



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## INSTRUCTIONS

### FAA FORM 8060-10, FAA RECORDS REQUEST (PRIA)

Pilot Records Improvement Act Of 1996 (PRIA)

Title 49 U.S.C § 44703(h), RECORDS OF EMPLOYMENT OF PILOT APPLICANTS, as amended

Air carriers **should** use this form to request FAA Records from the Federal Aviation Administration as contemplated under 49 U.S.C. § 44703(h). **Requests may be mailed or FAXED to 405-954-4655, ATTN: PRIA.**

### NOTICE

**Request will not be deemed valid unless Parts I and II are completed as specified below.**

This form may be photocopied for use.

This form is available at [http://www.faa.gov/pilots/lic\\_cert/pria/](http://www.faa.gov/pilots/lic_cert/pria/) or <http://forms.faa.gov/>

A separate form must be used for each airman whose records are requested.

**DO NOT enter information on this form such as date of birth, social security number, or other information for which the airman may have a reasonable expectation of privacy.**

**\*Mailing address – See Part II Item 4.**

**Part I – FAA Records Request (PRIA): To be completed by the hiring Air Carrier.**

**All entries must be completed legibly with black or dark blue ink.**

1. Name, title, and signature – enter the name, title, and signature of the person making the request on behalf of the air carrier.
2. Date – enter the date of the request.
3. Mailing address – provide a complete company mailing address to which FAA will mail the requested records.

**Part II – Airman Consent For The Release Of Records: To be completed by the Airman/Applicant.**

**All entries must be completed legibly with black or dark blue ink.**

1. Name – enter your name as it is shown on your airman certificate(s).
2. Airman Certificate Number – enter your airman certificate number(s). In parenthesis after the certificate number, indicate the type of certificate by using C (Commercial), A (Airline Transport Pilot), F (Flight Instructor), or G for (Ground Instructor). If you have multiple certificates with the same certificate number, list the certificate number once and indicate the types of certificates in parenthesis. For example, if you hold an Airline Transport Pilot Certificate as well as Flight Instructor and Ground Instructor Certificates using the same number, you should indicate as follows: Certificate No. 456231234 (A, F, G).
3. Signature and Date – Sign in ink using your legal signature, then enter the date of the request.
4. **\*Mailing Address – All applicants must ensure that their mailing address, as maintained in FAA records, is complete, accurate, and current. All FAA records mailed to the applicant as the result of a PRIA request, will, for security purposes, be mailed to the address as maintained by the FAA. The applicant, however, should still enter their current mailing address in Part II for confirmation of the valid address.**

### *PAPERWORK REDUCTION ACT STATEMENT*

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0607. Public reporting for this collection of information is estimated to be approximately 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are mandatory (Title 49 United States Code (49 U.S.C.) § 44703(h). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524

## FAA RECORDS REQUEST (PRIA)

**PRIVACY ACT STATEMENT:** This statement is provided pursuant to the Privacy Act of 1974, 5 USC § 552a:

The authority for collecting this information is contained in 49 U.S.C. §§ 40113, 44702, 44703, 44709. The principal purpose for which the information is intended to be used is to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Submission of the data is mandatory, except for the Social Security Number, which is voluntary. Failure to provide all required information will result in our being unable to issue you a certificate and/or rating. The information collected on this form will be included in a Privacy Act System of Records known as DOT/FAA 847, titled "Aviation Records on Individuals" and will be subject to the routine uses published in the System of Records Notice (SORN) for DOT/FAA 847 (see [www.dot.gov/privacy/privacyactnotices](http://www.dot.gov/privacy/privacyactnotices)), including:

(a) Providing basic airmen certification and qualification information to the public upon request; examples of basic information include:

- The type of certificates and ratings held, limitations, date of issuance and certificate number;
- The status of the airman's certificate (i.e., whether it is current or has been amended, modified, suspended or revoked for any reason);
- The airman's home address, unless requested by the airman to be withheld from public disclosure per 49 U.S.C. 44703(c);
- Information relating to an airman's physical status or condition used to determine statistically the validity of FAA medical standards; and the date, class, and restrictions of the latest physical
- Information relating to an individual's eligibility for medical certification, requests for exemption from medical requirements, and requests for review of certificate denials.

(b) Using contact information to inform airmen of meetings and seminars conducted by the FAA regarding aviation safety.

(c) Disclosing information to the National Transportation Safety Board (NTSB) in connection with its investigation responsibilities.

(d) Providing information about airmen to Federal, State, local and tribal law enforcement agencies when engaged in an official investigation in which an airman is involved.

(e) Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request.

(f) Making records of delinquent civil penalties owed to the FAA available to the U.S. Department of the Treasury and the U.S. Department of Justice (DOJ) for collection pursuant to 31 U.S.C. 3711(g).

(g) Making records of effective orders against the certificates of airmen available to their employers if the airmen use the affected certificates to perform job responsibilities for those employers.

(h) Making airmen records available to users of FAA's Safety Performance Analysis System (SPAS), including the Department of Defense Commercial Airlift Division's Air Carrier Analysis Support System (ACAS) for its use in identifying safety hazards and risk areas, targeting inspection efforts for certificate holders of greatest risk, and monitoring the effectiveness of targeted oversight actions.

(i) Making records of an individual's positive drug test result, alcohol test result of 0.04 or greater breath alcohol concentration, or refusal to submit to testing required under a DOT-required testing program, available to third parties, including current and prospective employers of such individuals. Such records also contain the names and titles of individuals who, in their commercial capacity, administer the drug and alcohol testing programs of aviation entities.

(j) Providing information about airmen through the Civil Aviation Registry's Comprehensive Airmen Information System to the Department of Health and Human Services, Office of Child Support Enforcement, and the Federal Parent Locator Service that locates noncustodial parents who owe child support. Records in this system are used to identify airmen to the child support agencies nationwide in enforcing child support obligations, establishing paternity, establishing and modifying support orders and location of obligors. Records listed within the section on Categories of Records are retrieved using Connect: Direct through the Social Security Administration's secure environment.

(k) Making personally identifiable information about airmen available to other Federal agencies for the purpose of verifying the accuracy and completeness of medical information provided to FAA in connection with applications for airmen medical certification.

(l) Making records of past airman medical certification history data available to Aviation Medical Examiners (AMEs) on a routine basis so that AMEs may render the best medical certification decision.

(m) Making airman, aircraft and operator record elements available to users of FAA's Skywatch system, including the Department of Defense (DoD), the Department of Homeland Security (DHS), DOJ and other authorized Federal agencies, for their use in managing, tracking and reporting aviation-related security events.

(n) Other possible routine uses published in the Federal Register (see Prefatory Statement of General Routine Uses for additional uses (65 F.R. 19477-78)) For example, a record from this system of records may be disclosed to the United States Coast Guard (Coast Guard) and to the Transportation Security Administration (TSA) if information from this system was shared with either agency when that agency was a component of the Department of Transportation (DOT) before its transfer to DHS and such disclosure is necessary to accomplish a DOT, TSA or Coast Guard function related to this system of records.



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Pilot Records Improvement Act Of 1996 (PRIA)  
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#### Requests for FAA records should be addressed as follows:

Regular mail through the United States Postal Service (USPS):

Federal Aviation Administration  
Attn: Aviation Data Systems Branch, AFS-620 (PRIA)  
PO Box 25082  
Oklahoma City, OK 73125-0082

Expedited mail service through the USPS or private carrier:

Federal Aviation Administration  
Attn: Aviation Data Systems Branch, AFS-620 (PRIA)  
6500 S. MacArthur Blvd., ARB Room 313  
Oklahoma City, OK 73169

#### NOTICE

*Request will not be deemed valid unless Parts I and II are completed as specified in the instructions.*

*Pursuant to 49 U.S.C. § 44703(h)(5), the FAA, as a person who receives a request for records under 49 U.S.C. § 44703(h)(1)(A), shall furnish a copy of the requested FAA records to ALL applicants, not later than 30 days after receiving the request.*

#### PART I: FAA RECORDS REQUEST (PRIA)

\_\_\_\_\_, \_\_\_\_\_, hereby requests records pertaining  
(Air Carrier Name) (Air Carrier Certificate #)

to the airman consenting in Part II below concerning: (i) current airman medical certificate; (ii) current airman certificates indicating level, category, class, and associated type ratings, including any limitations to those certificates and ratings; and, (iii) summaries of legal enforcement actions resulting in a finding by the Administrator of a violation of Title 49 U.S.C. or a regulation prescribed or order issued under this Title that was not subsequently overturned [as provided by 49 U.S.C. § 44703(h)(1)(A)].

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print – Air Carrier Representative) (Print—Title of Air Carrier Representative)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Air Carrier Representative)

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

#### PART II: AIRMAN CONSENT FOR THE RELEASE OF RECORDS

I \_\_\_\_\_, consent to and authorize the Federal Aviation Administration  
(Print – Airman’s First, Middle, and Last Name)

to release records concerning: (i) my current airman medical certificate, (ii) current airman certificates indicating level, category, class, and associated type ratings, including any limitations to those certificates and ratings; and, (iii) summaries of legal enforcement actions resulting in a finding by the Administrator of a violation by me of Title 49 U.S.C. or a regulation prescribed or order issued under this Title that was not subsequently overturned, to the air carrier named in Part I above.

Airman Certificate Number(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Not valid unless signed and dated)

\*Mailing address: \_\_\_\_\_  
(\*Indicates required information. See Instructions: Part II, item 4)

Telephone: \_\_\_\_\_