

**Federal Aviation Administration (FAA)  
Pilot Records Database (PRD)**

**PRD PILOT USER GUIDE**

**Version 1.8**



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# PRD PILOT USER GUIDE

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# 1 INTRODUCTION

This Pilot Records Database (PRD) PRD Pilot User Guide is provided as an integral part of the PRD application and contains the essential information required for a Pilot user to make full use of the application's features. This guide includes a description of the application's functions and capabilities and step-by-step procedures for application access and use.

## 1.1 Project Background

President Obama signed Public Law 111-216, Section 203, United States Code 44703(i), on August 1, 2010. This Act significantly changed several areas of Title 49, United States Code of Federal Regulations (CFR). Section 203 of the Act requires the creation of a database to provide immediate electronic access for airlines to a prospective pilot's qualifications, training, certification and enforcement history for a hiring decision.

United States Code 44703(i) mandates the FAA to establish a Pilot Records Database for an air carrier to view pilot data as part of the pilot hiring process. The database is required to provide pilot certificates, ratings and limitations, medical certificate information, failed attempts to pass a practical test, accidents and incidences from the FAA, employment history from air carriers, and the date of request for motor vehicle driving records from the National Driver Register.

The FAA maintains the database for hiring purposes only. The FAA issues proposed regulations and final requirements to protect and secure the personal privacy of any individual.

## 1.2 System Overview

For the purpose of using the Pilot Records Database (PRD) application, "air carrier" is used generically and refers to CFR 121, 125, 135 and 91K Air Carrier and Operators; and includes "Non-certificated Operators" such as CFR 91 Sightseeing Flights (SSR) and CFR 91 Executive Corporate Operators (ECO). The term "Proxy" refers to an organization or individual who is assigned access rights on behalf of an Air Carrier. "Pilot" is defined as a pilot who has the duty position of pilot-in-command or second-in-command. Any reference to "**External**" or "**PRD External**" is used interchangeable with the term "**PRD Airman Records**" portal. References to "**PRD Air Carrier External**" or "**Air Carrier External**" refers to the "**Air Carrier Tools**" portal.

The PRD application is based on a service-oriented architecture (SOA) and consists of two separate applications: the **PRD Airman Records** portal and the PRD Air Carrier application. The **PRD Airman Records** portal is used by pilots and by Authorized Consumers, the **Air Carrier Tools** portal is used by air carriers or proxies for registration and for user management.

PRD is role-based, a user must register and be approved for a role prior to accessing either the PRD Airman Records portal or the Air Carrier Tools portal. An air carrier must have an approved Authorized Responsible Person role prior to registering any other roles. The Authorized Responsible Person is approved by the FAA PRD Administrator. Once the Authorized Responsible Person is approved, the Authorized Responsible Person is automatically assigned two roles, the Responsible Person and Consumer roles. If the carrier is large, they may wish to assign an optional role, User Manager, to manage the organization users' access to PRD. A Proxy is a third-party who access PRD on behalf of an air carrier, a Proxy cannot register unless they are associated with an air carrier who has an active Responsible Person. The Pilot and Consumer roles access the **PRD Airman Records** portal using the **PRD Airman Records** portal from the FAA page. The Responsible Person and User Manager roles access the PRD Air Carrier application using the **Air Carrier Tools** portal. If you need an additional role, refer to the appropriate user guide.

### 1.2.1 FAA Records

The FAA Administrator maintains records in the **PRD Airman Records** portal for hiring purposes only. The FAA issues proposed regulations and final requirements to protect and secure the personal privacy of any individual. The following FAA information is collected:

- Records concerning current pilot certificates, including pilot medical certificates and associated type ratings and information on any limitations to those certificates and ratings.
- Records concerning any failed attempt of an individual to pass a practical test required to obtain a certificate or type rating under Part 61 of Title 14, Code of Federal Regulations, since August 1, 2010.
- Summaries of legal enforcement actions resulting in a finding by the Administrator of a violation of Title 14 CFR or a regulation prescribed or order issued under Title 14 CFR that was not subsequently overturned since August 1, 2010.
- Summaries of incidents and accidents limited to on or after August 1, 2010.

### 1.2.2 Air Carrier and Other Records

The following information will be collected from any air carrier or other person (except a branch of the Armed Forces, the National Guard, or a reserve component of the Armed Forces) that has employed an individual as a pilot of a civil or public aircraft, or from the trustee in bankruptcy for the air carrier or person. In the future, air carrier records will be required to be provided beginning on or after August 1, 2005 for 121, 125, 135 and 91K but are currently not included in the PRD. The Air Carrier is responsible for contacting the pilot's previous employers for employment records, PRD will generate the Release to **Consent** letter to obtain this information based on employer information provided by the pilot.

- Records pertaining to the individual that are maintained by the air carrier (other than records relating to flight time, duty time, or rest time) or person, including records under regulations set forth in:
  - Section 91.1051 of Title 14, Code of Federal Regulations;
  - Section 121.683 of such title;
  - The Act requires records maintained pursuant to Sections 121.111(a) and 121.219(a) to be included in the database<sup>1</sup>;
  - Section 125.401 of such title;
  - Section 135.63(a)(4) of such title; and
- Other records pertaining to the individual's performance as a pilot that are maintained by the air carrier or person concerning:
  - Training, qualifications, proficiency, or professional competence of the individual, including comments and evaluations made by a check airman designated in accordance with Section 121.411, 125.295 or 135.337 of such title;
  - Disciplinary action taken with respect to the individual that was not subsequently overturned; and
  - Release from employment or resignation, termination, or disqualification with respect to employment.

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<sup>1</sup> The references to these particular provisions in Part 121 appear to be the result of a simple typographical error as those sections of the regulations, which were in effect when Public Law 111-216 was enacted, do not relate to record keeping.

### 1.2.3 National Driver Register (NDR) Records

In accordance with Section 30305(b)(8) of Title 49, from the Chief Driver Licensing Official of a state, information concerning the motor vehicle driving record of the individual is collected.

### 1.2.4 PRD Pilot Role

The **PRD Airman Records** portal is intended for use by pilots and the Air Carrier Authorized Consumers and Proxy Authorized Consumers. This guide focuses on use by a pilot.

This user guide describes use of the PRD Airman Records portal by a pilot. The use of the terms “you” and “your” refer exclusively to these roles.

The **PRD Airman Records** portal allows a Pilot user to access an PRD Airman Record (PAR) when applying for employment as an ATP or Commercial pilot. The PAR is a static file; the data is “frozen” as of the moment of consent and will not include any data after the consent has been granted. The same static file is viewed by the pilot and the air carrier or proxy “Consumer” role. **Consent**, once granted by the pilot, is valid for a specific period of time the pilot selected and will expire, or a pilot may revoke consent to an air carrier at any time. **Consent** for Release letters are automatically generated based on the employer history provided by the pilot, and will be found as the first pages of the PAR. The air carrier to which consent is granted may view the PAR as many times as necessary within the consent period and may be viewed as either online or downloaded as a file. A pilot may revoke consent, but if the file is downloaded by the air carrier or proxy, that file remains with the organization and cannot be removed or retrieved.

The **PRD Airman Records** portal provides the pilot with a single point of access to perform the following activities:

- Review the PAR.
- Grant or revoke consent for one or more air carriers to view the PAR for the purposes of employment.
- Enter current and/or former employers for which the airman was employed as a pilot within the previous five years, at a minimum.
- Enter the National Driver Register (NDR) request date, if available. If the airman does not request the NDR data, the air carrier must do so.

The **PRD Airman Records** portal allows you to view your records in two ways, online or in a downloadable format. One requirement of the **PRD Airman Records** portal is that the pilot and air carrier see the same record when viewing a PAR. The PAR includes FAA data, which encompasses your certificates and certificate details, enforcement actions, disapprovals as well as your employers for the last five years and if applicable, the date your record is requested from the NDR. **Consent** for Release letters are automatically generated for you based on the employer history you have provided, and will be found before the PAR data.

If any of your FAA data has been suppressed due to a court order, you will not be able to log into the PRD application. If suppression has been implemented through the PRD, a message will display instructing you to perform a manual PRIA request to obtain your pilot records. As long as suppression is in effect, an Air Carriers will not be able to view your data through the electronic PRD application.

## 1.3 Authorized Use Permission, PRD Use and FAA Policy

The system security is compliant with security requirements of the FAA, as well as with the Office of Aviation Safety (AVS) established security programs including FAA Order 1370.82, Information System

Security Program (dated June 9, 2000) or as amended; FAA Order 1370.83, Internet Access Points (dated February 8, 2001) or as amended; and FAA Order 1370.86, AVS Information System Security Program (dated March 1, 2001) or as amended. The system complies with NIST Special Publication 800-53, Revision 3; dated August 2009, to protect the system from unauthorized access, use, disclosure, disruption, modification and destruction of information, and to enforce role-based security.

The **PRD Airman Records** portal displays a Security **System Use Notice** before granting system access to authorized users. You will be unable to access PRD if you do not agree to the **System Use Notice**.

## 1.4 Privacy Act Considerations

System data containing information designated as being covered by the Privacy Act of 1974, as amended and 49 U.S. Code (U.S.C), Section 40123, Protection of Voluntarily Submitted Information, as implemented in Federal Acquisition Regulation (FAR) 193 is protected.

The PRD provides secure recording and access of the pilot's certificates, ratings and medical information, notices of disapproval, other flight proficiency tests, Air Carrier employment information, and a request date for state motor vehicle driving records.

Personally Identifiable Information (PII) is considered Sensitive Unclassified Information (SUI) that we must protect from uncontrolled release to persons outside the FAA and indiscriminate dissemination within the FAA in any form including print, electronic, visual, or aural form. For Official Use Only (FOUO) information is the primary designation given to SUI by the Department of Transportation (DOT) and FAA. It consists of information that could adversely affect the national interest, the conduct of Federal programs, or the privacy of individuals if released to unauthorized individuals.

When applicable, all FOUO documents (generated reports containing PII) must be marked with "For Official User Only" and "Public availability to be determined under 5 U.S.C 552" at the top and bottom of the: Front cover, First page and Outside back cover. If the document has multiple pages, each page containing FOUO information must be marked with "For Official User Only" at the bottom of the page.

## 1.5 User Guide Overview

The primary purpose of this guide is to provide the Pilot user with assistance in the performance of PRD user functions. The PRD Pilot User Guide is structured as follows:

- The [Introduction](#) chapter provides an overview of the **PRD Airman Records** portal and this user guide. The application overview includes a discussion of the primary business functions of the application, the type of data in the PRD Airman Records portal, the type of users making use of the application, a summary description of the Pilot use of the application and authorized use permissions and privacy act considerations. This chapter also contains a table listing the acronyms and abbreviations used in this document.
- The [System Summary](#) chapter provides a brief technical overview of the **PRD Airman Records** portal and a general description of its capabilities. It contains information on the minimum system requirements, the system's functional organization, the PRD Airman Records portal's interfaces to other systems, your access as a pilot to PRD, an overview of the online help system and points of contact for user assistance.
- The [System Interfaces](#) chapter identifies and describes internal and external systems that interface with the PRD Airman Records portal.
- The [Getting Started](#) chapter discusses system login, navigation and data entry. It provides the details on how to login to the PRD Airman Records portal; manage your user ID, passwords and challenge questions; navigate within the application; use tables; search for and sort records; enter and export data; and exit the system.

- The [Pilot Functions](#) chapter provides a brief description and step-by-step instructions for using each of the functions available to the Pilot user. These include looking at the various components of your PRD Airman Record (PAR), printing your PAR, entering your employers for the last five years, entering the date of request for your NDR records, granting and revoking consent to air carriers to view your PAR for a specified period of time, viewing the PRD log and viewing a log of notifications sent by the system related to your activities in PRD.
- [Appendix A](#) provides a glossary of terms used in the PRD Airman Records portal .

## 1.6 Project References

The following is a list of project references used in the preparation of this user guide:

- PRD Online **Help**
- PRD Functional Requirements Document

The following documents are referenced in this user guide:

- Title 49, United States Code of Federal Regulations (CFR)
- Title 14, Code of Federal Regulations (CFR)
- FAA Order 1370.82, Information System Security Program (dated June 9, 2000) or as amended
- FAA Order 1370.83, Internet Access Points (dated February 8, 2001) or as amended
- FAA Order 1370.86, AVS Information System Security Program (dated March 1, 2001) or as amended
- Public Law 111-216, Section 203, United States Code 44703(i)

## 1.7 Acronyms and Abbreviations

The table below provides a list of the acronyms and abbreviations used in this document.

**Table 1: Acronyms and Abbreviations**

Acronym/Abbreviation	Description
#	Number
AAM	FAA Office of Aerospace Medicine
ABAC	Attribute Based Access Control
AFS	FAA Flight Standards Service
AIDS	Accident/Incident Data System
ATP	Air Transport Pilot
AVS	FAA Office of Aviation Safety
CAIS	Comprehensive Airman Information System
CFAA	Computer Fraud and Abuse Act
CFR	Code of Federal Regulations
DBA	Doing Business As.

Acronym/Abbreviation	Description
DD	Day
DOT	Department of Transportation
ECO	Executive Corporate Operators
e.g.	Exempli gratia (Latin phrase meaning “for example”)
EIS	<b>Enforcement</b> Information System
etc.	et cetera (Latin phrase meaning “and so forth”)
eVID	Enhanced Vital Information Database
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations
FBI	Federal Bureau of Investigation
FOIA	Freedom of Information Act
FOUO	For Official Use Only.
ID	Identification
i.e.	id est (Latin phrase meaning “that is”)
MB	Megabyte
MB/s	Megabytes per second
MHz	Megahertz
MM	Month
MS	Microsoft
NDR	National Driver Register
NIST	National Institute of Standards and Technology
NTSB	National Transportation Safety Board
OK	Okay
PAR	PRD Airman Record
PC	Personal Computer
PDF	Portable Document Format
PII	Personally Identifiable Information
PIN	Personal Identification Number
PRD	Pilot Records Database
PRIA	Pilot Records Improvement Act
RBAC	Role Based Access Control
SOA	Service-Oriented Architecture

Acronym/Abbreviation	Description
SRR	CFR 91 Sightseeing Flights
SUI	Sensitive Unclassified Information
URL	Uniform Resource Locator
U.S.C.	United States Code
XLS	Microsoft Excel format
XML	Extensible Markup Language
YYYY	Year

## 2 SYSTEM SUMMARY

This chapter provides a general overview of the Pilot Records Database (PRD) system and outlines the use of the system in supporting the activities of the Pilot user.

### 2.1 Minimum System Requirements

The user needs to have a computer system that has a minimum of a 233 megahertz (MHz) processor, a minimum of 256 megabytes (MB) of memory and network speed of 3 megabytes per second (MB/s) download and 1 MB/s upload.

### 2.2 System Organization

PRD is a web-based application. PRD screens are web pages that are displayed within an internet browser on your PC workstation (Microsoft Internet Explorer 6.0 or higher, or a compatible web browser). Operating as a suite, PRD processes have been grouped into functions. Functions accessible to the Pilot user are:

- **Pilot Information**
- **Enforcement Actions**
- **Accidents and Incidents**
- **Disapprovals** (Failed Certificate Attempts)
- **Experience**
- **Driving** (National Driver Register)
- **Consent**
- **(Pilot Activity) Log**
- **Notification**
- **View/Print Pilot Record**

### 2.3 Pilot Access

The PRD application has two separate applications, Pilot Records Database External (**PRD Airman Records** portal) and the Air Carrier External (**Air Carrier Tools** portal). A user must register and be approved for a role prior to accessing one or both of the PRD applications. A user may have one or more roles and roles are managed separately; for example, a user may have an active pilot role to access the **PRD Airman Records** portal and an inactive Air Carrier Consumer role for the **PRD Airman Records Portal**, as well as an Air Carrier Authorized Responsible Person role for the **Air Carrier Tools portal**.

Aviation companies operating under FAR Part 121, 125, 125/135, 91 Sightseeing Flights (SRR) and Executive Corporate Operators (ECO), and 91K fractional ownerships will use the **PRD Airman Records** portal during the hiring process of a pilot. Any pilot having a current Airline Transport Pilot (ATP) or Commercial Pilot certificate may be hired by these aviation companies and must grant consent within the **Pilot Records Database** portal for these companies to access their PRD Airman Record (PAR).

The **PRD Airman Records** portal is used by a pilot to:

- View your FAA CAIS data.
- View your FAA EIS data, if there are any closed or pending closure enforcements.

- View your AIDS data, if any; limited to accidents and incidents occurring on or after August 1, 2010.
- Enter or edit your current or former employers for which you were employed for as a pilot within the previous five years, at a minimum
- Enter the date of request for your NDR record, if requested by you.
- View your PRD Airman Record (PAR).
- Grant or revoke consent for one or more air carriers to view your PAR when being considered for employment.
- Modify your User Profile.
- Search, view and print reports based on your logs.

If a data source is offline, a message is displayed explaining that the source (e.g., CAIS, EIS or AIDS) is offline and your PAR cannot be viewed or printed, and consent cannot be granted.

## 2.4 PRD Online Help

This section describes the PRD Airman Records Online **Help** System.

### 2.4.1 Purpose and Scope

The purpose of the PRD Online **Help** System is to provide you with assistance in performing **PRD Airman Records** portal functions. Access to specific screens and functions is based on your user role and responsibilities. You can access the online help at any time during your use of the PRD Airman Records portal. For more information, see [Accessing PRD Online Help](#).

The PRD Online **Help** System is the primary resource for end-user procedures and reference information. The content of the online help is also contained within this PRD Pilot User Guide. These two resources serve as a supplementary reference tool for PRD end-user training.

### 2.4.2 Organization

The PRD Online **Help** System is structured as follows:

- The [Welcome](#) page describes the purpose and scope of the **PRD Airman Records** portal and provides links to chapter-level topics.
- The [Introduction](#) topic provides links to the PRD system overview and user procedures.
- [Chapter 1, General Application Information](#), provides links to topics on common features of the PRD Airman Records portal, including page layout, navigation and standardized data entry.
- [Chapter 2, Pilot User Procedures](#), provides detailed information and procedures for the Pilot user working with PRD system functions.
- [Chapter 3, Accessing and Using the Online Help System](#), provides an overview of the PRD Online **Help** System including instructions for accessing online help, and the *Getting Started* page, which provides links to introductory topics, general application information and user procedures.
- [Chapter 4, Glossary](#), provides links to other PRD-related topics, such as acronyms and abbreviations, terms and definitions, and system interfaces.

### 2.4.3 Accessing PRD Online Help

You can access the PRD Online **Help** System at any time during your use of the PRD Airman Records portal. To view help for the currently displayed page click the **Help** link located on the top-level navigation menu.

Clicking this link opens the PRD Pilot Online User **Help** table of contents (TOC) and initializes the top-level help topic specific to the current page.

### 2.5 Mouse-over Tool Tips

The PRD application provides mouse-over tool tips for buttons and data entry fields. When you scroll over such GUI objects, a short description of the GUI object's function is provided.

### 2.6 Error Handling

The **PRD Airman Records** portal provides error and status messages to assist you with the application. These messages are self-explanatory and provide enough information for you to act on them without any additional assistance.

### 2.7 PRD User Support Points of Contact

If you have a PRD support-related question not found in our [Frequently Asked Questions](#) (PDF) ([https://www.faa.gov/regulations\\_policies/pilot\\_records\\_database](https://www.faa.gov/regulations_policies/pilot_records_database)), contact the **MYIT Service Center** at 1-844-FAA-MYIT (322-6948) or send an email to [Helpdesk@faa.gov](mailto:Helpdesk@faa.gov) or go to **MyIT.FAA.gov**.

## 3 SYSTEM INTERFACES

The PRD application consists of two different external applications, the **Pilot Records Database portal**, which is used by Pilots and Air Carrier Consumers who need to view the PRD Airman Record or PAR. The **Air Carrier Tools application** is used exclusively by Air Carriers to upload PRD data and to manage Air Carrier users.

The **PRD Airman Records** portal requires interfaces that allow the official systems of record to transmit records associated with the Flight Standards Service (AFS) business processes and with other FAA systems. The following systems have been identified as interfaces to the **Pilot Records Database** portal.

### 3.1 Internal Interfaces

The **PRD Airman Records** portal interfaces with the following systems, which are internal to the FAA.

#### 3.1.1 Comprehensive Airman Information System (CAIS)

The Comprehensive Airman Information System (CAIS) contains key information derived from the pilot certification applications. Notices of disapproval from CAIS in PRD are limited to those occurring on or after August 1, 2010.

#### 3.1.2 Enforcement Information System (EIS)

The **Enforcement** Information System (EIS) contains sensitive information regarding individuals, investigations; legal counsel information and FAA field activities. This information results from the Federal Aviation Act of 1958, which requires the FAA to survey and enforce Federal Aviation Regulations (14 CFR Parts 1 through End) to promote effective and safe aviation. EIS records in PRD are limited to closed enforcements occurring on or after August 1, 2010.

#### 3.1.3 Accident Incident Data System (AIDS)

The Accident Incident Data System (AIDS) contains records of aircraft accidents and incidents occurring in the United States and those involving United States-registered aircraft if outside of the United States. AIDS records are limited to accidents and incidents occurring on or after August 1, 2010. For incidents, the full record is displayed. For accidents, since the NTSB provides the final report on accidents, the **PRD Airman Records** portal provides a link to the NTSB website, <http://www.nts.gov/layouts/nts.aviation/index.aspx> with sufficient fields to perform a search for the accident.

#### 3.1.4 MyAccess

MyAccess provides role based access control (RBAC) and attribute based access control (ABAC) services for provisioning new external user authentication and access and for managing existing users of FAA systems.

#### 3.1.5 Enhanced Vital Information Database (eVID)

The Enhanced Vital Information System Database, (eVID) system provides pertinent data regarding air operators and carriers.

## 4 GETTING STARTED

This chapter provides a general walk-through of the system from initiation through exit. The logical arrangement of the information enables the user to understand the functional sequence and flow of the system. Topics discussed include first time user registration, logging into the system, navigating within the application, accessing data records, entering and validating data and exiting the application.

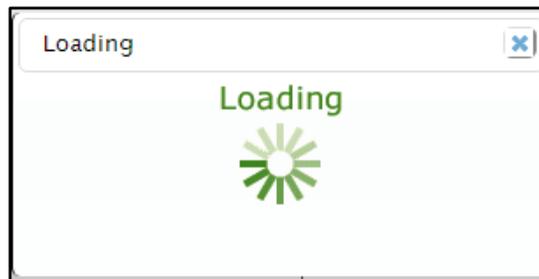
### 4.1 Standard Page Layout

This section describes the standard web page layout for the PRD. This includes discussion of the page headers and footers that appear on each page as well as the links to such elements as the online help system and user guides.

#### 4.1.1 Page Initiation

While the page is loading, you may see the following clock spinner, depending on the amount of time the page view takes to load:

Figure 1: Page Loading View



#### 4.1.2 Web Page Header

Each page displays the system identification title bar with the text “**Pilot Records Database (PRD)**”. The **Home**, **Help**, **User Guide** and **Sign Out** links are displayed in the top right corner of the application header. Your (the logged user) user name is displayed in the bottom of the application header, right justified.

Figure 2: Webpage Header



#### 4.1.3 Web Page Body

The body of the page, or the space between the page’s header and footer, occupies the majority of the page. The layout of the page’s body includes a title bar containing the page identification.

Each page displays:

- A menu at the top of the page (below the system identification title bar). This is the PRD top-level navigation menu and contains the links that provide access to PRD commands (or functions). The commands (or functions) on the top-level navigation menu are based on your (the logged user's) PRD access role.
- A sublevel navigation menu (below the top-level navigation menu), which contains links that provide access to additional PRD commands (or functions). The commands (or functions) provided on the sublevel navigation menu are based on the user's top-level navigation menu selection.

The figure below identifies the locations of the title bar, top-level navigation menu and sublevel menu.

**Figure 3: Title Bar and Menu Levels**



#### 4.1.4 Web Page Footer

The standard FAA web page footer is displayed across the bottom of each of the PRD pages.

**Figure 4: Webpage Footer**



#### 4.1.5 Standard PRD Display Elements

Each page displays the system identification title bar with the text “Pilot Records Database.” The Home, **Help**, User Guide and Sign Out links are displayed in the top right corner of the application header. Your (the logged user) user name is displayed in the bottom of the application header, right justified (this is the name that you used when last registering for role access to the application or updating your user account).

Below the application's identification, each page displays:

- A menu at the top of the page (below the system identification title bar). This is the PRD top-level navigation menu and contains the links that provide access to PRD commands (or functions). The commands (or functions) on the top-level navigation menu are based on your (the logged user's) PRD access role.
- A sublevel navigation menu (below the top-level navigation menu), which contains links that provide access to additional PRD commands (or functions). The commands (or functions) provided on the sublevel navigation menu are based on the user's top-level navigation menu selection.
- A bottom-level navigation menu (below the sublevel menu), which contains links that provide access to additional PRD commands (or functions) for the sublevel menu. The commands (or functions) provided in the bottom-level menu are based on the user's sublevel menu selection.

The figure below identifies the locations of the title bar, top-level navigation menu and sublevel menu.

**Figure 5: Title Bar and Menu Levels**



#### 4.1.6 Page Help Link

The **PRD Pilot Online User Help System** is the primary resource for PRD user procedures, reference information and field-level data descriptions and can be accessed at any time during PRD use. To view help for the currently displayed page, click the **Help** link on the top-level navigation menu. Clicking this link opens the **PRD Pilot Online User Help** table of contents (TOC) and initializes the top-level help topic specific to the current page. To open the complete help system, click the **Help** link located in the top right corner of the application header.

#### 4.1.7 User Guide Link

The **User Guide** link is located in the top right corner of the application header. Click this link to open the **PRD Pilot User Guide**, which is the secondary resource for the PRD Pilot procedures and reference information.

#### 4.1.8 Sign Out Link

The **Sign Out** link is located in the top right corner of the application header. Clicking this link logs you out of PRD, and the “**Splash Screen**” (**System Use and Restriction Message**) is displayed.

#### 4.1.9 Home Link

The **Home** link is located in the top right corner of the application header. Clicking this link returns you to your landing (or home) page, the **Pilot Information** page.

#### 4.1.10 View/Print PAR Link

The **View/Print PAR** link is at the top right of each of the **Pilot Information** pages. Click this link to view and/or print the complete pilot record details.

**Figure 6: View/Print PAR link**



## 4.2 Page Navigation

The **PRD Airman Records** portal employs a variety of displayed devices to allow page navigation, including the PRD top-level, sublevel and bottom-level navigation menus. The mechanisms used to navigate through the system are described in the following sections.

### 4.2.1 Navigation Using the PRD Top-Level, Sublevel and Bottom-Level Menus

The PRD top-level navigation menu is always available for navigation between function pages. If sub-functions are available, these functions are accessed by the sublevel menu links which are displayed after selecting a top-level navigation menu function. After selecting the sublevel function from the sublevel menu, a bottom-level menu is displayed revealing the available functions for the sublevel menu link, if any. You access the top-level, sublevel and bottom-level functions of the PRD pages by clicking on a menu link. For more information on navigation menus, see [Navigation Menus](#).

#### 4.2.1.1 Navigation Using the Browser's Back and Forward Commands

You can use the web browser's **Back** button to move back through the history of pages used during a browser session. Similarly, you can use the web browser's **Forward** button to move forward through the history of pages. You can also use the web browser's **History** feature to select previously displayed pages.

#### 4.2.1.2 Navigation Technique Using Multiple Browser Windows

You can keep your current browser window open and also open another browser window. To open the page connected to the menu item within a new browser window, right-click the menu item and select the **Open in New Window** item from the displayed pop-up menu. The system opens the page within a new browser window.

## 4.3 Navigation Menus

This section describes the **PRD Airman Records** portal navigation menus.

### 4.3.1 Top-Level Navigation Menu

The Pilot Records Database (PRD) top-level navigation menu contains links to functions applicable to your assigned PRD user role and the rights granted for your role. This menu is always available for navigation between function pages.

### 4.3.2 Sublevel Menu

The **PRD Airman Records** portal sublevel menu is populated based on your selection from the top-level navigation menu. This menu is available for navigation between function pages after selecting a top-level navigation menu link.

### 4.3.3 Bottom-Level Menu

The **PRD Airman Records** portal bottom-level menu is populated based on your selection from the sublevel menu. This menu is available for navigation between function pages after selecting a sublevel menu link.

The following provides the complete menu, including top-level, sublevel and bottom-level menu links.

- **Pilot Info** (FAA Comprehensive Airman Information System [CAIS] data)
- **Disapprovals** (FAA Comprehensive Airman Information System [CAIS] data)
- **Enforcement** (FAA **Enforcement** Information System [EIS] data)
- **Accidents & Incidents** (FAA **Accidents/Incidents** Data System [AIDS] data)
- **Experience** (Manually entered by pilot)
  - Employers
- **Driving** (Manually entered by pilot, if available)
- **Consent**
- **PRD Log**
- **Notifications**
- **Help**
- **User Profile**

#### 4.4 Working with Tables

Most tables used in the **PRD Airman Records** portal function in the same manner. The details below provide the instructions for working with the type of tables in the **PRD Airman Records** portal that are accessible to a Pilot user.

**Figure 7: Sample Table**

Action	Action Date	User	Acted Upon	Acted Upon Type
User Log On	10/15/2018	Mark Bob	Mark Bob	User
View Print PAR Report	10/12/2018	Mark Bob	Mark Bob	Airman
Pilot Grant Consent	10/12/2018	Mark Bob	ABC Avionics	Air Carrier
User Log On	10/12/2018	Mark Bob	Mark Bob	User
User Log On	10/09/2018	Mark Bob	Mark Bob	User

Export To Excel    Export To PDF

20 items per page    1 - 5 of 5 items

The table is comprised of a header and footer row and columns with corresponding rows of data. The header row displays the titles corresponding to the data displayed in the columns of the table. Some column headers may have a check box () used to select or deselect all records in the table for viewing, editing, or removal. In some cases, the column header may be blank if the column contains check boxes or links.

The footer row displays:

- Page forward and backward icons for paging through the records listed in the table, if multiple pages exist.
- Between the forward and backward icons, the pages in the table each appear in a circle with the current page highlighted.
- A drop-down list allowing you to choose the number of records to be displayed in the table per page.

- An indicator “# - # of # items” which specifies the number of records being displayed on the current table page out of the total number of records in the table (i.e., “1-15 of 20” indicates records 1 through 15 of 20 total records are being displayed).

#### 4.4.1 Sorting Records in a Table

Most column headers allow you to sort records in ascending or descending order based on the data values in the column selected. The column header is underlined for those columns that permit this. Click the column heading text to toggle the table content in either ascending or descending order based on the data in the column. An arrow will be displayed in the column header indicating whether the data is being sorted in ascending or descending order; clicking the arrow will also toggle between ascending and descending order.

#### 4.4.2 Selecting Records in a Table

The column headers and rows in some tables allow you to select one or more records listed in the table to perform specific actions (e.g., delete).

To select specific records in the table, select the check box in each row corresponding to the record upon which you want to perform the action. To select all records in the table upon which to perform an action, select the check box in the column heading row (if one exists), which then selects the check boxes in each row. To deselect all records, deselect the check box in the header row.

#### 4.4.3 Exporting Records in a Table

You click either of the **Export To Excel** or **Export To PDF** buttons at the top right of each table to export table content to either a Microsoft Excel (XLS) or Adobe Reader (PDF) file format. The file output contains the columns and corresponding data as displayed in the associated table. **Note:** For the export to be successful, the software corresponding to the selected type of export file (i.e., Microsoft Excel or Adobe Reader) must be installed and available on the user's computer.

##### 4.4.3.1 Exporting to Microsoft Excel

To export table content to Microsoft Excel (XLS file format):

1. Click the **Export To Excel** button at the top right of the table. The system places the file in the **browsers download bar**.
2. Take the desired actions to open and/or save the file using the browsers' download features.
3. To print the XLS file, open the file and then print from within the Microsoft Excel viewer.
4. When finished viewing/printing the XLS file, close the Microsoft Excel viewer to return to the page in the **PRD Airman Records** portal from which you initialized the export action.

**Note:** These instructions apply when using Internet Explorer to access the PRD Airman Records portal. If another browser is used, the steps may differ slightly.

##### 4.4.3.2 Exporting to PDF

To export the table content to Adobe Reader (PDF file format):

1. Click the **Export To PDF** button at the top right of the table. The system places the file in the **browsers download bar**.
2. Take the desired actions to open and/or save the file using the browsers' download features.
3. To print the PDF file, open the file and then print from within the Adobe PDF viewer.

- When finished viewing/printing the PDF file, close the Adobe PDF viewer to return to the page in PRD from which you initialized the export action.

**Note:** These instructions apply when using Internet Explorer to access the PRD Airman Records portal. If another browser is used, the steps may differ slightly.

## 4.5 Standardized Data Entry

This section describes the standardized data entry format for dates in the PRD Airman Records portal.

### 4.5.1 Date Data Entry in PRD

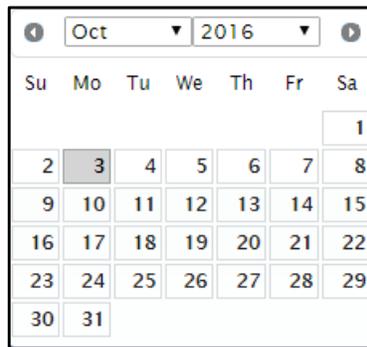
The dates in the **PRD Airman Records** portal can either be entered as free-form text or by using the calendar widget (). Free form dates can be entered in either of the following formats:

- mm/dd/yyyy
- mm-dd-yyyy

To enter a date using the calendar widget:

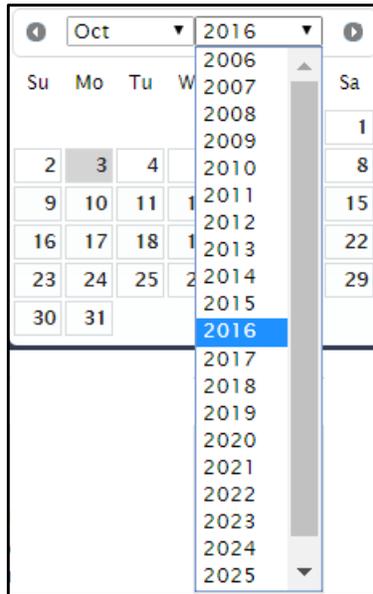
- To the right of the date field, click the calendar icon (). This opens the calendar widget for date selection.

**Figure 8: Calendar Widget**



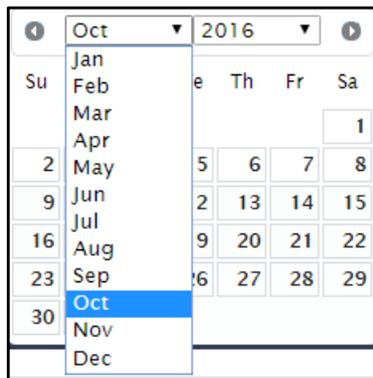
- To select a different year, click the down arrow to the right of the year displayed in the control bar of the calendar widget and then select the desired year from the drop-down list.

Figure 9: Calendar Widget—Year Selection



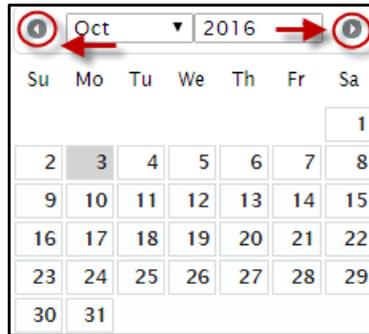
- 3. To select a different month, perform one of the following actions:
  - a. Click the down arrow to the right of the month displayed in the control bar and then select the desired month from the drop-down list.

Figure 10: Calendar Widget—Month Selection



- b. Or, to page through the months or years in the calendar one at a time, click the arrow to the far left or far right in the control bar at the top of the calendar widget.

Figure 11: Calendar Widget—Arrow Movement

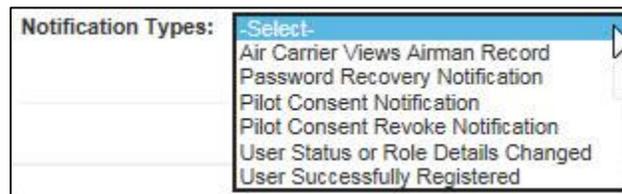


- To complete the date selection, click the day displayed in the calendar. Clicking the day in the calendar sets the date and closes the calendar widget. **Note:** When a date is selected using the calendar widget, the date is formatted as mm/dd/yyyy.

#### 4.5.2 Data Entry Drop-down List

Some data entry fields provide a drop-down list of values from which to select. Most drop-down lists display a default value of “Select.” To choose a value, click the arrow at the right of the list box and select the desired value from the drop-down list.

Figure 12: Data Entry Drop-Down List



#### 4.5.3 Smart Search Field Data Entry

Some fields provide a dynamically populated list of values from which to select. The fields which provide dynamically populated (smart text box) list selections are initially displayed with a default value containing "....." The system auto-populates a list of values to choose from based on the characters entered. To choose a value, enter the first few characters into the field and then select the desired choice from the list.

In addition to providing a list of values to choose from, some of the smart text fields allow free-form text entry. Rather than selecting a value from the list, continue entering the data as free-form text entry.

### 4.6 Data Validation and Constraints

The following data validation and constraints apply to the PRD Airman Records portal:

- If any of the PRD interfacing services is offline (CAIS, AIDS, EIS), granting consent and generating the PAR image will be suppressed.
- When performing a search on the PRD **Log** or Notification page, if dates are entered in both the **Date From** and **Date To** fields, then the date entered in the **Date To** field must be after the date entered in the **Date From** field.

- a. If the date entered in the **Date To** field is before that entered in the **Date From** field, an error message is displayed indicating the **Date To** must be after the **Date From**. To close the message window, click the **OK** button or click the **X** in the top-right corner.
3. For record data entry, required fields are indicated with a red asterisk (\*) on the screen.
  - a. If the mandatory data is not entered, a message is displayed at the top of the screen indicating the missing required fields. The message automatically disappears when the record is successfully saved.
4. If the pilot's record is suppressed by court order, when the Pilot user attempts to log into the PRD Airman Records portal, a message is displayed on the **Login** screen with instructions to perform a Pilot Records Improvement Act (PRIA) request to obtain their Pilot records.
  - a. The Pilot user is not permitted to access the **PRD Airman Records** portal unless their record is unsuppressed.

## 4.7 Session Expiration

After 15 minutes of the current session's inactivity, the system displays a message indicating that the session will time out in five minutes (300 seconds). Clicking the **OK** button reinitializes your working session. Otherwise, you are logged out of the **PRD Airman Records** portal and the browser page displays a successful sign-out message.

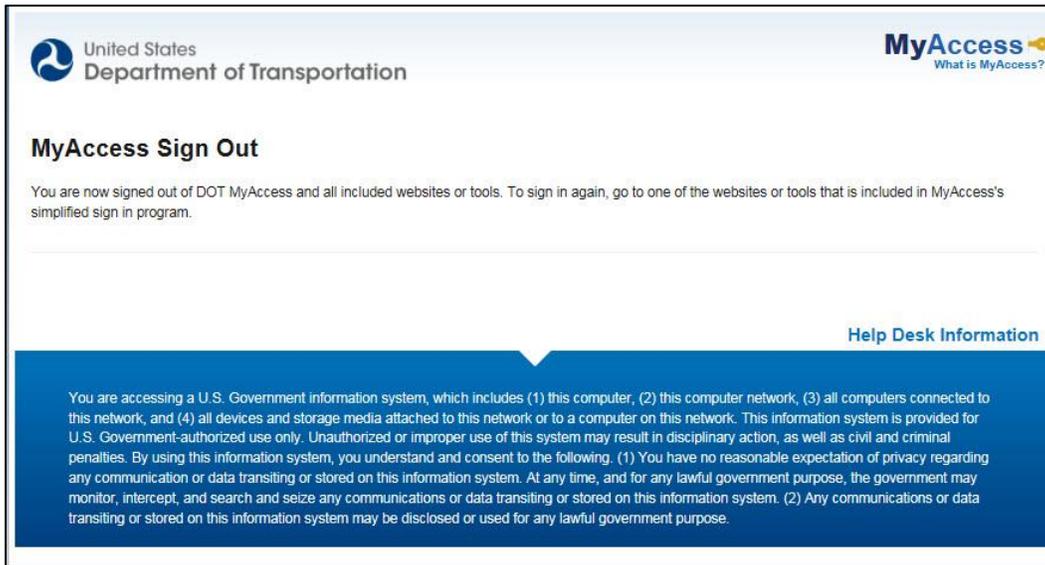
**Figure 13: Session Expiration**



## 4.8 Exiting the System

The **Sign Out** located in the top right corner of the application header logs you out of the **PRD Airman Records** portal and the browser page displays a successful sign-out message.

Figure 14: Sign Out



## 5 REGISTRATION

This section explains who has access to PRD and the registration rules. For details, please review the specific user guides.

### 5.1 Registration Rules

PRD consists of two separate applications, **PRD Airman Records** and **Air Carrier Tools**, these are two separate applications that synchronizes users between each application. Pilot registration rules can be found in Table 2 Pilot Registration

**Table 2 Pilot Registration**

Current PRD Role	Pilot Registration
<b>No PRD Roles</b>	From the <b>Regulations &amp; Policies</b> page:  Select <b>PRD Airman Records</b>  <b>Airman Registration</b> page displays  See <b>Airman User Guide</b> for additional details.
<b>Any Existing AC or Proxy Role</b>	From the <b>Regulations &amp; Policies</b> page:  Select <b>Air Carrier Tools</b> –  Select link above <b>Search Access Criteria</b> :  If you would like to register as a Pilot, Please click <a href="#">here</a>  See <b>Airman User Guide</b> for additional details.

The following sections describe the registration and login process for a Pilot.

### 5.2 No Existing Roles: Pilot First Time User Registration

This section explains how to register for pilot access if you do not have an existing Air Carrier or Proxy role. If you have an existing Air Carrier or Proxy role, refer to section: **Existing AC or Proxy Role: Register for Pilot Role**.

Only ATP, Commercial or Remote Pilots who are eligible for hire and have a current medical certificate can register for PRD. Holders of temporary Airman Certificates may need to enter the superseded Certificate Date of Issue in PRD after receiving their permanent Airman Certificate card in the mail from the Airman Registry.

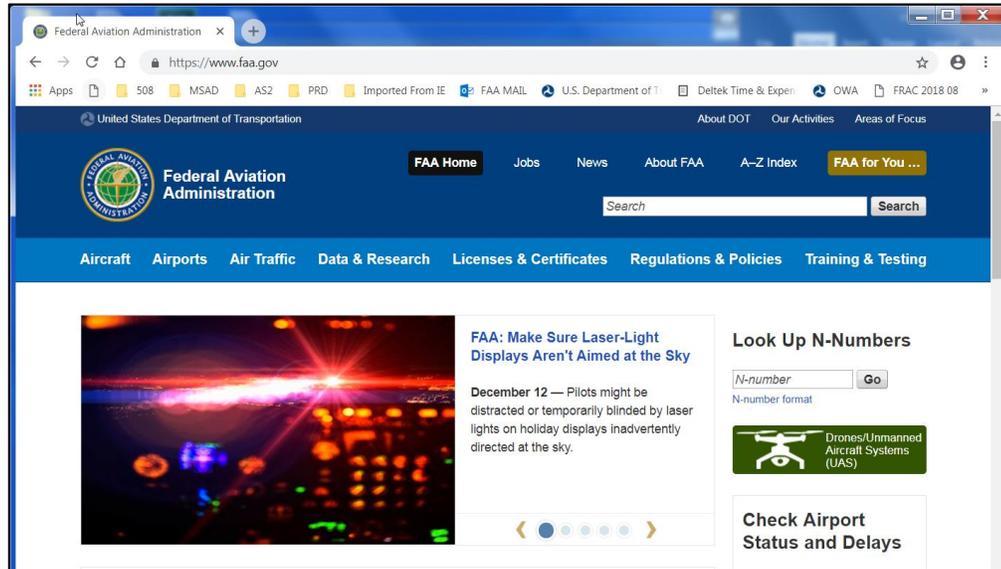
If holding an ATP or Commercial certificate only, an expired or denied medical certificate will prevent you from registering for PRD as would an incorrect airman certificate date of issue. To confirm the status of your medical certificate and/or the date of issue of your airman certificate call Airmen Certification toll free at 866-878-2498 or visit Airmen Inquiry at <https://amsrvs.registry.faa.gov/airmeninquiry/>.

### 5.2.1 FAA Home Page and MyAccess Log On

Access to the Pilot Records Database is managed through the MyAccess application. MyAccess is the Department of Transportation’s sign-on system for web applications. Users must have an active MyAccess account to log into the Pilot Records Database application. My Access manages user IDs and security questions to control access. This section explains how to access the PRD and MyAccess log on.

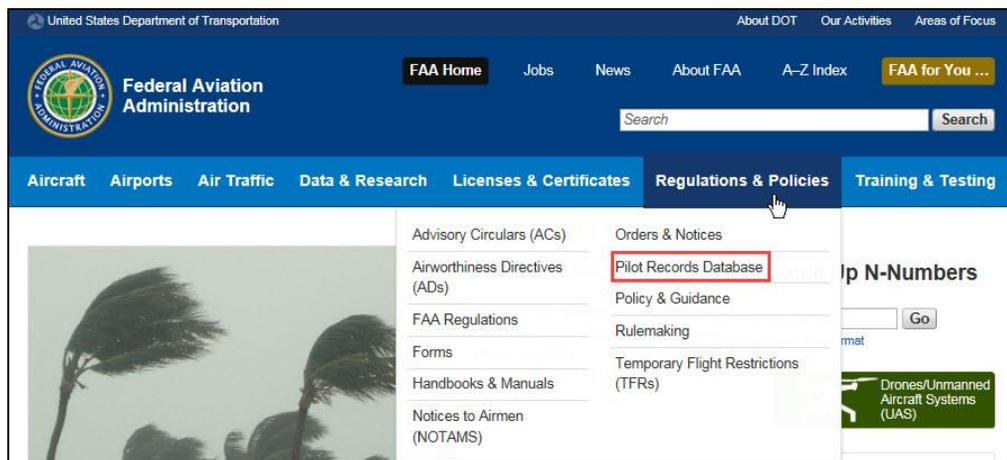
1. Open the web browser and go to the FAA home page, <https://www.faa.gov>, (see Figure 15 FAA Home Page).

Figure 15 FAA Home Page



2. Click the **Regulations and Policies** tab and select **Pilot Records Database** from the drop-down list displayed (see figure below).

Figure 16 FAA Pilot Records Database Drop Down



3. Select the **PRD Airman Records** button to access the **PRD Airman Records** portal, (see figure below).

**Figure 17 PRD Airman Records button**

The screenshot displays the FAA website's 'Pilot Records Database (PRD)' page. At the top, there is a navigation bar with links for 'FAA Home', 'Jobs', 'News', 'About FAA', 'A-Z Index', and 'FAA for You ...'. Below this is a search bar. The main navigation menu includes 'Aircraft', 'Airports', 'Air Traffic', 'Data & Research', 'Licenses & Certificates', 'Regulations & Policies', and 'Training & Testing'. The 'Regulations & Policies' menu is currently selected.

The page content is titled 'Pilot Records Database (PRD)'. It features two main buttons: 'PRD Airman Records' and 'Air Carrier Tools'. The 'PRD Airman Records' button is highlighted in blue and contains the following links: 'Grant Consent' and 'View Records'. The 'Air Carrier Tools' button contains the links: 'Manage Users' and 'View Logs'. To the right of these buttons is a 'Resources' section with links to 'Flight Standards District Offices (FSDO)', 'National Drivers Registry (NDR)', 'Advisory Circular (AC) 120-68G: Pilot Records Improvement Act of 1996', 'Pilot Records Database User Guides', 'How to Condensed Job Aides', 'Frequently Asked Questions (PDF)', and 'All Information for Operators (InFOs)'.

Below the buttons, there is a section titled 'What if I am unable to self-register in MyAccess and login to the PRD?'. This section explains that the PRD is used to facilitate the sharing of pilot records among air carriers in a clearinghouse managed by the Federal Aviation Administration. It states that all part 119 certificate holders and fractional ownerships can register to access the PRD and evaluate the available FAA data for each individual pilot candidate prior to making a hiring decision. It also notes that pilots holding an FAA Commercial or Airline Transport Pilot certificate with a current medical can now register in PRD and see their FAA records. Air carriers that choose to use PRD now as part of the hiring process may require pilots to use PRD to grant consent for them to see the pilot's FAA records as part of the hiring process.

There is a link to 'View the Paperwork Reduction Act Burden Statement and Privacy Act Statement (PDF) for the collection of information under the Pilot Records Database (PRD)'. Below this is a section titled 'Who is eligible to access the PRD?' which lists three categories of users:

- The responsible person** – an individual at the air carrier serving in a required management position which may include Director of Safety, Director of Operations, Chief Pilot, Director of Maintenance, Chief Inspector, or other responsible management position who will provide supervisory control concerning the PRD process. To determine if you are currently listed in one of the required management positions, please contact your Certificate Management Office or your Principal Inspector.
- The authorized user** – an individual that is employed by the air carrier or operator that has been assigned access rights to the PRD on behalf of the employer by the responsible person.
- The pilot** – an individual certificated by the FAA at the commercial or airline transport pilot level that is the subject of a record request in the PRD. Note: The PRD is not for use by all levels of certified pilots. The PRD was developed specifically for use by airmen holding a Commercial or ATP pilot certificate along with a current medical certificate. Only these appropriately rated pilots who are seeking employment as an air carrier pilot are authorized for PRD use and will be admitted into the system. Please be aware that an expired or denied medical certificate may reject your effort to register for PRD as well as an incorrect airman certificate date of issue. To confirm the status of your medical certificate and/or the date of issue of your airman certificate call Airmen Certification toll free at 866-878-2498 or visit [Airmen Inquiry](#).

Additional notes include: 'When you register for PRD you will need to enter the required information EXACTLY as it appears on your airman certificate. If there have been any recent changes to your certification, they may not have been recorded yet and may reject you from registering. It is recommended you have the certificate visible during registration.' and 'When you register, make certain to record the My Access UID number that will appear on the registration page for use on the following screens in the application.'

At the bottom, there is a 'Questions about PRD?' section with contact information for the Help Desk: 'The Help Desk is available 24 hours a day, 7 days a week. If you have a PRD support-related question not found in our Frequently Asked Questions (PDF), contact the National Service Desk at: Phone: 1-844-FAA-MYIT (322-6948) Email: [helpdesk@faa.gov](mailto:helpdesk@faa.gov)'. The page footer indicates 'Page last modified: June 22, 2016 12:02:51 PM EDT'.

4. The first **MyAccess Sign In** page is displayed, (see figure below).

**Figure 18: MyAccess—Sign In Page 1**

United States  
Department of Transportation

MyAccess  
What is MyAccess?

## Sign In

By signing in here with MyAccess (the DOT's simplified sign-on system for web applications) you will have access to all participating MyAccess applications that you are authorized to use. You may be prompted to re-authenticate to access sensitive information or to use elevated privileges. By clicking Agree & Continue, you accept the Government warning below.

External User - Don't have an account [Register Now](#)

### DOT Employees and Contractors Use Your PIV Card

DOT employees insert your PIV card into your smart card reader before attempting to login.

[Agree & Continue](#)

### Use Your Email Address\*

[Agree & Continue](#) [Reset Account](#)

\* Federal personnel enter your Federal email address. External users enter your email address you used to register with MyAccess

[Need Help Logging in?](#) [Help Desk Information](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following. (1) You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Version 3.2

5. Enter the email address that you used to register with MyAccess.
- If you do not have a MyAccess user account, do not enter your email address. Instead, click **Register Now** to initiate the process of setting up the account. Return to this procedure only after you have set up your MyAccess account.

- 6. Click **Agree & Continue**. The second **MyAccess Sign In** screen is displayed, (see figure below).

**Figure 19: MyAccess—Sign In Page 2**

United States Department of Transportation

MyAccess  
What is MyAccess?

### MyAccess Sign In

MyAccess PIN

[Forgot MyAccess PIN?](#)

What is your pet's name?

Change security settings after sign in  
Settings include your MyAccess PIN and security questions

**Sign In**

[Need Help Logging in?](#) [Help Desk Information](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following. (1) You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Version 3.2

7. Enter your registered PIN and the answer to your security question then click **Continue**.
8. The first of two **Pilot Records Database Pilot First Time User Registration** pages is displayed.

### 5.2.2 First Time Pilot Registration Pages

This section explains how to complete the two **First Time User Registration** pages.

Figure 20: First Time User Registration—Page 1

Home | User Guide | Help | Sign Out

**Federal Aviation Administration**

## Pilot Records Database

Welcome to the Pilot Records Database Pilot Registration.

ATP or Commercial Pilots who are eligible for hiring with a current medical certificate or Remote Pilots can successfully register for PRD access.  
 \* Please enter data EXACTLY as it appears on your most recent PILOT certificate.  
 Holders of Temporary Airman Certificates may need to enter the superseded Certificate Date of Issue or register in PRD after receiving their Permanent Airman Certificate card in the mail from the Airman Registry.

\* First Name:

Middle Name:

\* Last Name: Public

\* Pilot Certificate Number:

\* Pilot Certificate Date Of Issue:

Complete the initial **First Time User Registration** page. If you hold an ATP or Commercial certificate only, and your medical certificate is not current, you will be unable to register for PRD until your medical certificate is current and you are eligible for hiring by an air carrier. You may register with a Remote Pilot certificate with or without a medical certificate.

1. The page displays the following explanations:
  - a. Only ATP or Commercial pilots who are currently eligible for hiring with a current medical certificate or Remote Pilot can register for PRD.
  - b. Please enter data EXACTLY as it appears on your most recent PILOT certificate (this can be either a current ATP or Commercial Part 61 certificate or a Part 107 Remote Pilot certificate).
  - c. Holders of Temporary Airman Certificates may need to enter the superseded Certificate Date of Issue or register in PRD after receiving their Permanent Airman Certificate card in the mail from the Airman Registry.
2. The **Last Name** field is auto-populated from MyAccess and cannot be edited. If the **Last Name** is incorrect, please contact an FAA Flight Standards District Office (FSDO).
3. Enter your **First Name**, **Middle Name**, **Pilot Certificate Number** and **Pilot Certificate Date of Issue** *exactly* as they appear on your most recent certificate.

- The **MyAccess UID** is auto-populated and cannot be edited. The UID is used internally by MyAccess and PRD as your Unique Identifier.
- Click **Submit**. If the credentials entered match the Registry data, the second registration page displays. If the data does not match, a message is displayed indicating that the data cannot be validated and instructing you to try again.

**Figure 21: First Time User Registration Second Registration page**

The screenshot shows the 'Pilot Records Database' registration page. At the top left is the Federal Aviation Administration logo. The page title is 'Pilot Records Database'. Below the title is a welcome message: 'Welcome to the Pilot Records Database Pilot First Time User Registration.' The form displays the following information:

- User Name: TST293514222
- Role: AIRMAN
- User Status: Active
- \* First Name: John
- \* Last Name: Public
- \* Middle Name:
- Name Suffix: -Select-
- \* Phone (numbers only): 5555551212
- Mobile Phone(numbers only):
- \* Email: TST293514222@faa.tesi
- Fax:

At the bottom of the form are two buttons: 'Submit' and 'Clear'.

Complete the second **First Time User Registration** page.

- The **Role** field is auto-populated to “AIRMAN” and cannot be edited.
- The **User Status** field is auto-populated to “ACTIVE” and cannot be edited.
- The **First Name**, **Middle Name** and **Last Name** are auto-populated and cannot be edited from this page.
- Enter a primary **Phone** number as numbers only (EXAMPLE: 5555551212).
- Optionally enter a **Mobile Phone** number as numbers only (EXAMPLE: 5555551212).
- The **Email** field is prepopulated. The email address that is entered here will be the one used for all notifications from the PRD application and is not used for MyAccess sign on.
- Optionally enter a **Fax Number** as numbers only (EXAMPLE: 5555551212).
- Click **Submit**. The **System Use Notice** page displays (see Figure 22).

### 5.2.3 System Use Notice Page.

The **System Use Notice** page displays (see Figure 22), the **OMB Control Number**, the **Privacy Act** and **Paperwork Reduction Act Burden** statements (see Figure 23).

Figure 22: System Use Notice

 My**FAA**

### Pilot Records Database

**Warning -- Warning -- Warning  
Only Authorized Users May Use This System**

**System Use Notice**

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following

- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
- At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

For Official Use Only. Public availability to be determined under 5 U.S.C. 552

OMB Control No. 2120-0607 Expiration Date 03/31/2020

Privacy Act Statement (5 U.S.C. § 552a, as amended): AUTHORITY: Federal Information

Figure 23: Login—Privacy Act and Paperwork Reduction Act Statements

OMB Control No. 2120-0607 Expiration Date 03/31/2020

**Privacy Act Statement (5 U.S.C. § 552a, as amended):** AUTHORITY: Federal Information Security Modernization Act of 2014, Public Law 113-283, 6 U.S.C. 1523(b) (prescribing user authentication requirements), and National Institute of Standards and Technology (NIST) Special Publication (SP) 800- 63-2 (which addresses identity proofing), authorizes DOT to collect this information. PURPOSE(S): DOT will use the information provided to allow individuals external to the Department of Transportation to access web-based applications (such as the Federal Aviation Administration's (FAA'S) Pilot Record Database (PRD) for which they are authorized to access, external users must first create MyAccess registration accounts requiring the submission of personally identifiable information. The principal purpose for the collection of the personally identifiable information is to create the MyAccess registration account. In order to create a MyAccess registration account, the registrant will be required to provide personal information such as full name, phone number and email address. For identity validation purposes, other information, such as a social security number (SSN) or driver's license number, date of birth (DOB), and a credit card number, is used. With the exception of the individual's SSN, the rest of the data elements are mandatory to initiate the electronic authentication process. Neither the Department of Transportation nor FAA store information collected for the identification validation process, and therefore do not constitute records subject to the provisions of the Privacy Act of 1974. ROUTINE USE(S): In accordance with DOT's Privacy Act system of records notice note (SORN), DOT/ALL 13, [Internet/Intranet Activity and Access Records](#), May 7, 2002 67 FR 30758, the information provided may be disclosed in accordance with the routine uses that appear on the notice for this system of record, available at <https://www.transportation.gov/individuals/privacy/privacy-act-system-records-notices>.

DISCLOSURE: Provision of the requested information (including your social security number) is voluntary; however, failure to furnish the requested information may result in an inability of the Department to create a MyAccess registration account for the user, and may require an "in-person" validation.

**Paperwork Reduction Act Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0607. Public reporting for this collection of information is estimated to be approximately 15 minutes per response.

All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

From the **System User Notice** page:

1. Click **Accept** to complete the login process. The **Role Selection** page is displayed;
2. Click **Exit** instead of **Accept** to cancel the login process.

If you do not **Accept**, you will be unable to access PRD.

You can only be assigned one pilot role. If you need an additional role, the **Role Registration** page allows you to register for a new Air Carrier or Proxy role by selecting one of the links on the Role

Selection page; registering directly on the Air Carrier site will result in registration errors. If you need information how to register for a specific air carrier or proxy role, refer to the appropriate user guide.

### 5.3 Existing AC or Proxy Role: Pilot Role Registration

If you have an existing Air Carrier or Proxy role, pilot registration is performed by accessing **Air Carrier Tools** portal and sign on using your MyAccess credentials. When the **Select Access Criteria** page displays, click on the “here “ in the “If you would like to register as a Pilot, please click [here](#)” (see Figure 24: Existing AC Role: Pilot Registration Page).

Figure 24: Existing AC Role: Pilot Registration Page

Home | User Guide | Help | Sign Out

Federal Aviation Administration

John

## Pilot Records Database

Please select the access criteria for the Air Carrier External PRD application. If the lists do not contain any values, please contact the person who is responsible for creating and managing your Air Carrier External User account.

If you would like to register for Air Carrier access, Please click [here](#)

If you would like to register as a Pilot, Please click [here](#)

If you would like to register for Proxy access, Please click [here](#)

If you would like to register to receive emails about PRD, Please click [here](#)

Select Access Criteria

\* Select Role: Authorized Responsible Person

\* Air Carrier Name:

Select

### 5.4 Plot Login

To log into the **Pilot Records Database** portal as a registered Pilot user follow the steps below. You must already have an existing MyAccess user account and have registered as a Pilot user for the PRD Airman Records portal.

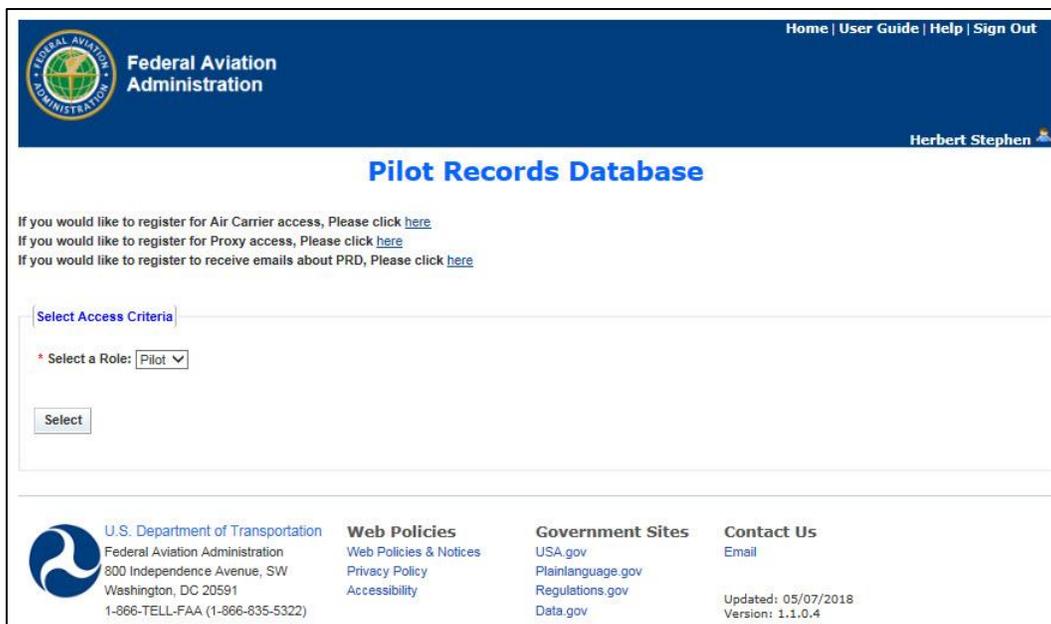
1. Open the web browser and go to the FAA home page (<http://www.faa.gov>); see **Error! Reference source not found.** above.
2. Click the **Regulations and Policies** tab and select **Pilot Records Database** from the drop-down list displayed (see **Error! Reference source not found.** above). The **FAA Pilot Records Database** page is displayed (**Error! Reference source not found.** above)
3. Click the **PRD Airman Records** button. The initial MyAccess Sign In page is displayed; see **Error! Reference source not found.** above.
4. Enter the email address that you used to register with MyAccess. The **Agree & Continue** button should turn green.
5. Click **Agree & Continue**. The second MyAccess Sign In screen is displayed asking you to enter you registered pin number and answer the displayed security question; see **Error! Reference source not found.** above.

6. Enter your registered PIN and the answer to your security question then click **Sign In**. The **System Use Notice** page is displayed.
7. Click the **Accept** button to continue the login process. The **Role Selection** page is displayed (see Figure 24).

### 5.4.1 Role Selection Page

The **Role Selection** page is displayed after you click **Accept** on the **System Use Notice** page. You use the **Role Selection** page to select the role with which to access to the Pilot Records Database (PRD) Pilot application. If you have more than one role, you can return to this page from within the Pilot Records Database application to change your role by clicking the [Back to Role Selection Page](#) hyperlink on the **Pilot Information** page.

Figure 25: Role Selection Page

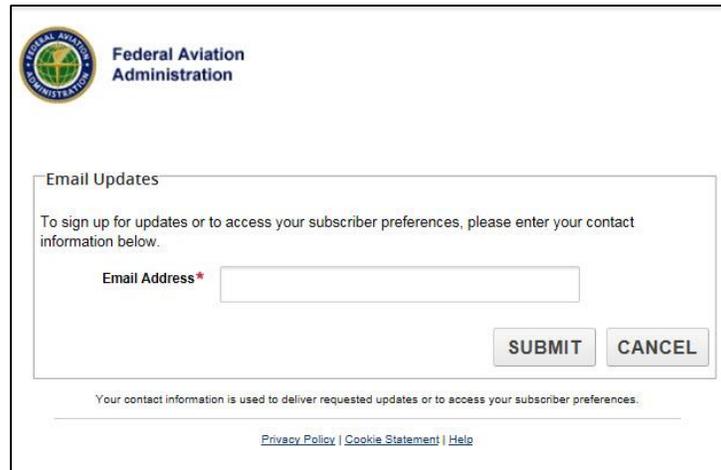


#### 5.4.1.1 Sign up for PRD Email Notifications

From the Role Selection page, you can sign up to receive PRD email notifications. To do so, follow the steps below.

1. Click the *If you would like to register to receive emails about PRD, Please click here* [hyperlink](#). A message displays informing you that you are leaving the **PRD Airman Records** portal and being redirected to an Email Subscriber page.
2. Click **OK** to continue or **Cancel** to return to the **PRD Role Selection** page. The **Email Subscriber** page will be displayed.
3. In the **Email Address** field, enter the email address you wish to received updates regarding the PRD application, (see figure below).

Figure 26: Email Subscriber Screen



4. Enter your email address and click **Submit**.
5. A second page displays where you will be asked to confirm your email and select how often you want subscription updates (immediately, daily, or weekly). You can also add an optional password to protect your subscription preferences.
6. Click **Submit** after completing the form and close the page to return to PRD Airman Records **Role Selection** page.

**To select the Pilot access role:**

1. The Select a Role drop down will list all your approved roles. If you only have a pilot role, the Select a Role field will be prepopulated to **Pilot**.
2. If you are approved for more than one role, then use the Select a Role field to select the role needed to access PRD.
3. Click the **Select** button. The **PRD Airman Records** portal is opened and the landing/home page or **Pilot Information** page (see [Pilot Information page](#)) displays
4. Enter your email address and click **Submit**.
5. A second page displays where you will be asked to confirm your email and select how often you want subscription updates (immediately, daily, or weekly). You can also add an optional password to protect your subscription preferences.
6. Click **Submit** after completing the form and close the page to return to PRD Airman Records Role Selection page.

## 6 PILOT FUNCTIONS

This chapter describes the functions available to the Pilot user in the PRD Airman Records portal.

### 6.1 Pilot Information

You use the **Pilot Information** page to view your pilot information, pilot certificates, i.e., Airline Transport Pilot (ATP) or Commercial Pilot, Mechanic, Flight Instructor and medical class data. This is the home or landing page for Pilot users, i.e., the page that is displayed following your role selection on the Role Selection page. To return to the Role Selection page and log in to the application using a different role, click the [Back to Role Selection Page](#) hyperlink just before the menu bar and header row.

This page can be accessed at any time during your use of the **PRD Airman Records** portal by clicking the **Pilot Info** link on the top-level navigation menu. The **Pilot Information** page is displayed.

**Figure 27: Pilot Info—Pilot Information page**

The screenshot shows the 'Pilot Information' page for a user named John Public. The page header includes the Federal Aviation Administration logo and navigation links like 'Home', 'User Guide', 'Help', and 'Sign Out'. The user's name 'John Public' is displayed in the top right. The main content area is titled 'Pilot Records Database' and contains a navigation menu with links for 'Pilot Info', 'Disapprovals', 'Enforcement', 'Accidents/Incidents', 'Experience', 'Driving', 'Consent', 'Log', 'Notifications', 'Help', and 'User Profile'. Below the menu, the user's details are shown: First Name: JOHN, Last Name: PUBLIC, Certificate No. 000000081, and Last Visited On: 1/24/2020. There are links for 'Back to Role Selection Page' and 'View/Print Page'. The 'Pilot Information' section displays the user's name, address (100 ELM STREET), city (ANYWHERE), state (TX), and zip (00000). A search notice states: 'A search of the FAA Comprehensive Airman Information System on the date of this report revealed the following certificate information on file for the certificates listed. For inaccuracies, contact the local Flight Standards Field Office.' Another notice mentions: 'The FAA processing time may vary for a permanent pilot certificate but should not exceed 120 days from the date the temporary certificate was issued. Please visit [airman certification](#) for approximate date of processing.' Below this is the 'Pilot Certificates' section with 'Export To Excel' and 'Export To PDF' buttons. A table lists certificates with columns for Certificate Description, Certificate Number, Certificate Info Description, and View. The table contains four rows: FLIGHT INSTRUCTOR (000000081), REMOTE PILOT (00000107), GROUND INSTRUCTOR (000000081), and COMMERCIAL PILOT (000000081). At the bottom, there is a pagination control showing '20 items per page' and '1 - 4 of 4 items'.

Certificate Description	Certificate Number	Certificate Info Description	View
FLIGHT INSTRUCTOR	000000081		<a href="#">View</a>
REMOTE PILOT	00000107		<a href="#">View</a>
GROUND INSTRUCTOR	000000081		<a href="#">View</a>
COMMERCIAL PILOT	000000081		<a href="#">View</a>

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, and **Notifications**. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified.

Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal.

The top of the page displays your full name and address in the **Pilot** Information section:

- Name (Full Name)
- Address (Number, Street)
- City
- State
- Zip (Postal code)

Below the **Pilot** Information section are the following notices:

- A search of the FAA Comprehensive Airman Information System (CAIS) on the date of this report revealed the following certificate information on file for the certificates listed. For inaccuracies, contact the local Flight Standards Field Office.
- The FAA processing time may vary for a permanent pilot certificate but should not exceed 120 days from the date the temporary certificate was issued. Please visit [http://www.faa.gov/licenses\\_Certificates/airmen\\_certification/](http://www.faa.gov/licenses_Certificates/airmen_certification/) for the approximate date of processing.

**Note:** If the CAIS service is offline, a message is displayed on the screen to indicate that the service is not available.

Below the notices, two tables are displayed. The top-most table lists your Pilot Certificates. The bottom-most table lists your Medical Certificates.

### 6.1.1 Pilot Certificates

The Pilot Certificates table displays your certificates. *Each Certificate Type is listed in the table only once.* However, each certificate listed in the table may apply to one or more **Certificate Ratings** and one or more **Certificate Type Ratings**.

**Figure 28: Pilot Info—Pilot Certificates table**

Certificate Description	Certificate Number	Certificate Info Description	View
FLIGHT INSTRUCTOR	000000061		<a href="#">View</a>
REMOTE PILOT	000000107		<a href="#">View</a>
GROUND INSTRUCTOR	000000061		<a href="#">View</a>
COMMERCIAL PILOT	000000061		<a href="#">View</a>

Export To Excel    Export To PDF

20 items per page    1 - 4 of 4 items

If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view. To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

The column heading row displays the descriptive text for the column content. The Certificate Description column heading can be used to sort the data by certificate in ascending or descending order. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column, **Certificate Description**, the Certificate Description (or Certificate Type).
- The second column, **Certificate Number**, displays the Certificate Number.

- The third column, **Certificate Info Description**, displays the Certificate Info Description.
- The fourth column, **View**, provides a **View** link. This link is used to access the **Certificate Details**.

### 6.1.1.1 View Certificate Details

To view your **Certificate Details**:

1. Click the **View** link corresponding to the certificate record in the table. The **Certificate Details** window displays the following details for your certificate:
  - a. **Pilot Certificate Details** displays:
    - i. Certificate
    - ii. Date of Issue of the certificate
    - iii. Limitations (if any)
  - b. **Certificate Details** table have the following fields:
    - i. Certificate Description
    - ii. Rating Level
    - iii. Type Rating

**Figure 29 Pilot Info --- Pilot Certificate Details page**

**Pilot Certificate Details**

Certificate: 000000061  
Date of Issue: 01/03/2020

**Limitations:**  
ENGLISH PROFICIENT.  
BE-400 DA-2000 HS-125 LR-JET MU-300 SIC PRIVILEGES ONLY.

**Certificate Details**

Certificate Description	Rating Level	Certificate Rating	Type Rating
COMMERCIAL PILOT	C	INSTA (Instrument Airplane)	BE-400 DA-2000 HS-125 LR-JET MU-300
COMMERCIAL PILOT	C	AMEL (Airplane Multiengine Land)	BE-400 DA-2000 HS-125 LR-JET MU-300
COMMERCIAL PILOT	C	ASEL (Airplane Single Engine Land)	BE-400 DA-2000 HS-125 LR-JET MU-300

Export To Excel    Export To PDF

20 items per page    1 - 3 of 3 items

Close

To return to the **Pilot Information** page, click the **Close** button in the bottom-right corner or click the **X** in the top-right corner of the Certificate Details window.

### 6.1.2 Medical Certificate

If you have a Medical Certificate, the **Medical Certificate** table displays your Pilot Medical Certificate. If no records are returned, a message will display stating no records are found. To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

Figure 30: Pilot Info—Medical Certificate table

Medical Class	Date Of Issue	View
First	10/20/2016	<a href="#">View</a>

The column heading row displays the descriptive text for the column content. The Medical Class column heading can be used to sort the data by class in ascending or descending order. For detailed information for working with the table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column, **Medical Class**, displays the medical certificate Medical Class.
- The second column, **Date of Issue**, displays the medical certificate Date of Issue.
- The third column provides a **View** link. This link is used to access the **Medical Detailed View**.

#### 6.1.2.1 View Medical Certificate Details

To view your **Medical Certificate Details**:

1. Click the **View** link corresponding to the medical certificate record in the table. The **Medical Detailed View** window displays the following details for your medical certificates:
  - a. Medical Certificate Class
  - b. Date of Issue
  - c. Limitations

**Figure 31: Pilot Info—Medical Detailed View page**

2. To return to the **Pilot Information** page, click the **Close** button in the bottom-right corner or click the X in the top-right corner of the Medical Certificate Details window.

## 6.2 Disapprovals: Failed Practical Tests

You use the **Disapprovals** page to view any failed certification attempt records on file in the FAA Comprehensive Airman Information System (CAIS). Notices of disapproval from in the PRD are limited to those occurring on or after August 1, 2010. Prior to that date, practical test failures can be obtained from the FAA by completing AC Form 8070-72.

This page can be accessed at any time during your use of the **PRD Airman Records** portal by clicking **Disapprovals** on the top-level navigation menu. The **Disapprovals** page is displayed.

Figure 32: Disapprovals—Failed Practical Tests page

Disapproval Date	Disapproval Rating	Disapproval Type Rating
09/14/2017	AMEL Airplane Multiengine Land	EMB-145

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, and **Notifications**. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified.

Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal.

Below the header is the following notice:

“A search of the FAA Comprehensive Airman Information System (CAIS) on the date of this report, revealed the following failed practical tests on file for this pilot. For inaccuracies, contact the local Flight Standards Field Office.

The table below will indicate any unsatisfactory practical tests dated August 1, 2010 or later. To request records dated prior to August 2010, complete [FAA Form AC 8060-72](#).

If there are no disapproval records on file, the notice indicates there are no failed practical tests on file for the pilot.

**Note:** If the CAIS service is offline, a message is displayed on the screen to indicate that the service is not available.

Below the notice, the Failed Practical Tests table is displayed. If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view. To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

Figure 33: Disapprovals—Failed Practical Tests table

Disapproval Date	Disapproval Rating	Disapproval Type Rating
09/14/2017	AMEL Airplane Multiengine Land	EMB-145

The column heading row displays the descriptive text for the column content. Each column heading is also used to sort the data in ascending or descending order. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column, **Disapproval Date**, displays the date of the failed test.
- The second column, **Disapproval Rating**, displays the rating.
- The third column, **Disapproval Type Rating**, displays the applicable aircraft model and series.

### 6.3 Enforcement

You use the **Enforcement** Actions page to view the closed or pending closure enforcement records on file for your pilot certificate as of or after August 01, 2010. This page can be accessed at any time during your use of the **PRD Airman Records** portal by clicking the **Enforcement** link on the top-level navigation menu. The **Enforcement** Actions page is displayed.

Figure 34: Enforcement—Enforcement page

Violation Date	Report Number	Certificate Number	Certificate Type	View
01/03/2020	2020SO000001	000000061	COML PILOT	<a href="#">View</a>

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, and **Notifications**. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified. Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal.

Below the header is the following notice:

“A search of the FAA Enforcement Information System, on the date of this report, revealed no enforcement records on file for the certificates listed.

For inaccuracies, contact the local Flight Standards Field Office.

The table below will indicate any enforcement actions dated August 1, 2010 or later for the current pilot certificate. A search for enforcement records dated prior to August 2010 may be requested under the [Privacy Act](#).”

Clicking the [Privacy Act](#) link will navigate you to the FAA Pilot Records Improvement Act of 1996 (PRIA) page that explains how to initiate a Privacy Act (PA) request.

If there are no records on file, the notice indicates there are no enforcement records on file for the pilot.

If the Enforcement Information System, (EIS) service is offline, a message is displayed on the screen, *Enforcement Information System Service Not Available*, to indicate that the service is not available and consent cannot be granted. If you see this message, please contact the PRD Administrator.

Below the notice, the **Enforcement Actions** table displays enforcement records on file for the pilot certificates you hold, if any. If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view.

To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

**Figure 35: Enforcement—Enforcement Actions table**

Violation Date	Report Number	Certificate Number	Certificate Type	View
01/03/2020	2020SO000001	000000061	COML PILOT	<a href="#">View</a>

The column heading row displays the descriptive text for the column content. Each column heading can also be used to sort the data in ascending or descending order based on the values in the column. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column, **Violation Date**, displays the date of violation.
- The second column, **Report Number**, displays the enforcement record report number.
- The third column, **Certificate Number**, displays the certificate number for which the violation was charged.
- The fourth column, **Certificate Type**, displays the certificate type corresponding to the certificate number.
- The fifth column, **View**, provides a **View** link. This link is used to access and view the enforcement record details.

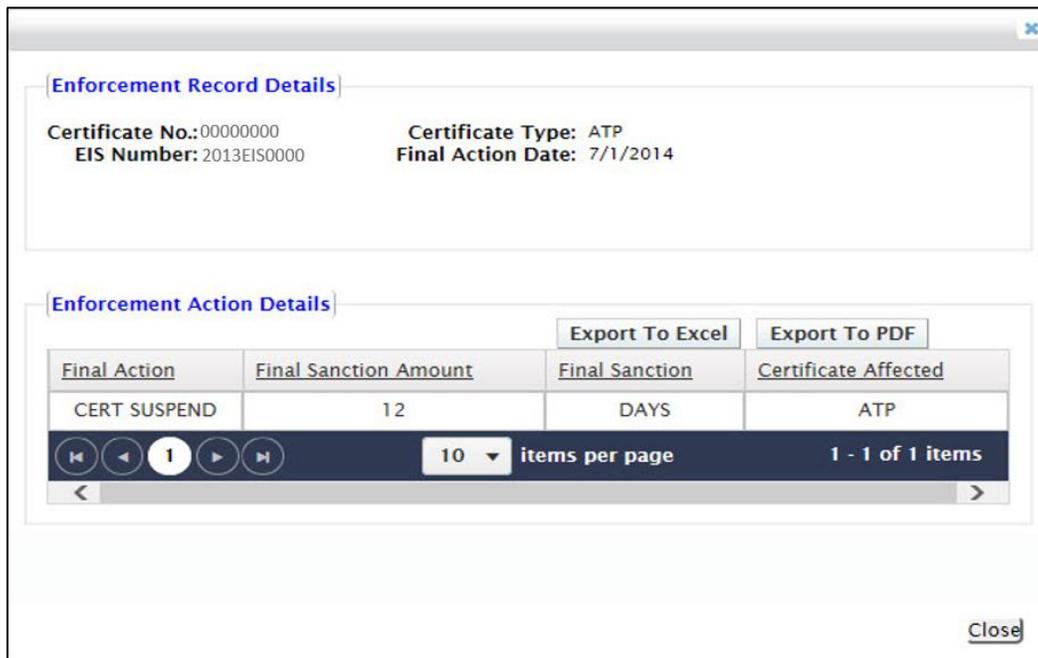
### 6.3.1 View Enforcement Record Details

To view your enforcement record details:

1. Click the **View** link corresponding to the enforcement record in the table. The top section of the **Enforcement Record Details** window displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal. The **Enforcement Record Details** displays the following information for the enforcement actions record:

- a. Certificate No (i.e., the certificate number the enforcement action was filed against)
  - b. Certificate Type
  - c. EIS Number
  - d. Final Action Date
  - e. Table list with one row for each certificate affected and the following details:
    - i. Final Action
    - ii. Final Sanction Amount
    - iii. Final Sanction
    - iv. Certificate Affected
2. To return to the **Enforcement Actions** summary page, click the **Close** button in the bottom-right corner or click the **X** in the top-right corner of the **Enforcement Record Details** window.

**Figure 36: Enforcement—Enforcement Record Details**



## 6.4 Accidents and Incidents

You use the **Accidents and Incidents** page to view your accident and incident records on file in the FAA Accident and Incident Data System (AIDS). This page can be accessed at any time during your use of the **PRD Airman Records** portal by clicking **Accidents/Incidents** on the top-level navigation menu. The **Accidents and Incidents** page is displayed.

The AIDS application contains records of aircraft accidents and incidents occurring in the United States and those involving United States-registered aircraft if outside of the United States. *The AIDS records are limited to accidents and incidents occurring on or after August 1, 2005.* For incidents, the full record is displayed. For accidents, since the National Transportation Safety Board (NTSB) provides the final report on accidents, the **PRD Airman Records** portal provides a link to the NTSB website,

<http://www.nts.gov/layouts/nts.aviation/index.aspx>, with sufficient fields to perform a search on the accident.

**Figure 37: Accidents/Incidents—Accidents and Incidents page**

Date	Event Type	Certificate Number	View
09/15/2013	Incident	00000000	View

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, and **Notifications**. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified

Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal. This header is displayed on each of the pilot information pages in PRD.

Below the header section is the following notice:

“A search of the FAA’s Accident and Incident Data System, on the date of this report, revealed the following accidents or incidents. Contact the Flight Standards Field Office closest to the accident or incident for inaccuracies.

The table below will indicate any accidents and/or incidents dated August 1, 2010 or later for the current pilot certificate. A search for accidents and/or incidents dated prior to August 2010 may be requested under the [Privacy Act](#).”

Clicking the [Privacy Act](#) link will navigate you to the FAA Pilot Records Improvement Act of 1996 (PRIA) page that explains how to initiate a Privacy Act (PA) request.

If there are no records on file, the notice indicates there are no accident records on file for the pilot.

If the Accident/Incidents Database System, (AIDS) service is offline, a message is displayed on the screen, *Accident/Incidents Database System Service Not Available*, to indicate that the service is not available and consent cannot be granted. If you see this message, please contact the PRD Administrator.

Below the notice, the **Accidents/Incidents** table displays enforcement records on file for the pilot certificates you hold, if any. If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view.

To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

**Figure 38: Accidents/Incidents—Accident and Incident Records table (Accident)**

The screenshot shows a table titled "Accident and Incident Records" with two buttons: "Export To Excel" and "Export To PDF". The table has four columns: "Date", "Event Type", "Certificate Number", and "View". The first row contains the following data: "11/05/2013", "Accident", "00000000", and a "View" link. Below the table is a pagination bar with navigation arrows, a page number "1", a dropdown menu set to "20 items per page", and a status "1 - 1 of 1 items".

Date	Event Type	Certificate Number	View
11/05/2013	Accident	00000000	<a href="#">View</a>

**Figure 39: Accidents/Incidents—Accident and Incident Records table (Incident)**

The screenshot shows a table titled "Accident and Incident Records" with two buttons: "Export To Excel" and "Export To PDF". The table has four columns: "Date", "Event Type", "Certificate Number", and "View". The first row contains the following data: "11/05/2013", "Incident", "00000000", and a "View" link. Below the table is a pagination bar with navigation arrows, a page number "1", a dropdown menu set to "20 items per page", and a status "1 - 1 of 1 items".

Date	Event Type	Certificate Number	View
11/05/2013	Incident	00000000	<a href="#">View</a>

The column heading row displays the descriptive text for the column content. Each column heading is also used to sort the data in ascending or descending order. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column, **Date**, displays the date the accident or incident occurred.
- The second column, **Event Type** displays the event type (i.e., Accident or Incident).
- The third column, **Certificate Number**, displays the certificate number involved in the event.
- The fourth column provides a **View** link. This link is used to access the accident or incident details.

**Note:** FAA AIDS records are limited to accidents and incidents occurring on or after August 1, 2010.

### 6.4.1 Viewing the Accident/Incident Record Details

To view the Accident and Incidents Detail page, click the **View** link corresponding to the accident or incident in the table. If the Accident / Incidents Data System service is offline, a message is displayed on the screen, *Accident / Incident Data System Service Not Available*, to indicate that the service is not available and consent cannot be granted. If you see this message, please contact the PRD Administrator.

#### 6.4.1.1 Viewing the Accident Details

Click the **View** link for an accident record in the **Accidents and Incidents** table to display the **Accident Details** screen.

**Figure 40: Accidents/Incidents—Accident Details**

The top section of the **Accident Detail View** window displays the following notice: “A search of the FAA **Accidents and Incidents**, on the date of this report, revealed the following accidents on file for the certificates listed. For further details, search the NTSB accident database: click [here](#).” Clicking the [here](#) hyperlink takes you to the National Transportation Safety Board website (Investigations tab).

The **Accident Detail View** displays the following information for the Accident record:

- Accident Date
- Event Type
- NTSB Number
- Name (your full name)
- Certificate Type
- Certificate
- Position
- N-Number
- Aircraft Make
- Aircraft Model
- Serial

### 6.4.1.2 Viewing the Incident Details

Click the **View** link for an incident record in the **Accidents and Incidents** table to display the **Incident Detail View** screen.

**Figure 41: Accidents/Incidents—Incident Details**

A search of the FAA Accidents and Incidents on the date of this report revealed the following incidents on file for the certificates listed.

**Incident Detail View**

Incident Date: 9/15/2013	Incident Time: 1223
NTSB Number: NTSB00000	Name: JOHN Q. PUBLIC
Certificate Type: ATP	Certificate: 00000000
Position: Pilot In Command (PIC)	N Number:
Serial:	CFR Part Number: 135 COMMUTER
Aircraft Make: PIPER	Aircraft Model: PA-31-350
Aircraft Type: PLANE	Airworthiness Type: STD
City:	State: AK
Zip:	

**Incident Detail Remarks**

PIPER AIRCRAFT APPROACHING MYTOWN FOR LANDING. PILOT HEARD NOISE AND WAS DISTRACTED RESULTING HITTING RUNWAY WITH MINOR DAMAGE TO AIRCRAFT.

Close

The top of the **Incident Detail View** window displays the following notice: “A search of the FAA **Accidents and Incidents**, on the date of this report, revealed the following incidents on file for the certificates listed.” The **Incident Detail View** displays the following information for the incident record:

- Incident Date
- NTSB Number
- Certificate Type
- Position
- Incident Time
- Name (your full name)
- Certificate
- N-Number
- Serial
- Aircraft Make
- Aircraft Type
- City
- Zip
- CFR Part Number
- Aircraft Model
- Airworthiness Type
- State
- Incident Detail Remarks

To return to the **Accident and Incident Records** summary page, click the **Close** button in the bottom-right corner or click the **X** in the top-right corner of the Accident or **Incident Detail View** window.

## 6.5 Experience

You use the **Experience** menu and sublevel menu to view, enter or edit your current or former employers for which you were employed for as a pilot within the previous five years, at a minimum. It is considered a falsification and subject to enforcement action if current and/or former employers are omitted.

### 6.5.1 Employers

You use the Employers page to view, enter, edit or remove your employers for which you were employed as a pilot for a minimum of the last five years to generate the Pilot Consent for the Release of Records letter found in the PAR. You are encouraged to enter as many employers for which you were employed

as a pilot if your experience is beyond five years. This letter will be found at the beginning of the PAR and can be emailed, mailed or faxed to the carrier to provide consent to release your records to the hiring carrier.

This page can be accessed at any time during your use of the **PRD Airman Records** portal by clicking **Experience** on the top-level navigation menu and then clicking **Employers** on the sublevel menu. The **Employers** page is displayed.

Figure 42: Experience Page

The screenshot displays the 'Experience' page within the 'Pilot Records Database' interface. At the top, the FAA logo and 'Federal Aviation Administration' are visible, along with navigation links for 'Home', 'User Guide', 'Help', and 'Sign Out'. The user is identified as 'JOHN PUBLIC'. The main navigation menu includes 'Pilot Info', 'Disapprovals', 'Enforcement', 'Accidents/Incidents', 'Experience' (selected), 'Driving', 'Consent', 'Log', 'Notifications', 'Help', and 'User Profile'. The 'Employers' section is active, showing user details: 'First Name: JOHN', 'Last Name: PUBLIC', 'Certificate No.: 00000000', and 'Last Visited On: 10/15/2016'. A 'View/Print PAR' link is present. Below this, a message states: 'Employer data is used to Generate the Release to Consent authorization to current or former employers. Enter your current and/or former employers for which you were employed as a pilot within the previous five years, at a minimum. It is considered a falsification and subject to enforcement action if current and/or former employers are omitted.' The 'Add Employer' section includes a dropdown menu for 'Employer', an 'Add Selected' button, and a checkbox for 'Is Current Employer'. There are also 'Add New Employer' and 'Clear' buttons. The 'Employer Records' section features a table with columns: 'Employer', 'Contact', 'Title', 'Address', 'Phone', 'Email', and 'Current'. The table is currently empty, displaying 'No items to display'. There are 'Export To Excel' and 'Export To PDF' buttons above the table. Below the table are 'Edit', 'Remove', and 'Clear' buttons. The footer contains contact information for the U.S. Department of Transportation, FAA, and links to 'Web Policies', 'Government Sites', and 'Contact Us'.

The application name, “Pilot Records Database (PRD),” is shown in the title bar at the top of the page below the standard FAA page header. The **User Manual** and **Sign Out** links are displayed within the system identification title bar. The **User Manual** link opens the PRD Pilot User Guide, which is the secondary resource for **PRD Airman Records** portal user procedures and reference information. The **Sign Out** link logs you out of the **PRD Airman Records** portal and initiates the process of closing the browser window.

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, **Notifications**

and User Profile. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified.

Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal.

Below the header are the following notices:

- Employer data is used to Generate the Release to Consent authorization to current or former employers for which you were employed as a pilot.
- Enter your current and/or former employers for which you were employed as a pilot within the previous five years, at a minimum. It is considered a falsification and subject to enforcement action if current and/or former employers are omitted.

The top of the page displays the Add Employer section with the following criteria for adding a new employer record:

- Employer
- Is Current Employer

There are two buttons to add employers to the Employer Records table:

- Add New Employer button
- Clear button

Below the Add Employer section, the Employer Records table displays your employer records on file with the FAA, if any. If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view. To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

**Figure 43: Experience—Employer Records table**

<input type="checkbox"/>	Employer	Contact	Title	Address	Phone	Email	Current
<input type="checkbox"/>	ABC AIR (ZZZZ)	JOHN Q. PUBLIC	CHIEF PILOT	1 MAIN STREET ANYWHERE, TX 00001	(555)-555-1212		No

Export To Excel    Export To PDF

20 items per page    1 - 1 of 1 items

Edit    Remove    Clear

The column heading row displays the descriptive text for the column content. Each column heading is also used to sort the data in ascending or descending order based on the values in the column. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column in the table is a check box used to select the record for edit or removal.
- The second column, **Employer**, displays the name of the employer.
- The third column, **Contact**, displays full name of the employer contact.
- The fourth column, **Title**, displays the title of the employer contact.

- The fifth column, **Address**, displays the address of the employer contact, if available.
- The sixth column, **Phone**, displays the phone number of the employer contact, if available.
- The seventh column, **Email**, displays the email of the employer contact, if available.
- The eighth column, **Current**, indicates whether or not the listed employer was selected by you as your current employer.
- Employer records can be added by either selecting an air carrier from the Employer list or by adding a new employer record.
- If your employer is not found in the Employer list, use the **Add New Employer** button to manually enter the employer's details.

### 6.5.1.1 Adding a New Employer Record from the Enhanced Vital Information Database (eVID)

Follow the steps below to enter a new employer record from the eVID Employer list:

**Figure 44: Experience—Add eVID Employer**

The screenshot shows a web form for adding an employer. At the top left are buttons for 'Add New Employer' and 'Clear'. Below them is a search field with the text 'Is Current Employer:' to its left. A dropdown menu is open, showing a list of suggestions: 'Commod Airline (0001)' and 'Commod Airline (0000)'. Below the dropdown is an 'Employer:' field containing the text 'Com'. To the right of the dropdown is a button labeled 'Add Selected'. At the bottom of the form, there is a message: 'Please select an employer from the Employer list and if not found, click the 'Add New Employer' button to manually enter the employer.'

1. Enter the first few characters of the air carrier's name in the **Employer** field.
  - a. This is a smart search field. The system auto-populates the list of air carriers from which to choose based on the characters entered.
2. Select an employer from the list.
  - a. If the employer is not found in the **Employer** list, click the **Add New Employer** button to add a new employer record.
3. If the employer is your current employer, select the **Is Current Employer** check box to mark the employer as current.
4. Click the **Add Selected** button.
  - a. If during the process of adding an employer record you decide to cancel the “add” action, click the **Clear** button before clicking the **Save** button to remove the employer from the Employer field.
  - b. The employer record must be unique as the **PRD Airman Records** portal does not allow duplicate records. If the employer selected already exists in the Employer Records table, a message is displayed indicating the record already exists and cannot be added. Click the **OK** button to close the message and select a different employer from the Employer list.
5. The following certification statement is displayed with the choices of **Agree** and **Cancel**. Click the **Agree** button to add the employer record or click the **Cancel** button to terminate the “add” action.

**Certification Statement:** I hereby certify that I am reporting complete information to the PRD regarding my current employer and all previous employers for whom I have served in a pilot position. Employment records dating to August 1, 2005 may be reported to the PRD by an air carrier in the future. I consent and authorize my current and previous employers to release records pertaining to me as required in accordance with Title 49 United States Code 44703 to the air carrier(s)/operator(s) selected.

The Employer Records table is refreshed and includes the new employer record.

### 6.5.1.2 Adding a New Employer Record

Follow the steps below to enter a new employer record that does not exist in eVID. Mandatory fields are indicated with a red asterisk (\*) on the screen. Note that you must enter the employer contact's address, email or phone number.

**Figure 45: Experience—Add New Employer Button**

The screenshot shows the 'Add/Edit Employer' form. At the top left, there is a button labeled 'Add New Employer' with a red arrow pointing to it. To its right is a 'Clear' button. Below these buttons, there is a checkbox labeled 'Is Current Employer:'. Below that is a text input field labeled 'Employer:'. To the right of this field is a button labeled 'Add Selected'. At the bottom of the form, there is a note: '\* Please select an employer from the Employer list and if not found, click the 'Add New Employer' button to manually enter the employer.'

1. In the **Add Employer** section, click the **Add New Employer** button.
  - a. The **Add/Edit Employer** section is displayed below the Employer Records table for entering the employer details.

**Figure 46: Experience—Add New Employer**

The screenshot shows the 'Add/Edit Employer' form with the following fields and labels:

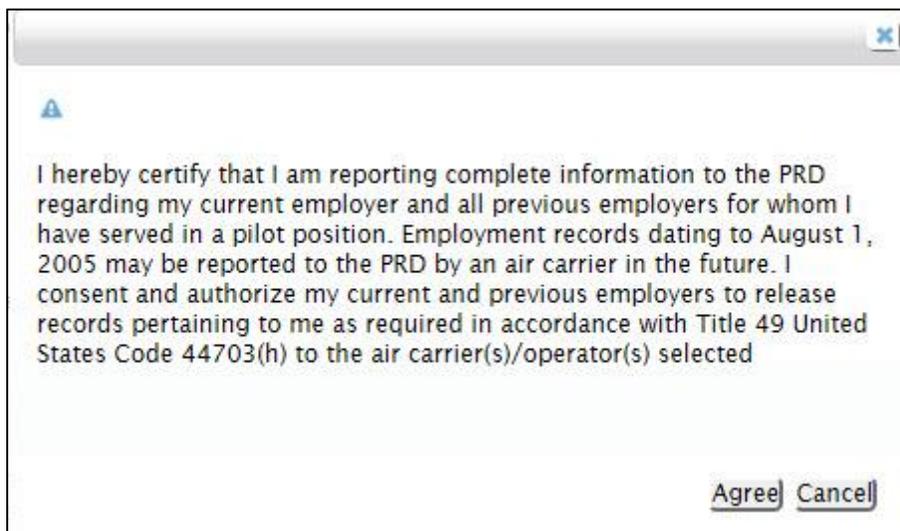
- \* Employer: [Text Input]
- Is Current Employer:
- \* Contact First Name: [Text Input]
- Contact Middle Name: [Text Input]
- \* Contact Last Name: [Text Input]
- \* Contact Title: [Text Input]
- Address Line 1: [Text Input]
- Address Line 2: [Text Input]
- City: [Text Input]
- State/Province/Region: [Text Input]
- Zip/Postal Code: [Text Input]
- Country: [Text Input]
- \* Phone: [Text Input]
- Phone Ext: [Text Input]
- \* Email: [Text Input]

At the bottom left, there are 'Save' and 'Reset' buttons. A note at the top left states: '\* Either Address or Email or Phone is required.'

2. Enter the name of the employer in the **Employer** field.
3. If the employer is your current employer, select the **Is Current Employer** check box.
4. Enter the employer contact's first name in the **Contact First Name** field.
5. Enter the employer contact's middle name in the **Contact Middle Name** field.
6. Enter the employer contact's last name in the **Contact Last Name** field.

7. Enter the employer contact's title in the **Contact Title** field.
  8. Enter the employer contact's phone number in the **Phone** field.
  9. Enter the employer contact's street address in the **Address 1** field.
  10. Enter the employer contact's supplementary address info (e.g., Suite 600, Apt. A, etc.) in the **Address 2** field.
  11. Enter the employer contact's city in the **City** field.
  12. Enter the employer contact's zip/postal code in the **Zip/Postal Code** field.
  13. Enter the employer contact's country in the **Country** field.
  14. Enter the employer contact's email address in the **Email** field.
  15. Click the **Save** button.
- a. If during the process of adding the employer record you decide to cancel the “**Add**” action, click the **Reset** button before clicking the **Save** button to remove the employer record details from the **Add/Edit Employer** section.
  - b. The employer record is unique (PRD does not allow duplicate records) and is validated as such when the record is saved. A notification message is displayed indicating the employer already exists if the record is a duplicate. To close the message window, click the **OK** button and make appropriate changes to the employer information to create a unique record for a successful save.
16. The following certification statement is displayed with the choices of Agree and Cancel. Click the **Agree** button to add the employer record or click the **Cancel** button to terminate the “add” action.

**Figure 47: Experience—Employer Certification Statement**



17. The Employer Records table is refreshed and includes the new employer record.

### 6.5.1.3 Editing an Employer Record

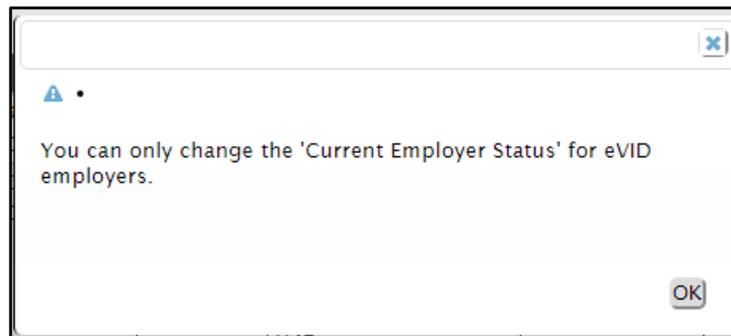
Edit the employer record as needed by following the applicable step(s) below. Mandatory fields are indicated with a red asterisk (\*) on the screen.

For eVID employers, only the **Is Current Employer** checkbox can be edited. All other data is displayed as READ ONLY. For non eVID employers, all fields can be edited.

**Note:** You must enter the employer contact's phone number, street address or email address.

1. In the Employer Records table, select the check box in the row corresponding to the employer record that you want to make changes and click the **Edit** button.
  - a. If more than one record is selected to perform the edit action, a message is displayed prompting you to select a single row. To close the message window, click the **OK** button or click the **X** in the top-right corner.
  - b. If no record is selected to perform the edit action, a message is displayed prompting you to select a record. To close the message window, click the **OK** button or click the **X** in the top-right corner.
  - c. For eVID employer records, only the **Is Current Employer** value can be edited. If the selected employer in the Employer Records table is an eVID employer record, a message is displayed indicating only the current employer status can be edited for the selected record. Click the **OK** button to close the message.

**Figure 48: Experience—Edit eVID Employer Message**



- d. The **Add/Edit Employer** section displays the employer's details for editing.

**Figure 49: Experience—Edit an eVID Employer Record**

**Add/Edit Employer**

\* Either Address or Email or Phone is required.

<p>* Employer: <input type="text" value="ABC AVIONICS"/></p> <p>* Contact First Name: <input type="text" value="SALLY"/></p> <p>* Contact Last Name: <input type="text" value="JONES"/></p> <p>Address Line 1: <input type="text" value="200 ELM STREET"/></p> <p>City: <input type="text" value="MYTOWN"/></p> <p>Zip/Postal Code: <input type="text" value="45177"/></p> <p>* Phone: <input type="text" value="(555)-555-1212"/></p> <p>* Email: <input type="text" value="S.JONES@FAKEMAIL.CO"/></p>	<p>Is Current Employer: <input type="checkbox"/></p> <p>Contact Middle Name: <input type="text"/></p> <p>* Contact Title: <input type="text" value="CHIEF PILOT"/></p> <p>Address Line 2: <input type="text"/></p> <p>State/Province/Region: <input type="text" value="OH"/></p> <p>Country: <input type="text"/></p> <p>Phone Ext: <input type="text"/></p>
---	--

Figure 50: Experience—Edit non-eVID Employer Record

**Add/Edit Employer**

\* Either Address or Email or Phone is required.

\* **Employer:** Air Operator

\* **Contact First Name:** Robert

\* **Contact Last Name:** Brown

**Address Line 1:** 100 Oak Street

**City:** Anytown

**Zip/Postal Code:** 00000

\* **Phone:** 5555551212

\* **Email:** R.Brown@fakemail.com

**Is Current Employer:**

**Contact Middle Name:**

\* **Contact Title:** Chief Title

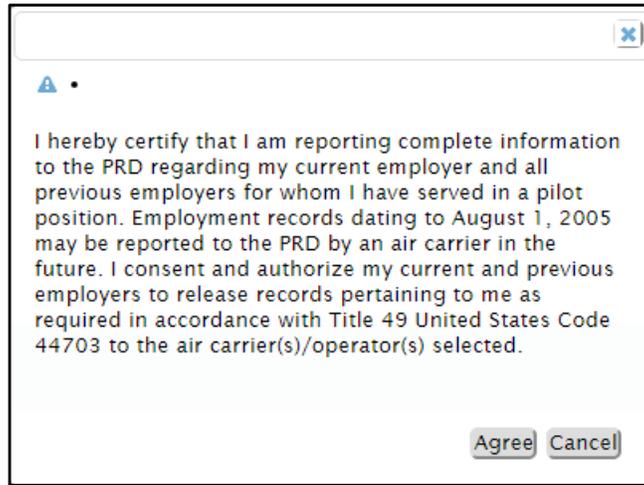
**Address Line 2:** Suite 200

**State/Province/Region:** TX

**Country:** USA

**Phone Ext:**

2. Make changes to the name of the employer in the **Employer** field.
3. If the employer is your current employer, select the **Is Current Employer** check box to indicate the employer as current.
4. Make changes to the employer contact's first name in the **Contact First Name** field.
5. Make changes to the employer contact's middle name in the **Contact Middle Name** field.
6. Make changes to the employer contact's last name in the **Contact Last Name** field.
7. Make changes to the employer contact's title in the **Contact Title** field.
8. Make changes to the employer contact's phone number in the **Phone** field.
9. Make changes to the employer contact's street address in the **Address 1** field.
10. Make changes to the employer contact's supplementary address info (e.g., Suite 600, Apt. A, etc.) in the **Address 2** field.
11. Make changes to the employer contact's city in the **City** field.
12. Make changes to the employer contact's zip/postal code in the **Zip/Postal Code** field.
13. Make changes to the employer contact's country in the **Country** field.
14. Make changes to the employer contact's email address in the **Email** field.
15. Click the **Save** button.
  - a. If during the process of editing the employer record you decide to cancel the "update" action, click the **Reset** buttons before clicking the **Save** button. Clicking **Reset** button reverts the data back to the original values.
  - b. The employer record is unique (PRD does not allow duplicate records) and is validated as such when the record is saved. A notification message is displayed indicating the employer already exists if the record is a duplicate. To close the message window, click the OK button and make appropriate changes to the employer information to create a unique record for a successful save.
16. The following certification statement is displayed with the choices of Agree or Cancel. Click **Agree** to update the employer record or click the Cancel button to terminate the "update" action.

**Figure 51: Experience—Employer Certification Statement**

- a. The Employer Records table is refreshed and includes the updated employer record.

#### 6.5.1.4 Removing an Employer Record

Follow the steps below to remove an employer record.

1. In the Employer Records table, select the check box in the row corresponding to the employer record that you want to remove.
  - a. To select all records in the Employer Records table for removal, select the check box in the column heading row. This action selects all rows in the table for removal. Toggle to unselect all records.
  - b. To select more than one record but less than all records for removal, in the Employer Records table, select the check box in the row corresponding to each record that you want to remove.
2. Click the **Remove** button. A message is displayed prompting you to confirm the removal action.
  - a. If no record is selected for removal, a message is displayed prompting you to select a record to remove. To close the message window, click the **OK** button or click the **X** in the top-right corner.
3. Click the **OK** button to proceed or click the **Cancel** button to annul the removal action.
  - a. A confirmation message is displayed indicating that the record has been successfully deleted.
  - b. The Employer Records table is refreshed and the employer record has been removed.

## 6.6 Driving

This date represents the date your driving records are requested from the National Driver Registry (NDR). If you have performed this request, you may enter the date requested here. If you have not performed this request, this Air Carrier or Operator is responsible for performing the request. This page can be accessed at any time during your use of the **PRD Airman Records** portal by clicking **NDR** on the top-level navigation menu. The NDR page is displayed.

Figure 52: Driving—National Driver Register (NDR) page

The screenshot shows the 'National Driver Register (NDR)' page. At the top, there is a navigation menu with links: Pilot Info, Disapprovals, Enforcement, Accidents/Incidents, Experience, **Driving**, Consent, Log, Notifications, Help, and User Profile. Below the menu, a header section displays user information: First Name: JOHN, Last Name: PUBLIC, Certificate No: 00000000, and Last Visited On: 10/16/2018. A 'View/Print PAR' link is visible on the right. The main content area is titled 'National Driver Register (NDR)' and contains a notice: 'A request for NDR Record was made on the following date:'. Below this is a form for 'NDR Record Request Date' with a text input field containing '1/26/2018' and a calendar icon. A link 'click here' is provided for requesting records. There are 'Save', 'Reset', and 'Remove' buttons. A notice at the bottom states: '\* If the date is not provided, the Air Carrier/Operator is responsible for obtaining NDR records.' The footer contains contact information for the U.S. Department of Transportation and various links.

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, and **Notifications**. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified. Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal.

Below the notice is the **NDR Record Request Date** entry field.

At the bottom of the screen is the following notice: “If the date is not provided, the Air Carrier/Operator is responsible for obtaining NDR Records.”

The instructions below explain how to add, update or remove your **NDR Request Date** record.

### To enter the date that your records were requested from NDR:

1. Use the calendar icon to open the widget and enter the NDR Request Date.
  - a. The date can also be entered as free-form text. For date entry specifications, see [Standardized Data Entry](#).
  - b. The **NDR Record Request Date** must be on or before the current system date.

2. Click the **Save** button.
  - a. A confirmation message is displayed indicating that the record has been successfully saved and the NDR Request Date page is refreshed showing the **NDR Record Request Date**.
  - b. If during the process of entering the NDR request date you decide to cancel this action, click the **Clear** button before clicking the **Save** button to clear the NDR request date value.

**To edit the date your records were requested from NDR:**

1. Click the **Clear** button and then use the calendar icon to open the widget and enter the NDR Request Date.
  - a. The date can also be entered as free-form text. For date entry specifications, see [Standardized Data Entry](#).
  - b. The **NDR Record Request Date** must be on or before the current system date.
2. Click the **Save** button.
  - a. A confirmation message is displayed indicating that the record has been successfully saved, and the NDR Request Date page is refreshed showing the NDR Record Request Date.
  - b. If during the process of editing the NDR request date you decide to cancel the “edit action,” click the Reset button before clicking the Save button. Clicking Reset reverts the date back to the saved value.

**To remove the date your records were requested from NDR:**

1. Click the **Remove** button below the NDR Record Request Date.
  - a. If no record is selected to perform the removal, a message is displayed prompting you to select a record to remove. To close the message window, click the **OK** button or click the **X** in the top-right corner.
  - b. A message is displayed to confirm removal of the NDR Record Request Date.
2. Click the **OK** button to remove the **NDR Record Request Date** or click the **Cancel** button to terminate the removal.
  - a. A confirmation message is displayed indicating that the record has been successfully removed, and the NDR Request Date page is refreshed showing that the **NDR Record Request Date** has been removed.

## 6.7 Consent

You use the **Consent** page to grant consent for one or more potential air carrier employers to view your complete PRD Airman Record (PAR) for a specified period of time, please refer to the section PRD Airman Record (PAR) for details regarding the PAR data.

At the moment consent is granted, the data viewed in the web pages are collected into a single static .pdf file known as the PRD Airman Record or PAR. The PAR stores the data as of that moment in time, it is a “frozen snapshot”. Any data received after consent is granted will not be displayed in the PAR, that is, the PAR is not dynamic and does not automatically updated. There is only one active consent permitted for an air carrier, if the PAR needs to display new information, revoke the existing consent and grant a new consent. You may need to contact the air carrier and advise them a new consent has been granted so they may view the most recent data. The PAR is available to the air carrier at the same moment the PAR is viewable to the you, the pilot.

**Consent** is valid for a specific period during which time the air carrier who has received access may view or download your PRD Airman Record (PAR) as often as necessary. **Consent** is revoked by either the

expiration of the consent period which you selected or you select to revoke the consent for a specific air carrier. Revoking the consent removes the air carrier's ability to search for your PAR, however, if the air carrier has already searched and saved your PAR, the file is still available to them.

This page can be accessed at any time during your use of the **PRD Airman Records** portal by clicking **Consent** on the top-level navigation menu. The **Consent** page is displayed.

**Figure 53: Consent—Consent page**

The screenshot displays the 'Consent' page in the PRD Airman Records portal. At the top, a navigation menu includes links for Pilot Info, Disapprovals, Enforcement, Accidents/Incidents, Experience, Driving, Consent (selected), Log, Notifications, Help, and User Profile. Below the menu, a header section shows user details: First Name: JOHN, Last Name: PUBLIC, Certificate No.: 00000000, and Last Visited On: 11/28/2018. A 'Grant Consent' section features a form with 'Air Carrier Name' (ABC AVIONICS) and 'Consent Period' (30 days). Below this is a table titled 'Air Carriers with Active Consents' with columns for Air Carrier, Effective Date, Consent Expiration Date, and View. The table contains one row for ABC AVIONICS. Below the table is a 'Revoke Consent' section with a table titled 'Air Carrier Consent History' with columns for Air Carrier, Reason For Closure, and Closure Date. The table contains one row for XYZ AVIONICS.

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, and **Notifications**. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified.

Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal.

The top section of the page displays the following criteria for granting consent:

- **Air Carrier Name**
- **Consent Period**

Below the **Grant Consent** section, the Air Carriers with **Active Consents** table is displayed, which lists your active consents. Below the Air Carriers with **Active Consents** table, the **Air Carrier Consent History** table is displayed, which lists your expired and/or revoked consents.

Figure 54: Consent—Consent page (Data table s)

**Air Carriers with Active Consents**

Air Carrier	Effective Date	Consent Expiration Date	View
<input type="checkbox"/> XYZ AVIONICS	11/28/2018	12/28/2018	<a href="#">View</a>

20 items per page 1 - 1 of 1 items

Revoke Consent

**Air Carrier Consent History**

Air Carrier	Reason For Closure	Closure Date
ABC AVIONICS	Expiration	02/26/2018

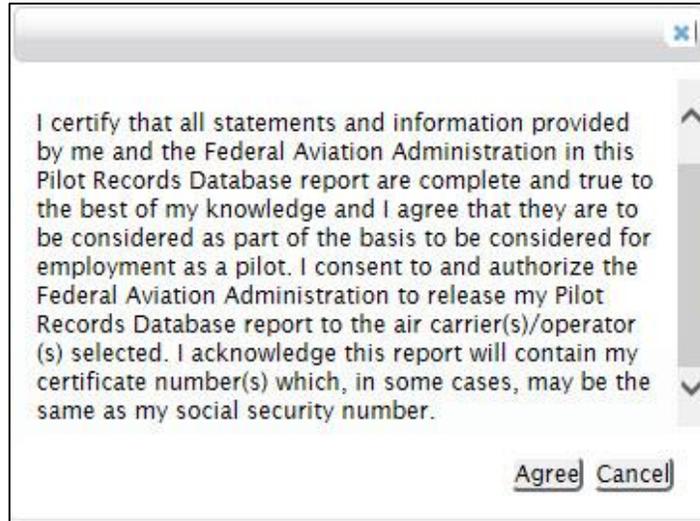
20 items per page 1 - 5 of 5 items

### 6.7.1 Granting Consent

The following section provides step-by-step instructions for granting consent to an air carrier to view your PRD Airman Record (PAR). Mandatory fields are indicated with a red asterisk (\*) on the screen. In order to ensure all data is captured, if there are any services that are not available, the PAR cannot be generated, please contact the PRD Administrator.

1. Enter the first few characters of the air carrier's name in the **Air Carrier Name** field.
  - a. This is a smart search field. The system auto-populates the list of air carriers from which to choose based on the characters entered.
2. Select an air carrier from the list.
3. Expand and select the consent period (in days) from the drop-down list.
  - a. The **Consent Period** is a drop-down list with the following choices:
    - i. - Select - (default)
    - ii. 30 days
    - iii. 45 days
    - iv. 60 days
  - b. The **Effective Date** for the consent is system set to the current system date when the consent is granted. The expiration date for the consent's effective period is calculated based on the selected consent period and the current system date at the time the consent is granted.
4. Click the **Grant Consent** button.
  - a. A window is opened showing the acknowledgement for granting consent, which *you must accept* to successfully grant consent to an air carrier to view your PAR.
  - b. The following acknowledgement text is displayed with the choices of **Agree** and **Cancel**:
 

I certify that all statements and information provided by me and the Federal Aviation Administration in this Pilot Records Database report are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis to be considered for employment as a pilot. I consent to and authorize the Federal Aviation Administration to release my Pilot Records Database report to the air carrier(s)/operator(s) selected. I acknowledge this report will contain my certificate number(s) which, in some cases, may be the same as my social security number.

**Figure 55: Consent—Acknowledgment of Pilot Consent**

5. Click the **Agree** button to grant consent or click the **Cancel** button to terminate the consent action.
  - a. For **Agree**, a confirmation message is displayed indicating that the record has been successfully saved, and the Air Carriers with **Active Consents** table is refreshed showing the consent record. For **Cancel**, the window is closed and the consent is not saved.
  - b. A snapshot of your Pilot record is created in PDF format, and a link to the file is provided in the Air Carriers with **Active Consents** table.
  - c. The system generates an email receipt and sends it to you to confirm your completion of the grant consent action.

**Figure 56: Consent—Confirmation of Granted Consent**

### 6.7.2 Working with the Air Carriers with Active Consents table

The Air Carriers with **Active Consents** table lists your active consents. If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view. To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

Figure 57: Consent—Air Carriers with Active Consent table

<input type="checkbox"/>	Air Carrier	Effective Date	Consent Expiration Date	View
<input type="checkbox"/>	ABC AVIONICS	11/28/2018	12/28/2018	<a href="#">View</a>

The column heading row displays the descriptive text for the column content. Each column heading is also used to sort the data in ascending or descending order. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column in the table displays a check box. This check box is used to select one or more Air Carrier(s) whose consent you want to revoke.
- The second column, **Air Carrier**, displays the air carrier name.
- The third column, **Effective Date**, displays the effective date of the consent.
- The fourth column, **Consent Expiration Date**, displays the date the consent expires and cannot be accessed by the air carrier. The **Consent Expiration Date** is based on the date when consent is granted plus the Consent Period (i.e., consent duration) and cannot be edited.
- The fifth column, **View**, provides a **View** link. This link is used to access the snapshot of your record details.

### 6.7.2.1 Viewing Your PRD Airman Record (PAR)

To access a snapshot of your PRD Airman Record (PAR) on the date you granted consent to a specific air carrier to view your PAR:

1. Click the **View** link in the **View** column/row corresponding to the Pilot snapshot record you wish to view and/or print and follow the browser's download process to download, view and/or print the file.
2. When finished viewing/printing the snapshot record, close the PDF viewer to return to the **Consent** page.

### 6.7.3 Revoking Consent

To revoke consent for all air carriers listed in the Air Carriers with **Active Consents** table:

1. Select the check box in the header row. This selects all air carriers in the table for revocation of consent. Toggle to unselect.
2. Click the **Revoke Consent** button. A confirmation message is displayed.
  - a. If no record is selected to revoke consent, a message is displayed prompting you to select a record to revoke consent. To close the message window, click the **OK** button or click the **X** in the top-right corner.
3. Click the **OK** button on the confirmation message to revoke consent for the selected air carrier(s) or click the **Cancel** button to annul the consent revocation for the selected air carrier(s).

**Figure 58: Consent—Confirmation of Revoked Consent**

- If you click **OK**, the consent record(s) are removed from the **Air Carriers with Active Consents** table and added to the **Air Carriers Consent History** table.
- The system generates an email receipt and sends it to you to confirm your completion of the revoke consent action.

#### 6.7.4 Air Carrier Consent History Table

The **Air Carrier Consent History** table lists your expired and/or revoked consents. If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view. To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

**Figure 59: Consent—Air Carrier Consent History table**

Air Carrier	Reason For Closure	Closure Date
XYZ AVIONICS	Expiration	02/26/2018

The column heading row displays the descriptive text for the column content. Each column heading can also be used to sort the data in ascending or descending order. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column **Air Carrier**, displays the Air Carrier name and Designator Code.
- The second column, **Reason for Closure**, displays the reason that consent is no longer active, Expiration or Revoked.
- The third column, **Closure Date**, displays the date that consent was revoked.

The blank fields below the column headings in the table allow you to enter filtering information for the selected column. The table content immediately reflects the filtering parameters entered into the field. The table rows display only the matching records containing the parameters entered.

### 6.7.5 PRD Airman Record (PAR)

At the moment consent is granted, the data viewed in the web pages are collected into a single static pdf file known as the PRD Airman Record or PAR. The PAR stores the data as of that moment in time, it is a “frozen snapshot”. Any data received after consent is granted will not be displayed in the PAR. There is only one active consent permitted for an air carrier, if the PAR needs to be updated, revoke the existing consent and grant a new consent. You may need to contact the air carrier and advise them a new consent has been granted so they may view the most recent data. The PAR is available to the air carrier at the same moment the PAR is viewable to the you, the pilot.

#### 6.7.5.1 PAR Details

- The first page(s) of the report are your consent to release your employment records required under 49 U.S.C. § 44703(i)(1)(B), see figure below.

Figure 60 Pilot Consent for the Release of Records

Add data in this PRD report is current as of 11/26/2018

FOR CURRENT AND / OR PREVIOUS EMPLOYER(S)

BOB JONES  
OWNER/OPERATOR

ABC AVIONICS  
PO BOX 100  
MYTOWN, AK 00001

PILOT CONSENT FOR THE RELEASE OF RECORDS

I, JOHN Q PUBLIC, consent to and authorize ~~release~~ of records pertaining to me as required under 49 U.S.C. § 44703(i)(1)(B).

Certificate Number: 000000000  
Electronic Signature: JOHNN Q PUBLIC  
Date: 11/26/2018

Mailing Address: 100 MAIN STREET, ANYTOWN, FL 00000-0000, USA

JOHN Q PUBLIC 000000000 Page 1 of 3 Printed on: 11/26/2018 9:28:41 AM  
The data contained in this PRD record must be used solely for hiring decisions and must not be copied or distributed except in accordance with Public Law 111-216.

- After the consent to release records page(s) is the declaration cover page. This page contains general information such as data restrictions, data source, confidentiality warning and notices.
- At the top of each page of the PAR, in the header section, the following notice is displayed: “All data in this PRD report is current as of MM/DD/YY.” The date represents the date you granted consent to view your PAR, which is also the date the PAR was generated.
- The bottom of each page of the PAR, in the footer section, contains the following notice: “The data contained in this PRD record must be used solely for hiring decisions and must not be copied or distributed except in accordance with Public Law 111-216.”
- The bottom of each page of the PAR, in the footer section, contains the following information: your full name, your certification number, page # of # (page number of total number of pages), and the date and time the PAR was printed (i.e., system date and time stamp).
- The various sections of the PAR display boiler plate notices applicable to the data presented in that section. These messages are configurable by the FAA PRD Application Administrator and therefore may change periodically.
- The end of the PAR displays the notice, “END OF REPORT.”

### 6.7.6 PAR Sections

The PAR is broken into the following sections:

1. Current/Previous Employer(s) Consent for the Release of Records Pages
2. Notices and Confidentiality Warning
3. FAA Data, i.e., Comprehensive Airman Information System (CAIS) data
  - a. Pilot Information
    - v. Pilot’s address
    - vi. Pilot’s certificate details and limitations and medical certificates
  - b. Notices of Disapproval, if applicable.
  - c. Enforcements, if applicable
  - d. Accidents and Incidents, if applicable
4. NDR Request Date
  - a. This date can be entered by the pilot or an air carrier and is the date the pilot's National Driver Records are requested.
5. Air Carrier Data (pilot-entered employers for the last five years, if applicable.)
  - a. Current and Previous Employers, if provided.

## 6.8 Log

You use the **Log** page to view your activities records logged by the PRD Airman Records portal. This log also displays any activities on your behalf taken by the PRD Administrator. To access the **Log** page, after having logged into the **PRD Airman Records** portal and clicked “**Accept**” on the **Warning** page, click the **Log** link on the top-level navigation menu. The **Log** page is displayed.

Note that the log reports all login and logout activity for all your roles. All other activity reported is specific to the role that you used at login.

Figure 61: Log—Log page

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, and **Notifications**. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified.

Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal. This header is displayed on each of the pilot information pages in PRD.

The top section of the page displays the following criteria for locating PRD activity log records:

- **Date From**
- **Date To**

### 6.8.1 Locate a Specific (or Group) of Activity Log Records

To locate a specific (or group) of Activity **Log** records, follow the instructions below:

In the **PRD Log Search** section:

1. Use the calendar icon to open the widget and enter the **Date From**. The date can be entered as free-form text if desired. For date entry specifications, see [Standardized Data Entry](#).
2. Use the calendar icon to open the widget and enter the **Date To**. The date can be entered as free-form text if desired. For date entry specifications, see [Standardized Data Entry](#).
  - a. If the **Date From** AND the **Date To** are entered, the **Date To** must be after the **Date From**. If the **Date To** is earlier than the **Date From**, an error message is displayed indicating the **Date To** must be after the **Date From**.
3. Click the **Search** button.
  - a. You may see the load spinner depending on the amount of time the page takes to load. If the page does not load within a reasonable period of time, close the spinner window by clicking the X in the top-right corner and retry executing the search.
  - b. Click the Clear button to clear the search criteria and results for performing a new search.

### 6.8.2 Working with the PRD Log Table

The **PRD Log** table displays your logged activity records on file matching the criteria entered, if any. If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view. To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

Figure 62: Log—PRD Log table

Action	Action Date	User	Acted Upon	Acted Upon Type
User Log On	10/15/2018	Mark Bob	Mark Bob	User
View Print PAR Report	10/12/2018	Mark Bob	Mark Bob	Airman
Pilot Grant Consent	10/12/2018	Mark Bob	ABC AVIONICS	Air Carrier
User Log On	10/12/2018	Mark Bob	Mark Bob	User
User Log On	10/09/2018	Mark Bob	Mark Bob	User

The column heading row displays the descriptive text for the column content. Each column heading is also used to sort the data in ascending or descending order. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column, **Action**, displays the logged activity.
- The second column, **Action Date**, displays the date of the action.
- The third column, **User**, displays the name of the user who performed the activity.
- The fourth column, **Acted Upon**, displays the person or entity subject to the action.
- The fifth column, **Acted Upon Type**, displays the type of the object subject to the action (e.g., User, Airman, Air Carrier).

## 6.9 Notifications

You use the **Notifications** page to view notifications sent by the PRD application related to your activity in the system.

After logging into the **PRD Airman Records** portal and clicking the **Accept** button on the Warning page, to access the Notification History page, click **Notifications** on the top-level navigation menu. The **Notifications** page is displayed.

Figure 63: Notifications—Notifications page

The **PRD Airman Records** portal top-level navigation menu is displayed at the top of the page (below the title bar) and contains the links that provide access to the Pilot commands (or functions): **Pilot Info**, **Disapprovals**, **Enforcement**, **Accidents/Incidents**, **Experience**, **Driving**, **Consent**, **Log**, and **Notifications**. The page level **Help** link is located in the top-level navigation menu and opens top-level help topic specific to the current page. Your name is displayed in the bottom of the application header, right justified.

Below the menu, the header section displays your first name, last name, certificate number and the date you last visited the page in the PRD Airman Records portal. This header is displayed on each of the pilot information pages in PRD.

Below the header, the top section of the page displays the following criteria for locating notification history records:

- **Date From**
- Date To
- Notification Types

Below the Search section is the Notification History **Log** table.

### 6.9.1 Locate a Specific (or Group) of Notification History Records

To locate a specific notification or group of notification records, follow the instructions below. To view all notifications, leave all the criteria blank and click **Search**.

In the Search section, enter the data to be used as the search criteria:

1. Use the calendar icon to open the widget and enter the **Date From**. The date can be entered as free-form text if desired. For date entry specifications, see [Standardized Data Entry](#).
2. Use the calendar icon to open the widget and enter the **Date To**. The date can be entered as free-form text if desired. For date entry specifications, see [Standardized Data Entry](#).
  - a. To specify the range of dates for which you want to view any notifications sent, enter both a **Date From** and **Date To**. If you prefer, you can enter just one date and leave the other open-ended.
  - b. If both the **Date From** AND the **Date To** are entered, the **Date To** must be after the **Date From**. If the **Date To** is earlier than the **Date From**, an error message is displayed indicating the **Date To** must be after the **Date From**.
3. Expand and select the notification type from the drop-down list, which has the following choices:
  - a. AC Responsible Person Registration
  - b. Air Carrier Views Pilot Record
  - c. Password Recovery Notification
  - d. Pilot Consent Notification
  - e. Pilot Consent Revoke Notification
  - f. User Status or Role Details Changed
  - g. User Successfully Registered
4. Click the **Search** button.
  - a. You may see the load spinner depending on the amount of time the page takes to load. If the page does not load within a reasonable period of time, close the spinner window by clicking the X in the top-right corner and retry executing the search.
  - a. Click the **Clear** button to clear the search criteria and results in order to perform a new search.

### 6.9.2 Working with the Notification History Log

The Notification History **Log** table displays notification of your activities (and those taken by the PRD Admin on your behalf) that match the criteria entered, if any in the Search section. If no records are returned, a message is displayed in the bottom right of the table indicating there are no records to view. To export the table content, click either of the **Export To Excel** or **Export To PDF** buttons. For more information on exporting data, see [Exporting Data](#).

Figure 64: Notifications—Notification History Log

Notification Type	Subject	Email To	Sent Date
Pilot Consent Notification	PRD access granted to COMPASS AIRLINES LLC	TST416644562@faa.test	10/12/2018
User Successfully Registered	Prd user Registration Successful	TST416644562@faa.test	10/09/2018

The column heading row displays the descriptive text for the column content. Each column heading can also be used to sort the data in ascending and descending order according to the values in that column. For more information on working with table functions, see [Working with Tables](#). The default display for the data in the table is as follows:

- The first column, **Notification Type**, displays the type of notification such as Pilot Consent Notification.
- The second column, **Subject**, displays the subject of the email notification.
- The third column, **Email To**, displays the email address of the person to whom the notification was sent.
- The fourth column, **Sent Date**, displays the date the notification was sent.

## 6.10 User Profile

You use the User Profile page to make changes to your user profile. All fields are editable except Last Name.

**Figure 65: User Profile**

The screenshot displays the 'User Profile' page within the 'Pilot Records Database' of the Federal Aviation Administration. The page header includes the FAA logo and navigation links for Home, User Guide, Help, and Sign Out. The user's name, Herbert Stephen, is shown in the top right. A navigation bar below the header lists various database sections, with 'User Profile' highlighted. The main form area contains several input fields for personal and contact information. The 'User Name' is fixed as TST166691858. The 'First Name' is 'Herbert', 'Middle Name' is 'Hughes', and 'Last Name' is 'Stephen'. There are fields for 'Manager Name', 'Address 1', 'City', 'Postal Code', 'Primary Phone' (2025551212), 'Secondary Number', 'Email Address' (TST166691858@faa.test), 'Address 2', 'State' (a dropdown menu), 'Extension', and 'Fax Number'. A 'Name Suffix' dropdown menu is currently set to '-Select-'. At the bottom of the form are 'Save', 'Reset', and 'Clear' buttons. The footer contains the U.S. Department of Transportation logo and contact information, along with links for 'Web Policies', 'Government Sites', and 'Contact Us'. The footer also includes the text 'Updated: 05/07/2018' and 'Version: 1.1.0.4'.

To edit your user profile, follow the steps below.

1. Modify if needed your first name in the **First Name** field.
2. Modify if needed your middle name in the **Middle Name** field.
3. If your name has a suffix, select it from the Name Suffix drop-down list. The drop-down list has the following choices.
  - a. Select (default)
  - b. Jr.
  - c. Sr.
  - d. I (=The First)
  - e. II (=The Second)
  - f. III (=The Third)
  - g. IV (=The Fourth)
  - h. V (=The Fifth)

4. Enter or modify your manager's full name in the Manager Name field.
5. Enter or modify your job title in the Position Title field.
6. Enter or modify your street address in the Address 1 field.
7. Enter or modify any additional address information (such as suite or apartment number) in the Address 2 field.
8. Enter or modify your city in the City field.
9. Select your state from the State drop-down list.
10. Enter or modify your zip/postal code in the Postal Code field.
11. Enter or modify your primary telephone number in the Primary Phone field and extension, if applicable, in the Extension field.
12. Enter or modify any additional telephone number in the Secondary Number field and extension, if applicable, in the Extension field.
13. Modify if necessary to your email address. The email address entered here will be the one used for all PRD notifications.
  - a. This field will be pre-populated with the email that you used to register with MyAccess but can be changed.
14. Click **Save** to save your changes, **Reset** to revert to the existing settings, or **Clear** to clear all fields.

## 6.11 View/Print PRD Airman Record (PAR)

You use the **View/Print** link displayed in the top right of any of the Pilot pages to view and/or print the complete PRD Airman Record (PAR) details.

**Figure 66: Pilot Information—View/Print PAR Link**

The screenshot displays the FAA Pilot Records Database interface. At the top, the Federal Aviation Administration logo and name are visible, along with navigation links for Home, User Guide, Help, and Sign Out. The user's name, John Public, is shown in the top right corner. The main heading is "Pilot Records Database". Below this, a navigation menu includes Pilot Info, Disapprovals, Enforcement (selected), Accidents/Incidents, Experience, Driving, Consent, Log, Notifications, Help, and User Profile. A summary bar shows: First Name: JOHN, Name: PUBLIC, Certificate No.: 00000000, and Last Visited On: 10/15/2018. A red arrow points to a "View/Print PAR" link. Below this, a search result summary states: "A search of the FAA Enforcement Information System, on the date of this report, revealed the following enforcement records on file for the certificates listed. For inaccuracies, contact the local Flight Standards Field Office." The "Enforcement Actions" section features a table with columns: Violation Date, Report Number, Certificate Number, Certificate Type, and View. A single record is shown: Violation Date: 09/15/2013, Report Number: 2013EIS0000, Certificate Number: 00000000, Certificate Type: ATP, and a View link. At the bottom of the table, there are navigation controls (back, forward, first, last, search) and a dropdown for "20 items per page".

Violation Date	Report Number	Certificate Number	Certificate Type	View
09/15/2013	2013EIS0000	00000000	ATP	<a href="#">View</a>

## APPENDIX: PRD GLOSSARY

The table below provides a list of terms and their definitions used in the PRD Airman Records portal.

**Table 3: Terms and Definitions**

Term	Definition
91K	See Fractional Owner.
Accident and Incident Database.	The FAA Accident and Incident Data System (AIDS) database contains incident data records for all categories of civil aviation. Incidents are events that do not meet the aircraft damage or personal injury thresholds contained in the National Transportation Safety Board (NTSB) definition of an accident.
AIDS	See Accident and Incident Database.
Air Carrier	The System Boundary Document defines an “Air Carrier” collectively as 14 CFR Part 121, 125 Air Carriers (excluding certificate type M), 135 operators, 91K fractional owners, as well as a Proxy acting on behalf of an Air Carrier.
Air Carrier Tools Portal	The PRD application used by Authorized Responsible Person and Authorized User Manager roles to access and manage Air Carrier or Proxy roles. Also used by the Authorized Responsible Person, Authorized User Manager and Authorized Consumer to register for any Air Carrier or Proxy role. Used interchangeably with PRD Air Carrier External.
Air Tour Operator	An operator who operates under CFR Part 91.147.
Air transportation	The carriage of persons or property in interstate, overseas, or foreign commerce as a common carrier for compensation or hire, or the carriage of the United States Postal Service mail.
ATO	See Air Tour Operator
Attribute Based Access Control	NIST Special Publication 800-162 Guide to Attribute Based Access Control (ABAC) Definition and Considerations defines attribute-based access control (ABAC) is a rule-based approach to user access control that is easy to set up but can be more complex to manage.
Authorized User	An individual that is employed by the Air Carrier or operator that has been assigned access rights to the PRD on behalf of his/her employer by the Air Carrier Responsible Person.
AVS	Aviation Safety.
CAIS	Comprehensive Airman Information System. The FAA system pertaining to airman data.

Term	Definition
CFR	Code of Federal Regulation.
Commercial operator	A person who, for compensation or hire, engages in the carriage by aircraft in air commerce of persons or property, other than as an Air Carrier or foreign Air Carrier or under the authority of Part 375 of this title. Where it is doubtful that an operation is for “compensation or hire,” the test applied is whether the carriage by air is merely incidental to the person's other business or is, in itself, a major enterprise for profit.
DBA	See Doing Business As.
Doing Business As	(Doing Business As) - identifies the business name when the air operator conducts business under a name other than the legal name issued on the certificate.
ECO	See Executive/Corporate Operator
EIS	See <b>Enforcement</b> Information System.
<b>Enforcement</b> Information System (EIS)	The <b>Enforcement</b> Information System (EIS) is the FAA's primary database for tracking and reporting information about enforcement actions for statutory or regulatory violations.
Executive/Corporate Operator (ECO)	A non-certificated operator that uses an aircraft to transport persons or property for corporate or company purposes that has a seating capacity of fewer than 20 and a payload of less than 6,500 pounds.
FAA	Federal Aviation Administration.
FAR	Federal Acquisition Regulation.
For Official Use Only	A designation is used by a number of other federal agencies to identify information or material which, although unclassified, may not be appropriate for public release.
FOUO	See For Official Use Only.
Fractional Ownership Program	The term “Fractional Ownership” and “91K” are used interchangeably. A 14 CFR 91K entity is not an air operator but a program. A program identifier, like a designator code, is a unique four-character code that identifies the Fractional Ownership program.
National Driver Register.	The National Driver Register (NDR) is a division in the National Center for Statistics and Analysis under the National Highway Traffic Safety Administration (NHTSA). The NDR maintains the computerized database known as the Problem Driver Pointer System (PDPS) which contains information on individuals

Term	Definition
	whose privilege to operate a motor vehicle has been revoked, suspended, canceled or denied or who have been convicted of serious traffic-related offenses.
National Institute of Standards and Technology.	The National Institute of Standards and Technology is a physical sciences laboratory, and a non-regulatory agency of the United States Department of Commerce. Its mission is to promote innovation and industrial competitiveness.
NDR	See National Driver Register.
NIST	See National Institute of Standards and Technology
Non-Certificated Operator	For the purpose of PRD, a “Non-Certificated Operator” refers to a CFR 91.147 Air Tour Operator, a CFR Part 135 135.1(a)(5) Sightseeing Flights, or a Corporate/Executive Operation
Operate (with respect to aircraft)	A common carriage operation to use, cause to use, or authorize to use aircraft, for the purpose of air navigation including the piloting of aircraft, with or without the right of legal control (as owner, lessee, or otherwise).
Operational control (with respect to a flight)	The exercise of authority over initiating, conducting or terminating a flight.
PAR	See PRD Airman Record.
Person	14 CFR 1.1 An individual, firm, partnership, corporation, company, association, joint-stock association or governmental entity, including a trustee, receiver, assignee or similar representative of any of those entities defined as a “person.”
PII	Personally Identifiable Information.
Pilot	As used in this document, an individual certificated by the FAA at the commercial or airline transport pilot level that is the subject of the record in the PRD.
Pilot Records Improvement Act (PRIA).	PRIA requires that a hiring air carrier under 14 CFR parts 121 and 135, or a hiring air operator under 14 CFR part 125, request, receive, and evaluate certain information concerning a pilot/applicant’s training, experience, qualification, and safety background, before allowing that individual to begin service as a pilot with their company.
PRD	Pilot Records Database.
PRD Air Carrier External	The PRD application used by Authorized Responsible Person and Authorized User Manager roles to access and manage Air Carrier or Proxy roles. Also used by the Authorized Responsible Person, Authorized User Manager and Authorized

Term	Definition
	Consumer to register for any Air Carrier or Proxy role. Used interchangeably with Air Carrier Tools portal.
PRD Airman Record	A static file consisting of airman data available for viewing by the pilot and, if consent is granted to and is active, by an air carrier.
PRD Airman Record Portal	The PRD application used by pilots and Consumer roles to access and view pilot data. Used interchangeably with PRD External.
PRD External	The PRD application used by pilots and Consumer roles to access and view pilot data. Used interchangeably with PRD Airman Records portal.
PRIA	See Pilot Records Improvement Act.
Proof of Concept	An application developed to demonstrate feasibility.
Proxy	An organization or individual not directly employed by an Air Carrier or operator that has been assigned access rights to the PRD on behalf of an Air Carrier or operator by the Air Carrier Responsible Person.
Public aircraft	<p>Any of the following aircraft when not being used for a commercial purpose or to carry an individual other than a crewmember or qualified non-crewmember:</p> <p>(1) An aircraft used only for the United States Government; an aircraft owned by the Government and operated by any person for purposes related to crew training, equipment development, or demonstration; an aircraft owned and operated by the government of a State, the District of Columbia, a territory or possession of the United States, or a political subdivision of one of these governments; or an aircraft exclusively leased for at least 90 continuous days by the government of a State, the District of Columbia, a territory or possession of the United States, or a political subdivision of one of these governments.</p> <p>(i) For the sole purpose of determining public aircraft status, commercial purposes means the transportation of persons or property for compensation or hire, but does not include the operation of an aircraft by the armed forces for reimbursement when that reimbursement is required by any Federal statute, regulation, or directive, in effect on November 1, 1999, or by one government on behalf of another government under a cost reimbursement agreement if the government on whose behalf the operation is conducted certifies to the Administrator of the FAA that the operation is necessary to respond to a significant and imminent threat to life or property (including natural</p>

Term	Definition
	<p>resources) and that no service by a private operator is reasonably available to meet the threat.</p> <p>(ii) For the sole purpose of determining public aircraft status, governmental function means an activity undertaken by a government, such as national defense, intelligence missions, firefighting, search and rescue, law enforcement (including transport of prisoners, detainees, and illegal aliens), aeronautical research, or biological or geological resource management.</p> <p>(iii) For the sole purpose of determining public aircraft status, qualified non-crewmember means an individual, other than a member of the crew, aboard an aircraft operated by the armed forces or an intelligence agency of the United States Government, or whose presence is required to perform, or is associated with the performance of, a governmental function.</p> <p>(2) An aircraft owned or operated by the armed forces or chartered to provide transportation to the armed forces if:</p> <p>(i) The aircraft is operated in accordance with title 10 of the United States Code;</p> <p>(ii) The aircraft is operated in the performance of a governmental function under title 14, 31, 32, or 50 of the United States Code and the aircraft is not used for commercial purposes; or</p> <p>(iii) The aircraft is chartered to provide transportation to the armed forces and the Secretary of Defense (or the Secretary of the department in which the Coast Guard is operating) designates the operation of the aircraft as being required in the national interest.</p> <p>(3) An aircraft owned or operated by the National Guard of a state, the District of Columbia, or any territory or possession of the United States, and that meets the criteria of paragraph (2) of this definition, qualifies as a public aircraft only to the extent that it is operated under the direct control of the Department of Defense.</p>
Responsible Person	Individual serving in a required management position listed under § 119.65(a) or other prescribed operating rule part. These positions may include the following positions: Director of Safety, Director of Operations, Chief Pilot, Director of Maintenance or Chief Inspector.
Role Based Access Control (RBAC)	Role-based access control (RBAC) restricts system access to authorized users and is the dominant model for access control.
Sensitive Unclassified Information (SUI)	Sensitive Unclassified Information is a designation of information in the <a href="#">United States federal government</a> that, though unclassified, often requires <a href="#">strict controls</a> over its distribution.

Term	Definition
Service Oriented Architecture (SOA)	A <b>service</b> -oriented architecture ( <b>SOA</b> ) is a style of software design where <b>services</b> are provided to the other components by application components, through a communication protocol over a network.
SOA	See Service Oriented Architecture
SUI	See Sensitive Unclassified Information
XML	See Extensible Markup Language.