



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

# Advisory Circular

---

**Subject: PILOT RECORDS  
IMPROVEMENT ACT OF 1996,  
AS AMENDED**

---

**Date: 1/28/04  
Initiated by: AFS-200**

**AC No: 120-68C  
Change:**

**1. PURPOSE.** This advisory circular (AC) provides information and standard forms that may be used to comply with some of the provisions of Title 49 United States Code (49 U.S.C.) § 44703(h), Records of Employment of Pilot Applicants; § 44703(i), Limitation on Liability; Preemption of State Law; and § 44703(j), Limitation on Statutory Construction. This law is commonly referred to as the Pilot Records Improvement Act of 1996 (PRIA) and is contained in Section 502 of Public Law 104-264. Public Law 104-264, Section 502, shall apply to any air carrier hiring an individual as a pilot whose application was first received by the carrier on or after the 120th day (February 6, 1997) following the date of the enactment (October 9, 1996) of PRIA.

**2. CANCELLATION.** AC 120-68B, Pilot Records Improvement Act of 1996, As Amended, dated March 22, 2002, is canceled.

**3. CHANGED INFORMATION.** A vertical bar in the margin identifies revised, added, or deleted text.

**4. APPLICABILITY.** The guidance provided herein applies to:

- a. An air carrier hiring an individual as a pilot;
- b. An air carrier, or other person, that has employed an individual as a pilot of a civil or public aircraft at any time during the 5-year period preceding the date of the individual's employment application to an air carrier; and
- c. Any individual applying for a position as a pilot with an air carrier who has been employed as a pilot of a civil or public aircraft at any time during the 5-year period preceding the date of the individual's employment application to an air carrier.

**5. RELATED UNITED STATES CODE AND CODE OF FEDERAL REGULATIONS.**

- a. Certain U.S. Transportation Laws in 49 U.S.C.
- b. Title 14 of the Code of Federal Regulations (14 CFR) Parts 121, 125, and 135.

c. Title 49 of the Code of Federal Regulations (49 CFR).

**6. DEFINITIONS.** The following definitions are provided to assist the reader in understanding the provisions of the PRIA.

**a. Air Carrier (Reference: 49 U.S.C. § 40102(a)(2)).** A citizen of the United States undertaking by any means, directly or indirectly, to provide air transportation.

**b. Air Transportation (Reference: 49 U.S.C. § 40102(a)(5)).** Foreign air transportation, *interstate air transportation*, or the transportation of mail by aircraft.

**c. Interstate Air Transportation (Reference: 49 U.S.C. § 40102(a)(25)).** The transportation of passengers or property by aircraft as a *common carrier for compensation*, or the transportation of mail by aircraft, between a place in: (i) a State, territory, or possession of the United States and a place in the District of Columbia or another State, territory, or possession of the United States; (ii) Hawaii and another place in Hawaii through the airspace over a place outside Hawaii; (iii) the District of Columbia and another place in the District of Columbia; or, (iv) a territory or possession of the United States and another place in the same territory or possession; and, when any part of the transportation is by aircraft.

**(1) Common Carriage.** “Common carriage” is defined as “holding out” to the general public or to a segment of the public as being willing to furnish air transportation for compensation. Common carriage also includes the carriage of people or property for compensation in aircraft, even if such carriage does not involve the transportation of people or property from one place to another on the surface.

**(2) Holding Out.** “Holding out” can be accomplished in many ways, including advertising through the telephone yellow pages, billboards, television, and/or radio.

**d. Person (Reference: 1 U.S.C. § 1, and 49 U.S.C. § 40102(a)(33)).** A “person” includes corporations, companies, associations, firms, partnerships, societies, and joint stock companies, as well as individuals. It also includes a governmental authority, trustee, receiver, assignee, and other similar representative.

**e. Record.** As used in this advisory circular, “record” means the individual pilot’s records that are maintained by an air carrier or person to meet the statutory requirements of 49 U.S.C. § 44703(h), and the records that are maintained by an air carrier or person to meet the regulatory requirements of the 14 CFR operating rule under which the air carrier or person operates.

**7. BACKGROUND.** On October 9, 1996, the President approved the Federal Aviation Reauthorization Act of 1996 (the Act) that was passed by Congress on October 3, 1996, as Public Law No. 104-264. The Act amended 49 U.S.C. to reauthorize programs of the Federal Aviation Administration (FAA) and to effect certain changes including pilot records. The PRIA was enacted primarily as a result of certain airline accidents attributable to pilot error, where it was later

found that, although the pilot(s) had a history of poor performance, the current employer had not investigated the pilot's background.<sup>1</sup> The PRIA was amended by Public Law 105-142, effective December 5, 1997, by Public Law 106-181, effective April 5, 2000, to give relief to air carriers for unnecessary burdens that were not originally contemplated, and by Public Law 107-71, effective November 19, 2001, to establish the Transportation Security Administration as well as for other purposes. 49 U.S.C. § 44703(h), (i), and (j), as amended, are reprinted in Appendix 1.

## 8. EMPLOYMENT RECORDS OF PILOT APPLICANTS.

**a. Records Requests.** Before allowing a pilot to begin service, the PRIA requires an employing air carrier to request and receive certain information concerning that individual. That information must include certain records from: (1) the FAA; (2) other air carriers or persons; and (3) the National Driver Register (see 49 U.S.C. § 44703(h)(1)).

**NOTE: The employing air carrier is not required to request pilot records from any branch of the United States Armed Forces, the National Guard, or a reserve component of the United States Armed Forces (see 49 U.S.C. § 44703 (h)(1)(B)).**

**(1) Who must request records?** An "air carrier" as defined under 49 U.S.C. § 40102(a)(2). An air carrier is an entity that conducts foreign air transportation, interstate air transportation, or transports mail by aircraft. If an air carrier holds Operations Specifications that authorize foreign or interstate air transportation, or if the air carrier transports mail, such air carrier must comply with the PRIA.

**(2) Who must provide records?** Any air carrier or person, or a trustee in bankruptcy for an air carrier or person, that has employed the individual as a pilot of a civil or public aircraft at any time during the 5-year period preceding the date of the employment application.

**NOTE: Entities that employ pilots and maintain pilot records but are not air carriers must provide the records identified by PRIA to the requesting air carrier within the time specified.**

**(3) When must records be provided?** An air carrier or person who receives a request for records pursuant to PRIA shall provide a copy of all records required under § 44703(h)(1)(A), (B), or (C), as applicable, that are maintained by the air carrier or person to the requesting air carrier **not later than 30 days after receiving the request.**

**NOTE: The failure of an entity [air carrier or person] to provide the requested records within the statutory 30-day limitation should be reported to the Point of Contact listed on FAA's PRIA website at <http://www.faa.gov/avr/afs/pria/>.**

<sup>1</sup> United States Congress, House of Representatives Committee Report - House Rpt. 104-684, H.R. 3536, Airline Pilot Hiring and Safety Act of 1996, p. 6. 1996.

**(4) What records must be provided?**

**(a) FAA Records (See 49 U.S.C. § 44703(h)(1)(A)):**

- 1** Current airman certificates with associated type ratings and limitations;
- 2** Current airman medical certificate including any limitations; and
- 3** Summaries of FAA legal enforcement actions resulting in a finding by the Administrator of a violation that was not subsequently overturned.

**(b) Air Carrier and Other Records (See 49 U.S.C. § 44703(h)(1)(B)).** Records required to be provided include:

**1** *Records pertaining to the individual* that are maintained by an air carrier (other than records relating to flight time, duty time, or rest time) under regulations set forth in:

**(aa)** 14 CFR Part 121.

**NOTE: DO NOT include records that DO NOT pertain to the *individual's performance as a pilot*. For example, an agreement between the pilot and air carrier/person to pay for training, personal bankruptcy papers, or unemployment compensation disputes between a pilot and air carrier/person are not considered to pertain to the individual's performance as a pilot.**

**i.** Section 121.683 -- current records that show whether the crewmember complies with the applicable sections of Chapter 1, Title 14 CFR, including, but not limited to:

- Proficiency and route checks;
- Airplane and route qualifications;
- Training;
- Any required physical examinations; and
- Records of each action taken concerning the release from employment or physical or professional disqualification of the flight crewmember that was not subsequently overturned;

**NOTE: Effective August 1, 2001, the drug and alcohol testing regulations in Appendices I and J of Part 121 were amended to include the provisions of 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs. Due to these amendments, the records referenced in**

**PRIA at 49 U.S.C. § 44703(h)(1)(B), (originally 49 U.S.C. § 44936(f)(1)(B)), are referenced in 49 CFR § 40.333(a)(1)-(2). Paragraph (ii) lists the records that are required by 49 CFR § 40.333.**

**NOTE: Request for drug and alcohol records required under PRIA shall be requested using the “Authorization For Release Of DOT Drug And Alcohol Testing Records Under PRIA And Maintained Under Title 49 Code of Federal Regulations (49 CFR) Part 40” which may be found in Appendix 7 and on the following website: <http://www.faa.gov/avr/afs/pria/>**

**ii.** Appendix I and J, Part 121, and maintained in accordance with 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, § 40.333:

- Records of alcohol test results indicating an alcohol concentration of 0.02 or greater;
- Records of verified positive drug test results;
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results);
- Substance Abuse Professional (SAP) reports;
- All follow-up tests and schedules for follow-up tests;
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and alcohol test violations of employees; and
- Records of negative and cancelled drug test results and/or alcohol test results with a concentration of less than 0.02.

**(bb)** 14 CFR Part 125.

**i.** Section 125.401 -- current records that show whether the crewmember complies with the applicable sections of Chapter 1, Title 14 CFR, including, but not limited to:

- Proficiency and route checks;
- Airplane qualifications;
- Any required physical examinations; and

- Records of each action taken concerning the release from employment or physical or professional disqualification of the flight crewmember that was not subsequently overturned.

(cc) 14 CFR Part 135.

i. Section 135.63(a)(4) – current records that show whether the crewmember complies with the applicable sections of Chapter 1, Title 14 CFR, including, but not limited to:

- Full name;
- Pilot certificate (by type and number) and ratings held;
- Aeronautical experience;
- Current duties and the date of assignment to those duties;
- Effective date and class of medical certificate;
- Date and result of each of the initial and recurrent competency tests and proficiency and route checks required by part 135 and the type of aircraft flown during that test or check;
- Check pilot authorization, if any;
- Release from employment for physical or professional disqualification that was not subsequently overturned; and
- Date of the completion of the initial phase and each recurrent phase of the training required by part 135.

ii. Sections 135.251(b) and 135.255(b) -- records that pertain to Appendix I and J, Part 121, and maintained in accordance with 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, § 40.333:

- Records of alcohol test results indicating an alcohol concentration of 0.02 or greater;
- Records of verified positive drug test results;
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results);
- Substance Abuse Professional (SAP) reports;

- All follow-up tests and schedules for follow-up tests;
- Information obtained from previous employers under 49 CFR § 40.25 concerning drug and alcohol test violations of employees; and
- Records of negative and cancelled drug test results and/or alcohol test results with a concentration of less than 0.02.

**2** Other records pertaining to the *individual's performance as a pilot* that are maintained by the *air carrier* or *person* concerning:

**NOTE:** A "*person*" includes corporations, companies, associations, firms, partnerships, societies, and joint stock companies, as well as individuals. It also includes a governmental authority, trustee, receiver, assignee, and other similar representative. Thus, any entity that is not an *air carrier* must also provide the requested records within the time specified.

(aa) Training records, e.g., initial and recurrent training records;

(bb) Qualifications, proficiency, or professional competence of the individual, including comments and evaluations made by a check airman designated under sections 121.411, 125.295, or 135.337 of 14 CFR. For example:

i. Documents that show the individual's qualifications as instructor/evaluator, check airman, or examiner; and

ii. Records of the individual's proficiency checks -- recurring checks for Captain, First Officer, or Line Checks.

(cc) Records of any disciplinary action taken with respect to the individual that was not subsequently overturned; and

(dd) Any release from employment or resignation, termination, or disqualification of the individual with respect to employment.

**NOTE:** DO NOT include records that DO NOT pertain to the *individual's performance as a pilot*. For example, an agreement between the pilot and air carrier/person to pay for training, personal bankruptcy papers, or unemployment compensation disputes between a pilot and air carrier/person are not considered to pertain to the individual's performance as a pilot.

**b. Written Consent; Release From Liability.**

(1) An air carrier must obtain written consent from the individual before the individual's records are requested (see 49 U.S.C. § 44703(h)(2)(A)).

(2) Provided there is no other provision of law or agreement to the contrary, an air carrier making a request for records under 49 U.S.C. § 44703(h)(1) may require the individual who is the subject of the records to execute a release from liability for any claim arising from the furnishing of such records to or the use of such records by such air carrier [other than a claim arising from furnishing information known to be false and maintained in violation of a criminal statute] (see 49 U.S.C. § 44703(h)(2)(B)).

**c. Reporting Period.** An air carrier or person providing records shall not furnish a record if the record was entered more than 5 years before the date of the request, unless the information concerns a revocation or suspension of an airman certificate or motor vehicle license and the revocation or suspension is in effect on the date of the request (see 49 U.S.C. § 44703(h)(3)).

**d. Maintaining Records.** The Administrator and air carriers shall maintain pilot records described in 49 U.S.C. § 44703(h)(1)(A) and (B) for a period of at least 5 years (see § 44703(h)(4)). The following records are required to be maintained:

(1) **Records Showing Compliance With PRIA.** To show that it has met the statutory requirements of 49 U.S.C. § 44703(h), each air carrier should have in place a records retention system that will allow the carrier and FAA to verify compliance with all PRIA requirements. Records received pursuant to PRIA requests should be maintained as follows:

(a) **Pilot Placed In Service.** Although the PRIA requires at least a 5-year retention period, an air carrier must be able to show that it complied with the provisions of the statute as long as the individual for whom the records pertain is in service as a pilot with such air carrier. Thus, the records required to be requested and received under 44703(h)(1)(A) and (B) for any pilot placed in service as a pilot by an air carrier on or after February 6, 1997, must be maintained by the air carrier:

1 as long as that pilot is in service as a pilot by such air carrier; and

2 for at least 5-years after the pilot terminates service with such air carrier.

(b) **Pilot Hired and Trained, but NOT Placed in Service.** The records described in 44703(h)(1)(A) and (B) that are compiled by the air carrier on a pilot during the training process, even if that pilot does not complete training and is not placed in service, are required to be maintained for at least 5 years.

**NOTE: There are no statutory requirements to maintain records requested and received under the PRIA if the pilot is not hired as a pilot with the air carrier.**

**(2) Other Regulatory Requirements.** The statutory requirement of 49 U.S.C. § 44703(h)(4) to maintain records identified by PRIA for at least 5 years is independent of any regulatory requirement addressing other time periods for maintaining records. For example, if a regulation requires that a certain record be maintained for only 2 years, and that record falls within the ambit of PRIA, then that record must be kept for at least 5 years to comply with PRIA.

**e. Receipt Of Consent -- Provision Of Information (See 49 U.S.C. § 44703(h)(5)).** A person furnishing a record in response to a request made under PRIA:

(1) Shall not furnish such records without first obtaining a copy of the written consent of the individual who is the subject of the records; and

(2) Shall furnish a copy of all such requested information not later than 30 days after receiving the request.

**f. Pilot Right To Receive Notice And Copies of Records (See 49 U.S.C. § 44703(h)(6)).** A person receiving a records request under PRIA must provide the individual who is the subject of the request:

(1) Within 20 days of receipt of the request, written notice of the request and of the individual's right to receive a copy of such records; and

(2) A copy of such records within a reasonable time, but not later than 30 days after the date of the request, if asked for [requested] by the individual.

**g. Reasonable Charges For Processing Requests And Furnishing Copies.** A person who receives a request for records under 49 U.S.C. § 44703(h)(1) or (6) may establish a reasonable fee for the cost of processing the request and furnishing copies of the records (see 49 U.S.C. § 44703(h)(7)).

(1) When the individual who is the subject of the records does not request a copy of the records, reasonable fees, if any, should be charged to the air carrier or person making the request.

(2) When the individual who is the subject of the records requests a copy of the records, reasonable fees, if any, should be charged separately to the person making the request and separately to the individual requesting a copy.

**NOTE: Although a reasonable fee may be charged for providing records, those records MAY NOT be withheld until payment is made. Records must be provided within 30 days of receipt of the request (see 49 U.S.C. § 44703(h)(5) and § 44703(h)(10)).**

**h. Standard Forms.**

**(1) FAA Statutory Requirement.** 49 U.S.C. § 44703(h)(8) requires the Administrator to promulgate standard forms that may be used by air carriers to request records. By using FAA standard forms and by following the specific instructions for those forms, an air carrier requesting pilot records may significantly expedite response time.

**(2) Types of Standard Forms.** There are four (4) forms that are required in order to comply with PRIA. Copies of the standard forms may be downloaded from the Internet at <http://www.faa.gov/avr/afs/pria/>. These forms are shown and explained in appendices 2 through 5 of this AC.

**NOTE: FAA PRIA Forms 8060-10 and 8060-11 have been modified and any forms dated before 04/2003 are obsolete and may not be used. In addition, two (2) new FAA Forms [8060-10A and 8060-11A] have been promulgated to meet the statutory requirement of 49 U.S.C. § 44703(h).**

**(a) FAA Form 8060-10, FAA Records Request (PRIA) (see Appendix 2).** FAA Form 8060-10 has a dual purpose and is used by:

- 1** An air carrier to request a pilot's FAA records; and
- 2** A pilot to give written consent for the release of his/her FAA records to the requesting air carrier.

**NOTE: Requests for FAA records should be transmitted to the FAA by one of the means listed on FAA Form 8060-10 (see Appendix 2).**

**(b) FAA Form 8060-10A, Airman Notice And Right To Receive Copy -- FAA Records (PRIA) (see Appendix 3).** FAA Form 8060-10A is a newly promulgated FAA Form that meets the statutory requirement of 49 U.S.C. § 44703(f). FAA Form 8060-10A is used by:

- 1** The FAA to notify the pilot of an FAA Records Request (PRIA) from an air carrier, and of the individual's right to receive a copy of the records furnished to the air carrier; and
- 2** The pilot to notify the FAA whether or not he/she wants a copy of the records furnished to the requesting air carrier.

**(c) FAA Form 8060-11, Air Carrier and Other Records Request (PRIA) (see Appendix 4).** FAA Form 8060-11 is used by:

- 1** An air carrier to request PRIA records from another *air carrier or person*; and
- 2** A pilot to give the requesting air carrier written consent for release of the PRIA records.

**(d) FAA Form 8060-11A, Airman Notice And Right To Receive Copy – Air Carrier And Other Records (PRIA)** (see Appendix 5). FAA Form 8060-11A is a newly promulgated FAA Form that meets the statutory requirement of 49 U.S.C. § 44703(f). FAA Form 8060-11A is used by:

**1** The air carrier or person receiving a request for records to notify the pilot that a request for records has been made and that the pilot has the right to receive a copy of the requested records; and

**2** The pilot to notify the requesting air carrier whether or not he/she wants a copy of the furnished records.

**i. National Driver Register (NDR) Record Request -- Appendix 6.**

**(1)** The National Highway Traffic Safety Administration (NHTSA) is responsible for administering the NDR portion of a record request under 49 U.S.C. § 44703(h). Requests for NDR records should be made directly to any state motor vehicle agency. NHTSA maintains an Internet database with current addresses and telephone numbers for State motor vehicle agencies that may be accessed at <http://www.nhtsa.dot.gov/people/perform/driver/>. A sample form that a State may use to request NDR information from the NDR is located in Appendix 4.

**(2) Questions concerning NDR records may be addressed to:**

National Highway Traffic Safety Administration  
Attn.: National Driver Register (NTS-32)  
400 7th Street, SW.  
Washington, D.C. 20590  
(202) 366-4800

**j. Pilot Right To Correct Inaccuracies In Records.** *Before making a final hiring decision with respect to the individual*, an air carrier that maintains, or requests and receives, the records of an individual under 49 U.S.C. § 44703(h)(1) shall provide the individual with a reasonable opportunity to submit written comments to correct any inaccuracies contained in the records (see 49 U.S.C. § 44703(h)(9)).

**k. Pilot Right To Review Records.** Unless there are other provisions of law or agreement to the contrary, a pilot has the statutory right to review his/her records (see 49 U.S.C. § 44703(h)(10)). Upon written request from a pilot *who is or has been employed* by such air carrier:

**(1)** The air carrier shall make available to the pilot for review, any and all employment records referred to in 49 U.S.C. § 44703(h)(1)(B)(i) or (ii) pertaining to the employment of the pilot; and

**(2)** The air carrier shall make available a copy of the aforementioned records to the pilot within a reasonable time, but not later than 30 days after the date of the request from the pilot.

**l. Privacy Protections.** The PRIA requires the privacy of the individual who is the subject of the records to be protected (see 49 U.S.C. § 44703(h)(11)). An air carrier that receives the records of an individual under 49 U.S.C. § 44703(h)(1):

(1) May use such records only to assess the qualifications of the individual in deciding whether or not to hire the individual as a pilot; and

(2) Shall take such actions as may be necessary to:

(a) Protect the privacy of the pilot;

(b) Protect the confidentiality of the records; and

(c) Ensure that information contained in the records is not divulged to any individual who is not involved in the hiring decision.

**m. Special Rules With Respect To Certain Pilots (See 49 U.S.C. § 44703(h)(14)).**

(1) **Pilots Of Certain Small Aircraft.** Before receiving the records required by 49 U.S.C. § 44703(h)(1), an air carrier may allow an individual to begin service for a period not to exceed 90 days as a pilot of an aircraft having a maximum payload capacity of 7,500 pounds or less (as defined in 14 CFR §119.3), or a helicopter, provided:

(a) The flight is not a scheduled operation (as defined in 14 CFR § 119.3);

(b) The air carrier obtains and evaluates the information required by 49 U.S.C. § 44703(h)(1) before the end of the 90-day period; and

(c) The contract between the air carrier and the individual contains a term that provides that the continuation of the individual's employment, after the last day of the 90-day period, depends on a satisfactory evaluation of any record received pursuant to a request under PRIA.

**(2) Good Faith Exception.**

(a) An air carrier may allow an individual to begin service as a pilot without obtaining information about the individual under 49 U.S.C. § 44703(h)(1)(B) from an air carrier or person that no longer exists; or, from a foreign government or entity that employed the individual, if the air carrier required to obtain the information has made a documented good faith attempt to obtain such information.

(b) Mail forwarded via the United States Postal Service (USPS) as "Certified, Return Receipt," may be considered as a documented good faith attempt. Similarly, mail forwarded

through either the USPS or a private carrier that provides a documented delivery of the request may also be considered as a documented good faith attempt to obtain such information.

**NOTE: PRIA is silent on how long an air carrier must wait after making a documented good faith attempt for records and determining that no records are available. For air carriers that DO NOT fall within the exception at 49 U.S.C. 44703(h)(14), Special Rules With Respect To Certain Pilots, that time period must be longer than 30 days.**

**n. Electronic Access To FAA Records (See 49 U.S.C. § 44703(h)(15)).**

(1) On April 5, 2000, PRIA was amended to allow designated individuals electronic access to FAA records. The electronic access to FAA records was coordinated with industry and is designed specifically for the purpose of increasing timely and efficient access to FAA records described in 49 U.S.C. § 44703(h)(1)(A). Under the revised statute, the Administrator may allow, under terms established by the Administrator, a designated individual to have electronic access to a specified database containing such records.

(2) The terms established by the Administrator shall limit such access to instances in which information in the database is required by the designated individual in making a hiring decision concerning a pilot applicant, and shall require that the designated individual provide assurances satisfactory to the Administrator that information obtained using such access will not be used for any purpose other than making the hiring decision.

**NOTE: The FAA will provide further guidance on electronic access to FAA records prior to implementation.**

**o. Limitation On Liability (See 49 U.S.C. § 44703(i)(1)).** No action or proceeding may be brought by or on behalf of an individual who has applied for or is seeking a position with an air carrier as a pilot and who has signed a release from liability, as provided for under 49 U.S.C. § 44703(i)(2), against:

(1) The air carrier requesting the records of that individual under 49 U.S.C. § 44703(h)(1);

(2) A person who has complied with such request;

(3) A person who has entered information contained in the individual's records; or

(4) An agent or employee of a person described in 49 U.S.C. § 44703(i)(1)(A) or (B), in the nature of an action for:

(a) Defamation;

(b) Invasion of privacy;

(c) Negligence;

(d) Interference with contract, or otherwise; or

(e) Under any Federal or State law with respect to the furnishing or use of such records in accordance with 49 U.S.C. § 44703(h).

**p. Preemption (See 49 U.S.C. § 44703(i)(2)).** No State or political subdivision thereof may enact, prescribe, issue, continue in effect, or enforce any law (including any regulation, standard, or other provision having the force and effect of law) that prohibits, penalizes, or imposes liability for furnishing or using records in accordance with 49 U.S.C. § 44703(h).

**q. Provision Of Knowingly False Information (See 49 U.S.C. § 44703(i)(3)).** Paragraphs (1) and (2) of 49 U.S.C. § 44703(i) shall not apply with respect to a person who furnishes information in response to a request made under 49 U.S.C. § 44703(h)(1) that:

(1) The person knows is false; and

(2) Was maintained in violation of a criminal statute of the United States.

**r. Limitation On Statutory Construction (See 49 U.S.C. § 44703(j)).** Nothing in 49 U.S.C. § 44703(h) shall be construed as precluding the availability of the records of a pilot in an investigation or other proceeding concerning an accident or incident conducted by the Administrator, the National Transportation Safety Board, or a court.

## 9. REQUESTS FOR RECORDS:

**a. FAA Records.** An air carrier request for FAA records should be made using **FAA Form 8060-10, FAA Records Request (PRIA)**. This form is available on the FAA PRIA website at <http://www.faa.gov/avr/afs/pria/>. The FAA will provide records reflecting current airman medical certificate and current airman certificates and associated type ratings, including any limitations to those certificates and ratings. The FAA will also conduct a search of the Enforcement Information System and provide a summary 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 has not been subsequently overturned (as provided in 49 U.S.C. § 44703(h)(1)(A)(ii)).

**b. Where To Send FAA Records Request.** Requests for FAA records should be transmitted via one of the following means.

### (1) 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

**(2) Expedited mail service through 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

**c. Where To Get Information Regarding FAA Records?** All written or telephonic information requests and/or questions pertaining to FAA records may be transmitted via one of the following means:

**(1) Telephonic Inquiries.** Information concerning FAA records may be obtained by calling the FAA Aviation Data Systems Branch at (405) 954-0990.

**(2) FAX Inquiries.** Information concerning FAA records may be obtained by FAX from the FAA Aviation Data Systems Branch at (405) 954-4655.

**(3) Written Inquiries.** Written request for information concerning FAA records may be obtained by sending inquiries to the FAA Aviation Data systems Branch by one of the means listed in paragraph 9b above.

**d. Requests For Air Carrier and Other Records.** An air carrier request for air carrier and other records should be made using **FAA Form 8060-11, Air Carrier and Other Records Request (PRIA)**. This form is available on the FAA PRIA website at <http://www.faa.gov/avr/afs/pria/>. Requests should be submitted directly to the applicable air carrier or person that previously employed the individual at any time during the 5-year period preceding the date of employment application.

**10. REQUEST FOR INFORMATION CONCERNING 49 U.S.C. § 44703(h).**

**a. Written and Telephonic Requests.** All written or telephonic information requests and/or questions pertaining to 49 U.S.C. § 44703(h) should be addressed to:

**NOTE: Do not mail FAA Records Requests (PRIA) to this address; use the address listed on FAA Form 8060-10 (see Appendix 2).**

Federal Aviation Administration  
Attn.: Air Transportation Division, AFS-200  
800 Independence Avenue, SW.  
Washington, D.C. 20591  
(202) 267-8166

**b. Internet.**

(1) Additional information about PRIA may be obtained by contacting the person listed on the Flight Standards Service Internet Web Site at <http://www.faa.gov/avr/afs/pria/>

(2) Electronic copies of this AC and the standard forms may be downloaded from the internet at <http://www.faa.gov/avr/afs/pria/>.

/s/ John M. Allen, for  
James J. Ballough  
Director, Flight Standards Service

**Appendix 1.**  
**Pilot Records Improvement Act of 1996**  
**Public Law 104-264, Section 502, October 9, 1996, (effective 02/06/97)**  
**As Amended by:**  
**Public Law 105-142 (effective 12/06/97);**  
**Public Law 106-181 (effective 04/05/00), and,**  
**Public Law 107-71 (effective November 19, 2001)**

---

Title 49 United States Code (49 U. S. C.) § 44703, as amended:

**(h) RECORDS OF EMPLOYMENT OF PILOT APPLICANTS.**

**(1) IN GENERAL.** Subject to paragraph (14), before allowing an individual to begin service as a pilot, an air carrier shall request and receive the following information:

(A) FAA RECORDS. From the Administrator of the Federal Aviation Administration, records pertaining to the individual that are maintained by the Administrator concerning--

(i) current airman certificates (including airman medical certificates) and associated type ratings, including any limitations to those certificates and ratings; and

(ii) summaries of legal enforcement actions resulting in a finding by the Administrator of a violation of this title or a regulation prescribed or order issued under this title that was not subsequently overturned.

(B) AIR CARRIER AND OTHER RECORDS. From any air carrier or other person, except a branch of the United States Armed Forces, the National Guard, or a reserve component of the United States Armed Forces, that has employed the individual as a pilot of a civil or public aircraft at any time during the 5-year period preceding the date of the employment application of the individual, or from the trustee in bankruptcy for such air carrier or person--

(i) records pertaining to the individual that are maintained by an air carrier (other than records relating to flight time, duty time, or rest time) under regulations set forth in--

(I) section 121.683 of title 14, Code of Federal Regulations;

(II) paragraph (A) of section VI, appendix I, part 121 of such title;

(III) paragraph (A) of section IV, appendix J, part 121 of such title;

(IV) section 125.401 of such title; and

(V) section 135.63(a)(4) of such title; and

(ii) other records pertaining to the individual's performance as a pilot that are maintained by the air carrier or person concerning--

(I) the training, qualifications, proficiency, or professional competence of the individual, including comments and evaluations made by a check airman designated in accordance with section 121.411, 125.295, or 135.337 of such title;

(II) any disciplinary action taken with respect to the individual that was not subsequently overturned; and

(III) any release from employment or resignation, termination, or disqualification with respect to employment.

(C) NATIONAL DRIVER REGISTER RECORDS. In accordance with section 30305(b)(8), from the chief driver licensing official of a State, information concerning the motor vehicle driving record of the individual.

**(2) WRITTEN CONSENT; RELEASE FROM LIABILITY.** An air carrier making a request for records under paragraph (1)--

(A) shall be required to obtain written consent to the release of those records from the individual that is the subject of the records requested; and

(B) may, notwithstanding any other provision of law or agreement to the contrary, require the individual who is the subject of the records to request to execute a release from liability for any claim arising from the furnishing of such records to or the use of such records by such air carrier (other than a claim arising from furnishing information known to be false and maintained in violation of a criminal statute).

**(3) 5-YEAR REPORTING PERIOD.** A person shall not furnish a record in response to a request made under paragraph (1) if the record was entered more than 5 years before the date of the request, unless the information concerns a revocation or suspension of an airman certificate or motor vehicle license that is in effect on the date of the request.

**(4) REQUIREMENT TO MAINTAIN RECORDS.** The Administrator and air carriers shall maintain pilot records described in paragraphs (1)(A) and (1)(B) for a period of at least 5 years.

**(5) RECEIPT OF CONSENT; PROVISION OF INFORMATION.** A person shall not furnish a record in response to a request made under paragraph (1) without first obtaining a copy of the written consent of the individual who is the subject of the records requested; except that, for the purposes of paragraph (15), the Administrator may allow an individual designated by the Administrator to accept and maintain written consent on behalf of the Administrator for records requested under paragraph (1)(A). A person who receives a request for records under this subsection shall furnish a copy of all of such requested records maintained by the person not later than 30 days after receiving the request.

**(6) RIGHT TO RECEIVE NOTICE AND COPY OF ANY RECORD FURNISHED.** A person who receives a request for records under paragraph (1) shall provide to the individual who is the subject of the records--

(A) on or before the 20th day following the date of receipt of the request, written notice of the request and of the individual's right to receive a copy of such records; and

(B) in accordance with paragraph (10), a copy of such records, if requested by the individual.

---

**(7) REASONABLE CHARGES FOR PROCESSING REQUESTS AND FURNISHING COPIES.** A person who receives a request under paragraph (1) or (6) may establish a reasonable charge for the cost of processing the request and furnishing copies of the requested records.

**(8) STANDARD FORMS.** The Administrator shall promulgate--

(A) standard forms that may be used by an air carrier to request records under paragraph (1); and

(B) standard forms that may be used by an air carrier to--

(i) obtain the written consent of the individual who is the subject of a request under paragraph (1); and

(ii) inform the individual of--

(I) the request; and

(II) the individual right of that individual to receive a copy of any records furnished in response to the request.

**(9) RIGHT TO CORRECT INACCURACIES.** An air carrier that maintains or requests and receives the records of an individual under paragraph (1) shall provide the individual with a reasonable opportunity to submit written comments to correct any inaccuracies contained in the records before making a final hiring decision with respect to the individual.

**(10) RIGHT OF PILOT TO REVIEW CERTAIN RECORDS.** Notwithstanding any other provision of law or agreement, an air carrier shall, upon written request from a pilot who is or has been employed by such carrier, make available, within a reasonable time, but not later than 30 days after the date of the request, to the pilot for review, any and all employment records referred to in paragraph (1)(B) (i) or (ii) pertaining to the employment of the pilot.

**(11) PRIVACY PROTECTIONS.** An air carrier that receives the records of an individual under paragraph (1) may use such records only to assess the qualifications of the individual in deciding whether or not to hire the individual as a pilot. The air carrier shall take such actions as may be necessary to protect the privacy of the pilot and the confidentiality of the records, including ensuring that information contained in the records is not divulged to any individual that is not directly involved in the hiring decision.

**(12) PERIODIC REVIEW.** Not later than 18 months after the date of the enactment of the Pilot Records Improvement Act of 1996 [enacted Oct. 9, 1996], and at least once every 3 years thereafter, the Administrator shall transmit to Congress a statement that contains, taking into account recent developments in the aviation industry—

(A) recommendations by the Administrator concerning proposed changes to Federal Aviation Administration records, air carrier records, and other records required to be furnished under subparagraphs (A) and (B) of paragraph (1); or

(B) reasons why the Administrator does not recommend any proposed changes to the records referred to in subparagraph (A).

**(13) REGULATIONS.** The Administrator shall prescribe such regulations as may be necessary--

(A) to protect--

(i) the personal privacy of any individual whose records are requested under paragraph (1) and disseminated under paragraph (15); and

(ii) the confidentiality of those records;

(B) to preclude the further dissemination of records received under paragraph (1) by the person who requested those records; and

(C) to ensure prompt compliance with any request made under paragraph (1).

**(14) SPECIAL RULES WITH RESPECT TO CERTAIN PILOTS.**

(A) PILOTS OF CERTAIN SMALL AIRCRAFT. Notwithstanding paragraph (1), an air carrier, before receiving information requested about an individual under paragraph (1), may allow the individual to begin service for a period not to exceed 90 days as a pilot of an aircraft with a maximum payload capacity (as defined in section 119.3 of title 14, Code of Federal Regulations) of 7,500 pounds or less, or a helicopter, on a flight that is not a scheduled operation (as defined in such section). Before the end of the 90-day period, the air carrier shall obtain and evaluate such information. The contract between the carrier and the individual shall contain a term that provides that the continuation of the individual's employment, after the last day of the 90-day period, depends on a satisfactory evaluation.

(B) GOOD FAITH EXCEPTION. Notwithstanding paragraph (1), an air carrier, without obtaining information about an individual under paragraph (1)(B) from an air carrier or other person that no longer exists or from a foreign government or entity that employed the individual, may allow the individual to begin service as a pilot if the air carrier required to request the information has made a documented good faith attempt to obtain such information.

**(15) ELECTRONIC ACCESS TO FAA RECORDS.** For the purpose of increasing timely and efficient access to Federal Aviation Administration records described in paragraph (1), the Administrator may allow, under terms established by the Administrator, an individual designated by the air carrier to have electronic access to a specified database containing information about such records. The terms shall limit such access to instances in which information in the database is required by the designated individual in making a hiring decision concerning a pilot applicant and shall require that the designated individual provide assurances satisfactory to the Administrator that information obtained using such access will not be used for any purpose other than making the hiring decision.

**(i) LIMITATION ON LIABILITY; PREEMPTION OF STATE LAW.**

**(1) LIMITATION ON LIABILITY.** No action or proceeding may be brought by or on behalf of an individual who has applied for or is seeking a position with an air carrier

---

as a pilot and who has signed a release from liability, as provided for under paragraph (2), against—

(A) the air carrier requesting the records of that individual under subsection (h)(1);

(B) a person who has complied with such request;

(C) a person who has entered information contained in the individual's records;

or

(D) an agent or employee of a person described in subparagraph (A) or (B); in the nature of an action for defamation, invasion of privacy, negligence, interference with contract, or otherwise, or under any Federal or State law with respect to the furnishing or use of such records in accordance with subsection (h).

**(2) PREEMPTION.** No State or political subdivision thereof may enact, prescribe, issue, continue in effect, or enforce any law (including any regulation, standard, or other provision having the force and effect of law) that prohibits, penalizes, or imposes liability for furnishing or using records in accordance with subsection (h).

**(3) PROVISION OF KNOWINGLY FALSE INFORMATION.** Paragraphs (1) and (2) shall not apply with respect to a person who furnishes information in response to a request made under subsection (h)(1), that--

(A) the person knows is false; and

(B) was maintained in violation of a criminal statute of the United States.

**(j) LIMITATION ON STATUTORY CONSTRUCTION.** Nothing in subsection (h) shall be construed as precluding the availability of the records of a pilot in an investigation or other proceeding concerning an accident or incident conducted by the Administrator, the National Transportation Safety Board, or a court.



**APPENDIX 2. OVERVIEW OF FAA FORM 8060-10, FAA RECORDS REQUEST (PRIA)**

**NOTICE: Request will not be deemed received or valid unless Parts I and II are completed as specified in the instructions for the form.**

1. **Part I – Records Request (PRIA).** Part I is used by the air carrier to request certain pilot records maintained by the Federal Aviation Administration (FAA). The FAA will provide records reflecting current airman medical certificate and current airman certificates and associated type ratings, including any limitations to those certificates and ratings. The FAA will also conduct a search of the Enforcement Information System and provide a summary 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 has not been subsequently overturned (as provided in 49 U.S.C. § 44703(h)(1)(A)(ii)).

2. **Part II – Airman Consent to Release of Records.** Part II is used by the requesting air carrier to obtain written consent for the release of the records from the individual who is the subject of the records requested.

3. **Furnishing Records.** A person who receives a request for records under 49 U.S.C. § 44703(h) shall furnish a copy of all such requested records maintained by the person not later than 30 days after receiving the request.

4. **Reasonable Charges.** 49 U.S.C. § 44703(h)(7) allows for reasonable charges for processing requests and furnishing copies of requested records (see paragraph 8g above for further clarification).

5. **Mailing Address.** Requests for FAA records should be addressed as follows:

a. 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  
(405) 954-0990  
FAX (405) 954-4655

b. 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  
(405) 954-0990  
FAX (405) 954-4655

**FIGURE 1. FAA FORM 8060-10, FAA RECORDS REQUEST (PRIA) (FRONT)**

 U.S. Department of Transportation <b>Federal Aviation Administration</b>	<b>FAA RECORDS REQUEST (PRIA)</b> Pilot Records Improvement Act Of 1996 Title 49 U.S.C. § 44703(h), Records of Employment of Pilot Applicants, As Amended
<b>Requests for FAA records should be addressed as follows:</b>	
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
<b>NOTICE</b>	
<p><i>Request will not be deemed received or valid unless Parts I and II are completed as specified in the instructions.</i></p> <p><i>Pursuant to 49 U.S.C. § 44703(h)(5), a person who receives a request for records under 49 U.S.C. § 44703(h)(1) shall furnish a copy of all such requested records maintained by the person not later than 30 days after receiving the request.</i></p>	
<b>PART I: RECORDS REQUEST (PRIA)</b>	
_____, _____, hereby requests records (Air Carrier Name) (Air Carrier Certificate #) pertaining to the airman consenting in Part II below concerning: (i) current airman medical certificate, current airman certificates and associated type ratings, including any limitations to those certificates and ratings, and (ii) 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: _____ (Print – Air Carrier Representative)	Title: _____ (Print—Title of Air Carrier Representative)
Signature: _____ (Air Carrier Representative)	Date: _____
Mailing Address: _____ _____ _____	
Telephone _____	FAX _____
<b>PART II: AIRMAN CONSENT TO RELEASE OF RECORDS</b>	
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, current airman certificates and associated type ratings, including any limitations to those certificates and ratings, and (ii) 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: _____ (Not valid unless signed and dated)	Date: _____
*Mailing Address: _____	
*Denotes required information – see instructions #4	
Telephone: _____	
<b>FAA Form 8060-10, FAA Records Request (PRIA), Revised 04/2003 – Previous editions are obsolete</b> OMB No. 2120-0607	

**FIGURE 1 (CONTINUED). FAA FORM 8060-10, FAA RECORDS REQUEST (PRIA) (BACK)**

 U.S. Department of Transportation <b>Federal Aviation          Administration</b>	<b><u>INSTRUCTIONS</u></b> <b>FAA FORM 8060-10, FAA RECORDS REQUEST (PRIA)</b>
Pilot Records Improvement Act Of 1996, Title 49 U.S.C § 44703(h), Records of Employment of Pilot Applicants, As Amended	
Air carriers <b>should</b> use this form to request FAA Records from the Federal Aviation Administration.	
<b>NOTICE</b>	
<b>Request will not be deemed received or valid unless Parts I and II are completed as specified below.</b>	
This form may be photocopied for use. This form is available on the Internet at <a href="http://www.faa.gov/avr/afs/pria/">http://www.faa.gov/avr/afs/pria/</a> . A separate form must be used for each airman whose records are requested. <b><u>DO NOT</u> enter information on this form such as date of birth, social security number, home address*, or other information in which the airman may have a reasonable expectation of privacy.</b>	
<b>Part I – FAA Records Request (PRIA): To be completed by the Air Carrier.</b>	
<b>NOTE: All entries, except for signature, must be either type written or printed legibly with black or dark blue ink.</b>	
<ol style="list-style-type: none"> <li>1. Name, title, and signature – enter the name, title, and signature of the person making the request on behalf of the air carrier.</li> <li>2. Date – enter the date of the request.</li> <li>3. Mailing address – provide a complete company mailing address to which FAA will mail the requested records.</li> </ol>	
<b>Part II -- Airman Consent: To be completed by the Airman Applicant.</b>	
<b>NOTE: All entries, except for signature, must be either type written or printed legibly with black or dark blue ink.</b>	
<ol style="list-style-type: none"> <li>1. Name -- enter your name as it is shown on your airman certificate(s).</li> <li>2. Airman Certificate Number -- enter your airman certificate number(s). In parenthesis after the certificate number, indicate the type of certificate by using S (Student), P (Private), C (Commercial), F (Flight Instructor), G (Ground Instructor), or A (Airline Transport Pilot). 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).</li> <li>3. Signature and Date – Sign in ink using your legal signature and enter the date.</li> <li>4. <b>*Mailing Address -- This information is required for the FAA to provide notice to the airman that a request for records has been received and of the airman’s right to receive a copy of the records provided to the carrier.</b></li> </ol>	
<b><i>PAPERWORK REDUCTION ACT STATEMENT</i></b>	
Title 49 United States Code (49 U.S.C.) § 44703(h), Records of Employment of Pilot Applicants, as amended, requires all air carriers to request FAA records and Air Carrier and Other Records concerning an individual before allowing that individual to begin service as a pilot. 49 U.S.C. § 44703(h)(8) requires the FAA Administrator to promulgate standard forms to request records. The information entered on the standard forms will be used to facilitate search and retrieval of the required records. It is estimated that the average burden per respondent associated with the collection of FAA Records [this collection] is 10 minutes. If you wish to comment on the accuracy of this estimate or submit suggestions for reducing the burden, you may write to: Federal Aviation Administration, Air Transportation Division, AFS-200, 800 Independence Avenue, SW, Washington, DC 20591. The requirement to collect background information on the pilots before allowing the pilot to begin service is mandatory; the use of this form is not. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The control number assigned to this collection is 2120-0607.	



---

**APPENDIX 3. OVERVIEW OF FAA FORM 8060-10A, AIRMAN NOTICE AND RIGHT TO RECEIVE COPY -- FAA RECORDS (PRIA)**

Pilot Records Improvement Act Of 1996, As Amended

**NOTICE: Request will not be deemed received or valid unless Parts I and II are completed as specified in the instructions for the form.**

**1. Part I – Airman Notice And Right To Receive Copy -- FAA Records (PRIA).**

a. Part I is used by the FAA to notify the pilot of an FAA Records Request (PRIA) and of the pilot's right to receive a copy of the records furnished to the requesting air carrier.

b. The FAA will provide records reflecting current airman medical certificate, current airman certificates and associated type ratings, including any limitations to those certificates and ratings. The FAA will also conduct a search of the Enforcement Information System and provide a summary 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 has not been subsequently overturned (as provided in 49 U.S.C. § 44703(h)(1)(A)(ii)).

**2. Part II – Airman Request Or Non-Request For Records.** Part II is used by the pilot to notify the FAA whether or not he/she wants a copy of the records that were furnished to the requesting air carrier.

**3. Furnishing Records.** A person who receives a request for records under 49 U.S.C. § 44703(h) shall provide to the individual who is the subject of the records:

a. On or before the 20th day following the date of receipt of the request, written notice of the request and of the individual's right to receive a copy of such records, and

b. Furnish a copy of all such requested records not later than 30 days after receiving the request.

**4. Reasonable Charges.** 49 U.S.C. § 44703(h)(7) allows for reasonable charges for processing requests and furnishing copies of requested records (see paragraph 8g above for further clarification).

**FIGURE 1. FAA FORM 8060-10A, AIRMAN NOTICE AND RIGHT TO RECEIVE COPY -- FAA RECORDS (PRIA) (FRONT)**

 U.S. Department of Transportation <b>Federal Aviation Administration</b>	<b>AIRMAN NOTICE AND RIGHT TO RECEIVE COPY -- FAA RECORDS (PRIA)</b>	
	Pilot Records Improvement Act Of 1996 Title 49 U.S.C. § 44703(h), Records of Employment of Pilot Applicants, As Amended	
<b>NOTICE</b>		
<i>Title 49 U.S.C. § 44703(h)(6) requires the person receiving a records request to notify the individual who is the subject of the request within 20 days after receiving the request, and further entitles the individual the right to receive a complete copy of all FAA records furnished in response to the request within 30-days after receiving the request.</i>		
<i>Title 49 U.S.C. § 44703(h)(7) allows for a reasonable charge for the cost of processing the request and furnishing copies of the requested records.</i>		
<b>PART I: AIRMAN NOTICE AND RIGHT TO RECEIVE COPY</b>		
_____ (Airman Name – First, Middle, Last)		_____ (Airman Certificate #)
Pursuant to 49 U.S.C. § 44703(h)(6), you are hereby notified that _____,		_____
_____		(Air Carrier Name)
_____		_____
(Air Carrier Certificate #)	_____	(Date of Request)
for your records concerning: (i) current airman medical certificate, current airman certificates and associated type ratings, including any limitations to those certificates and ratings, and (ii) 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)).		
You are hereby notified of your right to receive a copy of any and all records furnished by the Federal Aviation Administration in response to the aforementioned records request, and that you may request a copy of such records by checking yes, signing, and dating in Part II below.		
<b>PART II: AIRMAN REQUEST OR NON-REQUEST FOR RECORDS</b>		
<input type="checkbox"/> YES, I want a copy of the furnished records. <input type="checkbox"/> NO, I do not want a copy of the furnished records.		
Signature: _____		Date _____
(Not valid unless signed and dated)		
*Mailing Address: _____		
_____		
*Denotes required information – see instructions #3		
Telephone: _____		
_____		
<b>FAA Form 8060-10A, Airman Notice And Right To Receive Copy -- FAA Records Request (PRIA), 04/2003</b>		
OMB No. 2120-0607		

**FIGURE 1. (CONTINUED) FAA FORM 8060-10A, AIRMAN NOTICE AND RIGHT TO RECEIVE COPY -- FAA RECORDS (PRIA) (BACK)**

 U.S. Department of Transportation <b>Federal Aviation          Administration</b>	<b>INSTRUCTIONS</b> <b>FAA FORM 8060-10A, AIRMAN NOTICE AND RIGHT TO RECEIVE COPY -- FAA RECORDS (PRIA)</b> Pilot Records Improvement Act Of 1996 TITLE 49 U.S.C § 44703(h), Records of Employment of Pilot Applicants, As Amended
	<b>NOTICE</b> <b>Request will not be deemed received or valid unless completed as specified below.</b>  This form may be photocopied for use. This form is available on the Internet at <a href="http://www.faa.gov/avr/afs/pria/">http://www.faa.gov/avr/afs/pria/</a> A separate form must be used for each airman whose records have been requested. <b>DO NOT enter information on this form such as date of birth, social security number, *home address, or other information in which the airman may have a reasonable expectation of privacy.</b>
<b>Part I: To be completed by the FAA Office receiving a FAA Records Request (PRIA).</b> <b>NOTE: All entries must be either type written or printed legibly with black or dark blue ink.</b>  1. Airman's name and certificate number -- enter the name and certificate number of the individual who is the subject of the request on FAA Form 8060-10, FAA Records Request (PRIA). 2. Air carrier name and certificate number -- enter the name and certificate number of the air carrier making the request on FAA Form 8060-10, FAA Records Request (PRIA). 3. Date -- enter the date of the request listed on FAA Form 8060-10, FAA Records Request (PRIA).	
<b>Part II: To be completed by Airman/Applicant.</b> <b>NOTE: All entries must be either type written or printed legibly with black or dark blue ink.</b>  1. YES or NO -- check the appropriate box to indicate whether you DO or DO NOT want a copy of the records furnished. If requested, copies will be mailed to the mailing address provided. 2. Signature and date -- sign in ink using your legal signature and enter the date. 3. <b>*Mailing address -- this information is required -- provide a complete mailing address to which the FAA will mail a copy of the requested records.</b> 4. Return completed copy to FAA.	
<p align="center"><b>PAPERWORK REDUCTION ACT STATEMENT</b></p> <p>Title 49 United States Code (49 U.S.C.) § 44703(h), Records of Employment of Pilot Applicants, as amended, requires all air carriers to request FAA records and Air Carrier and Other Records concerning an individual before allowing that individual to begin service as a pilot. 49 U.S.C. § 44703(h)(8) requires the FAA Administrator to promulgate standard forms to request records. The information entered on the standard forms will be used to facilitate search and retrieval of the required records. It is estimated that the average burden per respondent associated with the collection of FAA Records (this collection) is 10 minutes. If you wish to comment on the accuracy of this estimate or submit suggestions for reducing the burden, you may write to: Federal Aviation Administration, Air Transportation Division, AFS-200, 800 Independence Avenue, SW, Washington, DC 20591. The requirement to collect background information on the pilots before allowing the pilot to begin service is mandatory; the use of this form is not. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The control number assigned to this collection is 2120-0607.</p>	



---

**APPENDIX 4. OVERVIEW OF FAA FORM 8060-11, AIR CARRIER AND OTHER RECORDS REQUEST (PRIA)**

Pilot Records Improvement Act Of 1996, As Amended

**NOTICE: Request will not be deemed received or valid unless Parts I and II are completed as specified in the instructions for the form.**

1. **Part I – Records Request (PRIA).** Part I is used by the air carrier to request certain records of the pilot from any air carrier or other person that has employed the individual at any time during the 5-year period preceding the date of the employment application of the individual, or from the trustee in bankruptcy for such air carrier or other person. The records that must be provided are identified in 49 U.S.C. § 44703(h)(1)(B) and paragraph 8a of this AC.
2. **Part II – Airman Consent to Release of Records.** Part II is used by the air carrier to obtain written consent to the release of the records from the airman who is the subject of the records requested.
3. **Furnishing Records.** A person who receives a request for records under 49 U.S.C. § 44703(h) shall furnish a copy of all such requested records maintained by the person not later than 30 days after receiving the request.
4. **Reasonable Charges.** 49 U.S.C. § 44703(h)(7) allows for reasonable charges for processing requests and furnishing copies of requested records (see paragraph 8g above for further clarification).

FIGURE 1. FAA FORM 8060-11, AIR CARRIER AND OTHER RECORDS REQUEST (PRIA) (FRONT)

 U.S. Department of Transportation <b>Federal Aviation Administration</b>	<b>AIR CARRIER AND OTHER RECORDS REQUEST (PRIA)</b>
	Pilot Records Improvement Act Of 1996 Title 49 U.S.C. § 44703(h), Records of Employment of Pilot Applicants, As Amended
<b>NOTICE</b> <i>Request will not be deemed received or valid unless Parts I and II are completed as specified in the instructions.</i> <i>Pursuant to 49 U.S.C. § 44703(h)(5), a person who receives a request for records under 49 U.S.C. § 44703(h)(1) shall furnish a copy of all such requested records maintained by the person not later than 30 days after receiving the request.</i>	
<b>PART I: AIR CARRIER AND OTHER RECORDS REQUEST (PRIA)</b>	
To: _____ _____ _____	
_____, _____, hereby requests (Air Carrier Name) (Air Carrier Certificate #)	
copies of records as required under 49 U.S.C. § 44703(h)(1)(B), as amended, pertaining to the airman consenting in Part II below.	
Name: _____ Title: _____ (Print – Air Carrier Representative) (Print—Title of Air Carrier Representative)	Signature: _____ Date: _____ (Air Carrier Representative)
Mail Records To: _____ _____ _____	Telephone: _____ FAX: _____
<b>PART II: AIRMAN CONSENT TO RELEASE OF RECORDS</b>	
I _____, consent to and authorize my current or previous (Print – Airman’s First, Middle, and Last Name)	
employer _____ to release records (Print—Employer Name)	
pertaining to me as required under 49 U.S.C. § 44703(h)(1)(B) to the air carrier named in Part I above.	
Airman Certificate Number(s): _____ _____	
Signature: _____	Date: _____
*Mailing Address: _____ _____ _____	
*Denotes required information – see instructions #4	
Telephone: _____	
FAA Form 8060-11, Air Carrier And Other Records Request (PRIA), Revised 04/2003 – Previous editions are obsolete OMB No. 2120-0607	

**FIGURE 1 (CONTINUED). FAA FORM 8060-11, AIR CARRIER AND OTHER RECORDS REQUEST (PRIA) -- PILOT RECORDS IMPROVEMENT ACT OF 1996, AS AMENDED (BACK)**

 U.S. Department of Transportation <b>Federal Aviation          Administration</b>	<b><u>INSTRUCTIONS</u></b>
	<b>FAA FORM 8060-11, AIR CARRIER AND OTHER RECORDS REQUEST (PRIA),</b> Pilot Records Improvement Act Of 1996 Title 49 U.S.C § 44703(h), Records of Employment of Pilot Applicants, As Amended
Air carriers <b>should</b> use this form to request records from current and/or past employers as contemplated under 49 U.S.C. § 44703(h).	
<b><u>NOTICE</u></b>	
<p><b>Request will not be deemed received or valid unless Parts I and II are completed as specified below.</b></p> <p><b>Pursuant to 49 U.S.C. § 44703(h)(5), a person who receives a request for records under 49 U.S.C. § 44703(h)(1) shall furnish a copy of all such requested records maintained by the person not later than 30 days after receiving the request.</b></p> <p>This form may be photocopied for use.</p> <p>This form is available on the Internet at <a href="http://www.faa.gov/avr/afs/pria/">http://www.faa.gov/avr/afs/pria/</a>.</p> <p>A separate form must be used for each airman whose records are requested.</p> <p><b>DO NOT use this form to request Pilot Records from the Federal Aviation Administration.</b></p>	
<b>Part I: To be completed by the Air Carrier.</b>	
<p><b>NOTE: All entries, except for signature, must be either type written or printed legibly with black or dark blue ink.</b></p> <ol style="list-style-type: none"> <li>To – enter the address of the airman’s current and/or previous employer.</li> <li>Name, title, and signature – enter the name, title, and signature of the person making the request on behalf of the air carrier.</li> <li>Date – enter the date of the request.</li> <li>Mailing address – provide a complete company mailing address to which the <i>air carrier</i> or <i>person</i> will mail the requested records.</li> </ol>	
<b>Part II: To be completed by Airman/Applicant.</b>	
<p><b>NOTE: All entries, except for signature, must be either type written or printed legibly with black or dark blue ink.</b></p> <ol style="list-style-type: none"> <li>Name -- enter your name as it is shown on your airman certificate(s).</li> <li>Airman Certificate Number -- enter your airman certificate number(s). In parenthesis after the certificate number, indicate the type of certificate by using S (Student), P (Private), C (Commercial), F (Flight Instructor), G (Ground Instructor), or A (Airline Transport Pilot). 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).</li> <li>Signature and Date – Sign in ink using your legal signature and enter the date.</li> <li><b>*Mailing Address -- This information is required to provide notice to the airman that a request for records has been received and of the airman’s right to receive a copy of the records provided to the carrier.</b></li> </ol>	
<b><i>PAPERWORK REDUCTION ACT STATEMENT</i></b>	
<p>Title 49 United States Code (49 U.S.C.) § 44703(h), Records of Employment of Pilot Applicants, as amended, requires all air carriers to request FAA records and Air Carrier and Other Records concerning an individual before allowing that individual to begin service as a pilot. 49 U.S.C. § 44703(h)(8) requires the FAA Administrator to promulgate standard forms to request records. The information entered on the standard forms will be used to facilitate search and retrieval of the required records. It is estimated that the average burden per respondent associated with the collection of Air Carrier and Other Records (this collection) is 30 minutes. If you wish to comment on the accuracy of that estimate or submit suggestions for reducing the burden, you may write to: Federal Aviation Administration, Air Transportation Division, AFS-200, 800 Independence Avenue, SW, Washington, DC 20591. The requirement to collect background information on the pilots before allowing the pilot to begin service is mandatory; the use of this form is not. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The control number assigned to this collection is 2120-0607.</p>	



---

**APPENDIX 5. OVERVIEW OF FAA FORM 8060-11A, AIRMAN NOTICE AND RIGHT TO RECEIVE COPY – AIR CARRIER AND OTHER RECORDS (PRIA)**

Pilot Records Improvement Act Of 1996, As Amended

**NOTICE: Request will not be deemed received or valid unless Parts I and II are completed as specified in the instructions for the form.**

1. **Part I – Airman Notice And Right To Receive Copy – Air Carrier And Other Records (PRIA).** Part I is used by an *air carrier* or *person* that has employed the pilot at any time during the 5-year period preceding the date of the employment application to notify the pilot:

a. That an Air Carrier And Other Records Request (PRIA) has been received, and

b. To notify the pilot of the pilot's right to receive a copy of the records furnished to the requesting air carrier.

2. **Part II – Airman Request Or Non-Request For Records.** Part II is used by the Pilot to notify the *air carrier* or *person* whether or not he/she wants a copy of the records that were furnished to the requesting air carrier.

3. **Furnishing Records.** A person who receives a request for records under 49 U.S.C. § 44703(h) shall provide to the individual who is the subject of the records:

a. On or before the 20th day following the date of receipt of the request, written notice of the request and of the individual's right to receive a copy of such records, and

b. Furnish a copy of all such requested records not later than 30 days after receiving the request.

4. **Reasonable Charges.** 49 U.S.C. § 44703(h)(7) allows for reasonable charges for processing requests and furnishing copies of requested records(see paragraph 8g above for further clarification).

**FIGURE 1. FAA FORM 8060-11A, AIRMAN NOTICE AND RIGHT TO RECEIVE COPY – AIR CARRIER AND OTHER RECORDS (PRIA) (FRONT)**

	<b>AIRMAN NOTICE AND RIGHT TO RECEIVE COPY – AIR CARRIER AND OTHER RECORDS (PRIA)</b>	
	Pilot Records Improvement Act Of 1996 Title 49 U.S.C. § 44703(h), Records of Employment of Pilot Applicants, As Amended	
<b>NOTICE</b>		
<p><i>Title 49 U.S.C. § 44703(h)(6) requires the person receiving a records request to notify the individual who is the subject of the request within 20 days after receiving the request, and further entitles the individual the right to receive a complete copy of all air carrier and other records furnished in response to the request within 30-days after receiving the request.</i></p> <p><i>Title 49 U.S.C. § 44703(h)(7) allows for a reasonable charge for the cost of processing the request and furnishing copies of the requested records.</i></p>		
<b>PART I: AIRMAN NOTICE AND RIGHT TO RECEIVE COPY</b>		
_____ (Airman Name – First, Middle, Last)		_____ (Airman Certificate #)
Pursuant to 49 U.S.C. § 44703(h)(6), you are hereby notified that _____,		
_____, (Air Carrier Certificate #)		_____ (Air Carrier Name)
submitted an Air Carrier And Other Records Request (PRIA), dated _____ (Date) for your records as required under 49 U.S.C. § 44703(h)(1)(B), as amended.		
You are hereby notified of your right to receive a copy of any and all records furnished by the Air Carrier or Person in response to the aforementioned records request, and that you may request a copy of such records by checking yes, signing, and dating in Part II below.		
<b>PART II: AIRMAN REQUEST OR NON-REQUEST FOR RECORDS</b>		
<input type="checkbox"/> YES, I want a copy of the furnished records. <input type="checkbox"/> NO, I do not want a copy of the furnished records.		
Signature: _____		Date _____
(Not valid unless signed and dated)		
*Mailing Address: _____		
*Denotes required information – see instructions #3		
_____ _____ Telephone: _____		
<b>FAA Form 8060-11A, Airman Notice And Right To Receive Copy – Air Carrier And Other Records Request (PRIA), 04/2003</b>		
		OMB No. 2120-0607

**FIGURE 1. (CONTINUED) FAA FORM 8060-11A, AIRMAN NOTICE AND RIGHT TO RECEIVE  
COPY – AIR CARRIER AND OTHER RECORDS (PRIA) (BACK)**

 <p>U.S. Department of Transportation <b>Federal Aviation Administration</b></p>	<p><b><u>INSTRUCTIONS</u></b></p> <p><b>FAA FORM 8060-11A, AIRMAN NOTICE AND RIGHT TO RECEIVE COPY -- AIR CARRIER AND OTHER RECORDS (PRIA)</b></p> <p>Pilot Records Improvement Act Of 1996 Title 49 U.S.C § 44703(h), Records of Employment of Pilot Applicants, As Amended</p>
<p><b>NOTICE</b></p> <p><b>Request will not be deemed received or valid unless completed as specified below.</b></p> <p>This form may be photocopied for use. This form is available on the Internet at <a href="http://www.faa.gov/avr/afs/pria/">http://www.faa.gov/avr/afs/pria/</a>. A separate form must be used for each airman whose records are requested.</p>	
<p><b>Part I: To be completed by the <i>Air Carrier or Person</i> receiving the Air Carrier And Other Records Request (PRIA).</b></p> <p><b>NOTE: All entries must be either type written or printed legibly with black or dark blue ink.</b></p> <ol style="list-style-type: none"> <li>1. Airman's name and certificate number – enter the name and certificate number of the individual who is the subject of the request on FAA Form 8060-11, Air Carrier And Other Records Request (PRIA).</li> <li>2. Air carrier name and certificate number -- enter the name and certificate number of the air carrier making the request on Air Carrier And Other Records Request (PRIA).</li> <li>3. Date – enter the date of the request listed on FAA Form 8060-11, Air Carrier And Other Records Request (PRIA).</li> </ol>	
<p><b>Part II: To be completed by Airman/Applicant.</b></p> <p><b>NOTE: All entries must be either type written or printed legibly with black or dark blue ink.</b></p> <ol style="list-style-type: none"> <li>1. YES or NO—check the appropriate box to indicate whether you DO or DO NOT want a copy of the records furnished. If requested, copies will be mailed to the mailing address provided.</li> <li>2. Signature and date—sign in ink using your legal signature and enter the date.</li> <li>3. <b>*Mailing address -- This information is required to provide notice to the airman that a request for records has been received and of the airman's right to receive a copy of the records provided to the carrier</b></li> <li>4. Return completed copy to air carrier or person.</li> </ol>	
<p align="center"><b>PAPERWORK REDUCTION ACT STATEMENT</b></p> <p>Title 49 United States Code (49 U.S.C.) § 44703(h), Records of Employment of Pilot Applicants, as amended, requires all air carriers to request FAA records and Air Carrier and Other Records concerning an individual before allowing that individual to begin service as a pilot. 49 U.S.C. § 44703(h)(8) requires the FAA Administrator to promulgate standard forms to request records. The information entered on the standard forms will be used to facilitate search and retrieval of the required records. It is estimated that the average burden per respondent associated with the collection of FAA Records (this collection) is 10 minutes. If you wish to comment on the accuracy of this estimate or submit suggestions for reducing the burden, you may write to: Federal Aviation Administration, Air Transportation Division, AFS-200, 800 Independence Avenue, SW, Washington, DC 20591. The requirement to collect background information on the pilots before allowing the pilot to begin service is mandatory; the use of this form is not. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The control number assigned to this collection is 2120-0607.</p>	



---

**APPENDIX 6. NATIONAL DRIVER REGISTER (NDR) RECORD REQUEST**

**1. Part I – NDR Record Request.** The NDR Record Request is used by the air carrier to request NDR records about an individual seeking employment with the air carrier. Forms can be obtained from the State motor vehicle agency where the air carrier is located. The National Highway Traffic Safety Administration (NHTSA) maintains an Internet database with current addresses and telephone numbers for State motor vehicle agencies. This information may be accessed via the Internet at <http://www.nhtsa.dot.gov/people/perform/driver/>.

**a. Probable Identification.** The NDR will identify probable matches that require further inquiry for verification. It is strongly recommended that air carriers verify matches with State(s) of record.

**b. Identification Information.** Records received from the NDR will contain only identification information about the individual, provided by the State(s) that reported the information to the NDR. Specific information regarding the nature of the action that caused the individual to be listed on the NDR will not be provided. Such information should be requested by the air carrier from State(s) of record, after the air carrier verifies that the driver identified in the NDR record and the applicant are the same individual.

**c. Period of Availability.** Information will not be provided by the NDR if the information was reported to the NDR more than 5 years before the date of the request, unless the information relates to a suspension or revocation of driving privileges that is still in effect on the date of the request.

**2. Part II - Consent to Request Records.** Used to obtain written consent to the release of the records from the individual who is seeking employment with the air carrier. Requests will not be deemed received or valid if consent has not been provided.

**a.** To submit a request (with the consent) for the NDR check through a State chief driver licensing official, the individual must provide proof of identification in accordance with State procedures. Acceptable forms of identification may include a notarized signature or, if the consent is delivered by the individual in person, a driver's license, birth certificate, credit card, employee identification card, or other form of identification normally accepted by the State.

**3. Part III – Notice to Prospective Employee.** Serves as notice to prospective employees: (a) of the request; and (b) of their right to receive a copy of any records furnished by submitting a request for such records.

**NOTE: Under the provisions of the Privacy Act, an individual may request his or her own report(s) at any time from the NDR office. An individual's own report will include all records on the individual and to whom they have been disclosed. States have different record retention requirements, e.g., 10 years. As a result, the individual's report will include anything the State has on file.**

**FIGURE 1. SAMPLE NATIONAL DRIVER REGISTER REQUEST**

**Name and Address of Air Carrier**

**PART I – NATIONAL DRIVER REGISTER (NDR) REQUEST**

This request authorizes the National Highway Traffic Safety Administration (NHTSA) to perform a one-time file search of the National Driver Register (NDR) for information pertaining to me, and to provide the results to the prospective employer listed on this form. This search is to be limited to information about revocations or suspensions still in effect on the date of the request or information entered in the NDR in the past 5 years from the date of the request. Upon my request, the prospective employer listed shall make available to me any NDR information received as a result of this search.

**Type or Print Clearly (Inquiries that cannot be read will be returned to the air carrier)**

Full Legal Name (First, Middle, Last)

Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)

<u>Date of Birth (MM/DD/YYYY)</u>	<u>Social Security Number (Optional)</u>	<u>Driver's License Number and State</u>
<u>Sex</u>	<u>Eye Color</u>	<u>Height</u>
		<u>Weight</u>

**PART II – CONSENT TO RELEASE RECORDS**

Prospective Employee Understanding: I understand that the National Driver Register (NDR) search will result in a printed report which will be sent only to the prospective employer listed on this form. The report will indicate either: (1) that the NDR does not contain a record matching my identification; or, (2) that the NDR has a probable identification (pointer record) from one state (or more) which will be named on this report. A separate check of state files would be required: (1) to verify the identification; or, (2) to obtain the driving record. Under the Privacy Act, I have the right to request record(s) pertaining to me from the NDR to verify their accuracy.

I hereby, with my notarized signature, authorize a one-time file search of the NDR and any resulting reports to be sent to the prospective employer named on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART III – NOTICE TO PROSPECTIVE EMPLOYEE**

Pursuant to Title 49 United States Code § 44703(h), Records of Employment of Pilot Applicants, as amended, this serves as notice of a request for NDR information concerning your motor vehicle driving record and your right to receive a copy of such information.

Official Use Only		
Date Received	Date Sent	Internal control
Type of Identification		
! Valid Photo Driver License	! State-issued Photo ID	
! Birth Certificate	! Valid Passport	
! Valid Military ID	! Military discharge Papers	
! Other (specify) _____		
Employee Verifying Applicant Identification (Print Name)		Signature

NOTARIZATION
Required only if the NDR File Check Request is not made in person by the prospective employee.
Sworn to and ascribed before me this _____ day of _____ Stamp 20____ in the city/county _____ State of _____
Notary Public Seal or

**APPENDIX 7. AUTHORIZATION FOR RELEASE OF DOT DRUG AND ALCOHOL TESTING RECORDS UNDER PRIA AND MAINTAINED UNDER TITLE 49 CODE OF FEDERAL REGULATIONS (49 CFR) PART 40**



U.S. Department of Transportation  
Federal Aviation Administration

**AUTHORIZATION FOR RELEASE OF DOT DRUG AND ALCOHOL TESTING RECORDS UNDER PRIA AND MAINTAINED UNDER TITLE 49 CODE OF FEDERAL REGULATIONS (49 CFR) PART 40**

Pilot Records Improvement Act Of 1996

Title 49 U.S.C. § 44703(h), Records of Employment of Pilot Applicants, As Amended

**Section I**

To be completed by the new employer, signed by the employee, and transmitted to the previous employer

TO: \_\_\_\_\_  
Previous Employer, Name

\_\_\_\_\_, \_\_\_\_\_  
City State

I, \_\_\_\_\_ SSN: \_\_\_\_\_ have applied for employment  
(Printed Name)  
with \_\_\_\_\_, \_\_\_\_\_, and hereby authorize  
(Air Carrier Name - Printed) (Air Carrier Certificate Number)  
release of records from Department of Transportation-regulated drug and alcohol testing of me by my previous employer, to \_\_\_\_\_ at this potential employer. This release  
(Name of the person authorized to receive the release of these records - Printed)  
is in accordance with DOT Regulation 49 CFR §40.25. I understand that information to be released by my previous employer is limited to the following DOT regulated testing records:

1. Alcohol test results indicating an alcohol concentration of 0.02 or greater;
2. Verified positive drug test results;
3. Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results);
4. Substance Abuse Professional (SAP) reports;
5. All follow-up tests and schedules for follow-up tests;
6. Information obtained from previous employers under 49 CFR § 40.25 concerning drug and/or alcohol violations; and,
7. Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A reproduction of this authorization shall be deemed effective and valid as an original.

**Applicants do not write below this line**

**Section II**

Name of person providing the requested records: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE To Previous Employer**

If the individual named in Section I above has requested a copy of their records pursuant to a PRIA records request on FAA Form 8060-11A, AIRMAN NOTICE AND RIGHT TO RECEIVE COPY -- AIR CARRIER AND OTHER RECORDS (PRIA), copies of the Drug and Alcohol records must be provided to the individual (Title 49 U.S.C. § 44703(h)(6)). Forward copies of the Drug and Alcohol records to the address provided by the individual on FAA Form 8060-11A.