

FAA Form 8060-13
NATIONAL DRIVER REGISTER RECORDS REQUEST (PRIA)
Pilot Records Improvement Act Of 1996 (PRIA) 49 U.S.C. § 44703(h)
(Overview and Use Of FAA Form 8060-13)

1. Part I – National Driver Register (NDR) Records Request. Part I of the NDR Records Request is used by the hiring air carrier or other person to request NDR records about an individual seeking employment with an air carrier.

2. Part II – Consent To The Release Of Records. Part II is used by the hiring air carrier or other person to obtain written consent for the release of the records from the individual who is the subject of the request.

3. Part III – Notice To The Prospective Employee. Part III is used by the hiring air carrier or other person to certify the identity of the subject of the request.

a. Part **IIIa** is to be completed by the air carrier representative when the application is made in person.

b. Part **IIIb** is to be completed when the application is NOT made in person.

4. Use Of The Applicant's Date Of Birth. For all requests to a department of motor vehicles or to the NDR, disclosure of the applicant's date of birth is mandatory. This is for identification purposes and most requests without the date of birth will be returned with no action.

5. Distribution. NDR requirements vary from state to state and therefore, it is not practical to establish one firm procedure that will satisfy all requests. Notwithstanding, the air carrier or other person should begin their NDR request process in the manner described in AC 120-68 or in the 'PRIA Office Procedures For The Air Carrier' in order to discover a request process that will produce consistent and dependable results for your state.

6. National Highway Traffic Safety Administration. The NHTSA maintains an Internet database with current addresses and telephone numbers for State motor vehicle agencies. This information may be accessed at:

<http://www.nhtsa.dot.gov/people/perform/driver/>

7. Copies Requested By The Applicant. The departments of motor vehicles of any State, or the NDR, will not furnish an additional copy of a report requested under the authority of PRIA. If an applicant has checked the "yes" block on FAA Form 8060-11A, the hiring air carrier will need to furnish the copy, once the report has been received.

8. The Form. There are two on-line sources for FAA Form 8060-13:

a. http://www.faa.gov/pilots/lic_cert/pria/

b. <http://forms.faa.gov/>

NOTE: Not all State Department Of Motor Vehicles will accept FAA Form 8060-13 because they are either not familiar with the form itself, or they prefer the use of their

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own form. If this is the case, it is perfectly acceptable to utilize an NDR request form that is provided by the State, usually from their website.

9. Instructions. Instructions for the completion of this form may be found attached to the form itself on-line, in AC 120-68, or in the PRIA Office Procedures For The Air Carrier.

10. Additional Tips. Many State Departments Of Motor Vehicles will not accept copies of a request form, so it is advised to always submit your request in original form. As a result, you must mail the request instead of utilizing a fax method of delivery. It is recommended that you use a certified mail delivery that will document the receipt of your request. It is also a good idea to start your request process with a phone call to make sure you have covered all of the requirements of that particular state.

11. The NDR Report. If the completed NDR report indicates a clean record, add the report to the applicant's PRIA records file and the NDR request process is complete. If the report indicates a problem, however, it will point to a specific state(s) in which the problem(s) occurred. In this case, the air carrier must complete a second NDR request to the specific state referenced in the initial report in order to determine the exact nature of the problem. If an NDR report does not point to a problem and indicates a negative result, the report is considered clean.

12. NDR Data System Match. The NDR report received as a result of the request will state that (1) a data system match *was not* found – meaning that the records of the individual is clean, or that (2) a data system match concerning the motor vehicle driving record of the individual, who is the subject of the request, *was* found and indicated a:

- a. Record of *suspension* from the previous 5-year period, if applicable.
- b. Record of *revocation* from the previous 5-year period, if applicable.
- c. *Conviction* of driving under the influence of alcohol, if applicable.