

AMCS allows users to print interim issuance certificates for eligible airmen. As long as the airman is on a special issuance and authorized by the FAA for an interim issuance by the AME between exams, and the airman's last exam is still valid, the AMCS user can print an interim cert.

This option has two limitations: 1) student certificates cannot be printed, and 2) the class of certificate cannot be changed.

AMCS users should follow these steps for printing an interim certificate:

- Log in to AMCS
- Search for the applicant on the Search Applicants page
- Verify the airman's name is highlighted in yellow in the Found Applicants section; if not click on it
- Check the lower portion of the screen for a list of exams. The Interim Cert link will be in the top right hand corner of the exam list

The screenshot shows the AMCS web application interface. At the top, there are navigation tabs: "Search Applicants", "Pending Exams", "Import Application", "Help", and "Logout". Below the tabs, there is a search form with the following fields and options:

- Enter the required criteria along with any other information you may choose and click **Search**.
- Note: Only one search method available at a time.
- Note: 'Create Applicant' button only available after a Name/DOB search.
- Search options:
 - Applicant ID: [text box]
 - SSN: [text box] (#s only)
 - PI Number: 2098122
 - Last Name: [text box] First Name: [text box] Middle Name: [text box] DOB: [text box] (mm/dd/yyyy)
- Buttons: **Search** and **Clear**

Below the search form, there is a section titled "Found Applicants" with a table:

Applicant ID	PI Number	SSN	Last Name	First Name	Middle Name	Birth Date
2001244532	2098122	*****8772	MCGINNYPIG	FRANKIE		03/18/1982

Below the "Found Applicants" table, there is a section titled "Found Exams for Highlighted Applicant" with a table:

Exam Date	MID	Class Issued	Street	City	State	Sts	
10/14/2008	200004052724	Class 3, AASI with Interim Issuance	2929 SW 29th St	Oklahoma City	OK	A	 Interim Cert
07/21/2008	200003948104	Class 1, Special Restriction and Waiver	68 BEENTHERE STREET	oklahoma city	OK	A	

Do not click on the Add Exam button to attempt to print an interim certificate.

If you feel the interim certificate link should be available but is not, please contact AMCS Support at (405) 954-3238.

The ability to print AASI interim certificates has been available since May 2010. In 2012 the process was expanded to include the new category of non-AASI interim special issuance.