

## Formal Application Letter

The formal application letter does two things. First, it serves as a formal application for either an air carrier certificate or an operating certificate and secondly it serves as the vehicle to transmit the package of required documents.

The Formal Application Letter must:

- Contain the full and official name of the applicant.
- Be signed by the owner, when applying as an individual or sole proprietorship; all partners, when applying as a partnership; or an authorized officer(s), when applying as an organization such as a company or a corporation.
- Contain the physical location address of the applicant's intended primary operating location. The applicant's mailing address must be included in the formal application letter if different from its physical location address.
- Include the full name and address of the applicant's agent for service as required by 49 U.S.C., § 46103(c).
- Confirm the identity of key management personnel, such as the general manager, director of operations, director of maintenance, chief pilot, chief inspector, director of safety and accountable executive, as applicable.
- Include any anticipated request(s) for deviation from the qualification requirements of management personnel. It is essential, however, to make a request for the deviation and the justification for that deviation in a separate letter. (See [Deviation and Exemption Requests](#).)