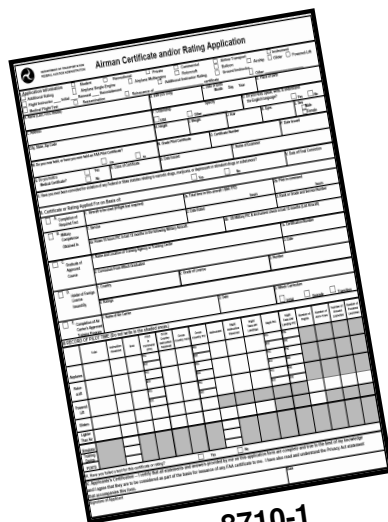


LESSON 6

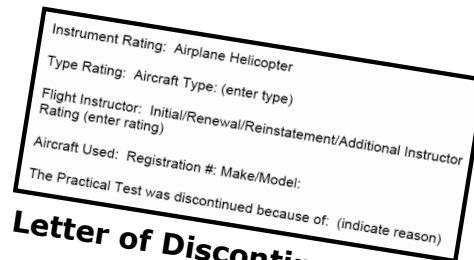
PREPARING AIRMAN CERTIFICATION FILES



FAA Form 8710-1, Airman Certificate and/or Rating Application. The form is a complex document with multiple sections for personal information, flight history, and ratings. It includes a large table at the bottom for recording flight hours and ratings for various aircraft types and categories.

8710-1

**Notice of
Disapproval**



Letter of Discontinuance form. The form contains fields for Instrument Rating (Airplane Helicopter), Type Rating (Aircraft Type), Flight Instructor Rating (Initial/Renewal/Reinstatement/Additional Instructor), Aircraft Used (Registration #, Make/Model), and a section for the reason the Practical Test was discontinued.

Letter of Discontinuance

In this lesson, we will look at several different documents that are included in an Airman Certification file. All documents associated with pilot certification either have references or instructions on how to complete them. FAA Form 8710-1 has instructions attached to guide you through each section and block.

FAA Order 8900.2, General Aviation Airman Designee Handbook, is the reference for completing other documents used in pilot certification, such as the Temporary Airman Certificate, the Notice of Disapproval, and the Letter of Discontinuance.

OBJECTIVES

- On an End-of-Lesson Test and in accordance with FAA Orders 8900.1 and 8900.2, and Form 8710-1, you will identify:
 - Procedures for completing FAA Form 8710-1, Airman Certificate and/or Rating Application
 - Procedures for issuing:
 - FAA Form 8060-5, Notice of Disapproval
 - FAA Form 8060-4, Temporary Airman Certificate
 - Letter of Discontinuance
 - DPE file return rate



At the end of this lesson, you will take a multiple choice test and identify procedures for completing FAA Form 8710-1, and issuing Notices of Disapproval, the Temporary Airman Certificate, and the Letter of Discontinuance. You will also identify the DPE file return rate.

OBJECTIVES (Cont'd)

- Given practice exercises with airman certification files, and in accordance with airman certification files, you will locate errors on the files.



You will also complete practice exercises in which you will locate errors on airmen certification files.

QUESTION

- Why should you care if your file error rate is within satisfactory limits?



Recurrent DPE, Lesson 6
Preparing Airmen Certification Files



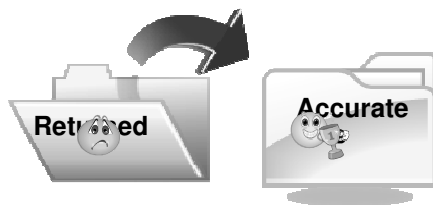
Federal Aviation
Administration

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Why should you care if your file error rate is within satisfactory limits?

ANSWER

- To better serve the public
- To project a more professional image of the DPE program
- To represent the FAA in a positive manner
- To cut costs incurred by certification file errors
- To avoid possible termination!



Recurrent DPE, Lesson 6
Preparing Airmen Certification Files



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To better serve the public, to project a more professional image of the DPE program, to represent the FAA in a positive manner, to cut costs incurred by certification file errors, and to avoid possible termination.

ACCURATE FILES SHOULD BE YOUR PRIORITY

- FAA Airmen Certification Branch (AFS-760) receives numerous files returned due to errors
- This is costly to the FAA and negatively impacts customer satisfaction
- 95% of all Practical Tests conducted by DPEs
- Completing files accurately must be priority for ALL DPEs!



The Airmen Certification Branch (AFS-760) receives a high number of files returned due to errors. This is very costly to the Agency and negatively impacts customer satisfaction, since an applicant's Temporary Certificate could expire and the permanent certificate could be delayed due to file errors.

Ninety-five percent of all Practical Tests are conducted by Designated Pilot Examiners (DPEs). This means that completing files accurately must be a priority for all DPEs.

FILE RETURN RATE

- A file return rate that is excessively high in 12 months means additional inspections of your activities
- When a file is returned, applicants may not receive permanent certificates before temporary ones expire
- You now have seven (7) calendar days for disposition of these files

8900.2, p. 3-1

Recurrent DPE, Lesson 6
Preparing Airmen Certification Files



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A file return rate that is excessively high in 12 months means additional inspections of your activities. When a file is returned by the Flight Standards District Office (FSDO) or Airmen Certification Branch, applicants sometimes do not receive their permanent airman certificates before their temporary certificates expire. This can cause problems, especially if an accident occurs and the pilot's temporary certificate has expired. You now have seven (7) calendar days for the disposition of these files.

FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

- Revised April 2000
- Instructions attached, but may be torn off at perforation

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION																																																																																																																																																																																																																														
Airman Certificate and/or Rating Application																																																																																																																																																																																																																														
Application Information <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Airline Transport <input type="checkbox"/> Instrument <input type="checkbox"/> Additional Rating <input type="checkbox"/> Airplane Single-Engine <input type="checkbox"/> Airplane Multi-Engine <input type="checkbox"/> Rotocraft <input type="checkbox"/> Balloon <input type="checkbox"/> Airship <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Flight Instructor <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> Additional Instructor Rating <input type="checkbox"/> Ground Instructor <input type="checkbox"/> Other <input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reexamination <input type="checkbox"/> Reissuance of certificate																																																																																																																																																																																																																														
A. Name (Last, First, Middle)			B. SSN (Last Only)			C. Date of Birth			D. Date of Exam			E. Place of Exam																																																																																																																																																																																																																		
F. Address			G. City, State, Zip Code			H. Country			I. Do you speak, read, write, & understand the English language?			J. Yes <input type="checkbox"/> No <input type="checkbox"/>																																																																																																																																																																																																																		
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P. Do you now hold, or have you ever held an FAA Pilot Certificate?			Q. Grade Pilot Certificate			R. Certificate Number			S. Date Issued			T. Date Expired																																																																																																																																																																																																																		
U. Do you hold a Medical Certificate?			V. Class of Certificate			W. Date Issued			X. Name of Examiner			Y. Date of Exam																																																																																																																																																																																																																		
Z. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?			AA. Yes <input type="checkbox"/> No <input type="checkbox"/>			AB. Date of First Conviction			AC. Date of Last Conviction			AD. Date of Next Conviction																																																																																																																																																																																																																		
II. Certificate or Rating Applied For on Basis of: <input type="checkbox"/> A. Completion of Required Test <input type="checkbox"/> B. Aircraft to be used (if flight test required) <input type="checkbox"/> C. Total time in this aircraft (S/N/P/T/D) <input type="checkbox"/> D. Pilot in command <input type="checkbox"/> E. Pilot as second <input type="checkbox"/> F. Pilot as observer <input type="checkbox"/> G. Military Experience <input type="checkbox"/> H. Military Service <input type="checkbox"/> I. Date of Service <input type="checkbox"/> J. Rank or Grade and Service Number <input type="checkbox"/> K. US Military PIC & Instrument check in last 12 months (Last Aircraft) <input type="checkbox"/> L. Graduate of Approved Course <input type="checkbox"/> M. Name and Location of Training Agency or Training Center <input type="checkbox"/> N. Certification Number <input type="checkbox"/> O. Certificate From Which Graduated <input type="checkbox"/> P. Date <input type="checkbox"/> Q. Holder of Foreign License <input type="checkbox"/> R. Country <input type="checkbox"/> S. Grade of License <input type="checkbox"/> T. Number <input type="checkbox"/> U. Rating <input type="checkbox"/> V. Date of License <input type="checkbox"/> W. Which Certificate <input type="checkbox"/> X. Initial <input type="checkbox"/> Y. Upgrade <input type="checkbox"/> Z. Transition																																																																																																																																																																																																																														
III. RECORD OF PILOT TIME (Do not write in the shaded areas.) <table border="1"> <thead> <tr> <th></th> <th>Total</th> <th>Instrument</th> <th>Basic</th> <th>Pilot in Command</th> <th>Second in Command</th> <th>Observer</th> <th>Instrument</th> <th>Instrument</th> <th>Instrument</th> <th>Instrument</th> <th>Instrument</th> <th>Instrument</th> <th>Instrument</th> <th>Instrument</th> <th>Instrument</th> </tr> </thead> <tbody> <tr> <td>Applicant</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Student</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Powered</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lift</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Glider</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lighter</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Than Air</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rotocraft</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Powered</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lift</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Powered</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lift</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>																Total	Instrument	Basic	Pilot in Command	Second in Command	Observer	Instrument	Instrument	Instrument	Instrument	Instrument	Instrument	Instrument	Instrument	Instrument	Applicant																Student																Powered																Lift																Glider																Lighter																Than Air																Rotocraft																Powered																Lift																Powered																Lift															
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IV. Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input type="checkbox"/> No V. Applicant's Certification - I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form. Signature of Applicant _____ Date _____																																																																																																																																																																																																																														

The current FAA Form 8710-1, "Airman Certificate and/or Rating Application," was revised in April 2000. However, the Airmen Certification Branch still accepts old forms, since some FSDOs and flight schools still have them.

Instructions for correctly completing the form are attached, but may be torn off at the perforation.

FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (Cont'd)

- Applicant is responsible for front of the application
 - Any changes/corrections to front must be made by applicant only
- You are responsible for reviewing application to ensure application is completed correctly and that correct format used for dates, height, etc.

Recurrent DPE, Lesson 6
Preparing Airmen Certification Files



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The applicant is responsible for complete and accurate statements on the front of the application. Any changes or corrections to the front of the application must be made only by the applicant.

However, you, the DPE, are responsible for reviewing the application to ensure all relevant questions are answered and the correct format is used for dates, height, etc. You are ultimately responsible for ensuring the front of the 8710-1 is completed correctly. You are the final Quality Control for paperwork and certification.

FAA FORM 8710-1, SECTION I - APPLICATION INFORMATION

- Applicant should check as many blocks as applicable to add clarity
- Lower part reserved for FAA inspectors
 - Medical Flight Test required when applicant has handicap and must exhibit they can safely operate aircraft

 DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		Airman Certificate and/or Rating Application	
<input type="checkbox"/> Application Information <input type="checkbox"/> Additional Rating <input type="checkbox"/> Flight Instructor ____ Initial ____ <input type="checkbox"/> Medical Flight Test	<input type="checkbox"/> Student <input type="checkbox"/> Airplane Single-Engine <input type="checkbox"/> Renewal ____ Reinstatement <input type="checkbox"/> Reexamination	<input type="checkbox"/> Recreational <input type="checkbox"/> Airplane Multiengine <input type="checkbox"/> Reissuance of	<input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Additional Instructor Rating <input type="checkbox"/> certificate
		<input type="checkbox"/> Airline Transport <input type="checkbox"/> Balloon <input type="checkbox"/> Ground Instructor	<input type="checkbox"/> Instrument <input type="checkbox"/> Airship <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Other
8900.2, p. 7-193			
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files		 Federal Aviation Administration	10

The applicant should check as many blocks as applicable to add clarity. The lower part of this section is usually reserved for FAA inspectors to enter information about medical flight tests, reexamination, and reissuance.

A medical flight test is required when an applicant has some sort of physical handicap and must exhibit to the inspector that they are capable of safely operating an aircraft.

FAA FORM 8710-1, SECTION I - APPLICATION INFORMATION (Cont'd)

- Reexamination involves inspector testing airman's competency under authority of Title 45 USC, Section 44709(b)
- Reissuance of certificate may be performed by inspector when pilot has changed name
- "Other" is used for anything else

8900.1, Vol. 5, Chap. 7, Sec.1

Recurrent DPE, Lesson 6
Preparing Airmen Certification Files



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A reexamination involves the inspector testing an airman's competency under the authority of Title 49 U.S.C., Section 44709(b). Some DPEs and applicants mistakenly check this block when an applicant has previously failed a test and wants to retest.

A reissuance of certificate may be performed by an inspector when a pilot has changed their name for marriage or another reason.

The block marked "other" is used for anything else.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship <input type="checkbox"/> USA <input type="checkbox"/> Other Specify		G. Do you read, speak, write, & understand the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do you now hold, or have you ever held an FAA Pilot Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number		P. Date Issued	
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		R. Class of Certificate		S. Date Issued		T. Name of Examiner	
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No						V. Date of Final Conviction	

- Applicant information to establish identity and eligibility
- Acceptable forms of ID include valid driver's license, government-issued ID, passport, or others that meet FAA Order 8900.2 requirements

8900.2, p. 7-47

Recurrent DPE, Lesson 6
Preparing Airmen Certification Files



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In this section the applicant enters information required to establish identity and eligibility. Acceptable forms of ID include valid driver's licenses, government-issued IDs, passports, and other forms that meet the specifications in FAA Order 8900.2. Certification cannot be completed unless all required information is furnished.


FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

- Name change request cannot be combined with application for rating or certification. Refer to FSDO

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year	D. Place of Birth
E. Address		F. Citizenship	G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City	A. Name (Last, First, Middle) ✓ Legal name (maximum of 3) ✓ No Middle Name: "NMN" ✓ Middle initial only: "Initial Only" ✓ Jr., II, if applicable	H. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
M. D.		I. Date Issued		
O. Do Me		J. Date of Final Conviction		
U. Have				

8710-1 Instructions, Sec. I, block A

Recurrent DPE, Lesson 6
Preparing Airmen Certification Files

 Federal Aviation Administration

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Block A is one of the problem areas on this form. Some foreign citizens have long multiple names, and a maximum of three can be used for pilot certification. These names must match any name(s) entered on a previous certificate. If an applicant has a previous airman record and records his name differently from what is on that previous record (for example, if AFS-760 records show "William Dale Smith," and the new application shows "Will Dale Smith"), the file will be returned.

In the middle name space, enter "NMN" for "no middle name." If there is a middle initial only, write "Initial Only." After the middle name, put "Jr." or "II" if applicable.

A name change request cannot be combined with an application for a rating or certification. The request must be made on a separate application and referred to the local FSDO. DPEs are not authorized to accept name change applications.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA


A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address				F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code				H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held, a Pilot Certificate?				L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		N. Issued	
O. Do you hold a Medical Certificate?				P. Conviction			
U. Have you ever been convicted of a crime?							

B. Must contain one of the following:

- ✓ “None” if never issued
- ✓ “Do not use”
- ✓ U.S. Social Security Number

Recurrent DPE, Lesson 6

Preparing Airmen Certification Files



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8710-1 Instructions, Sec. I, block B

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In the Social Security Number block, there are only three choices; the Social Security Number, “None,” or “Do Not Use.” Do not leave this block blank!

Some foreign countries have their own identification numbering systems; however, only United States Social Security Numbers may be used.


FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year		D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
				L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you hold a valid Medical Certificate?					
U. Have you ever been convicted of a crime?		Date of Final Conviction			

C. Date of Birth

- ✓ Eight digits
- ✓ Month first
- ✓ Use on all other documents

8710-1 Instructions, Sec. I, block C

<p>Recurrent DPE, Lesson 6</p> <p>Preparing Airmen Certification Files</p>		<p>Federal Aviation Administration</p>
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The date of birth should be entered using the eight-digit format. The military and some foreign countries write dates in the day-month-year format. However, the date should be written as 09-20-2007, not 20 September, 2007.

AFS-760 prefers the eight-digit date format to be used on all documents, including Temporary Airman Certificates and Notices of Disapproval.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do you hold a Medical Certificate?	D. Place of Birth ✓ City and state ✓ County and state if city is unknown ✓ City and country if outside the U.S.						ued
U. Have you ever been convicted?							Conviction

8710-1 Instructions, Sec. I, block D

Recurrent DPE, Lesson 6 Preparing Airmen Certification Files	 Federal Aviation Administration	16
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Applicants born in the U.S. should enter the city and state, or if the city is unknown, the county and state. Applicants born outside of the U.S. should enter the names of the city and country of birth, for example, Mannheim, Germany or Paris, France.


FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code		H. Height		I. Weight		J. Hair	
						K. Eyes	
						L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
		N. Grade Pilot Certificate		O. Certificate Number		P. Date Issued	
Q. Do you hold a Medical Certificate?							
M. Do you have a current medical certificate?							
U. Have you ever been convicted of a crime?		Date of Final Conviction					

E. Address

- ✓ Permanent mailing address
- ✓ P.O. Box or Rural Route
- ✓ Include explanation for no street address and a map or description of residence location


8710-1 Instructions, Sec. I, block E

<p>Recurrent DPE, Lesson 6</p> <p>Preparing Airmen Certification Files</p>		<p>Federal Aviation Administration</p>
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Applicants should list their address as a residence number and street address with an apartment number, if appropriate.

If an applicant has a rural route and/or a Post Office box number, they should include either a drawn map or text directions to the physical location of their residence. If this separate sheet is not submitted with the application, the file will be returned due to error.


FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year		D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
					L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
M. Do you now hold, or have you ever held, a Pilot Certificate?		F. Citizenship ✓ Check "USA" or ✓ Check "other" and show country of citizenship			P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No					
U. Have you ever been convicted for violation of Federal Aviation Regulations?					
					V. Date of Final Conviction
8710-1 Instructions, Sec. I, block F					
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files			 Federal Aviation Administration		18

Block F, "Citizenship" used to be called "Nationality." Check "USA" or "other" to show your country of citizenship. Another country should be listed as "Germany," "Italy," or "France," not "German," "Italian," or "French."

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

- If an applicant has a problem with the English language, do not conduct test. Refer to FSDO.

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do you have any medical conditions that may affect your ability to fly?	G. Do you read, speak, write, & understand the English language? <ul style="list-style-type: none"> Do not leave blank! 						
N. Do you have any other conditions that may affect your ability to fly?							
U. Have you ever been convicted of a crime?							
				8710-1 Instructions, Sec I, block G			
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files				 Federal Aviation Administration		19	

Sometimes this block is overlooked. It must be checked “Yes” or “No.” It cannot be left blank.

If you have an applicant who you believe has a problem with either reading, speaking, writing, or understanding the English language, do not conduct a test. Instead, refer them to the local FSDO.


FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code M. Do you now hold, or have you ever held an FAA Pilot Certificate		H. Height		I. Weight		J. Hair	
						K. Eyes	
						L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
		N. Grade Pilot Certificate		O. Certificate Number		P. Date Issued	
Q. Do you Medi		S. Date Issued		T. Name of Examiner			
U. Have yo		V. Date of Final Conviction					
		W. Do you use, or have you ever used, any of the following: Alcohol, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No					

8710-1 Instructions, Sec. I, block H

Recurrent DPE, Lesson 6

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H. Height

- ✓ Whole inches
- ✓ Convert from meters

Height must be listed entirely in whole inches, not fractions or feet and inches. You should convert measurements from other scales, such as meters to inches.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do		N. Grade Pilot Certificate		O. Certificate Number		P. Date Issued	
Q. Do you hold a Medical Certificate?		Date Issued		T. Name of Examiner			
U. Have you ever been		pressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No				V. Date of Final Conviction	

I. Weight
 ✓ Whole pounds
 ✓ Convert when necessary

8710-1 Instructions, Sec. I, block I

Recurrent DPE, Lesson 6
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Weight should be entered in pounds and rounded off to the nearest pound. Do not use any fractions.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

- Use natural hair color
- If applicant wears hairpiece, use hair color under beneath hairpiece

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship		Specify <input type="checkbox"/> Other		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, St	J. Hair ✓ Do not abbreviate ✓ Black, red, brown, blond, gray, or bald		I. Weight	J. Hair	K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
			M. Certificate Number	P. Date Issued			
Q. Do you Medi			T. Name of Examiner				
U. Have you			ant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No		V. Date of Final Conviction		
8710-1 Instructions, Sec. I, block J							
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files						Federal Aviation Administration	
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There are only six choices for hair and these must be spelled out completely; they cannot be abbreviated. Hair can be described as: black, red, brown, blond, gray, or bald. Use the natural color of the hair, and if the applicant wears a hairpiece, use the color beneath the hairpiece.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

- Eye color on this form and Temporary Airman Certificate must match

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address City, State, Zip Code				F. Citizenship <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
M. Do you now hold, or have you ever held an FAA Pilot Certificate				H. Height		I. Weight	
				J. Hair		K. Eyes	
						L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
O. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No				N. Certificate Number		P. Date Issued	
U. Have you ever been convicted for violation of				R. Name of Examiner			
				S. Date of Final Conviction			
				T. No			


K. Eyes

- ✓ Do not abbreviate
- ✓ Blue, brown, black, hazel, green, gray

8710-1 Instructions, Sec. I, block K

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There are six choices for eye color and these also cannot be abbreviated. The six choices are: blue, brown, black, hazel, green, or gray. The eye color on this form and on the Temporary Airman Certificate must match.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year		D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
					L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Yes <input type="checkbox"/> No Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No R. Class of Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No M. Do you now hold, or have you ever held, an FAA Pilot Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs?		L. Sex ✓ Make sure an answer is checked			Date Issued Final Conviction

- If answer checked is inconsistent with applicant's appearance, refuse to conduct test and refer applicant to FSDO

8710-1 Instructions, Sec. I, block L

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Sometimes, this block is overlooked. Make sure the applicant checks this block. If the block checked is not consistent with the applicant's appearance, you should refuse to conduct the test and refer the applicant to the FSDO.

In a situation involving a sex change or an incomplete or in-progress sex change, the FSDO will authorize or deny the block entry based on legal documentation.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA


- If applicant holds student pilot certificate, check “Yes”

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number		P. Date Issued	
Q. Do you hold a Me	R. Class of Certificate	S. Date Issued		T. Name of Examiner			
<p>M. Do you now hold, or have you ever held an FAA pilot certificate?</p> <ul style="list-style-type: none"> • Check “No” if application is based on foreign license or military competence 							
8710-1 Instructions, Sec. I, block M							
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files				 Federal Aviation Administration		25	

If an applicant holds a student pilot certificate, this block should be checked “Yes.” If they are applying for a student pilot certificate, it should be checked “No.” It should also be marked “No” if the requirement is met by military experience or a foreign license.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

- Do not list “Flight Instructor;” it will generate a file return!

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
N. Grade Pilot Certificate <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Sport <input checked="" type="checkbox"/> Recreational <input checked="" type="checkbox"/> Private <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> ATP		F. Citizenship Specify		G. Do you read, speak, write, & understand the English Language?			
		<input type="checkbox"/> USA <input type="checkbox"/> Other _____		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		H. Height	I. Weight	J. Hair	K. Eyes	L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
		N. Grade Pilot Certificate		O. Certificate Number		P. Date Issued	
		S. Date Issued		T. Name of Examiner			
		U. Marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No				V. Date of Final Conviction	
8710-1 Instructions, Sec. I, Block N							
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files				 Federal Aviation Administration		26	

There are six grades of pilot certificates that can be entered in this block: student, sport, recreational, private, commercial, or ATP. All six grades are standard U.S. certificates. Some people mistakenly enter “Flight Instructor” in this block, which will generate a file return.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code		H. Height		I. Weight		J. Hair	
						K. Eyes	
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number		P. Date Issued	
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		R. Class of Certificate		S. Date Issued		T. Name of Examiner	
U. Have you						V. Date of Final Conviction	

O. Certificate number

✓ Compare with applicant's certificate

8710-1 Instructions, Sec. I, block O

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The number listed in this block should be the same one shown on the applicant's pilot certificate.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

- This date must match one listed on most recent pilot certificate


A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year		D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
					L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/>		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		R. Class of C			
U. Have you ever been convicted for violation of any Federal or State s				V. Date of Final Conviction	

P. Date issued

✓ As shown on certificate

✓ 8-digit format

8710-1 Instructions, Sec. I, block P

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This date must match the one listed on the applicant's most recent pilot certificate. It should also be listed in the eight-digit format.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)	C. Date of Birth Month Day Year		D. Place of Birth
E. Address		F. Citizenship Specify <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, State, Zip Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number	P. Date Issued
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	S. Date Issued		T. Name of Examiner	
U. Have you ever been convicted for violation of any Federal Aviation Regulation?					V. Conviction

Q. Do you hold a Medical Certificate?
✓ Be sure an answer is checked


8710-1 Instructions, Sec. I, block Q

Recurrent DPE, Lesson 6 Preparing Airmen Certification Files		Federal Aviation Administration	29
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Either “Yes” or “No” should be checked. Sometimes this is omitted.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

- Foreign medicals valid for adding ratings to U.S. certificate issued on the basis of a foreign pilot's license
- Medical may be part of foreign license or separate document

A. Name (Last, First, Middle)		R. Class of certificate ✓ Entry must be class shown on certificate (first, second, third)	
E. Address			
City, State, Zip Code			
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No			
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	R. Class of Certificate	S. Date Issued	T. Name of Examiner
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No			V. Date of Final Conviction
8710-1 Instructions, Sec. I, block R			
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files		 Federal Aviation Administration	
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The class listed on the current Medical Certificate should be the same as that entered in this block. Do not confuse "class" with "privileges." Since August 4, 1997, a Class III Medical is adequate for all certification and rating Practical Tests.

Foreign medicals are valid for adding ratings to a U.S. certificate that was issued on the basis of a foreign pilot's license. The medical may be a part of the foreign license or a separate document. If you doubt the validity, consult your FSDO.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

A. Name (Last, First, Middle)		B. SSN (US Only)		C. Date of Birth Month Day Year		D. Place of Birth	
E. Address		F. Citizenship <input type="checkbox"/> USA <input type="checkbox"/> Other _____		G. Do you read, speak, write, & understand the English Language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City, State, Zip Code		H. Height		I. Weight		J. Hair	
						K. Eyes	
						L. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do you now hold, or have you ever held an FAA Pilot Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate		O. Certificate Number		P. Date Issued	
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		R. Class of Certificate		S. Date Issued		T. Name of Examiner	
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No						V. Date of Final Conviction	

S. Date Issued T. Name of Examiner
✓ Make sure entries match certificate

8710-1 Instructions, Sec. I, blocks S, T

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List the date in the eight-digit format and enter the examiner's name as it appears on the Medical Certificate. You should check this against the actual medical for validity.

FAA FORM 8710-1, PERSONAL INFORMATION & IDENTIFICATION DATA

U. Have you ever been convicted...

- ✓ Applies to drugs, not alcohol
- ✓ Assure that either "Yes" or "No" is checked
- ✓ Check date of final conviction

A. Name				
E. Address				
City, State, Zip				
M. Do you need a medical certificate?				
<input type="checkbox"/> Yes <input type="checkbox"/> No		R. Class of Certificate	S. Date Issued	T. Name of Examiner
<input type="checkbox"/> Yes <input type="checkbox"/> No				
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?				V. Date of Final Conviction
<input type="checkbox"/> Yes <input type="checkbox"/> No				

14 CFR, Part 61.15; 8710-1 Instructions, Sec. I, blocks U,

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This question applies only to drugs, not alcohol, and is sometimes omitted. If "Yes" is checked, and the final conviction date was more than one year ago, proceed with the test. If the final conviction date was less than one year ago, do not accept the application.

FAA FORM 8710-1, SECTION II - CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:

- Block A. 1, “Aircraft to be used” now includes simulator and/or flight training device
 - Indicate if more than one aircraft is to be used
 - List aircraft make and model, total time, & Pilot-in-Command

I. Certificate or Rating Applied For on Basis of:			
<input type="checkbox"/> A. Completion of Required Test	1. Aircraft to be used (if flight test required)		2a. Total time in this aircraft / SIM / FTD hours
<input type="checkbox"/> B. Military Competence Obtained In	1. Service	2. Date Rated	2b. Pilot in command hours
	4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft:	4b. US Military PIC & Instrument check in last 12 months (List Aircraft)	3. Rank or Grade and Service Number
<input type="checkbox"/> C. Graduate of Approved Course	1. Name and Location of Training Agency or Training Center		1a. Certification Number
	2. Curriculum From Which Graduated		3. Date
<input type="checkbox"/> D. Holder of Foreign License Issued By	1. Country	2. Grade of License	3. Number
	4. Ratings		

8710-1 Instructions, Sec. II, block A

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Most applicants will check box “A. Completion of Required Test” or occasionally A and C if they are a “Graduate of an Approved Course.” Usually the Chief Flight Instructor of the Part 141 school completes box “C” for the applicant.

Block A. 1, “Aircraft to be used” now includes simulators and/or flight training devices. If more than one aircraft is to be used, you should so indicate. List the make and model of aircraft, total time, and Pilot-in-Command.

**FAA FORM 8710-1, SECTION II - CERTIFICATE
OR RATING APPLIED FOR ON BASIS OF:
(Cont'd)**

- If applicant is applying under Military Competency, Block B/4A must be completed, and include aircraft flown in Block 4B

8710-1 Instructions, Sec. II, block B

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If the applicant is applying under Military Competency, then under Part B, "Military Competence Obtained In," Block 4a must be completed. The aircraft flown must be listed in Block 4B.

FAA FORM 8710-1, SECTION II - CERTIFICATE OR RATING APPLIED FOR ON BASIS OF: (Cont'd)

- Applicant for U.S. certificate based on foreign license must complete Block D and have verification letter of foreign license on file with FSDO before arriving at office

8710-1 Instructions, Sec. II, block D

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An applicant for a U.S. certificate based on a foreign license must complete Block D, "Holder of Foreign License Issued By," and have a verification letter of their foreign license on file with the FSDO before arriving at the office.

FAA FORM 8710-1, SECTION III - RECORD OF PILOT TIME

III RECORD OF PILOT TIME (Do not write in the shaded areas.)																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross-Country Instruction Received	Cross-Country Solo	Cross-Country PIC	Instrument	Night Instruction Received	Night Take-off Landings	Night PIC	Night Take-off Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Landings
Airplanes				PIC			PIC				PIC	PIC				
				PIC			PIC				PIC	PIC				
Rotorcraft				PIC			PIC				PIC	PIC				
				PIC			PIC				PIC	PIC				
Powered Lift				PIC			PIC				PIC	PIC				
				PIC			PIC				PIC	PIC				
Glider																
Lighter Than Air																
Simulator Training Device																
PCATO																

- Complete all items that apply
- Ensure applicant has accounted for time on application in logbook or record; however, only sufficient time for certificate sought need be listed

8710-1 Instructions, Sec. III

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In this section, complete all items that apply. The examiner should have the required flight time for each certification in his/her Plan of Action.

Make sure the applicant has accounted for all the time listed on the application in their logbook or record. Errors have occurred in this section, so take extra time and effort to make sure these entries are true and accurate. However, only sufficient flight time to be eligible for the certificate or rating sought need be listed.

FAA FORM 8710-1, SECTION V - APPLICANT'S CERTIFICATION

- Applicant should sign name as they normally do
- Date should be the day they sign application, and in 8-digit format

V. Applicant's Certification. I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant

Date

8710-1 Instructions, Sec. V

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The applicant should sign their name as they normally sign it. The date should be the day they signed the application, and in the eight-digit format.

FAA FORM 8710-1, INSTRUCTOR'S RECOMMENDATION – PAGE 2

Instructor's Recommendation

I have personally instructed the applicant and consider this person ready to take the test.

Date	Instructor's Signature (Print Name & Sign)	Certificate No:	Certificate Expires
------	--	-----------------	---------------------

- Includes date of signature in 8-digit format, instructor's signature, and printed name
- Instructor's certificate expiration date should also be in 8-digit format
- Recommendation valid for 60 days

8900.1, Chap. 7, Sec. 24(d)(2); fig. 7-12A

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This block includes the date of the signature in the eight- digit format, followed by the instructor's signature and printed name. The instructor's expiration date should also be in the eight-digit format. This recommendation is valid for only 60 days.

FORM 8710-1 ASI OR TECHNICIAN REPORT – PAGE 2

Aviation Safety Inspector or Technician Report			
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.			
<input type="checkbox"/> Approved – Temporary Certificate Issued (Original Attached)		<input type="checkbox"/> Disapproved – Disapproval Notice Issued (Original Attached)	
Location of Test (Facility, City, State)		Duration of Test	
		Ground	Simulator/FTD
		Flight	
Certificate or Rating for Which Tested	Type(s) of Aircraft Used	Registration No.(s)	
<ul style="list-style-type: none"> • Include city (not just airport and state) in “Location of Test” block • For Balloons: when test not conducted at airport, use name of town nearest launch site • In “Certificate or Rating for Which Tested” block, entire rating must be shown 			
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files		 Federal Aviation Administration	8900.2, p. 7-39(g)(d) 39

In the Aviation Safety Inspector or Technician Report, “Location of Test” block, you must include the city, not just the airport and state. When the test is not conducted at an airport, use the closest airport with a known identifier. In the “Certificate or Rating for Which Tested” block, the entire rating must be shown. For example, “Flight Instructor Instrument Airplane” must be written out, not abbreviated as “CFII-A.”

FAA FORM 8710-1, ATTACHMENTS BLOCK – PAGE 2

Attachments:		
<input type="checkbox"/> Student Pilot Certificate (copy) <input checked="" type="checkbox"/> Knowledge Test Report <input checked="" type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input checked="" type="checkbox"/> Superseded Airman Certificate	<input type="checkbox"/> Airman's Identification (ID) PENNSYLVANIA DRIVER'S LICENSE Form of ID 271346273 Number 12-13-2008 Expiration Date 940-484-9082 Telephone Number	ID: _____ Name: _____ Date of Birth: _____ Certificate Number: _____ E-mail Address _____

FAA Form 8710-1 (4-00) Supersedes Previous Edition

U.S.GPO:2000 520-137/95006

NSN: 0052-00-682-5007

- Form of ID and ID number are required
 - Include expiration date, if applicable
- Include applicant's telephone number & e-mail address

8900.2, p. 7-40

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Form of ID and ID Number are required. Show the expiration date, if applicable. The ID must be valid. The applicant's telephone number and e-mail address should be on the back page.

FAA FORM 8710-1, ATTACHMENTS BLOCK – PAGE 2 (Cont'd)

- If 8710-1 is printed on two separate pages, applicant must complete the third column of "Attachments" Block on page 2
- If 8710-1 is printed 2-sided on a **single** sheet of paper, you need not complete this column

ID:

Name: _____

Date of Birth: _____

Certificate Number: _____

E-Mail Address: _____

8900.2, p. 7-40; 14 CFR, Part 61.13(a)

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If the 8710-1 is printed on two pages, the applicant must complete the lower right corner of the second page. (The e-mail address is optional.) This enables Airmen Certification Branch examiners to keep track of the pages if they become separated. This block need not be completed if the form is printed on both sides of a single sheet of paper.

ATTACHMENT OF EXPLANATION

- If something in an application seems unclear, attach a signed note of explanation to AFS-760, Airmen Certification Branch
 - Examples:
 - Different colored eyes
 - P.O. Box number used instead of permanent street address

8900.2, p. 7-36; 8710-1 Instructions, block E

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AFS-760 notes that, if something on an application seems unclear to you, it will probably be unclear to them also. Attach a note of explanation to prevent possible misunderstandings. For example, in Section I, block K, "Eyes," the applicant is instructed to list only one eye color. An applicant with two different colored eyes could attach a note of explanation to AFS-760 informing them that they have two different colored eyes, what the colors are, and the color they have chosen to list. When a P.O. box or rural route number is used instead of a permanent street address, provide justification on a separate sheet of paper signed and submitted with your application. If a physical address is unavailable, a map or directions must be provided.

FAA FORM 8060-5, NOTICE OF DISAPPROVAL

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NOTICE OF DISAPPROVAL OF APPLICATION		CERTIFICATE OR RATING SOUGHT PRIVATE PILOT	
NAME AND ADDRESS OF APPLICANT JETHRO LEROY BODINE 3211 RODEO DRIVE BEVERLY HILLS, CA 96002			
On the date shown, you failed the examination indicated below:			
<input type="checkbox"/> FLIGHT		<input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL	
AIRCRAFT USED (Make and Model) CESSNA 150		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO 55	INSTRUMENT 4.5 DUAL 63
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: AREAS OF OPERATION - IV, VI, VII, VIII, & X WHILE MANEUVERING AT MINIMUM CONTROLLABLE AIRSPEED THE APPLICANT STALLED UNINTENTIONALLY. <div style="text-align: right;">FIRST FAILURE</div>			
<small>I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.</small>			
DATE OF EXAMINATION 05-03-2007 <small>FAA Form 8060-5 (4-82)</small>	SIGNATURE OF EXAMINER OR INSPECTOR <i>Wiley E. Post</i> WILEY E. POST		DESIGNATION OR OFFICE NO. SW-05-28
8900.2, p. 7-46			
Recurrent DPE, Lesson 6 Preparing Airmen Certification Files		 Federal Aviation Administration	
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Issue a Notice of Disapproval, FAA Form 8060-5, when you judge an applicant's performance to be unsatisfactory because they do not meet minimum Practical Test Standards.

FAA FORM 8060-5, NOTICE OF DISAPPROVAL (Cont'd)

- When an applicant fails Practical Test, check “Practical” box regardless of whether they failed ground or flight portion
- Give applicant carbon copy
- List all required Areas of Operation that were unsatisfactory or not completed
 - Specific tasks performed unsatisfactorily
 - Identify whether failure is student’s first or second

8900.2, p. 7-46

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When an applicant fails a Practical Test, check the “Practical” box regardless of whether they failed the ground or flight portion. Prepare the notice in duplicate. Give the applicant the carbon copy. List all required areas of operation which were unsatisfactorily performed or not completed. If space permits, list the specific task that was performed unsatisfactorily and whether the failure is the student’s first or second.

FAA FORM 8060-5, NOTICE OF DISAPPROVAL (Cont'd)

- **Retesting**

- An applicant who wants to retest may receive credit for satisfactory areas of operation if they retest within 60 days
- If more than 60 days has elapsed since previous test, applicant will have to retest in all areas of operation
- Anyone who applies for retest must have endorsement showing he/she has received necessary training

8900.2, p. 7-51; 14 CFR, part 61.43(f)(3)

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An applicant who wants to retest may receive credit for those areas of operation satisfactorily completed if they retest within 60 days. If more than 60 days has elapsed since the previous test, the applicant will need to be tested on all areas of operation. Since August 4, 1997, anyone who applies for a retest must have an endorsement showing that he/she has received the necessary training.

FAA FORM 8060-5, NOTICE OF DISAPPROVAL (Cont'd)

- If applicant loses Notice of Disapproval, he/she can get a copy from AFS-760, Airmen Certification Branch, or Pilot Examiner
- If applicant does not have a copy, he/she must retake entire practical test

8900.2, p. 7-51; 14 CFR, part 61.43(f)(3)

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If the applicant has lost the Notice of Disapproval, a copy can be obtained from the Airmen Certification Branch, AFS-760, or the pilot examiner who conducted the Practical Test. If the applicant has not obtained a copy, he/she must retake the entire practical test. Even if they go to a different examiner, they may still be required to take the entire test.

FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. PENDING	
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
09-03-1946	68 IN.	126	BROWN	BLUE	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the provisions of the Federal Aviation Regulations to exercise the privileges of PRIVATE PILOT							
RATINGS AND LIMITATIONS XIII. AIRPLANE SINGLE-ENGINE LAND							
XII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE 07-16-2006			
BY DIRECTION OF THE ADMINISTRATOR				EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. SW-05-28 / 255124567			
X. DATE OF ISSUANCE 04-20-2007		X. SIGNATURE OF EXAMINER OF INSPECTOR <i>Wiley E. Post</i> WILEY E. POST		DATE DESIGNATION EXPIRES 03-31-2008			
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

Instructions for completing this form can be found in Order 8900.2, chapter 7.

Instructions for completing the Temporary Airman Certificate, Form 8060-4, can be found in FAA Order 8900.2, Chapter 7.

FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE (Cont'd)

- If an original issuance, enter “Pending” for certificate number in Block III, “Certificate No.”
- FAA Airmen Certification Branch, AFS-760 will issue a computer-generated number instead of using applicant’s Social Security Number

8900.2, p. 7-49

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If this is an original issuance, “Pending” should be entered in Block III, Certificate No. in the upper right corner. The FAA’s Airmen Certification Branch, AFS-760 will issue a computer generated number instead of using the applicant’s Social Security Number.

LETTER OF DISCONTINUANCE

- DPE should have copies printed and available for applicants
- Explain contents, terms, and expiration date (60 days from issuance)

(Applicant's name and address)

Dear _____,

On this date, (enter date), you successfully completed a portion of the Practical Test indicated below:

Certificate/Rating: Recreational Pilot Private Pilot Commercial Pilot
Airline Transport Pilot

Additional Aircraft Category/Class Rating: ASEL, ASES, AMEL,
AMES Glider Rotorcraft-Helicopter Rotorcraft-Gyroplane LTA-Free
Balloon LTA-Airship

8900.2, p. 7-188

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This is the Letter of Discontinuance. The DPE should have copies of this form letter printed up with the areas for dates, ratings, aircraft type, and maneuvers left blank. Give a copy to the applicant and explain the content, including the terms and expiration date, which is 60 days from issuance.

LETTER OF DISCONTINUANCE (Cont'd)

- Do not start VFR Practical Test if forecast weather is less than VFR or conditions do not permit high altitude testing

Instrument Rating: Airplane Helicopter
Type Rating: Aircraft Type: (enter type)
Flight Instructor: Initial/Renewal/Reinstatement/Additional Instructor Rating (enter rating)
Aircraft Used: Registration #: Make/Model:
The Practical Test was discontinued because of: (indicate reason)

8900.2, p. 7-188

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Do not start a VFR Practical Test if the forecast weather is less than VFR, or conditions do not permit high altitude testing to be accomplished.

REVIEW


- In this lesson, we discussed the following topics:
 - How to complete Form 8710-1 and add an attachment of explanation
 - How to issue a Notice of Disapproval, a Temporary Airman Certificate, and a Letter of Discontinuance
 - DPE file return rate
 - Check all forms to ensure:
 - All blocks are completed
 - Signatures are included




You need to be able to detect, identify, and correct or have the applicant correct all errors to accurately process certification files in accordance with FAA Order 8900.2 and FAA Form 8710-1 instructions. As a DPE, you should also be familiar with the procedures to issue a Notice of Disapproval, Temporary Airman Certificate, and a Letter of Discontinuance. This concludes the Files lesson. Please complete the Practice Exercise and then the End-of-Lesson Test.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS

1) Find and click on the errors on Form 8710-1, Airplane Single-Engine Private Pilot application.

TYPE OR PRINT ALL ENTRIES IN INK		Form Approved OMB No: 2120-0021	
 DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		Airman Certificate and/or Rating Application	
II Application Information <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input type="checkbox"/> Private <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Airline Transport <input type="checkbox"/> Instrument			
<input type="checkbox"/> Additional Rating <input type="checkbox"/> Airplane Single-Engine <input checked="" type="checkbox"/> Airplane Multiengine <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Balloon <input type="checkbox"/> Airship <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Lift			
<input type="checkbox"/> Flight Instructor Initial Renewal Reinstatement <input type="checkbox"/> Additional Instructor Rating <input type="checkbox"/> Ground Instructor			
<input type="checkbox"/> Medical Flight Test <input type="checkbox"/> Reexamination <input type="checkbox"/> Reissuance of Certificate <input type="checkbox"/> Other			
A. Name (Last, First, Middle) BRAGG, RONALD EARL		B. SSN (US Only) 446-23-8610	C. Date of Birth Mo. Day Year 07/27/1950
E. Address 2512 SILVERFIELD LANE City, State, Zip Code EDMOND, OK 73034		D. Place of Birth ST. LOUIS, MO	
F. Citizenship <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other		G. Do you read, speak, write & understand the English language? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
H. Height 70		I. Weight 212	J. Hair BLK
K. Eyes BRN		L. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
M. Do you now hold or have you ever held an FAA Pilot Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate STUDENT	O. Certificate Number FF-7334161
P. Date Issued 08/10/2007		Q. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
R. Class of Certificate THIRD		S. Date Issued 10/03/2003	T. Name of Examiner M. DE SADE, M.D.

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Let's try an exercise. Look at this Airplane Single engine Private Pilot application. Use today's date as a reference.

Click on any errors you see.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS

1) Answer

TYPE OR PRINT ALL ENTRIES IN INK

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Form Approved OMB No: 2120-0021

Checked **Private** **Commercial** **Unchecked** **Should be spelled out**

Application and/or Rating Application

I. Application Information

☐ Student ☐ Recreational ☒ Private ☐ Commercial ☐ Airline Transport ☐ Instrument

☐ Additional Rating ☒ Airplane Single-Engine ☐ Airplane Multiengine ☐ Rotorcraft ☐ Balloon ☐ Airship ☐ Glider ☐ Powered-Lift

☐ Flight Instructor Initial ☐ Renewal ☐ Reinstatement ☐ Additional Instructor Rating ☐ Ground Instructor

☐ Medical Flight Test ☐ Reexamination ☐ Reissuance of Certificate ☐ Other

A. Name (Last, First, Middle) BRAGG, RONALD EARL

B. Date of Birth 10/30/50

C. Place of Birth ST. LOUIS, MO

E. Address 2512 SILVERFIELD LANE

F. City, State, Zip Code EDMOND, OK 73034

F. Citizenship ☒ USA ☐ Other

G. Do you read, speak, write & understand the English language? ☒ Yes ☐ No

H. Height 70

I. Weight 212

J. Hair BLK

K. Eyes BRN

L. Sex ☒ Male ☐ Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate? ☒ Yes ☐ No

N. Grade of Pilot Certificate STUDENT

O. Certificate Number FF-7334161

P. Date Issued 08/10/2007

Q. Do you hold a Medical Certificate? ☒ Yes ☐ No

R. Class of Certificate THIRD

S. Date Issued 10/03/2003

T. Name of Examiner M. DE SADE, M.D.

Expired Medical

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Answer to item 1: The boxes for Private pilot and Airplane Single-Engine should be checked, and Commercial and Airplane Multi-Engine should not be checked. Eyes and hair color have been abbreviated and should be spelled out. The Third Class Medical has expired.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

2) Find and click on the errors in Section II of the application.

II. Certificate or Rating Applied For on Basis of:			
<input checked="" type="checkbox"/> A. Completion of Required Test	1. Aircraft to be used (if flight test required) CESSNA-172R	2a. Total time in this aircraft / SIM / FTD 55 hours	2b. Pilot in command _____ hours
<input type="checkbox"/> B. Military Competence Obtained in	1. Service _____	2. Date Rated _____	3. Rank or Grade and Service Number _____
4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft. _____		4b. US Military PIC & Instrument check in last 12 months (List Aircraft) _____	
<input checked="" type="checkbox"/> C. Graduate of Approved Course	1. Name and Location of Training Agency of Training Center LAZY TOAD FLYING SCHOOL		1a. Certificate Number YMA1774QP
2. Curriculum From Which Graduated PRIVATE PILOT COURSE		3. Date 7-18-07	
<input type="checkbox"/> D. Holder of Foreign License Issued By	1. Country _____	2. Grade of License _____	3. Number _____
4. Ratings _____			
<input type="checkbox"/> E. Completion of Air Carrier's Approved Training Program	1. Name of Air Carrier _____	2. Date _____	3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition

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Let's move on to Section II of the same Airplane single-engine Private Pilot application.


Click on any errors you see.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

2) Answer

II. Certificate or Rating Applied For on Basis of:			
A. Completion of Required Test <input checked="" type="checkbox"/>	1. Aircraft to be used (if flight test required) CESSNA-172R	2a. Total time in this aircraft / SIM / FTD 55 hours	2b. Pilot in command No flight time
	3. Rank or Grade and Service Number		
B. Military Competence Obtained in <input type="checkbox"/>	1. Service	2. Date Rated	3. Rank or Grade and Service Number
	4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft. 4b. US Military PIC & Instrument check in last 12 months (List Aircraft)		
C. Graduate of Approved Course <input checked="" type="checkbox"/>	1. Name and Location of Training Agency of Training Center LAZY TOAD FLYING SCHOOL		1a. Certificate Number YMA1774GP
	2. Curriculum From Which Graduated PRIVATE PILOT COURSE		3. Date 7-18-07 Not 8-digit
D. Holder of Foreign License Issued By <input type="checkbox"/>	1. Country	2. Grade of License	3. Number
	4. Ratings		
E. Completion of Air Carrier's Approved Training Program <input type="checkbox"/>	1. Name of Air Carrier	2. Date	3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition

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Answer to item 2: No flight time is entered in Block 2b., Pilot in command. The date in Block C.3 is not in the eight-digit format.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

3) Find and click on the errors in Section III of the application.

III Record of Pilot time (Do not write in the shaded areas.)																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Take-off/Landing	Night PIC	Night Takeoff/Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
Rotorcraft				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
Powered Lift				PIC			PIC				PIC	PIC				
				SIC			SIC				SIC	SIC				
Glinters																
Lighter than Air																
Simulator																
Training Device																
PCATD																

IV. Have you failed a test for this certificate or rating? ☐ Yes ☒ No

V. Applicant's Certification --I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant *Ronald E. Bragg* Date *09/20/07*

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Now look at Section III of the application.

Click on any errors you see.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

3) Answer

No flight time logged

III Record of Pilot time (Do not write in the shaded areas.)																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Takeoff/Landing	Night PIC	Night Takeoff/Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes				SIC			SIC					SIC				
Helicopters				SIC			SIC					SIC				
Powered Lift				SIC			SIC					SIC				
Glider																
Lighter than Air																
Simulator																
Training Device																
PGATO																

IV. Have you failed a test for this certificate or rating? ☐ Yes ☒ No

V. Applicant's Certification – I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant
Ronald E. Bragg

Date
09/09/07

Not 8-digit

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Answer to item 3: There is no flight time logged, and the date is not in the 8-digit format.


PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

4) Find and click on the errors in this section of the application.

Designated Examiner or Airman Certification Representative Report					
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.					
<input type="checkbox"/> Approved--Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved--Disapproval Notice Issued (Original Attached)					
Location of Test (Facility, City, State)			Duration of Test		
OKC OK			Ground 4.0	Simulator/FTD	Flight 2.0
Certificate or Rating for Which Tested			Type(s) of Aircraft Used	Registration No.(s)	
PRIVATE PILOT			CESSNA 172B	N172BR	
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires	
07/16/2007	<i>Joe Bob Smith</i> JOE BOB SMITH	1724439	SW05-439	09/20/2008	
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)					
	Inspector	Examiner	Signature and Certificate Number		Date
Oral	<input type="checkbox"/>	<input type="checkbox"/>			
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>			
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>			
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>			

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Number 4. Now look at this section of the application.

Click on any errors you see.


PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

4) Answer

Designated Examiner or Airman Certification Representative Report					
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61.101, 61.103, and 61.105. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate and certify that the individual meets the pertinent requirements of 14 CFR Part 61.101, 61.103, and 61.105. <input checked="" type="checkbox"/> I have personally reviewed this applicant in person and certify that the individual meets the pertinent requirements of 14 CFR Part 61.101, 61.103, and 61.105.					
<div style="display: flex; justify-content: space-between;"> <div> <p>Should include City with Facility & State</p> <p>Location of Test (Facility, City, State) OKC, Oklahoma City, OK</p> </div> <div> <p>Either the "Approved" or "Disapproved" box should be checked</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved—Disapproval Notice Issued (Original Attached)</p> </div> </div>					
Duration of Test Ground 4.0 Simulator/FTD Flight 2.0		Type(s) of Aircraft Used CESSNA 172R			
Certificate or Rating for which Tested PRIVATE PILOT		Registration No.(s) N172RR			
Date 07/16/2007	Examiner's Signature (Print Name & Sign) <i>Joe Bob Smith</i> JOE BOB SMITH	Certificate No. 1724439	Designation No. SW05-439	Designation Expires 09/20/2008	
Oral Approved Simulator/Training Device Aircraft Flight Check Advanced Qualification Program		Certificate and/or Type Ratings) Signature and Certificate Number Date <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Not complete. Add "Airplane, Single-Engine Land" after Private Pilot </div>			

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Answer to item 4: Location of test should include the facility, city, and state (OKC, Oklahoma City, OK). Either the "Approved" or "Disapproved" box should be checked depending on the out-come of the Practical Test.


In the certificate or rating for which tested, "Private Pilot" is not complete. Add "Airplane, Single-Engine Land" after Private Pilot.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

5) Find and click on the errors on this Form 8060-5.

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION NOTICE OF DISAPPROVAL OF APPLICATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT JETHRO LEROY BODINE 3211 RODEO DRIVE BEVERLY HILLS, CA 96002		CERTIFICATE OR RATING SOUGHT PRIVATE PILOT	
On the date shown, you failed the examination indicated below:			
<input checked="" type="checkbox"/> FLIGHT		<input type="checkbox"/> ORAL	
<input type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model) CESSNA 150		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO 55	INSTRUMENT 4.5
		DUAL 63	
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: AREAS OF OPERATION - IV, VI, VII, VIII, & X WHILE MANEUVERING AT MINIMUM CONTROLLABLE AIRSPEED THE APPLICANT STALLED UNINTENTIONALLY.			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.			
DATE OF EXAMINATION 05-03-07	SIGNATURE OF EXAMINER OR INSPECTOR WILEY E. POST <i>Wiley E Post</i>		DESIGNATION OR OFFICE NO. SW-05-28
FAA Form 8060-5 (4-82)			

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Number 5, Form 8060-5, Notice of Disapproval.


Click on any errors you see.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

5) Answer

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION NOTICE OF DISAPPROVAL OF APPLICATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT JETH 3211 BEVLY WILLYS, VA 96002		CERTIFICATE OR RATING SOUGHT PR Check	
On the day shown, you took the examination indicated below: <input checked="" type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL			
AIRCRAFT USED (Make and Model) CESSNA 150		FLT. TIME RECORDED IN LOGBOOK PILOT-IN-COMM. OR SOLO 55 INSTRUMENT 4.5 DUAL 63	
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: AREAS OF OPERATION - IV, VI, VII, VIII, & X WHILE MANEUVERING AT MINIMUM CONTROLLABLE AIRSPEED THE APPLICANT WILL BE REEXAMINED FULLY.			
I have personally tested the certificate or rating sought satisfactory for the issuance of the			
DATE OF EXAMINATION 05-03-07		SIGNATURE OF EXAMINER OR INSPECTOR WILEY E. POST <i>Wiley E Post</i>	
DESIGNATION OR OFFICE NO. SW-05-28		Add First Failure	
FAA Form 8060-5 (4-82)			

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Answer to item 5: The box for "PRACTICAL" should be checked instead of the "FLIGHT" box.

"First Failure" or "Second Failure" should be listed in the lower right corner. The date is not in the eight-digit format.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

6) Find & click on the errors in this Form 8060-4.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. 455-16-2345	
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT		IV. ELAINE SUSAN OLEKSA V. 419 SECOND STREET LOWELL, CT 01610					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
09-03-46	68_{in}	126	BR	BL	F	USA	
IX. has been found properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT							
RATINGS AND LIMITATIONS							
XII. AIRPLANE SINGLE-ENGINE LAND							
XIII.							
THIS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE				DATE OF SUPERSEDED AIRMAN CERTIFICATE OF THIS GRADE OF CERTIFICATE			
				07-16-2006			
BY DIRECTION OF THE ADMINISTRATOR				EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.			
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR		SW-05-28 / 255124567			
04-20-07		WILEY E. POST <i>Wiley & Post</i>		DATE DESIGNATION EXPIRES 03-31-2008			
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

Number 6. Look at this Temporary Airman Certificate, Form 8060-4.

Click on any errors you see.

PRACTICE EXERCISE: LOCATING ERRORS ON FORMS (Cont'd)

6) Answer

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. 455-16-2345	
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT				IV. Should be "PENDING" LOWELL, CT 01610			
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
09-03-46	68 in.	126 lb.	BR	BL	F	USA	
IX. has been found properly qualified and is hereby authorized to exercise the privileges of							
PRIVATE PILOT							
RATINGS AND LIMITATIONS							
XII. AIRPLANE SINGLE-ENGINE LAND Should be spelled out							
XIII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE 07-16-2006		
BY DIRECTION OF THE ADMINISTRATOR							
DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OF INSPECTOR			EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.		
04-20-07		WILEY E. POST <i>Wiley E Post</i>			SW-05-28 / 255124567		
					DATE DESIGNATION EXPIRES 03-31-2008		
FAA FORM 8060-4 (8-79) USE PREVIOUS EDITION							

Answer to item 6: The Social Security number is listed in the Certificate Number block. Since this is an original issuance, it should say "Pending."

The date of birth and date of issuance are not in the 8-digit format.

Hair and eye color are abbreviated and not spelled out.

This concludes the practice exercise. Now proceed to the End-of-Lesson Test.