

## → PILOT RECORDS IMPROVEMENT ACT →

### General Instructions For Users

**These instructions are locally produced by the PRIA Program Office at AFS-620 in Oklahoma City, OK., and are available to anyone either on-line, or upon request.**

PRIA is a public law requiring background checks to be requested and received by air carriers (14 CFR parts 121, 125, and 135) for ALL pilots applying to their company for employment. A pilot may be 'hired' and begin training with a company before the check is complete. However, all background checks must have been completed before the pilot can be fully 'employed' and 'begin service' as a pilot flying passengers, cargo, or mail.

The official customer service oriented PRIA website contains most information needed for your request process, as well as the forms and other PRIA aids. Together, these will provide invaluable assistance to your company. Visit us at: [www.faa.gov/avr/afs/pria/](http://www.faa.gov/avr/afs/pria/)

The most current version(s) of the official PRIA request forms will always be found on the PRIA website and should be used instead of previous official versions, or other versions that have been self-designed. Self-designed versions of PRIA forms do not always guarantee that the regulatory intent of the statutes have been, or will be followed. The official PRIA forms will ensure a timely and accurate response for your requests in addition to regulatory compliance. Official PRIA forms are not to be used for Privacy Act, FOIA, mechanic, or other 14 CFR part 91 requests.

There are two other on-line sources or links for the most current PRIA forms. They are:

1. <http://av-info.faa.gov/> (click on 'Pilot Records Improvement Act')
2. <http://forms.faa.gov/> (includes additional information by clicking the 'i' box.)

Your air carrier certificate number MUST be included on all PRIA requests. If you are a 'Third Party Agent,' hired by an air carrier to obtain pilot records for the company, a letter of designation that authorizes you to request records on behalf of the air carrier must accompany EACH PRIA request. A sample designation letter is included on the last page of these instructions (for use by verification companies – NOT air carriers).

General tips for completing the PRIA request forms include the following:

1. Always type or print all information clearly.
2. The company must have either an existing air carrier certificate number, or a pre-certification number obtained from the FAA.
3. Do not use the words 'Pending' or 'NA' on any entries.
4. Ensure that all signatures and dates have been entered and are readable.
5. Include your phone and fax numbers, and email addresses on all requests.

A completed PRIA request consists of three sets of forms. All applicants must complete, sign, and date all forms, consenting to the release of their records, acknowledging that a request for their records will be made, and being provided with an opportunity to request a copy of the records if they so desire. The applicant must then be furnished with a signed and legible copy of each form for their personal file.

→ **PILOT RECORDS IMPROVEMENT ACT** →

**General Instructions For Users**

**A PRIA records request cannot be considered complete until ALL forms have been returned from the respondents, have been assembled, and are ready for evaluation.**

→ **DISTRIBUTION OF A PRIA REQUEST:**

1. **Forms 8060-10 and 8060-10A:** should be sent to the FAA in Oklahoma City, OK. **HOWEVER:** If the applicant receives initial notification of a records request from the hiring air carrier by being provided with a completed and signed copy of the 8060-10A, which serves as a written notification to the airman in accordance with 49 U.S.C. § 44703(h)(6), further use of this form is not required. Only the 8060-10 needs to be forwarded to the FAA to request records as listed below. The hiring air carrier then maintains the original Form 8060-10A in the pilot's PRIA records file for future reference and inspection for the FAA. All applicants, regardless of whether they have indicated a preference for the receipt of a copy, will be provided with a copy of their PRIA Pilot Profile Letter that is maintained by the FAA, and furnished, as requested, to the hiring air carrier.

The receipt of a PRIA Pilot Profile Letter by the applicant serves a dual purpose:

- a. The applicant has been provided with a confirmation of his/her 'airman notice and right to receive a copy' as specified in 49 U.S.C. § 44703(h)(6); and
- b. The applicant has received his/her copy of their records furnished by the FAA.

From the FAA records request, you will receive an individual Pilot Profile Letter for each applicant that contains the following information from the previous 5 years:

- a. Medical certificate verification, including issue date, class, and any limitations.
- b. Airman certificate verification, including level, category, class, and type ratings.
- c. Summaries of closed FAA legal enforcement actions resulting in a finding by the Administrator of a violation that was not subsequently overturned.

2. **Forms 8060-11 and 8060-11A:** should be sent to the applicant's previous air carrier employer(s). **IMPORTANT:** Use of the 8060-11A is mandatory, and the hiring air carrier, as well as the applicant – if he/she has so indicated, could receive a bill for the cost of being furnished with this information.

From the air carrier records request you should receive, from the previous 5 years:

- a. Records pertaining to the individual, including drug and alcohol, if applicable.
- b. Records pertaining to the individual's professional performance as a pilot.

3. **Form 8060-12:** concerning the release of the appropriate drug and alcohol testing records, is to be completed by the hiring air carrier, signed by the employee/applicant, and attached to Forms 8060-11 and 8060-11A before transmitting them to the previous employer(s). A list of the items to be furnished through this release is provided in Part I of Form 8060-12. Any 'NO' response in Part II of Form 8060-12

## → PILOT RECORDS IMPROVEMENT ACT →

### General Instructions For Users

still requires the previous employer(s) to furnish a copy of the appropriate negative drug or alcohol testing results for that respective question. To further clarify, 49 U.S.C. § 44703(h)(1)(B) requires that 'records' be furnished when appropriately requested by a hiring air carrier. This includes records of positive as well as negative results of the applicant's drug and/or alcohol testing records.

In addition to obtaining records from previous employers, the new employer must ask the employee/applicant about his/her drug and alcohol testing history under DOT-agency testing rules in order to satisfy 49 CFR part 40 section 40.25(j). Unlike the time period required under PRIA, the testing history obtained under section 40.25(j) would cover a period of only 2 years. The 'employer-to-employee' verbal questioning referred to in this section is unrelated to, and separate from, the 'employer-to-employer' questions found in Part II of Form 8060-12.

PRIA drug and alcohol records are NOT subject to the document retention conditions found in 49 CFR part 40 section 40.333. ALL PRIA records, including drug and alcohol testing records are required by 49 U.S.C. § 44703(h)(4) to be maintained for at least 5 years.

4. **Form 8060-13:** the air carrier will query the National Driver Registry (NDR) by using the following procedure:
  - a. Refer to the instruction page attached to all 8060-13 forms, in addition to these instructions, before beginning the NDR request process.
  - b. Also, contact the state in which the hiring air carrier is located to confirm, request, and receive the proper NDR request form, if Form 8060-13 is not being used by that state.
  - c. Send the completed request form(s) to the State Motor Vehicle Agency in which the hiring air carrier is located, for processing.
  - d. If that state is unable to complete the request, forward the NDR request to the state of Texas or the state of Florida. Both will complete NDR requests from anywhere in the U.S. The customer service number for Texas is 512-424-2600 or 512-424-2010. The phone number for the state of Florida is 850-488-2741. Websites: Texas – ([www.txdps.state.tx.us/](http://www.txdps.state.tx.us/)) Florida – ([www.hsmv.state.fl.us/](http://www.hsmv.state.fl.us/))
  - e. If Texas or Florida are unable to complete the request, contact the National Driver Registry in Washington DC at 202-366-4800 and request that they complete your NDR check. The NDR will consider these requests on a case-by-case basis. You should expect to pay a small fee for the completion of any NDR request.

From the National Driver Registry request, you should receive:

- a. Status of the pilot's current state driver's license.
- b. Record of any suspension or revocation from the previous 5 years, if applicable.
- c. Driving under the influence of alcohol, if applicable.

Further NDR information is available at: [www.nhtsa.dot.gov/people/perform/driver](http://www.nhtsa.dot.gov/people/perform/driver)

## → PILOT RECORDS IMPROVEMENT ACT →

### General Instructions For Users

#### → **RESPONSE TIME OF PRIA REQUESTS:**

The FAA portion of your PRIA records request will be processed and returned by mail within 1 to 5 working days of receiving your request. Any request that requires a corrective action or other specific clarification will be completed and returned as soon as possible after the request has been completed.

All air carriers (previous employers) and the NDR are required by law to furnish records that have been requested from them, not later than 30 days after receiving the request. (AC 120-68C 8 (a)(3) and 49 U.S.C. § 44703(h)(5)). Any non-compliance with this requirement should be reported immediately to the PRIA Program Manager for follow-up assistance.

#### → **GENERAL PRIA DEFINITIONS RELATED TO EMPLOYMENT:**

1. **Initial Hiring Decision** – refers to the first stage of employment that an air carrier generally offers to a pilot applicant. After accepting the offer, the PRIA check is initiated but not yet completed, and the pilot may begin training, but not released for service.
2. **Hired** – generally considered as the ‘initial hiring decision,’ an early point in the employment process, when the air carrier has arranged for the pilot’s services, and compensation has been agreed upon. This may or may not include participation in the training program, but would be BEFORE allowing an applicant to ‘begin service.’
3. **Final Hiring Decision** – refers to the final employment offer that an air carrier will extend to a pilot. The pilot will usually already have conditional employment status. The PRIA check has been completed, training is usually in progress and must be successfully completed before releasing the pilot to begin service.
5. **Begin Service** – refers to a pilot being released to the line after the successful completion of training, and the PRIA check completed. (Same as ‘placed into service.’)
6. **Employed** – generally considered as the point in time, after the ‘final hiring decision’ where the pilot has been released to line service, and is actually performing the intended work for which he/she was originally hired.

#### → **OTHER PRIA AIDS AVAILABLE ON-LINE OR UPON REQUEST:**

1. ‘Introducing PRIA’ a power point presentation.
2. Pilot’s Rights under the PRIA law.
3. PRIA related Questions and Answers.
4. Public Law 49 U.S.C. § 44703(h)(i)(j).
5. Advisory Circular (AC) 120-68C.
6. Most current ‘PRIA General Instructions For Users.’
7. National Driver Registry Checks.
8. PRIA Air Carrier Procedures and Compliance Checklist.

## → PILOT RECORDS IMPROVEMENT ACT →

### General Instructions For Users

#### → **PRIA QUESTIONS AND ANSWERS:**

IS ANYONE EXEMPT FROM PRIA? YES – Operations such as student instruction, banner towing, crop dusting, parachute jumping, aerial photography, and other 14 CFR part 91 operations are exempt from PRIA.

IF A COMPANY OPERATES UNDER PART 135 BUT ALSO CONDUCTS PART 91 OPERATIONS, MUST THEY COMPLY WITH PRIA? YES – Otherwise, pilots hired under Part 91 could later be transferred to Part 135 operations with no PRIA check at all.

MUST A PART 91 OPERATOR FURNISH INFORMATION CONCERNING PRIA? YES – Even though smaller operators are not required to retain records on their pilots, they are still required to respond to a records request. If the records no longer exist, a short letter stating so should be written and forwarded in place of the records.

IS A PRIA REQUEST COMPLETE WITH ONLY THE FAA REPORT? NO – all components of the request must have been returned by the respondents, assembled, and prepared for evaluation by the hiring air carrier before the request can be considered complete.

#### → **MAILING YOUR PRIA REQUEST(S) TO THE FAA:**

When using REGULAR MAIL, send your completed FAA PRIA record requests to:

Federal Aviation Administration, Aviation Data Systems Branch, AFS-620 (PRIA)  
PO Box 25082, Oklahoma City, OK 73125-0082

When using any OVERNIGHT or EXPEDITED MAIL SERVICE, send your completed FAA PRIA record requests to the following street address:

Federal Aviation Administration, Aviation Data Systems Branch, AFS-620 (PRIA)  
6500 South MacArthur Blvd, ARB Room 313, Oklahoma City, OK 73169

Your completed PRIA request(s) may also be faxed to: 405-954-4655.

The PRIA Hotline phone number is: 405-954-0990.

Or for personal assistance, you may directly contact the PRIA staff in Oklahoma City:

1. John Ryan, PRIA Program Manager, 405-954-6367 (e-mail: john.a.ryan@faa.gov)
2. Vickie Lynn, PRIA Staff, 405-954-9700
3. Diane Irick, PRIA Staff, 405-954-1220

#### → **CUSTOMER FEEDBACK**

Were you satisfied with the information that you have just received? Your comments or suggestions that could help us improve our products or services are welcome at any time. ([9-AMC-AFS620-Customer-Comments@faa.gov](mailto:9-AMC-AFS620-Customer-Comments@faa.gov))

→ PILOT RECORDS IMPROVEMENT ACT →

General Instructions For Users

→ **SAMPLE DESIGNATION LETTER: (For designated third party agents only)**



**YOUR COMPANY NAME, LOGO, AND ADDRESS HERE**

**January 15, 2004**

**Federal Aviation Administration  
AFS-620 (PRIA)  
PO Box 25082  
Oklahoma City, OK 73125**

**TO WHOM IT MAY CONCERN:**

**Please accept this letter as verification that (your company) based in (your location) has been contracted as a third part designated agent of (the air carrier) to complete the requirements of the Pilot Records Improvement Act (PRIA) concerning the verification of an applicant's Airman Certification, Medical Certification, and closed enforcement action(s), if any, within the previous 5 years.**

**All of the information requested by (the air carrier) should be forwarded within 30 days to (your company) who in turn, will forward the returned information to the Human Resources Department of (the air carrier).**

**Should you have any questions, please feel free to contact me at (your phone number). Thank you in advance for your cooperation.**

**Sincerely,**

**James Herriot, Director of Human Resources**