

## Federal Aviation Administration

### Airmen Certification



#### Purpose

The mission of Flight Standards is to provide the public with accident-free aircraft operations through the highest standards in the world. As part of that mission, Flight Standards processes applications for airman certificates and/or ratings and issues certificates to qualified applicants.

#### Our Customers

The general aviation public and certified airmen operating under 14 CFR parts 61, 63, 65, and 141.

#### Services We Provide to Our Customers

- \* Processing applications for airman certificates and/or ratings and the issuance of the permanent airman certificates.
- \* Providing the verification of certificates and ratings held by a specific airman.
- \* Issuing replacement certificates and written test results.
- \* Providing official copies of complete airman certification files.

#### Customer Commitment for Airmen Certification

- \* The Airmen Certification Branch will process your application for certification within 90 calendar days of receipt.
- \* We will take the initial action to respond to your correspondence and requests for replacement certificates within 3 working days of receipt.
- \* We will be polite, considerate, and helpful in all our contacts and correspondence with the public.

#### Q. How can I obtain a replacement certificate?

A. For replacement of lost or destroyed certificates, submit a signed, written request stating your name, date of birth, social security number and/or certificate number, and the reason for replacement to:

FAA, Airmen Certification Branch, AFS-760  
PO Box 25082  
Oklahoma City, OK 73125

Include 2 dollars (U.S.) for each certificate made payable to the U.S. Treasury by check or money order. If your current address is listed as a Post Office Box, General Delivery, Rural Route, or Star Route, please provide directions or a map for locating your residence. Allow 4 to 6 weeks for processing. Only one copy of each certificate can be issued. The original date of issue cannot be placed on a replacement certificate. Expired certificates cannot be issued; however, an expired CFI letter can be requested at no charge.

#### Q. How can I get a copy of my complete file?

A. For a copy of your airman certification records, submit a signed, written request stating your name, date of birth, social security number and/or certificate number, to:

FAA, Airmen Certification Branch, AFS-760  
PO Box 25082  
Oklahoma City, OK 73125

Include a check or money order for 10 dollars (U.S.), made payable to the U.S. Treasury. If the cost for copying your airman certification records is less than 10 dollars, a refund will be sent to you.

**Q.** How can I change my address?

**A.** To update your address, send a signed, written request stating your name, date of birth, social security number and/or certificate number, and your new address to:

FAA, Airmen Certification Branch, AFS-760  
PO Box 25082  
Oklahoma City, Oklahoma 73125

If your current address is listed as a Post Office Box, General Delivery, Rural Route, or Star Route, please provide directions or a map for locating your residence. A new certificate is not required when updating your address and will not be issued automatically.

**Q.** How can I get a replacement written test report?

**A.** For replacement of lost or destroyed written test results for which the certificate has not been issued, send a signed, written request stating your name, date of birth, social security number, type of test, and the date the test was taken to:

FAA, Airmen Certification Branch, AFS-760  
PO Box 25082  
Oklahoma City, OK 73125

Include a check or money order for 1 dollar (U.S.), payable to the U.S. Treasury. We are prohibited from accepting facsimile requests for test results. We cannot fax test scores nor give test scores over the phone.