

SECTION 9. INTERNATIONAL CREWMEMBER CERTIFICATES

821. GENERAL. This section contains information and guidance to be used by inspectors when processing international crewmember certificates. The certificates are issued by the Airmen Certification Branch, AVN-460, to U.S. citizens who are crewmembers employed by operators with U.S.-registered aircraft engaged in international air commerce. The international crewmember certificate facilitates the entry and clearance of U.S. crewmembers into and from International Civil Aviation Organization (ICAO) contracting states. Some member states accept international crewmember certificates without an accompanying passport for a crewmember's temporary admission to member airports and cities immediately adjacent to those airports. Pilot certificates do not contain sufficient information to be acceptable for this purpose; therefore, FAR's 121.721, 121.723, and 135.43 provide for the issuance of a crewmember certificate similar to that described in ICAO Annex 9 for U.S. crewmembers working in ICAO contracting states. Paragraphs 3.17 through 3.20.3 of ICAO Annex 9, "Facilitation," contain the standards and practices recommended by ICAO for international crewmember certificates.

823. ELIGIBILITY. U.S. citizens who are employed by U.S. operators as flight crewmembers in international air commerce may apply for international crewmember certificates.

825. APPLICATION. The inspector is responsible for examining and certifying the airman's application and accompanying documents for accuracy and completeness before forwarding the package to the Airmen Certification Branch, AVN-460. A crewmember may apply for an international crewmember certificate either directly through a flight standards district office (FSDO) or through the operator using procedures agreed upon by the POI or assigned geographic inspector. In either case, the inspector's responsibilities remain the same. Inspectors shall use the guidance that follows when reviewing such applications.

NOTE: A copy of this section may be provided to operator personnel responsible for coordinating the application process.

A. *Documentation.* The inspector must initially ensure that the formal application package includes the following documents:

- An FAA Form 8060-6 (OMB No. 04-R0070), "Crewmember Certificate Application," with parts I and II completed (see figure 5.9.9.1.)
- Two 1 1/4 inch square, identical photographs of the applicant's full face, head, and shoulders only (The clearly printed name of the applicant must be on the back of each picture.)
- Documents that contain proof of U.S. citizenship (see paragraphs 827 and 831)
- A marriage certificate, if applicable (When the applicant's married name is different from the name shown on the proof of U.S. citizenship documents, a copy of the marriage certificate must be forwarded with the application.)

NOTE: If an applicant previously held a crewmember certificate number with any operator, the applicant should submit the old certificate number to expedite processing.

B. *Processing.* The inspector must attach the documentation described in previous subparagraph A to FAA Form 8060-6, "Crewmember Certificate Application," along with any other documents required to complete the application package. The inspector shall not allow photostatic copies to be used, other than those issued under the seal of the appropriate registrar. AVN-460 will return all documentary evidence, except for birth affidavits and altered or mutilated documents, to the operator.

827. PROOF OF BIRTH FOR PERSONS BORN IN THE U.S. For persons born in the U.S., the inspector must ensure that the application includes primary evidence of birth. Documents that are commonly used as proof of birth are discussed as follows:

A. *Birth Certificate.* Whenever possible, the applicant

should present a birth certificate issued under the authority of the appropriate registrar of births. To be acceptable, the inspector must ensure that the certificate bears the written signature of the registrar or another custodian of birth records and the impressed, embossed, raised, or multi-colored seal of the legally responsible state, province, or city office. The birth certificate must also contain: the applicant's given name as a child; the applicant's surname as a child; the date and place of birth; and an indication that the original birth record was filed within 1 year after the date of birth.

NOTE: Documents entitled, "Notification of Birth Registration" or "Birth Announcement" are not acceptable as evidence since these documents are merely notifications that a birth certificate should be recorded.

B. Delayed Birth Certificate. A birth certificate which does not contain either the original report of birth which was filed within 1 year after the birth occurred, or the filing date of the original report of birth, but which meets the other requirements listed in previous subparagraph A, may be acceptable. This certificate shall contain evidence that the report of birth was filed by a person who had a personal knowledge of the birth or that the report of birth was supported by evidence that the birth occurred in the U.S. and that the report of birth is acceptable for passport purposes. The inspector shall ensure that the description or nature of the supporting evidence is shown on the certificate itself and is the same supporting evidence as that described in the following subparagraphs C(1) or C(2). If acceptable evidence is not shown on the certificate, the applicant may submit for consideration the same supporting evidence described in subparagraphs C(1) or C(2).

C. Secondary Evidence of Birth. If a birth certificate is not obtainable, the inspector shall request that the applicant submit the best secondary evidence available. The secondary evidence of birth may be considered only when it is submitted with either a statement or letter of "no record" from the appropriate registrar of records. A letter of "no record" contains a statement that there is no birth record on file. Other acceptable types of secondary evidence of birth include the following:

(1) *Public Records.* The applicant may submit, for consideration, a combination of other records created as near as possible to the date of birth. Examples are baptismal certificates, certificates of circumcision, hospital birth records, and newspaper files reporting the birth.

(2) *Affidavits of Personal Knowledge.* Affidavits of live birth may also be submitted for consideration. The affidavits may be completed by a parent, older blood relative, the physician, nurse, or midwife who attended the birth. The inspector reviewing an affidavit must ensure that it contains the name, date, and place of birth of the applicant. The inspector shall ascertain as to how the applicant acquired knowledge of these facts.

NOTE: An affidavit should also be accompanied by at least one other document of the type described in previous subparagraph C(1).

829. PROOF OF CITIZENSHIP FOR PERSONS BORN ABROAD WHO ACQUIRED U.S. CITIZENSHIP THROUGH A PARENT. In the case of an applicant born abroad who acquired U.S. citizenship through a parent, the applicant must present either a certificate of U.S. citizenship issued by the Immigration and Naturalization Service or Form 240, "Report of Birth Abroad of a Citizen of the United States of America," or a certification of birth issued by the U.S. Department of State. If the applicant has not submitted any of these documents, then the inspector should direct the applicant to apply to the appropriate U.S. passport office for direction.

831. PROOF OF CITIZENSHIP FOR NATURALIZED CITIZENS. The inspector shall ensure that an applicant who is a naturalized citizen submits the certificate of naturalization along with the application.

NOTE: The U.S. Passport Office has changed its procedures and now requires that all evidence used to establish U.S. citizenship be submitted with the application. The U.S. Passport Office has confirmed that passports and certificates of naturalization will be returned to the applicant.

833. COMPLETION AND DISPOSITION OF FILE.

A. Proof of Identification. The inspector receiving a

formal application for an international crewmember certificate shall examine the applicant's personal identification cards, photograph, and other required documents to verify the applicant's identity and citizenship.

B. Completion of FAA Form 8060-6, "Crewmember Certificate Application." When the inspector has verified the identification and citizenship of the applicant, the inspector shall complete Part III, "Evidence of Citizenship," on FAA Form 8060-6. The inspector shall also ensure that the applicant's name is clearly written on the back of the applicant's two photographs. The inspector shall attach the two identical photographs and all submitted documents to the applicant's FAA Form 8060-6.

C. Disposition of File. The flight standards district office (FSDO) shall forward the applicant's file to the Airmen Certification Branch, AVN-460, P.O. Box 25082, Oklahoma City, Oklahoma 73125-4940. The inspector should inform the applicant that confirmation of citizenship from the Department of State is required for the issuance of the international crewmember certificate by the Airmen Certification Branch, AVN-460.

835. ISSUANCE OF INTERNATIONAL CREWMEMBER CERTIFICATE BY AVN-460. After receiving FAA Form 8060-6, "Crewmember Certificate Application," and the verification of the applicant's U.S. citizenship from the U.S. Department of State, the Airmen Certification Branch, AVN-460, shall process the certificate as follows. AVN-460 shall number the crewmember certificate consecutively starting with number 100. AVN-460 shall then attach the crewmember's picture to the upper left-hand corner of the FAA Form 8060-42, "Crewmember Certificate," and emboss it with the FAA seal. AVN-460 will then forward the finished certificate, including the evidence of U.S. citizenship, directly to the applicant's operator with instructions to deliver the certificate and the attached documents to the applicant.

837. SURRENDER AND REISSUANCE OF INTERNATIONAL CREWMEMBER CERTIFICATE. International crewmember certificates are issued solely for the convenience of the crewmember and the operator while the crewmember is assigned to international duty. When a crewmember is temporarily assigned to another division or other duties with the intention of returning to interna-

tional flight duty, the international crewmember certificate does not have to be surrendered. The certificate must be surrendered to AVN-460 by the operator, however, immediately after the dismissal of the employee or upon permanent removal of the employee from the international flight assignment. The international crewmember certificate shall be mailed to the Airmen Certification Branch, AVN-460, P.O. Box 25082, Oklahoma City, Oklahoma 73125-4940. The Airmen Certification Branch shall retain the international crewmember certificate for reissuance if the individual is re-employed or reassigned to crewmember duties in international air transportation.

839. REPLACEMENT OF LOST CERTIFICATES. Duplicate certificates may not be issued in the field. Applicants must apply for duplicate certificates directly, by written application, to the Airmen Certification Branch, AVN-460, P.O. Box 25082, Oklahoma City, Oklahoma 73125-4940. After the lost certificate has been replaced, the Airmen Certification Branch shall mail the duplicate certificate to the operator with instructions to deliver the certificate to the crewmember. The application package to replace a lost certificate must contain the following:

- The crewmember's full name, the original certificate number, and date of birth
- A statement, signed by the applicant, about the circumstances surrounding the original certificate
- Two recent photographs (as required in paragraph 825.A of this section)
- A \$2.00 processing fee (as of 1992) for reissuing the certificate

841. REISSUANCE OF INTERNATIONAL CREWMEMBER CERTIFICATE FOR A NAME CHANGE. When a crewmember requests the reissuance of an international crewmember certificate because of a new name due to marriage or a court-ordered name change, the operator is responsible for applying directly to the Airmen Certification Branch, AVN-460. The operator shall have the crewmember complete a new FAA Form 8060-6, "Crewmember Certificate Application," containing the crewmember's new name, any change of address, the crewmember's certificate number, and a notation that the application is for reissuance in either

the crewmember's new married name or new court-ordered name, as applicable. The operator shall attach the crewmember's current international crewmember certificate to the application, as well as a copy of either the crewmember's marriage certificate or court documents, as applicable. The operator shall ensure that Part II, "Air Carrier Certification," on the application has been completed so that the reissued certificate in the crewmember's

new name can be returned for distribution to the crewmember. Two new photographs of the crewmember are required for the reissued certificate. The operator shall forward the reissuance package to the Airmen Certification Branch, AVN-460, P.O. Box 25082, Oklahoma City, Oklahoma 73125-4940. There is no processing fee for this service.

842. - 852. RESERVED.

**FIGURE 5.9.9.1.
FAA FORM 8060-6, CREWMEMBER CERTIFICATE APPLICATION
(FRONT)**

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

FORM APPROVED.
OMB NO. 04-R0070

CREWMEMBER CERTIFICATE APPLICATION

All Information **MUST BE TYPEWRITTEN** in **BLACK CAPITAL LETTERS** Keep type clean.

ORIGINAL ISSUE ("X" One) REISSUE

Submit two clear photos of yourself 1-1/4" x 1-1/4", full face and shoulders, with this application.

Be sure to sign your name on the back of the photos

PART I – APPLICANT'S STATEMENT

I hereby make application for a Crewmember Certificate in order that recognition of this document will be afforded by ICAO Contracting States in accordance with Annex 9, as amended, to the Convention on International Civil Aviation.

I certify that the information given by me in this application is true and correct.

| | | | | | | |
|---|--------|------|--|-----|--|--|
| 1. NAME (First, middle, (maiden), last) | | | | | Crewmember Certificate NO. | |
| 2. PERMANENT MAILING ADDRESS (No., Street, City, State, ZIP Code) | | | | | | |
| 3. DATE OF BIRTH | | | 4. PLACE OF BIRTH (City or County, State (or foreign country)) | | | |
| HEIGHT | WEIGHT | HAIR | EYES | SEX | POSITION | |
| IN. | | | | | | |
| EMPLOYED BY (Name of Air Carrier/Commercial Operator) | | | | | DATE OF THIS APPLICATION | |
| SIGNATURE OF HOLDER | | | | | No certificate may be issued unless a completed application form has been received (14 C.F.R. 121-). | |

PART II – AIR CARRIER CERTIFICATION

This certifies that the applicant named above is employed by this certificated United States Air Carrier/Commercial Operator and has been assigned U.S. registered aircraft engaged in international air transport, as provided in Annex 9, as amended, to the Convention on International Civil Aviation as a:

(Crewmember Position) _____

NAME AND ADDRESS OF AIR CARRIER/COMMERCIAL OPERATOR _____

| | |
|--------------------|-------------------------------------|
| (FOR FAA USE ONLY) | CERTIFYING OFFICIAL (Type and sign) |
| | NAME |
| | TITLE |
| | SIGNATURE |
| DATE OF ISSUE | |

FAA Form 8060-6 (8-76) SUPERSEDES PREVIOUS EDITION AND FAA FORM 8060-9

FIGURE 5.9.9.1. (Cont'd.)
 FAA FORM 8060-6, CREWMEMBER CERTIFICATE APPLICATION
 (REVERSE SIDE)

PART III – EVIDENCE OF CITIZENSHIP
 (“X” one of the first three boxes and box 4)

1. PASSPORT (Current or expired)
 or –
2. CERTIFICATE OF NATURALIZATION
 or –
3. BIRTH CERTIFICATE OR OTHER DOCUMENTARY EVIDENCE OF
 CITIZENSHIP
 and –
4. PHOTOGRAPHS (2) SUBMITTED HEREWITH

FAA Inspector’s Certification

I certify that this application has been examined; the name of the applicant has been verified with the personal identifications, his/her photograph, and the documents submitted and am satisfied that he/she is the person described thereon.

_____ _____ | _____
 DATE INSPECTOR’S SIGNATURE OFFICE NO.

All items of documentation presented as evidence of citizenship must be forwarded to the Passport Office with this application. All evidence will be returned to the applicant with the completed Crewmember Certificate.

PART IV
 PASSPORT OFFICE
 DEPARTMENT OF STATE
 WASHINGTON, D.C. 20520

TO: FEDERAL AVIATION ADMINISTRATION

The Department has examined its records and/or the documentary evidence submitted with this application and determined that the person identified on the reverse hereof is a citizen of the United States.

 (DATE)

 (SIGNATURE)

Director, Passport Office