

How to Review Pilot Records in the PRD

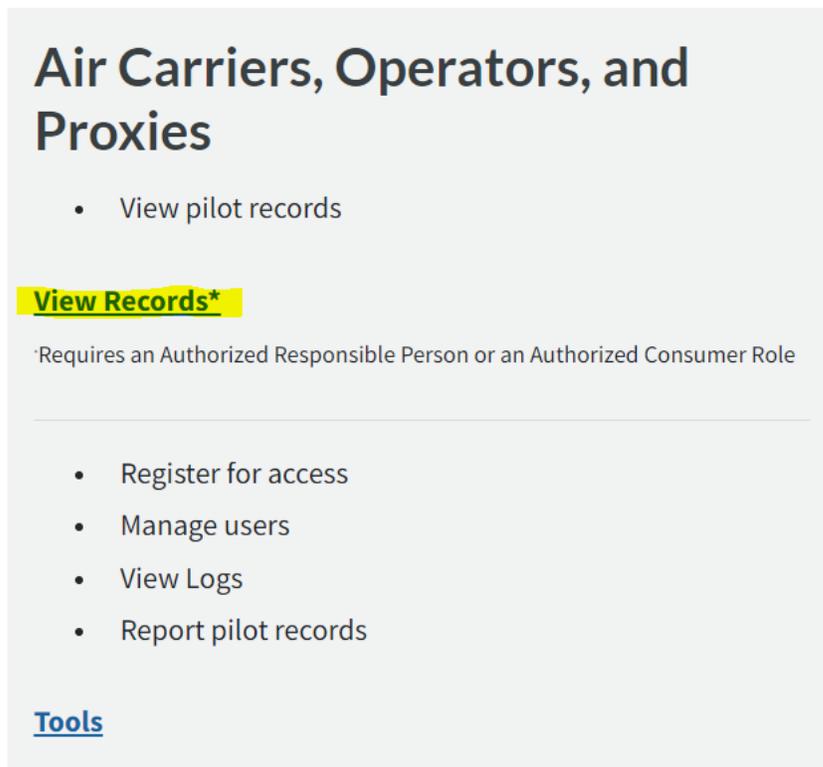
You must hold one of the following roles in PRD to view pilot records:

- Authorized Responsible Person
- Authorized Consumer
- Proxy Authorized Responsible Person
- Proxy Authorized Consumer

Note: The pilot must have granted consent to your company before you can search for and review the records. If the pilot has not granted consent, or the consent is no longer valid, you will not find any records for that pilot.

Continue sending FAA Form 8060-11/11A as well as using this process to request records from previous employers under PRIA. Use of the 8060-11/11A will continue until September 2024.

1) Visit prd.faa.gov and click the “View Records” link.



Air Carriers, Operators, and Proxies

- View pilot records

View Records*

*Requires an Authorized Responsible Person or an Authorized Consumer Role

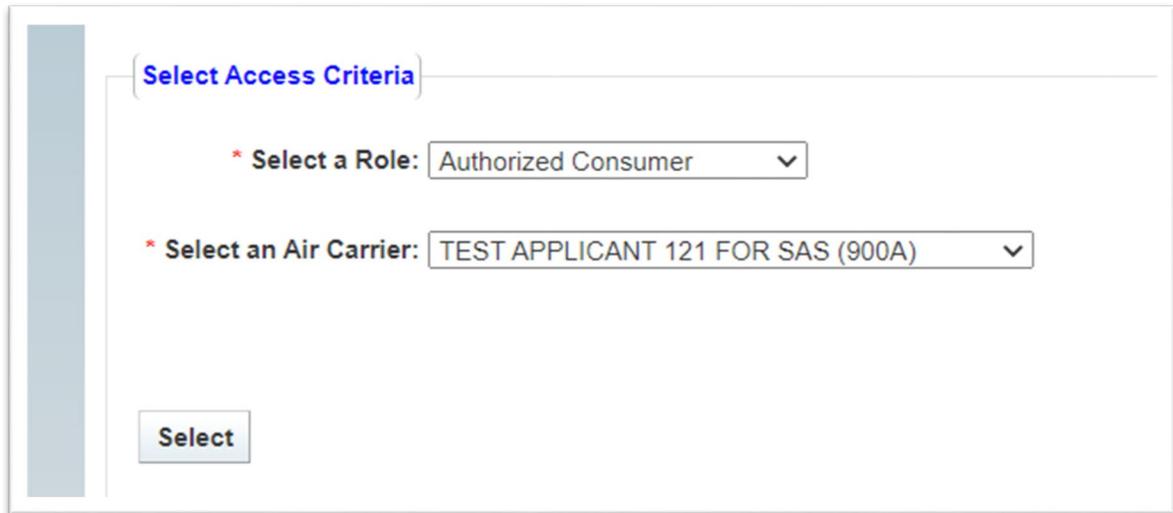
- Register for access
- Manage users
- View Logs
- Report pilot records

[Tools](#)

2) Login via MyAccess.

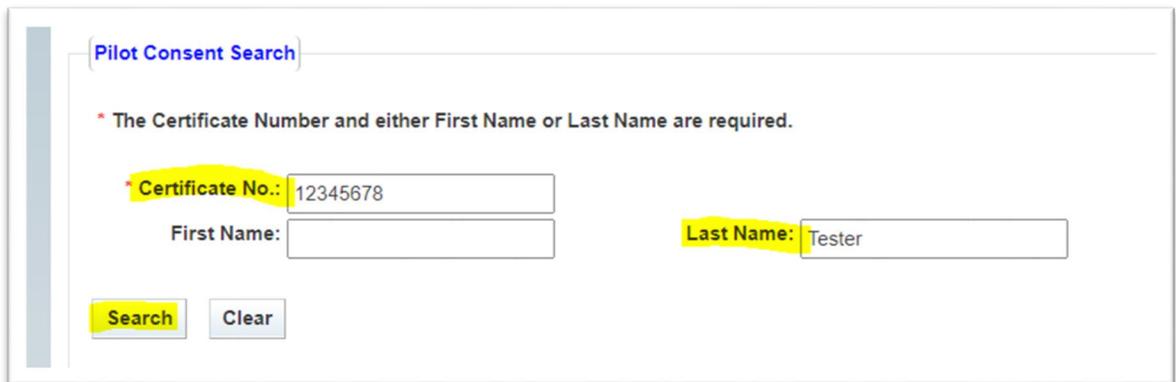
3) Select your role as Authorized Consumer or Proxy Authorized Consumer as appropriate and then select your company if needed. Press Select button to continue.

NOTE: Even if you are an Authorized Responsible Person, you will log in here with an Authorized Consumer role. You will NOT see an option for Responsible Person.



The screenshot shows a web form titled "Select Access Criteria". It contains two dropdown menus. The first is labeled "* Select a Role:" and has "Authorized Consumer" selected. The second is labeled "* Select an Air Carrier:" and has "TEST APPLICANT 121 FOR SAS (900A)" selected. A "Select" button is located at the bottom left of the form area.

4) You will arrive on the Pilot Consent Search page. Enter the pilot certificate number and last name of the pilot you wish to view. In some cases, you may want to search by the certificate number and the first name. Press Search to continue.



The screenshot shows a web form titled "Pilot Consent Search". It includes a message: "* The Certificate Number and either First Name or Last Name are required." There are three input fields: "Certificate No.:" with the value "12345678", "First Name:" (empty), and "Last Name:" with the value "Tester". The "Certificate No.:" and "Last Name:" labels are highlighted in yellow. At the bottom, there are "Search" and "Clear" buttons, with the "Search" button also highlighted in yellow.

If you receive an error message, it means the pilot you entered has not granted consent or it is no longer valid. It is also possible you do not have the correct certificate number and

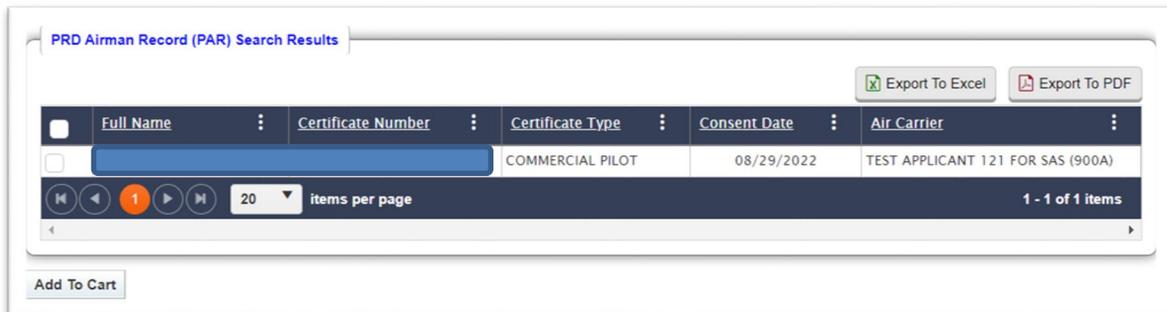
name. There is also a chance the pilot did not grant consent to the correct company in PRD. (See sample message on next page.)

An active consent was not found. Verify you have the correct certificate number and name. You may also consider verifying with the pilot a consent was granted to your company.

Keep in mind, Part 111 requires you review the records for the pilot before placing them in service. There will always be records for the pilot such as FAA pilot certificates held.

Prdsupport@faa.gov may be able to help you determine why you cannot locate the records.

5) If you entered the correct information, and the consent is valid, the pilot's name will appear in the Search Results box below the form. Once you see this is the pilot you are looking for, select the checkbox on the left and then click Add to Cart.



You can now look for additional pilots and continue adding them to your cart as needed.

6) Working in the cart, select “View” for each pilot. This will allow you to view the records and request any outstanding pilot records as needed.

IMPORTANT: Review the employment records for each pilot to determine if you need to request any outstanding pilot records. During the transition period (June 2022 – September 2024), it is likely you will need to request outstanding records from previous employers. **You will also continue to send FAA Form 8060-11/11A to request records under PRIA until September 9, 2024.**

For more information about this process, visit the [Resources page at prd.faa.gov](https://www.prd.faa.gov/resources). There are how-to guides as well as previously recorded webinars which discuss how to request outstanding pilot records.

PRD Airman Record (PAR) Cart Items

Export To Excel Export To PDF

	Full Name	Certificate Number	Certificate Type	Consent Date	PAR	View
<input type="checkbox"/>			COMMERCIAL PILOT	08/29/2022	Download	View

20 items per page 1 - 1 of 1 items

Download Remove Clear

7) If you do not need to request outstanding records via the PRD, you may download the PRD Airman Report (PAR) which is a PDF report of all the records.

Do not download the PAR until you have determined if you need to request outstanding records from previous employers and any such records have been provided. Doing so may result in you relying on incomplete pilot records to make a hiring decision.

If it appears there are outstanding pilot records not yet reported to the PRD, request them via the PRD system in addition to the FAA Form 8060-11/11A you already should have sent to the previous employer to request the records under PRIA. Using PRIA to request records is only available until September 2024. Afterward, you may only request outstanding records via the PRD system.

If additional records are reported to the PRD in response to your request, you must ask the pilot to grant a new consent to you before you can see the new records.