to a specific make and model of aircraft or which specifically limit the pilot from carrying any passengers. Those persons must also comply with the make and model aircraft and passenger carrying restriction of their foreign pilot license when exercising the privileges of a private pilot certificate issued under §61.75 (see §61.75(e)(3)).

(6)Some foreign civil aviation authorities have issued pilot licenses which do not identify the grade of pilot license. In those cases, do not issue a private pilot certificate on the basis of that certificate. The holder of that foreign pilot license has not met the ICAO requirements to be issued a private pilot certificate under §61.75.

(7)Some foreign civil aviation authorities have issued pilot licenses which limit the person to second in command privileges only. Do not issue a private pilot certificate on the basis of that certificate. The holder of that foreign pilot license has not met the ICAO requirements to be issued a private pilot certificate under §61.75.

(8)Some foreign civil aviation authorities issue "Micro-Light Aircraft" pilot licenses. A "Micro-Light Aircraft" pilot license does not meet ICAO standards for a private pilot license. Do not issue a private pilot certificate to a person who holds a "Micro-Light Aircraft" pilot license.

(9)Mexico issues a type rating for each series of the make and model of an aircraft. For example, they do not issue a DC-9 type rating that covers all the various series as the FAA does. Mexico issues a specific rating, such as DC-9-15 or Boeing 737-300. Therefore, when an inspector places a type rating



on a U.S. pilot certificate based on a Mexican one, he or she needs to specify the series as it appears on the Mexican license.

R. Since the terrorist attacks on the United States on September 11, 2001, the FAA is more closely scrutinizing persons who are applying for a U.S. pilot certificate/rating and those who hold a U.S. pilot certificate/rating. However, the FAA has always had a regulatory basis for denying certification to foreign applicants, as per §61.13(a)(2)(ii), which says, in part, a person "...who is neither a citizen of the United States nor a resident alien of the United States...may be refused issuance of any U.S. airman certificate, rating, or authorization..." Additionally, per Title 49 U.S.C. §44709(b)(1)(A), "...The Administrator may issue an order amending, modifying, suspending, or revoking...any part of a certificate issued under this chapter if...the Administrator decides after conducting a re-inspection, reexamination, or other investigation that safety in air commerce or air transportation and the public interest require that action..." The key language in Title 49 U.S.C. §44709(b)(1)(A) is where it states "...other investigation that safety in air commerce or air transportation and the public interest require that action..." This gives the FAA the right to initiate an action to suspend or revoke an airman certificate when the FAA believes that "...safety in air commerce or air transportation and the public interest require that action..."

S. *Initial Step in the Application Process with the FAA's Airmen Certification Branch, AFS-760.* This process is new to the methodology of issuing a U.S. pilot certificate on the basis of a foreign license. Inspectors need to become familiar with this process in order to advise applicants of the new procedures.

(1) A person who is applying for a U.S. pilot certificate/rating on the basis of a foreign license must be informed that he or she should try to pre-apply for that pilot certificate at least 60 days before arriving at the designated FAA FSDO where the applicant expects to receive the U.S. pilot certificate. This initial application step is the responsibility of the applicant and not the FSDO, and the FSDO may explain to the applicant how the entire application process works. The FSDO does not accept the initial application documents nor should the FSDO accept a completed FAA Form 8710-1 until after the authentication has taken place. The applicant may begin the application process in one of two ways.

(a)The applicant may submit a legible, hand-written or type-written letter with specific information and certain required documents.

(b)The applicant may submit the required information using an optional form developed by the Airman Certification Branch, AFS-760 (figure 4). The applicant may download the instructions for the initial application process and the optional verification of authenticity form from AFS-760's web site at: <http://registry.faa.gov>. Note that this is an optional form, not an official one, and that the applicant chooses whether to use the form or a letter.

(2)The applicant sends the completed form or letter with appropriate documents to the FAA's Airmen Certification Branch, AFS-760, P.O. Box 25082, Oklahoma City, OK 73125. AFS-760's FAX number is (405) 954-4105. At this time, the pre-application documents cannot be sent electronically.

(3)The information submitted to AFS-760 by the applicant must include the following information and documentation:

(a)The name of the person.

(b) The permanent home of record of the person. If the person wishes to have the verification of the authenticity letter, issued by the FAA's Airmen Certification Branch, AFS-760, delivered to a temporary mailing address, that applicant shall indicate his or her desires on a separate statement attached to the pre-application form or letter.

(c) The country of issuance of the person's foreign pilot license.

(d) The location of the FAA Flight Standards District Office where the person intends to make application for his or her U.S. pilot certificate. (The applicant will only be able to obtain the U.S. certificate after authentication from the FSDO he or she specifies.)

(e) A statement that his or her foreign pilot license is not under an order of suspension or revocation or make the statement on the Verification of Authenticity form.

(f) A legible copy of all pages of the foreign pilot license.

(g) A legible English transcription of the foreign pilot license, if the license is not in English.

(h) A legible copy of the foreign medical license/endorsement, as appropriate.

(i) A legible photocopy of a driver's license or passport or other picture identification.

*T. Duties and Responsibilities of the FAA's Airmen Certification Branch, AFS-760.* The FAA's Airmen Certification Branch, AFS-760, is responsible for:

(1) Verifying the authenticity of the person's foreign pilot license and medical license with the foreign civil aviation authority.

(2) Ensuring the person's foreign pilot license and medical license is not under an order of suspension or revocation.

(3) Issuing the verification of authenticity letter to the designated Flight Standards District Office and a copy to the applicant. (The verification of authenticity letter expires 60 days from the date on the letter.)

*U. Temporary Mailing Address.* A temporary mailing address for delivery of the pilot certificate may be indicated on a separate statement attached to the pre-application letter. However, the address required for official record purposes as shown on the FAA Form 8710-1 application must represent the person's actual permanent residential street address, including apartment number, etc., when appropriate. An alternate mail delivery service address (commercial mail box provider), flight school, airport office, etc., is not acceptable. A post office box or rural route number is not acceptable as permanent residence on an application unless there are unavoidable circumstances that require such an address. A person, residing on a rural route, in a boat or mobile (recreational) vehicle, or in some other manner that requires the use of a post office box or rural route number for an address, must attest to the circumstances by signing a statement on a separate sheet of paper. The information provided must include sufficient details to ensure identification of the geographical location of the person's residence. If necessary to positively identify the place of residence, the person will be required to provide a hand-drawn map that clearly shows the location of his/her residence. When the residence is a boat or other mobile vehicle, the registration number, tag number, etc., and dock or park location must be provided.

## 5. PROCEDURES

### A. Prerequisites and Coordination Requirements.

(1)*Prerequisites.* This task requires knowledge of U.S. pilot certification requirements contained in part 61 and FAA policies and qualification as an aviation safety inspector-operations.

(2)*Coordination.* This task may require coordination with the Airmen Certification Branch, AFS-760, or the Certification Branch, AFS-840.

### B. References, Forms, and Job Aids.

#### (1)*References.*

- 14 CFR parts 1, 61, 91, and 187
- PTRS Procedures Manual (PPM)

#### (2)*Forms.*

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8060-4, Temporary Pilot Certificate
- FAA Form 8710-1 Airman Certificate and/or Rating Application
- FAA Form 8060-5, Notice of Disapproval of Application

#### (3)*Job Aids.*

- Sample letters and figures

### C. Procedures.

(1)*Applicant Arrives at FSDO.* Determine if FSDO has received the verification of authenticity letter from AFS-760.

(a)If there is no verification of authenticity letter on file, advise the applicant of the pre-application process as per paragraph 4S above and provide the applicant with the FAQ in figure 5. Do not process FAA Form 8710-1 at this time.

(b)If there is a verification of authenticity letter on file, proceed with the application process.

#### (2)Application Process of Person with Verification of Authenticity Letter.

(a)Open PTRS.

(b)Verify that the authenticity letter is still valid (within 60 days of date on letter).

(i) If the authenticity letter is still valid, review the applicant's FAA Form 8710-1.

(ii) If the authenticity letter is no longer valid (more than 60 days from the date on the letter), advise the applicant that he or she must pre-apply again with AFS-760. Close PTRS.

(3) Review the completed FAA Form 8710-1.

(a) Assure it is filled out accurately and in ink. (The instructions for completing the FAA Form 8710-1 application are attached to the application.)

(b) In Section I, "Application Information," assure that the applicant has checked "Private." If the applicant desires instrument privileges on the U.S. pilot certificate, assure that the applicant has also checked "Instrument."

(c) Assure that Section II, Blocks A through V, have been completed.

(d) Assure that Section III, "Record of Pilot Time," has been completed.

(e) Ensure that Sections IV and V have been completed.

(f) Have the applicant make any necessary corrections if any of the above items are not accurate or complete.

(4) Verify that the applicant has the following documents with the completed FAA Form 8710-1:

(a) The person's foreign pilot license. A legible English transcription of the foreign pilot license, if the foreign pilot license is not in English, is acceptable.

(b) Permanent home of record of the person. (Refer to the note after paragraph 4S(3)(b) of this Notice.)

(c) U.S. pilot certificate issued under §61.75 (if for re-issuance).

(d) A copy of the foreign medical endorsement/foreign medical license, as appropriate, or a 14 CFR part 67 medical certificate.

(e) Knowledge test results, if knowledge test results are applicable.

(f) Verifiable and positive identification of the person, e.g., driver's license, passport, or other acceptable means of identification with a photograph and physical description.

(g) Attach the original verification of authenticity letter issued by the FAA's Airmen Certification Branch, AFS-760.

(5) Determine ICAO Member State status.

(a) Note the country in Section II, Block D1, of the FAA Form 8710-1 application.

(b) Compare the country listed with figure 1 to determine if the country is an ICAO member state. If there is any question about a country's status, check the listing of current ICAO member states located at <http://www.icao.int/icao/en/members.htm>.

(i) If the country is not an ICAO member state, inform the applicant that the U.S. certificate cannot be issued and return all submitted documents to the applicant. Close out PTRS.

(ii) If the country is an ICAO member state, verify the applicant's identity.

(6) Verify the Applicant's Identity.

(a) Establish the person's identity with some form of government-issued photo identification (driver's license, passport, etc.).

(b) Compare the identification with the information provided on the FAA Form 8710-1 application.

(i) If the person's identity cannot be verified for lack of documentation or inadequate documentation, request that the person return with the appropriate identification.

(ii) If the person's identity appears to be falsified, do not proceed. (See FAA Order 8700.1, volume 2, Chapter 182).

(c) Review the verification of authenticity letter (should be the original letter) that was sent to the applicant by the FAA's Airmen Certification Branch and compare it to the information provided by the applicant on FAA Form 8710-1.

(i) If the information does not match, do not proceed. (See FAA Order 8700.1, volume 2, Chapter 182).

(ii) If the information matches, proceed to establish the applicant's eligibility.

(7) Establish the Applicant's Eligibility.

(a) Review the applicant's foreign pilot license for the following:

(i) Ensure the information on the foreign pilot license is the same as the information provided in the person's identification and in Section II(D) of the FAA Form 8710-1 application.

(ii) Ensure the applicant holds the ratings which he or she is applying for by comparing it to the ratings held on the foreign pilot license.

(iii) If the person is requesting an instrument rating, ensure that the applicant's foreign pilot license authorizes instrument privileges that are equivalent to the U.S. instrument rating. If the applicant needs to take the Instrument-Foreign Pilot knowledge test, refer the applicant to a computer testing center and explain that he or she will have to reapply for the instrument privileges once that test has been passed.

(iv) Verify that the applicant has passed the Instrument-Foreign Pilot knowledge test.

(v) Review the person's medical endorsement/certificate to determine if it is valid.

(b) If an applicant is not eligible for the U.S. pilot certificate and/or rating sought, or if a discrepancy exists in any of the items indicated above, return the FAA Form 8710-1 and any submitted

documents to the person. Inform the person why he or she is not eligible and explain how to obtain the certificate and/or ratings sought. Close out PTRS.

(c) If a person is found not to be eligible for the U.S. pilot certificate because the person was unable to read, speak, write, or understand the English language, issue a Notice of Disapproval of Application, FAA Form 8060-5.

**NOTE:** The reason that the FAA Form 8060-5 needs to be issued is so the failure will be recorded and on file with the FAA's Airmen Certification Branch, AFS-760. Properly recording the failure is needed when and if the person re-applies for the U.S. pilot certificate, for example at another FAA Flight Standards District Office or with FAA Representatives who are located in a U.S. Embassy overseas.

(d) If the applicant is eligible for the U.S. certificate, issue the certificate.

(8) Issue the private pilot certificate as follows:

(a) Prepare FAA Form 8060-4 in duplicate, indicating the grade of pilot certificate in Block IX.

(b) Enter the equivalent of the foreign pilot license category, class, and type ratings (if applicable) in Block XII (see §61.5).

(c) If the person is eligible for instrument privileges, enter the appropriate instrument rating:

(i) INSTRUMENT-AIRPLANE

(ii) INSTRUMENT-HELICOPTER

(iii) INSTRUMENT-POWERED LIFT

(d) Enter "ISSUED ON THE BASIS OF AND VALID ONLY WHEN ACCOMPANIED BY [NAME OF COUNTRY] PILOT LICENSE NO. [NUMBER FROM FOREIGN PILOT LICENSE]" under the ratings in Block XII.

(e) Enter the following operational limitations (when and if appropriate) in Block XIII:

(i) "NOT AUTHORIZED TO ACT AS A PILOT IN COMMAND" if the person does not read, speak, write, and understand the English language because of medical reasons, as permitted under §61.75(b)(5).

(ii) For a U.S. commercial pilot certificate (except for the glider or the lighter-than-air ratings) that were issued before August 4, 1997, continue to enter "NOT VALID FOR THE CARRIAGE OF PERSONS OR PROPERTY FOR COMPENSATION OR HIRE OR FOR AGRICULTURAL AIRCRAFT OPERATIONS."

(iii) Enter the limitation "VFR ONLY" following any type rating if the person has not passed either the Instrument Foreign Pilot knowledge test or the standard instrument rating knowledge test and the standard instrument rating practical test (see 14 CFR §61.65).

(f) Sign, and have the applicant sign, the original and duplicate copy of FAA Form 8060-4 in ink.

(g) Issue the duplicate copy to the applicant.

(h) Inform the applicant that a permanent certificate will be sent to the permanent address. If the applicant wants the certificate to be mailed to a different mailing address, have the applicant complete a written request containing the mailing address. Attach the request to FAA Form 8710-1 application.

(i) Return any submitted documents not needed for the certification package.

(9) Advise the applicant about the rules and requirements contained in 14 CFR part 61 "Certification: Pilot, flight instructors, and ground instructors" and in 14 CFR part 91 "General Operating and Flight Rules;" for example, flight review requirements, recency of experience requirements, required logbook entries, etc.

(10) Complete the certification file as follows:

(a) Complete the Aviation Safety Inspector or Technician Report section on the reverse side of FAA Form 8710-1.

(b) Check the following boxes, as applicable:

(i) Approved or Disapproved

(ii) Certificate or Rating Based on Foreign License

(c) Date and sign FAA Form 8710-1 application, enter the ASI's pilot certificate number, and enter the FAA District Office identifier.

(d) Check the applicable boxes in the Attachments section.

(e) Complete the Airman's Identification (ID) area of FAA Form 8710-1.

(f) Attach the appropriate documents to FAA Form 8710-1.

(g) Forward the completed pilot certification file to the FAA's Airmen Certification Branch, AFS-760.

(11) Close PTRS..

D. TASK OUTCOMES. Completion of this task could result in the issuance of:

- Temporary U.S. Pilot Certificate.
- Notice of Disapproval of Application, FAA Form 8060-5.

*E.* FUTURE ACTIVITIES.

- Issue the same applicant another grade of certificate or additional category, class, or type ratings.
- Process an enforcement investigation if the application was falsified.

**6. ACTION.** Inspectors should remove chapter 29 and all its figures from FAA Order 8700.1, volume 2, and replace it with this notice.

**7. INFORMATION.** Any questions or requests for additional information should be directed to the Certification Branch, AFS-840, (202) 267-8196.

Original Signed by

Louis C. Cusimano for

James J. Ballough  
Director, Flight Standards Service



**FIGURE 1—ICAO Member States**

The most current listing of ICAO member states may always be found on the Internet at: <http://www.icao.int/icao/en/members.htm>. Countries names are presented in English (bold face type), French, and Spanish.

**Afghanistan**/Afghanistan/Afganistán

**Albania**/Albanie/Albania

**Algeria**/Algérie/Argelia

**Andorra**/Andorre/Andorra

**Angola**/Angola/Angola

**Antigua and Barbuda**/Antigua-et-Barbuda/Antigua y Barbuda

**Argentina**/Argentine/Argentina

**Armenia**/Arménie/Armenia

**Australia**/Australie/Australia

**Austria**/Autriche/Austria

**Azerbaijan**/Azerbaïdjan/Azerbaïyán

**Bahamas**/Bahamas/Bahamas

**Bahrain**/Bahrein/Bahrein

**Bangladesh**/Bangladesh/Bangladesh

**Barbados**/Barbade/Barbados

**Belarus**/Bélarus/Belarús

**Belgium**/Belgique/Bélgica

**Belize**/Belize/Belice

**Benin**/Bénin/Benin

**Bhutan**/Bhoutan/Bhután

**Bolivia**/Bolivie/Bolivia

**Bosnia and Herzegovina**/Bosnie-Herzégovine/Bosnia y Herzegovina

**Botswana**/Botswana/Botswana

**FIGURE 1—Continued****Brazil/Brésil/Brasil****Brunei Darussalam/Brunéi Darussalam/Brunei Darussalam****Bulgaria/Bulgarie/Bulgaria****Burkina Faso/Burkina Faso/Burkina Faso****Burundi/Burundi/Burundi****Cambodia/Cambodge/Camboya****Cameroon/Cameroun/Camerún****Canada/Canada/Canadá****Cape Verde/Cap-Vert/Cabo Verde****Central African Republic/République centrafricaine/República Centroafricana****Chad/Tchad/Chad****Chile/Chili/Chile****China/Chine/China****Colombia/Colombie/Colombia****Comoros/Comores/Comoras****Congo/Congo/Congo****Cook Islands/Îles Cook/Islas Cook****Costa Rica/Costa Rica/Costa Rica****Côte d'Ivoire/Côte d'Ivoire/Côte d'Ivoire****Croatia/Croatie/Croacia****Cuba/Cuba/Cuba****Cyprus/Chypre/Chipre****Czech Republic/République tchèque/República Checa****Democratic People's Republic of Korea/République populaire démocratique de Corée/República**

Popular Democrática de Corea

**FIGURE 1—Continued****Democratic Republic of the Congo/République démocratique du Congo/República Democrática del**

Congo

**Denmark/Danemark/Dinamarca****Djibouti/Djibouti/Djibouti****Dominican Republic/République dominicaine/República Dominicana****Ecuador/Équateur/Ecuador****Egypt/Égypte/Egipto****El Salvador/El Salvador/El Salvador****Equatorial Guinea/Guinée équatoriale/Guinea Ecuatorial****Eritrea/Érythrée/Eritrea****Estonia/Estonie/Estonia****Ethiopia/Éthiopie/Etiopía****Fiji/Fidji/Fiji****Finland/Finlande/Finlandia****France/France/Francia****Gabon/Gabon/Gabón****Gambia/Gambie/Gambia****Georgia/Géorgie/Georgia****Germany/Allemagne/Alemania****Ghana/Ghana/Ghana****Greece/Grèce/Grecia****Grenada/Grenade/Granada****Guatemala/Guatemala/Guatemala****Guinea/Guinée/Guinea****Guinea-Bissau/Guinée-Bissau/Guinea-Bissau**

**FIGURE 1—Continued****Guyana/Guyana/Guyana****Haiti/Haïti/Haití****Honduras/Honduras/Honduras****Hungary/Hongrie/Hungría****Iceland/Islande/Islandia****India/Inde/India****Indonesia/Indonésie/Indonesia****Iran (Islamic Republic of)/Iran (République islamique d')/Irán (República Islámica del)****Iraq/Iraq/Iraq****Ireland/Irlande/Irlanda****Israel/Israël/Israel****Italy/Italie/Italia****Jamaica/Jamaïque/Jamaica****Japan/Japon/Japón****Jordan/Jordanie/Jordania****Kazakhstan/Kazakhstan/Kazajstán****Kenya/Kenya/Kenya****Kiribati/Kiribati/Kiribati****Kuwait/Koweït/Kuwait****Kyrgyzstan/Kirghizistan/Kirguistán****Lao People's Democratic Republic/République démocratique populaire lao/República Democrática**

Popular Lao

**Latvia/Lettonie/Letonia****Lebanon/Liban/Líbano****Lesotho/Lesotho/Lesotho**

**FIGURE 1—Continued****Liberia**/Libéria/Liberia**Libyan Arab Jamahiriya**/Jamahiriya arabe libyenne/Jamahiriya Árabe Libia**Lithuania**/Lituanie/Lituania**Luxembourg**/Luxembourg/Luxemburgo**Madagascar**/Madagascar/Madagascar**Malawi**/Malawi/Malawi**Malaysia**/Malaisie/Malasia**Maldives**/Maldives/Maldivas**Mali**/Mali/Malí**Malta**/Malte/Malta**Marshall Islands**/Îles Marshall/Islas Marshall**Mauritania**/Mauritanie/Mauritania**Mauritius**/Maurice/Mauricio**Mexico**/Mexique/México**Micronesia (Federated States of)**/Micronésie (États fédérés de)/Micronesia (Estados Federados de)**Monaco**/Monaco/Mónaco**Mongolia**/Mongolie/Mongolia**Morocco**/Maroc/Marruecos**Mozambique**/Mozambique/Mozambique**Myanmar**/Myanmar/Myanmar**Namibia**/Namibie/Namibia**Nauru**/Nauru/Nauru**Nepal**/Népal/Nepal**Netherlands**/Pays-Bas/Países Bajos**New Zealand**/Nouvelle-Zélande/Nueva Zelandia

**FIGURE 1—Continued****Nicaragua/Nicaragua/Nicaragua****Niger/Niger/Níger****Nigeria/Nigéria/Nigeria****Norway/Norvège/Noruega****Oman/Oman/Omán****Pakistan/Pakistan/Pakistán****Palau/Palaos/Palau****Panama/Panama/Panamá****Papua New Guinea/Papouasie-Nouvelle-Guinée/Papua Nueva Guinea****Paraguay/Paraguay/Paraguay****Peru/Pérou/Perú****Philippines/Philippines/Filipinas****Poland/Pologne/Polonia****Portugal/Portugal/Portugal****Qatar/Qatar/Qatar****Republic of Korea/République de Corée/República de Corea****Republic of Moldova/République de Moldova/República de Moldova****Romania/Roumanie/Rumania****Russian Federation/Fédération de Russie/Federación de Rusia****Rwanda/Rwanda/Rwanda****Saint Kitts and Nevis/Saint-Kitts-et-Nevis/Saint Kitts y Nevis****Saint Lucia/Sainte-Lucie/Santa Lucía****Saint Vincent and the Grenadines/Saint-Vincent-et-les Grenadines/San Vicente y las Granadinas****Samoa/Samoa/Samoa****San Marino/Saint-Marin/San Marino**

**FIGURE 1—Continued**

**Sao Tome and Principe**/Sao Tomé-et-Príncipe/Santo Tomé y Príncipe

**Saudi Arabia**/Arabie saoudite/Arabia Saudita

**Senegal**/Sénégal/Senegal

**Seychelles**/Seychelles/Seychelles

**Sierra Leone**/Sierra Leone/Sierra Leona

**Singapore**/Singapour/Singapur

**Slovakia**/Slovaquie/Eslovaquia

**Slovenia**/Slovénie/Eslovenia

**Solomon Islands**/Îles Salomon/Islas Salomón

**Somalia**/Somalie/Somalia

**South Africa**/Afrique du Sud/Sudáfrica

**Spain**/Espagne/España

**Sri Lanka**/Sri Lanka/Sri Lanka

**Sudan**/Soudan/Sudán

**Suriname**/Suriname/Suriname

**Swaziland**/Swaziland/Swazilandia

**Sweden**/Suède/Suecia

**Switzerland**/Suisse/Suiza

**Syrian Arab Republic**/République arabe syrienne/República Árabe Siria

**Tajikistan**/Tadjikistan/Tayikistán

**Thailand**/Thaïlande/Tailandia

**The former Yugoslav Republic of Macedonia**/L'ex-République yougoslave de Macédoine/

La ex República Yugoslava de Macedonia

**Togo**/Togo/Togo

**Tonga**/Tonga/Tonga

**FIGURE 1—Continued****Trinidad and Tobago**/Trinité-et-Tobago/Trinidad y Tabago**Tunisia**/Tunisie/Túnez**Turkey**/Turquie/Turquía**Turkmenistan**/Turkménistan/Turkmenistán**Uganda**/Ouganda/Uganda**Ukraine**/Ukraine/Ucrania**United Arab Emirates**/Émirats arabes unis/Emiratos Árabes Unidos**United Kingdom**/Royaume-Uni/Reino Unido**United Republic of Tanzania**/République-Unie de Tanzanie/República Unida de Tanzania**United States**/États-Unis/Estados Unidos**Uruguay**/Uruguay/Uruguay**Uzbekistan**/Ouzbékistan/Uzbekistán**Vanuatu**/Vanuatu/Vanuatu**Venezuela**/Venezuela/Venezuela**Viet Nam**/Viet Nam/Viet Nam**Yemen**/Yémen/Yemen**Yugoslavia**/Yougoslavie/Yugoslavia**Zambia**/Zambie/Zambia**Zimbabwe**/Zimbabwe/Zimbabwe



**FIGURE 2—BRITISH TERRITORIES**

The currency of the British Territories listing may be verified with the U.K. CAA.

Anguilla

Bermuda

British Antarctic Territory

British Indian Ocean Territory

Cayman Islands

Falkland Islands

Montserrat

Pitcairn, Henderson, Ducie, and Oeno Islands

St. Helena

St. Helena Dependencies (Tristan da Cunha and Ascension Island)

South Georgia and the South Sandwich Islands

Sovereign Base Areas of Akrotire and Dhekelia

Turks and Caicos Islands

Virgin Islands

**FIGURE 3—JAA MEMBER STATES**

The most current listing of JAA member states may be found *at [www.jaa.nl](http://www.jaa.nl)*.

Austria	Portugal
Belgium	Romania
Bulgaria*	Slovak Republic*
Croatia*	Slovenia
Cyprus*	Spain
Czech Republic	Spain
Denmark	Sweden
Estonia*	Switzerland
Finland	The Former Yugoslav Republic of Macedonia*
France	Turkey
Germany	Ukraine*
Greece	United Kingdom
Hungary	*An asterisk indicates a candidate member state to the JAA. JAA considers
Iceland	candidate members to be part of the JAA system.
Ireland	
Italy	
Latvia*	
Luxembourg	
Malta	
Republic of Moldova*	
Monaco	
Netherlands	
Norway	
Poland*	

**FIGURE 4—OPTIONAL VERIFICATION OF AUTHENTICITY FORM AND INSTRUCTIONS**

TYPE OR PRINT ALL ENTRIES IN INK

### Verification of Authenticity of Foreign License, Rating, and Medical Certification

#### Privacy Act

The information on the accompanying form is solicited under authority of Title 14 of the Code of Federal Regulations (14 CFR), Part 61. The purpose of this data is to be used to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Submission of all requested data is mandatory, except for the Social Security Number (SSN) which is voluntary. Failure to provide all the required information would result in you not being issued a certificate and/or rating. The information would become part of the Privacy Act system of records DOT/FAA 847, General Air Transportation Records on Individuals. The information collected on this form would be subject to the published routine uses of DOT/FAA 847. Those routine uses are: (a) To provide basic airman certification and qualification information to the public upon request. (b) To disclose information to the national Transportation Safety Board (NTSB) in connection with its investigation responsibilities. (c) To provide information about airmen to Federal, state, and local law enforcement agencies when engaged in the investigation and apprehension of drug violators. (d) To provide information about enforcement actions arising out of violations of the Federal Aviation regulations to government agencies, the aviation industry, and the public upon request. (e) To disclose information to another Federal agency, or to a court or an administrative tribunal, when the Government or one of its agencies is a party to a judicial proceeding before the court or involved in administrative proceedings before the tribunal.

Submission of your Social Security Number is voluntary. Disclosure of your SSN will facilitate maintenance of your records which are maintained in alphabetical order and cross-referenced with your SSN and airman certificate number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file.

#### Basic Airman Information

1. Name as it appears on your pilot certification		2. SSN (US Only)	3. Date of Birth Month Day Year		4. Place of Birth
5. Address  City, State, Zip Code		6. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other		7. Do you read, speak, write, & understand the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13 a. Do you now hold, or have you ever held an FAA Pilot Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		13 b. Certificate Number		13 c. Date Issued	
14 a. Do you hold a Current Foreign Medical Certificate or Endorsement? <input type="checkbox"/> Yes <input type="checkbox"/> No	14 b. Class of Certificate	14 c. Date Issued	14 d. Date Expired	14 e. Name of Examiner	
15 a. Do you hold an FAA Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	15 b. Class of Certificate	15 c. Date Issued	15 d. Date Expired	15 e. Name of Examiner	

#### Certificate or Rating Applied For on Basis of:

16. Holder of a Current Medical Foreign License Issued By	16 a. Country	16 b. Grade of License	16 c. Number
	16 d. Ratings		

17. Is your foreign license under an order of revocation or suspension by the foreign country that issued your license?  
 Yes  No

18. Please provide the location of the Flight Standards District Office (FSDO) where you intend to make application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant	Date
------------------------	------

**FIGURE 4—CONTINUED****Verification of Authenticity of Foreign License, Rating, and Medical Certification**

## Instructions for completing the form

**Basic Airman Information**

Block 1. Name as it appears on your pilot certification. Enter your name exactly as it appears on your foreign pilot certificate.

Block 2. SSN (US Only). Optional: See supplemental Information Privacy Act. Do not leave blank. Use only United States Social Security number. Enter either your US SSN or the words “Do Not Use” or “None”. SSN’s are not shown on certificates.

Block 3. Date of Birth. Enter eight digits; Use numeric characters, i.e. 07-09-1940. Check to see that DOB is the same as it is on the foreign license and medical certificate.

Block 4. Place of Birth. If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside the USA, enter the name of the city and country where you were born.

Block 5. Permanent Mailing Address. Enter residence number and street, P.O. Box or rural route number in the top part of the block above the line. The City, State, and Zip code go in the bottom part of the block below the line. FAA policy requires that you use your permanent mailing address. A map or directions must be provided if a physical address is unavailable. If you require the results of this verification of authenticity mailed to a temporary address, please submit that information on a separate sheet of paper.

Block 6. Citizenship. Check “Other” and enter the country where you are a citizen or check USA, if applicable.

Block 7. Do you read, speak, write, and understand the English language. Check yes or no.

Block 8. Height. Enter your height in inches. Example: 5’8” would be entered as 68 in. No fractions, use whole inches only.

Block 9. Weight. Enter your weight in pounds. No fractions, use whole pounds only.

Block 10. Hair. Spell out the color of your hair. If bald, enter “Bald”. Color should be listed as black red brown, blond or gray. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.

Block 11. Eyes. Spell out the color of your eyes. The color should be listed as blue, brown, black, hazel, green or gray.

Block 12. Sex. Check male or female.

Block 13a. Do you now hold, or have you ever held an FAA Pilot Certificate? Check yes or no. (NOTE a student pilot certificate is a Pilot Certificate).

**FIGURE 4—CONTINUED**

Block 13b. Certificate number. Enter the number of your FAA pilot certificate

Block 13c. Date issued. Enter the date your FAA pilot certificate was issued.

Block 14a. Do you hold a Current Foreign Medical Certificate or Endorsement? Check yes or no.

Block 14b. Class of certificate. Enter the class of the foreign medical certificate or endorsement.

Block 14c. Date issued. Enter the date the foreign medical certificate or endorsement was issued.

Block 14d. Date expired. Enter the expiration date of the foreign medical certificate or endorsement.

Block 14e. Name of Examiner. Enter the name of the person as shown on foreign medical certificate or endorsement.

Block 15a. Do you hold an FAA medical Certificate? Check yes or no.

Block 15b. Class of certificate. Enter the class of the FAA medical certificate.

Block 15c. Date issued. Enter the date the FAA medical certificate was issued.

Block 15d. Date expired. Enter the expiration date of the FAA medical certificate.

Block 15e. Name of Examiner. Enter the name of the person as shown on the FAA medical certificate.

**Certificate or Rating Applied for on Basis of:**

Block 16. Holder of Foreign License Issued By.

16a. Country. Enter Name of ICAO Country that issued the license.

16b. Grade of License. Enter Grade of license issued, i.e. private, commercial, etc.

16c. Number. Enter number that appears on the license.

16d. Ratings. Enter all ratings that appear on the license.

Block 17. Is your foreign license under an order of revocation or suspension by the foreign country that issued your license? Check yes or no.

Block 18. Please provide the location of the Flight Standards District Office (FSDO) where you intend to make application. Enter the location of the FSDO from the list provided so your verification can be provided to that FSDO.

Signature of Applicant. Sign your full name.

Enter the date you sign the Verification of Authenticity of Foreign License, Rating, and Medical Certification form.

**FIGURE 5—FAQ ON THE PRE-APPLICATION PROCESS**

**Question 1:** What will be the procedure if the FAA’s Airmen Certification Branch, AFS-760, is unable to obtain verification from the country that issued the foreign pilot license?

**Answer 1:** All verifications must be furnished to the FAA’s Airmen Certification Branch, AFS-760, by the foreign civil aviation authority that issued the foreign pilot license. A U.S. pilot certificate will not be issued even if a person furnishes verification from the foreign civil aviation authority with its letterhead to an FAA Flight Standards District Office.

**Question 2:** Will the FAA’s Airmen Certification Branch, AFS-760, routinely inform the person if verification from the foreign civil aviation authority cannot be obtained within 60 days?

**Answer 2:** No. The FAA’s Airmen Certification Branch, AFS-760, does not have the staffing resources available to respond to each person. If a person inquires, then the FAA’s Airmen Certification Branch, AFS-760, will respond.

**Question 3:** Since §61.75(a) and (b) requires a person’s foreign pilot license to be “current,” can a U.S. pilot certificate still be issued using a current FAA medical certificate as stated in §61.75(b)(4) if the foreign medical license is not current?

**Answer 3:** If the verification from the foreign civil aviation authority states that the foreign pilot license is current, but the foreign medical license is not, we will assume the FAA medical certificate, issued under part 67, can meet the requirement for a current medical certificate. If the foreign civil aviation authority states that the foreign pilot license is not valid because the medical endorsement has expired, then a U.S. pilot certificate may not be issued.

**Question 4:** Must the verification request form have the foreign person’s signature?

**Answer 4:** No, it will not be necessary because the FAA’s Airmen Certification Branch, AFS-760, can currently request verification from any foreign civil aviation authority that is a member state to ICAO without signature authorization from the person.

**Question 5:** Can a person FAX a request form for the pre-application phase for requesting issuance of a U.S. pilot certificate, a copy of his/her foreign pilot license, and an English transcription of that license (if the license is not written in English) to the FAA’s Airmen Certification Branch, AFS-760.

**Answer 5:** Yes, a FAX request will be acceptable.