



# Advisory Circular

**Subject:** Flightcrew Member Certificate  
Verification Plan

**Date:** 12/19/18

**AC No:** 00-70

**Initiated by:** AFS-200

**Change:**

- 1 PURPOSE OF THIS ADVISORY CIRCULAR (AC).** This AC provides information to Title 14 of the Code of Federal Regulations (14 CFR) fractional ownership program managers operating under 14 CFR part [91](#) subpart K (part [91K](#)) and 14 CFR part [119](#) certificate holders operating under 14 CFR parts [121](#) and [135](#), seeking approval of Operations Specification (OpSpec)/Management Specification (MSpec) A063, Flightcrew Member Certificate Verification Plan. An approved certificate verification plan allows part 91K program managers and part 119 certificate holders operating under parts 121 and 135 to provide a temporary verification document to flightcrew members whose airman or medical certificates have been lost, stolen, or destroyed, or are otherwise missing. This AC is not mandatory and does not constitute a regulation. This AC describes an acceptable means, but not the only means, to develop a certificate verification plan.
- 2 AUDIENCE.** This AC is intended for part 91K program managers, part 121 air carriers, and part 135 air carriers and operators.
- 3 WHERE YOU CAN FIND THIS AC.** You can find this AC on the Federal Aviation Administration's (FAA) website at [http://www.faa.gov/regulations\\_policies/advisory\\_circulars](http://www.faa.gov/regulations_policies/advisory_circulars).
- 4 RELATED REGULATIONS.** Title 14 CFR:
  - Part [61](#), §§ [61.3](#) and [61.29](#).
  - Part [63](#), §§ [63.3](#) and [63.16](#).
  - Part [91](#), § [91.1015](#).
  - Part [121](#), § [121.383](#).
  - Part [135](#), § [135.95](#).
- 5 BACKGROUND.** On June 27, 2018, the FAA issued the Regulatory Relief: Aviation Training Devices; Pilot Certification, Training, and Pilot Schools; and Other Provisions, Final Rule. This Final Rule included provisions in §§ 91.1015(h), 121.383(c), and 135.95(b) to allow fractional ownership program managers operating under part 91K and part 119 certificate holders operating under parts 121 and 135 to obtain approval of a certificate verification plan to provide their flightcrew members a temporary verification document when a flightcrew member's airman or medical certificate has become lost,

stolen, destroyed, or otherwise missing. The Final Rule also included provisions in §§ 61.3(a)(1) and 63.3(a)(3) to allow the flightcrew member to use the temporary verification document to conduct flight operations within the United States for the part 91K program manager or the part 119 certificate holder for up to 72 hours. The FAA will approve a certificate verification plan by issuance of OpSpec/MSpec A063.

**6 APPROVAL PROCESS.** Program managers, air carriers, and operators seeking approval of OpSpec/MSpec A063 should submit a certificate verification plan meeting the following requirements to their assigned Principal Operations Inspector (POI).

**6.1 Development of Temporary Verification Documents.** The plan should include procedures for the development of temporary verification documents. The information contained in the temporary verification documents can be presented in many different forms and formats. However, the form/format must contain all the information available on the original certificate and be easily presented by the flightcrew member for inspection when required by §§ 61.3(l) and 63.3(e).

**6.1.1 Paper.** For issuance of paper temporary verification documents, the plan should specify how the paper documents will be transmitted to the flightcrew member. The plan should also specify the method to authenticate the paper documents.

**6.1.2 Electronic.** For issuance of temporary verification documents using an electronic method, the plan should specify how the electronic documents will be transmitted to the flightcrew member. The program manager/air carrier/operator must also be authorized via OpSpec/MSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems, to:

- Use an electronic recordkeeping system to maintain records of flightcrew members' airman and medical certificates (OpSpec/MSpec A025, Table 2, Electronic Recordkeeping System(s)); and
- Use an electronic signature to authenticate the record of a flightcrew member's airman or medical certificate (OpSpec/MSpec A025, Table 1, Electronic Signatures).

**6.2 Validity Period.** In accordance with §§ 91.1015(h), 121.383(c), and 135.95(b), temporary verification documents are valid for no more than 72 hours. The plan should include procedures to track the validity period of the temporary verification documents. The temporary verification documents must include the date and time of issuance and the date and time of expiration.

**Note:** The expiration date and time of the temporary verification documents may not be extended. Part 91K program managers and part 119 certificate holders may not issue a subsequent temporary verification document to a flightcrew member for the same instance of a lost, stolen, destroyed, or otherwise missing airman or medical certificate.

- 6.3 Areas of Operation.** In accordance with §§ 91.1015(h), 121.383(c), and 135.95(b), temporary verification documents are only valid for flights within the United States. The temporary verification documents should include a statement attesting that the documents may only be used for flights within the United States.
- 6.3.1 United States.** As defined in 14 CFR part 1, § 1.1, “United States, in a geographical sense, means (1) the States, the District of Columbia, Puerto Rico, and the possessions, including the territorial waters, and (2) the airspace of those areas.” This includes flights operating entirely within Alaska and Hawaii. It does not include (1) flights operating between the 48 contiguous states (including the District of Columbia) and Alaska or Hawaii, or (2) flights operating between Alaska and Hawaii.
- 6.3.2 International.** Article 29 of the Convention on International Civil Aviation requires that every aircraft engaged in international navigation must carry “the appropriate licenses for each member of the crew.” Temporary verification documents provided by a program manager or certificate holder do not meet the requirements of the convention for flights outside of the United States.
- 6.4 Kinds of Operations Allowed.** In accordance with § 61.3(a)(1)(v) and (vi), the temporary verification documents may only be used when the flightcrew member is engaged in a flight operation for the part 91K program manager or part 119 certificate holder, as applicable, including ferry flights and repositioning flights. The flightcrew member may not use the temporary verification documents for other kinds of operations, such as part 91 recreational flights.
- 6.5 Identification.** The plan should include procedures to positively identify the flightcrew member before issuance of a temporary verification document.
- 6.5.1 Pilots.** In accordance with § 61.3(a)(2), pilots are required to have photo identification in his/her physical possession or readily accessible in the aircraft when exercising the privileges his/her pilot certificate. A temporary verification document cannot be used to meet the photo identification requirements of § 61.3(a)(2).
- 6.5.2 Flight Engineers (FE).** Part 63 does not require an FE to have photo identification in his/her physical possession or readily accessible in the aircraft when exercising the privileges his/her Flight Engineer Certificate. However, air carrier procedures should still include a method to assure positive identification of the FE.
- 6.6 Issuing Authority.** The plan should specify which personnel have the authority to issue temporary verification documents. The issuing authority’s name and position should be identified on the temporary verification document.

## **7 REPLACEMENT OF CERTIFICATES.**

- 7.1 Temporary Authority for 60 Calendar-Days.** If the flightcrew member’s airman or medical certificate remains unavailable after 72 hours, the flightcrew member must comply with the requirements of § 61.29 or § 63.16, as applicable, to request a 60 calendar-day temporary confirmation document. The FAA Airmen On-Line Services

website, [https://www.faa.gov/licenses\\_certificates/airmen\\_certification/airmen\\_services/](https://www.faa.gov/licenses_certificates/airmen_certification/airmen_services/), can provide temporary authority of a pilot or Flight Engineer Certificate in the form of a fax or email. The Aerospace Medical Certification Division can provide temporary authority of a medical certificate by fax.

- 7.2 Permanent Replacement.** If the flightcrew member's airman or medical certificate remains unavailable after 72 hours, the flightcrew member must comply with the requirements of § 61.29 or § 63.16, as applicable, to request a permanent replacement certificate.
- 8 MANUAL REQUIREMENTS.** In accordance with § 91.1015(f) and (g) or part 119, § [119.43\(b\)](#) and (c), as applicable, once the certificate verification plan is approved through OpSpec/MSpec A063, part 91K program managers and parts 121 and 135 air carriers/operators must insert pertinent excerpts of the OpSpec/MSpec in its manual and inform each employee of his/her duties and responsibilities related to the certificate verification plan.
- 9 AC FEEDBACK FORM.** For your convenience, the AC Feedback Form is the last page of this AC. Note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this AC on the Feedback Form.



Robert C. Carty  
Deputy Executive Director, Flight Standards Service

### Advisory Circular Feedback Form

If you find an error in this AC, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by contacting the Air Transportation Division at 9-AWA-AVS-AFS-200-Air-Transportation-Division@faa.gov or the Flight Standards Directives Management Officer at 9-AWA-AFB-140-Directives@faa.gov.

Subject: AC 00-70, Flightcrew Member Certificate Verification Plan

Date: \_\_\_\_\_

*Please check all appropriate line items:*

An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_.

Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:

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In a future change to this AC, please cover the following subject:  
*(Briefly describe what you want added.)*

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Other comments:

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I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_