SECTION 4. OBTAINING CERTIFICATE NUMBERS AND CERTIFICATE NUMBER CONSTRUCTION

41. OBTAINING PRECERTIFICATION NUMBERS AND FINAL NUMBERS.

A. The Regional Flight Standards Division is responsible for obtaining precertification numbers for Part 121 and Part 135 applicants. Upon receipt of a Preapplication Statement of Intent (FAA Form 8400-6) the appropriate division staff specialist will determine which district office will be assigned responsibility for the certification project. The division staff specialist will then contact AVN-120 by phone or other electronic means (FTS 747-4353) stating "the purpose of the contact is to request a precertification number" and provide the following information:

(1) Full official name of the company

(2) The location address of the proposed principal base of operations or location where the business will be conducted

(3) Names of proposed management personnel (last, first, M.I.)

(4) Proposed type of certificate and applicable FAR Part (Air Carrier Certificate or Operating Certificate and Part 121 or Part 135)

(5) Proposed startup date

(6) Identification of any current or previous certificate held by the applicant

(7) The requested three-letter company designators in order of preference

(8) The designator of the district office assigned responsibility

B. AVN-120 will attempt to accommodate the company request for a specific three-letter designator. However, if the requested three-letter designators have been previously assigned, the first available designator combination will be assigned. AVN-120 will provide the division staff specialist with a precertification number. The alpha suffix of the precertification number will always be the letter "P." The division staff specialist will complete section III of the PASI and return or forward it to the appropriate district office.

C. When a district office is ready to prepare the certificate and operations specifications for issuance to an operator about to be certificated, the responsible inspector will coordinate directly with AVN-120 (FTS 747-4353) to obtain a final certificate number. The responsible inspector shall state that "the purpose of the contract is to obtain a final certificate number" and provide AVN-120 with the precertification number. AVN-120 will finalize the alpha-suffix and provide the complete final certificate number to the responsible district office inspector. The responsible inspector must confirm that there has been no change in the type of certificate or type of operation from the time the precertification number was issued to the time the certificate is to be issued. The type certificate element code must be consistent with the type certificate to be issued and the appropriate operating regulation (paragraph 45C(2)). If a change has occurred AVN-120 must be advised so that AVN-120 can change its records and issue a corrected certificate number.

43. CERTIFICATE NUMBER CONSTRUCTION.

This discussion provides background information on the methods used to construct certificate numbers. AVN-120 is responsible for the management and control of all air operator certificate numbers using a systematic scheme which provides a nationally standardized format, a multitude of certificate numbers, and a centralized assignment, storage, and retrieval location.

45. ELEMENTS OF A CERTIFICATE NUMBER.

A. The certificate number has four elements as follows:

(1) "Designator" element

(2) "Type" element

(3) "Numeric" element

(4) "Alpha Suffix" element

B. An example of an air operator certificate number using these four elements would be RAA-A-001-A (without dashes RAAA001A). This number, divided into its four elements, is illustrated as follows:

RAA (Designator)	A (Type)	001 (Numeric)	A (Alpha Suffix)

C. The Certificate number elements are described as follows:

(1) ***Element 1.*** The "designator" element is a three-letter or three-character designation which

make possible 17,576 unique combinations for each type of certificate.

(2) *Element 2.* The "type" certificate element code identifies the type of certificate and/or the applicable operating regulation specified as follows:

(a) AIR OPERATORS - TYPE OF CERTIFICATE	*TYPE - CERTIFICATE CODE*	*FAR PART*
• **Air Carrier Certificate**	**A**	**121/135**
• **Operating Certificate (business/private)**	**B**	**125**
• **Operating Certificate (commercial)**	**C**	**121/135**
• **Foreign Operator (Operations Specifications only)**	**F**	**129**
• **Agricultural Aircraft Operator-Certificate**	**G**	**137**
• **Rotorcraft External-Load Operator-Certificate**	**L**	**133**
• **Part 125 Full Deviation Holder (Certificate numbers not issued)**	**M**	**91**
(b) AIR-AGENCIES - TYPE OF CERTIFICATE	***TYPE - CERTIFICATE CODE***	***FAR PART***
• **Parachute Loft Certificate**	**P**	**149**
• **Domestic Repair Station Certificate**	**R**	**145**
• **Domestic Satellite Repair Station Certificate**	**D**	**145**
• **Foreign Repair Station Certificate**	**Y**	**145**
• **Foreign Satellite Repair Station Certificate**	**Z**	**145**
• **Pilot School Certificate**	**S**	**141**
• **Provisional Pilot School Certificate**	**V**	**141**
• **Aviation Maintenance Technician School Certificate**	**T**	**147**

(3) *Element* 3. The "numeric" element provides up to 999 unique certificate number combinations for each type of certificate (001 to 999).

(4) *Element* 4. The "alpha suffix" permits additional certificate number combinations by establishing 25 alpha groups (A through Z, excluding P which is reserved for precertification numbers). When all number combinations of the numeric element (001-999) have been assigned for a particular type of certificate and alpha suffix, the alpha suffix will change to the next alphabetical letter.

D. Using this scheme, organizations holding different types of certificates will be issued certificate numbers as follows:

- **Number: RAA-A-001-A**
  Elements: RAA - unique to Romeo Alpha Air lines
  A - air carrier certificate (121/135)
  001 - numeric element (first of 999 possibilities)
  A - alpha suffix (indicating the numeric element is in the "A" alpha suffix grouping)
- **Number: RAA-R-001-A**
  Elements: RAA - same as above
  R - repair station certificate (145)
  001 - same as above
  A - same as above

E. It should be noted from the preceding examples that the second element (type of certificate code) is the key element identifying the activity of the certificate holder. An organization operating under more than one type of certificate and regulation is assigned the same three-letter or three-character designator. An air operator who is also an air agency will have the same alpha designator. Each kind of certificate is readily identified by the type of certificate code. For example:

- RAA-A-001-A:air carrier
- RAA-R-001-A: repair station
- RAA-G-001-A: agricultural operator
- RAA-S-001-A: pilot school
- RAA-L-001-A: external-load operator

F. The following diagram illustrates a few of the many possible element combinations:

DESIGNATION ELEMENTS POSSIBLE			TYPE CERTIFICATE ELEMENTS	NUMERIC ELEMENTS & ALPFA SUFFIX A	B	C
AAA	ABA	ACA	A	001	001	001
AAB	ABB	ACB	B	002	002	002
AAC	ABC	ACC	C	003	003	003
AAD	ABD	ACD	F	004	004	004
↓	↓	↓	↓	↓	↓	↓
AAZ	ABZ	ACZ	V	999	999	999

47. PRECERTIFICATION NUMBER CONSTRUCTION. The letter "P" is used as the alpha suffix element for the temporary designation of an applicant who has stated an intent to apply for an FAA certificate (for example, ABCA021P or XYZR030P). The complete four-element number with P as the last element serves as the "precertification number." Upon successful completion of the certification process, the alpha suffix is changed to the appropriate alpha suffix element (A through Z, excluding P) as applicable.

49. RESTRICTIONS AND PROVISIONS FOR CERTIFICATE NUMBER CONSTRUCTION. In the assignment of certificate numbers the following provisions and restrictions apply:

A. The complete certificate number (all eight characters), as assigned to an organization, will never be reassigned to another organization.

B. When more than one type of certificate is held by an organization, the three-letter or three-character designator element is unique to the organization. For example, if RAA is the designator for Romeo Alpha Airlines, air carrier certificate (Certificate No. RAAA001A), the designator RAA will also be assigned to Romeo Alpha Airlines air agency repair station certificate (Certificate No. RAAR001A).

C. Repair stations may be assigned either a three-letter designator element or a three-character alpha-numeric designator element. For example, the unique designator element for a repair station could be RAA, RA1, RA3, or RA9. The unique three-character (RA2) designator element signifies that it was "machine" assigned by AVN-120. The three-letter or three-character designator element assigned to satellites of a parent repair station is the same as the parent repair station. The type element will be "D" for domestic satellite repair station certificates and "Z" for foreign satellite repair station certificates. If the parent repair station has more than one satellite the type element assigned to the second satellite will be 2 and the type element for the third satellite will be 3, etc. For example, if RA2R001A is the certificate

number for the second satellite would be RA22001A. Another example would be a repair station associated with an air operator with an existing certificate number such as RAAA001A. The associated repair station certificate number would be RAAR001A and the first satellite repair station certificate number would be RAAD001A and the second satellite would be RAA2001A. A foreign repair station with satellites would be assigned certificate numbers such as RA4Y001A, RA4Z001A, RA42001A, RA43001A.

D. The designator element, regardless of the type of certificate that has become inactive or terminated, will not be reassigned to a different organization until a minimum of 3 years have elapsed after the termination of the original organization. The designator can be reassigned to the original legal organization if it resumes operations within the 3 year period. After 3 years the three-letter or three-character designator may be reassigned to another organization provided there is no record of significance associated with the designator element in any of the data bases maintained by AVN-120. If a designator element has an associated record of significance, AVN-120 will not reassign the designator element for at least 10 years for historical tracking.

E. When a number and an alpha suffix group combination has been assigned to an active organization (such as 001A, 002A,) that number is not reassigned to another active organization (of the same certificate type and operating regulation), until all 999 possibilities of the specific alpha suffix groups have been used. Organizations which have more than one type of certificate and who conduct business under more than one operating regulation are assigned identical numeric elements for each assigned certificate number, whenever possible. A specific numeric element can be reassigned provided a different alpha suffix element grouping is assigned. For example, 999 can be used with an "A" alpha suffix and 999 can be used with a "B" alpha suffix element grouping.

50. - 54. RESERVED

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