

OMB Supporting Statement

Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

Based on the International Civil Aviation Organization (ICAO) convention agreement, airmen may use their foreign license in lieu of an aeronautical knowledge test, experience and a practical test when applying for a restricted or unrestricted U.S. certificate. After the events of September 11, 2001, it was determined that the Federal Aviation Administration (FAA) should verify, with the appropriate Civil Aviation Authority (CAA), that the foreign license and medical being used to obtain a U.S. certificate is in fact current and valid.

A process was established that required a person who is applying for a U.S. certificate and/or rating on the basis of a foreign license to apply for that certificate at least 90 days before arriving at the designated FAA Flight Standards District Office (FSDO) where the applicant intends to receive the U.S. certificate. This allows time for the Airmen Certification Branch to ask for and receive verification from the appropriate CAA that the person's foreign license is current and valid.

The required information to be submitted to the Airmen Certification Branch is:

- The person's name and date of birth
- Address where he/she wishes to have the verification of authenticity letter mailed
- License number and ratings on the foreign license
- Country of issuance of his/her foreign license
- Location of the FAA FSDO where he/she intends to apply for the U.S. certificate
- Statement that his/her foreign license is not under an order of suspension or revocation

Attach a copy of the appropriate section of each statute and regulation mandating and authorizing the collection of information.

General Aviation Operations Inspector's Handbook, Order 8700.1
Volume 2. General Aviation Inspector (Operations) Tasks and Responsibilities
Chapter 29. Issue a U.S. Pilot Certificate on the Basis of a Foreign-Pilot License
Section 3. General

Paragraph 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-pilot license. FAA ASIs (Operations) and ASTs need to become familiar with this process in order to advise applicants of these new procedures.

(1) A person who is applying for a U.S. pilot certificate/rating on the basis of a foreign-pilot license must apply for verification of that pilot license at least 90 days before arriving at the designated FAA FSDO where the applicant intends to receive the U.S. pilot certificate. This initial application step is the responsibility of the applicant and not the FSDO. The FSDO may explain to the applicant how the entire initial application process works, the FSDO should not accept a completed FAA Form 8710-1 application until after the verification of authenticity has taken place with Airmen Certification Branch, AFS-760. The applicant may begin the application process in one of two ways.

(a) The applicant may submit the required information using the form developed by the AFS-760. 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/docs/verify61-75.pdf>.

(b) The applicant may submit a legible, hand-written or typewritten letter with the specific information shown in subparagraph (2) below. The letter should be mailed to the FAA's Airmen Certification Branch, AFS-760, PO Box 25082, Oklahoma City, OK 73125-0082. AFS-760's FAX number is (405) 954-9922. At this time, the pre-application documents cannot be sent electronically.

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

(a) The applicant's name and date of birth.

(b) The certificate number and ratings on the foreign-pilot license.

(c) The address where the person wishes AFS-760 to mail the verification of the authenticity letter.

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

(e) The location of the FAA FSDO where the person intends to make application for his/her U.S. pilot certificate. Applicants will only be able to obtain their U.S. pilot certificate from the FSDO specified.

(f) A statement that the applicant's foreign pilot license is not under an order of suspension or revocation, or the statement on the Verification of Authenticity form.

NOTE: AFS-760 requests that a legible copy of the foreign-pilot license and medical license/certificate be included with all requests for verification of authenticity of the foreign-pilot license.

T. Duties and Responsibilities of AFS-760.

AFS-760 is responsible for:

(1) Verifying the authenticity of the applicant's foreign-pilot license and medical license with the foreign CAA.

(2) Ensuring the applicant's foreign-pilot license and medical license have not been surrendered, suspended, revoked, or expired.

(3) Issuing the Verification of Authenticity letter to the designated FSDO and a copy to the applicant. (The Verification of Authenticity letter expires 6 calendar months from the date month on the letter.)

DOT Strategic Goal

Safety: Enhance public health and safety by working toward the elimination of transportation-related deaths and injuries.

Security, Preparedness and Response: Balance transportation security requirements with the safety, mobility and economic needs of the Nation and be prepared to respond to emergencies that affect the viability of the transportation sector.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

The Airmen Certification Branch will use the required information to properly identify the person for the purpose of requesting foreign license verification from the appropriate CAA.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses and the basis for the decision for adopting this means of collection.

The Verification of Authenticity of Foreign License, Rating, and Medical Certification is available for download on the FAA web site. The form must be completed and signed in ink certifying that the information submitted is correct and accurate and giving the agency permission to contact the CAA on their behalf.

4. Describe efforts to identify duplication. Show specifically why any similar information already available can be used for the purpose described in Item 2 above.

No similar information has been collected from this population.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

Collection of this does not impact small businesses or other small entities.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If the collection of this information is not conducted, the agency would lose the capability to properly identify the applicants for the purpose of requesting verification from the appropriate CAA.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner inconsistent with 1320.5(d)(2)(i)-(viii).

There are no circumstances that would cause the collection of information to be conducted in a manner inconsistent with 1320.5(d)(2)(i)-(viii).

8. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any) and on data elements to be recorded, disclosed, or reported.

A 60-day notice for public comments was published in the Federal Register on June 1, 2007, vol. 72, no. 105, page 30659. No comments were received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

No payment or gifts to respondents were considered.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The information collected becomes part of the Privacy Act system of records DOT/FAA 847, General Air Transportation Records on Individuals and is subject to its published routine uses.

11. Provide additional justification for any questions of a sensitive nature.

No questions of a sensitive nature are asked.

12. Provide estimates of hour burden of the collection information. This information should: Provide number of respondents, frequency of response, annual burden, and an explanation of how the burden was estimated.

It should take the average person a maximum of 10 minutes to complete the form. The number of respondents is 5,400 per year. The frequency of response is once every time a person wants to use his/her foreign license to obtain a U.S. certificate and/or rating. Annual burden is not applicable.

13. Provide estimates of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

The estimated annual cost burden to the respondents is \$27,162. Based on a medium salary of \$62,740 a year, at 2,080 hours, equals \$30.16 an hour divided by 6 (10 minutes in an hour) equals \$5.03, times 5,400 respondents equals \$27,162.

14. Provide estimates of annualized cost to the Federal government.

The estimated annualized cost to the Federal government is \$126,125.

15. Explain reasons for program changes or adjustments reported in Items 13 or 14 of OMB Form 83-I.

This is a new requirement, therefore it is a program change.

16. For collections of information whose results will be published, outline plans for tabulation, and publication. Address any complex analytical techniques that will be used.

There is no planned publication of this information.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

Not applicable.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

There are no exceptions to the certification for "Paperwork Reduction Act Submissions".