

Trustee Responsible Person Registration Process

Complete the following steps in this order:

1. Provide Trustee Company Info to FAA
2. Create a MyAccess account
3. Register as an Trustee Responsible Person in PRD
4. FAA Approves Trustee Responsible Person
5. Approving other company users by Trustee Responsible Person

Operations eligible to register for PRD:

- Part 121 air carriers
- Part 135 air carriers and operators
- Part 125 operators and 125 LODA holders
- Part 91K (subpart K Fractional operators)
- Air tour operators
- Public Aircraft Operations (PAO)
- Part 91 (Operators that operate two or more type-rated aircraft or turbine powered rotorcraft in furtherance of a business)

Provide Trustee Company Info to FAA

- Send an email to PrdSupport@faa.gov and include the your Trustee information as follows:
 - Trustee Organization Name:
 - Contact First Name:
 - Contact Middle Name:
 - Contact Last Name:
 - Contact Title:
 - Contact Phone:
 - Contact Email:
 - Organization Address (Street Address, City, State, Zip Code):
 - Explained in the email which company you intend to report records for and describe your association with that company.
 - Include this as your Subject line for the email: Trustee Organization Request
- Wait for a response email from the PRD Support Team before proceeding to the next step. The PRD Support Team must add your Trustee Organization into the PRD system before you can advance to the next step. Allow approximately 3 business days for this to happen.

Create a MyAccess account

NOTE: If you already use MyAccess for other government purposes then you may be able to skip these steps and proceed to “Register a Trustee Responsible Person in PRD” section below.

IMPORTANT: You will be required to verify your account through a Multifactor Authenticator process. This will required you to use either Google Authenticator, Okta Verify, Security Key or Biometric Authenticator. You will need to have two devices to accomplish this, for example use a computer for the registration and a phone/tablet for the authentication app. It would be best to have the preferred method of authentication already installed on your device (phone/tablet) prior to starting this MyAccess registration. To understand this process more you can read this: [Enroll in Multifactor Authenticators](#)

- Complete MyAccess External User Registration ([Click here](#)) ([Instruction guide](#))

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Register as an Trustee Responsible Person in PRD

IMPORTANT: The Trustee Responsible Person can be a person in a management position listed under 14 CFR part 119, § 119.65(a) (or other applicable regulation), person assigned by a court as the custodian of the pilot records, or in a position that is authorized to report such records into PRD.

- Register as a Trustee Responsible Person at: prd.faa.gov (External)

NOTE: Click on the banner link “[* If you would like to register for Trustee access, Please click here](#)”

* For Proxy Registration, please select the Air Carrier/ Operator and Proxy before selecting the Role.
* If you would like to register for **Trustee access**, Please click [here](#)

Welcome to the Pilot Records Database Air Carrier/Operator First Time User Registration.

User Name :	BobZilwakTest		
*Air Carrier/Operator:	<input type="text" value="Min first (3) char of Air Carrier/Operator"/>	Proxy:	<input type="text" value="Min first (3)"/>
*Role:	<input type="text" value="-Select-"/>		
Title:	<input type="text"/>	Job Title:	<input type="text" value="-Select-"/>
*First Name:	<input type="text"/>	*Last Name:	Zilwak
Middle Name:	<input type="text"/>	Name Suffix:	<input type="text" value="-Select-"/>
*Primary Phone:	<input type="text"/>	Alternative Phone:	<input type="text"/>
*Email:	bzilwak@faa.test	Manager Name:	<input type="text"/>

- Complete fields to Register as a Trustee Responsible Person
 - Ensure you select Trustee Responsible Person in the “Role” dropdown field.
 - Select the original company name who created the records from the “Air Carrier/Operator” field.
 - Select your trustee company name from the “Trustee Organization” field.
 - Complete all other applicable files and click the “Register” button.

(The screenshot below may look different than what you actually see in the system)

Welcome to Air Carrier Trustee Registration

User Name:	BobZilwakTest		
*Role :	<input type="text" value="Trustee Responsible Person"/>		
*Air Carrier/Operator:	SOUTHERN AIR INC (Q2SA)	*Trustee Organization:	Test Air, Inc. (0020)
*First Name :	Bob	*Last Name :	Zilwak
Middle Name :	<input type="text"/>	Name Suffix :	<input type="text" value="-Select-"/>
*Primary Phone :	999-999-9999	Alternative Phone :	<input type="text"/>
*Email :	bzilwak@faa.test	Manager Name:	Dan Handly

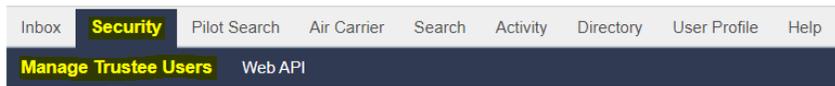
FAA Approves Trustee Responsible Person

- The FAA approves or denies the Trustee Responsible Person for each company, and only one Trustee Responsible Person role per company is allowed. You’ll receive and email from FAA notifying you of the registration status once it is processed. This can normally take up to business 3 days.

Trustee Responsible Person Registration Process

Approving other company users by Trustee Responsible Person

- If the company chooses to assign additional people to specific roles, each person must also create a MyAccess Account and then they can register for a role in PRD. Remember, only one Trustee Responsible Person role per company is allowed at any one time, however you can assign as many of the other roles to people as you like. These roles include Trustee Authorized Consumer, Trustee Authorized Contributor, or Trustee User Manager. To learn more about these roles and their privileges refer to advisory circular 120-68 (latest release).
- To approve additional users that have registered, Login [prd.faa.gov \(External\)](https://prd.faa.gov) and go to Security > Manage Trustee Users



- Watch Youtube: [Pilot Records Database: July 14, 2022 – Managing User Roles](#)
PDF Guide: [How to Approve or Edit Users in the PRD \(faa.gov\)](#)

Next Steps:

- Additional Training Material: [Pilot Records Database Webinar Series](#)