

## How to Review a Request from Proxy Responsible Person

If a person submits a registration request to be a Proxy Responsible Person (PRP) and access records on behalf of your company, the operator's Responsible Person must review the request and either approve or deny the request.

1.1. Log into the PRD via the Tools link and log in as the RP for the appropriate operator.

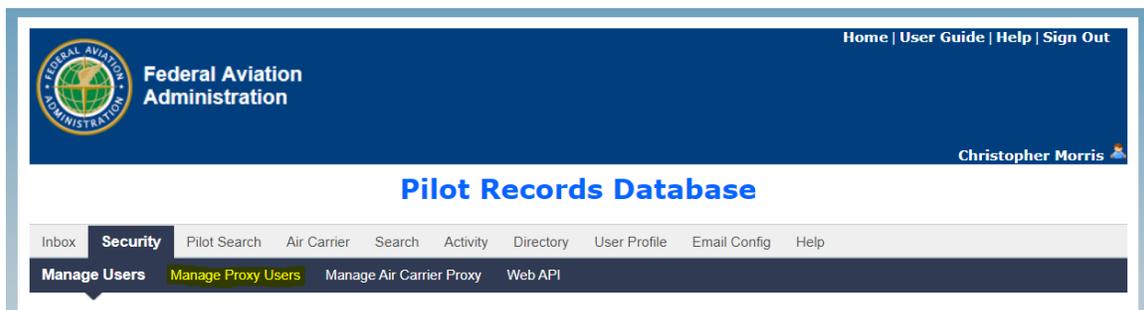


The screenshot shows a form titled "Select Access Criteria" with two dropdown menus. The first dropdown, labeled "Select Role:", is set to "Authorized Responsible Person". The second dropdown, labeled "Air Carrier Name:", is set to "TEST APPLICANT 135A FOR SAS (1B4A)". Below the dropdowns are two buttons: "Select" and "Skip this step".

1.2. Select the Security menu item.



1.3. Select the Manage Proxy Users menu item.



1.4. Pending PRP requests will be shown in the "Pending Proxy Approvals" table. Select the line to edit and click the "Edit Pending Approval" button.

# Pilot Records Database

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## User Information

Air Carrier Name: TEST APPLICANT 121 FOR SAS (908A)

## Proxy Users Search

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
User Name:	<input type="text"/>	User Status:	<input type="text" value="-Select-"/>
Roles:	<input type="text" value="-Select-"/>	Role Status:	<input type="text" value="-Select-"/>
Air Carrier Name:	<input type="text" value="Min first (3) char of Air Carrier"/>	Proxy:	<input type="text" value="Min first (3) char of Proxy"/>
Updated Date:	From: <input type="text"/> To: <input type="text"/>	Last Updated By:	<input type="text" value="Min first (3) char of Last Updated By"/>
Created Date:	From: <input type="text"/> To: <input type="text"/>		

## Manage Proxy Users

No records found.

## Pending Proxy Approvals

<input type="checkbox"/>	User Name	First Name	Last Name	Date Submitted	Proxy Name	Air Carrier	Roles	Status
	Proxy Name: Test Proxy							
<input type="checkbox"/>	[REDACTED]	Tester	[REDACTED]	06/03/2022	Test Proxy	TEST APPLICANT 121 FOR SAS (908A)	Proxy Responsible Person	Pending Approval

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[Edit Pending Approval](#)

## 1.5. Review the details of the request considering the notes listed on the page.

The registrant shown below is requesting to be approved as a Proxy Responsible Person (PRP) for your company. The registrant is claiming to be an employee of the proxy company shown below or otherwise authorized to act on the proxy's behalf. The PRD does not verify that they are in fact authorized to act on behalf of the proxy. We strongly suggest you contact the proxy POC shown below to verify the employment of the registrant. If you approve this request, they will have the ability to perform the following in PRD:

- o Search for and review pilots' complete records which have an active consent to your company.
- o Request that additional pilot records be reported from previous employers.
- o View and edit pilot records your company has reported to the PRD.
- o Report additional pilot records to the PRD.
- o Manage additional proxy users to have similar permissions as described above.

If you approve the request, you can edit the permissions for this user at any time. This can be done per proxy user or for the entire proxy company as needed. If you chose to reject this request, the registrant will not be provided a PRP role for your company. Contact [prdsupport@faa.gov](mailto:prdsupport@faa.gov) for assistance.

If the person registering is unknown to you, we strongly suggest you contact the POC listed for the proxy company to verify it is appropriate to approve them. It is possible for a person to submit a registration when they have no affiliation with the proxy company. This could be by accident or intentional.

To approve the request, see step 2.1.

To reject them, see step 3.1.

2.1 Approving the registration request. Set the **User Status** to active (if not already set to active) and set the **Role Status** for Proxy Responsible Person to Active. Set the **Effective Date** to today and leave the **Expiration Date** empty. Click Save.

**Proxy User Details**

Air Carrier Name:	TEST APPLICANT 121 FOR SAS (908A)	Proxy Name:	Test Proxy
User Name:	[REDACTED]	User Status:	Active
*First Name:	[REDACTED]	*Last Name:	[REDACTED]
Middle Name:		Name Suffix:	--Select--
Primary Phone:	[REDACTED]	Alternate Phone:	
Email:	[REDACTED]	Manager Name:	
Position Title:			
Comments:			

**Roles**

Role Name:	Proxy Responsible Person	Role Status:	Active
*Effective Date:	10/13/2022	*Expiration Date:	

**Proxy Authorized Person Details**

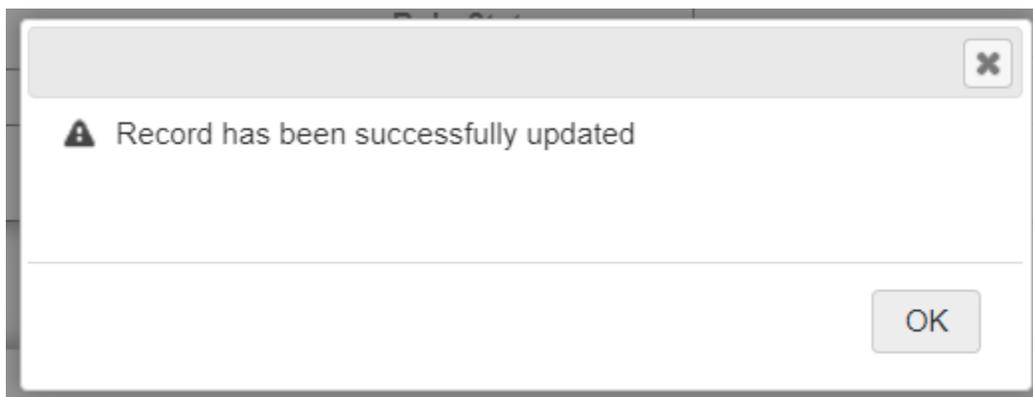
Authorized Person Full Name: ██████████ Authorized Person Job Title:  
Authorized Person Role Status: Active Authorized Person Approved By:

**Proxy Contact Details**

Proxy Name: Test Proxy  
First Name: Chris Last Name: Morris  
Phone: (405)-954-4646 Email: christopher.morris@faa.gov  
Address Line 1: 6500 S Macarthur Blvd Address Line 2:  
City: Oklahoma City State: Oklahoma  
Zip/Postal Code: 73195 Country: United States

**Save** **Reset**

You should see a confirmation message.



You can verify the new Proxy user by clicking the Search button to see all Proxy users. You should see the new user listed.

# Pilot Records Database

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## User Information

Air Carrier Name: TEST APPLICANT 121 FOR SAS (908A)

## Proxy Users Search

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
User Name:	<input type="text"/>	User Status:	-Select- <input type="button" value="v"/>
Roles:	-Select- <input type="button" value="v"/>	Role Status:	-Select- <input type="button" value="v"/>
Air Carrier Name:	<input type="text" value="Min first (3) char of Air Carrier"/>	Proxy:	<input type="text" value="Min first (3) char of Proxy"/>
Updated Date:	From: <input type="text"/> <input type="button" value="c"/> To: <input type="text"/> <input type="button" value="c"/>	Last Updated By:	<input type="text" value="Min first (3) char of Last Updated By"/>
Created Date:	From: <input type="text"/> <input type="button" value="c"/> To: <input type="text"/> <input type="button" value="c"/>		

## Manage Proxy Users

<input type="checkbox"/>	User Name	User Status	Roles (Role Status)	First Name	Last Name	Created Date	Last Updated Date	Last Updated By	Air Carrier Name
<input type="checkbox"/>	[REDACTED]	Active	Proxy Authorized Consumer (Active), Proxy Responsible Person (Active)	Tester	[REDACTED]	06/03/2022	10/13/2022	Christopher Morris	TEST APPLICANT 121 FOR SAS (908A)

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Note you will see two roles for this proxy user; Proxy Authorized Consumer and Proxy Responsible Person. This is normal.

## Roles

Role Name: Proxy Authorized Consumer Role Status: Active   
\*Effective Date:   \*Expiration Date:

## Roles

Role Name: Proxy Responsible Person Role Status: Active   
\*Effective Date:   \*Expiration Date:

You can later make this proxy user Inactive as needed by setting the User Roles to Inactive.

**2.2. Important Step.** Remove any previously approved Proxy Responsible Persons you have for that proxy Company. FAA policy specifies that there can only be a single Proxy Responsible Person (PRP) for your company per each proxy company at any one time. If you had previously approved a PRP, and now have just approved a new user as a new PRP for the same proxy company, the previous PRP for that proxy company must be set to inactive.

Search for any existing PRPs for the same proxy company, in this example, “Test Proxy”.

From the Manage Proxy Users menu, search for any existing active PRP roles for the proxy company. Note: If you don’t find any proxy users, try searching without the proxy company in the filter. This issue has been seen on occasion and is being investigated.

**Pilot Records Database**

Inbox **Security** Pilot Search Air Carrier Search Activity Directory User Profile Email Config Help

Manage Users **Manage Proxy Users** Manage Air Carrier Proxy Web API

No records found. [Back To Role Selection Page](#)

**User Information**

Air Carrier Name: TEST APPLICANT 121 FOR SAS (908A)

**Proxy Users Search**

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
User Name:	<input type="text"/>	User Status:	-Select-
Roles:	Proxy Responsible Person	Role Status:	Active
Air Carrier Name:	Min first (3) char of Air Carrier	Proxy:	Test Proxy
Updated Date:	From: <input type="text"/> To: <input type="text"/>	Last Updated By:	Min first (3) char of Last Updated By
Created Date:	From: <input type="text"/> To: <input type="text"/>		

Locate the user who was the previous PRP, select the check box by their name and click the Edit button. In the example shown below, we will remove the previous PRP shown on the second line.

Manage Proxy Users

Export To Excel Export To PDF

<input type="checkbox"/>	User Name	User Status	Roles (Role Status)	First Name	Last Name	Created Date	Last Updated Date	Last Updated By	Air Carrier Name
<input type="checkbox"/>	[REDACTED]	Active	Proxy Authorized Consumer (Active), Proxy Responsible Person (Active)	[REDACTED]	[REDACTED]	01/26/2022	10/13/2022	Christopher Morris	TEST APPLICANT 121 FOR SA (908A)
<input checked="" type="checkbox"/>	[REDACTED]	Active	Proxy Authorized Consumer (Active), Proxy Responsible Person (Active)	Tester	[REDACTED]	06/03/2022	10/13/2022	Christopher Morris	TEST APPLICANT 121 FOR SA (908A)

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Edit User

2.3 Set the **Role Status** to Inactive for *both* Proxy Authorized Consumer and Proxy Responsible Person. Set the **Effective date** and **Expiration date** to today. Click Save.

**Roles**

Role Name: Proxy Authorized Consumer      Role Status: Inactive

Effective Date: 10/13/2022      Expiration Date: 10/13/2022

**Roles**

Role Name: Proxy Responsible Person      Role Status: Inactive

Effective Date: 10/13/2022      Expiration Date: 10/13/2022

**Proxy Authorized Person Details**

Authorized Person Full Name: ██████████      Authorized Person Job Title:

Authorized Person Role Status: Active      Authorized Person Approved By:

**Proxy Contact Details**

Proxy Name: Test Proxy

First Name: Chris      Last Name: Morris

Phone: (405)-954-4646      Email: christopher.morris@faa.gov

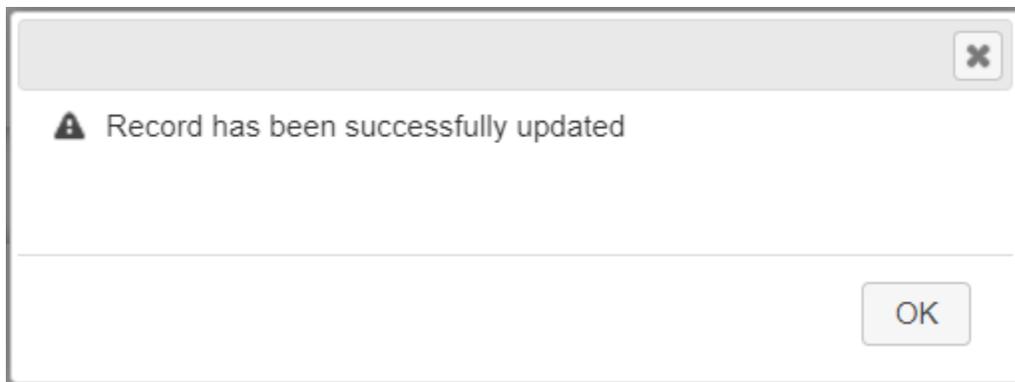
Address Line 1: 6500 S Macarthur Blvd      Address Line 2:

City: Oklahoma City      State: Oklahoma

Zip/Postal Code: 73195      Country: United States

**Save**   **Reset**

You should see a confirmation message.



You can verify the edits by searching again for proxy users as in step 2.2. As shown in the example below, searching for active PRPs now only shows a single user as you successfully inactivated the previous PRP.

Inbox **Security** Pilot Search Air Carrier Search Activity Directory User Profile Email Config Help

Manage Users **Manage Proxy Users** Manage Air Carrier Proxy Web API

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**User Information**

Air Carrier Name: TEST APPLICANT 121 FOR SAS (908A)

**Proxy Users Search**

First Name:  Last Name:

User Name:  User Status:

Roles:  Role Status:

Air Carrier Name:  Proxy:

Updated Date: From:  To:

Created Date: From:  To:

Last Updated By:

**Manage Proxy Users**

User Status	Roles (Role Status)	First Name	Last Name	Created Date	Last Updated Date	Last Updated By	Air Carrier Name	Air Carrier Status	Proxy Name
Active	Proxy Responsible Person (Active)			01/26/2022	10/13/2022	Christopher Morris	TEST APPLICANT 121 FOR SAS (908A)	Active	Test Proxy

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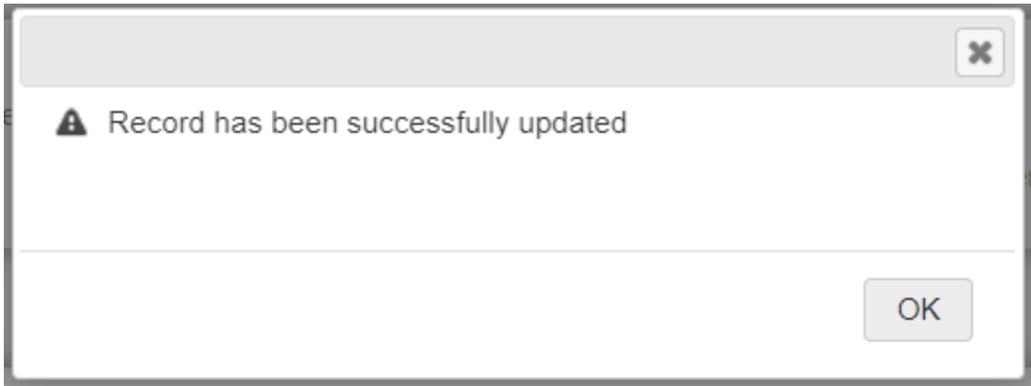
3.1 Rejecting the registration. Set the **User Status** to active (if not already set to active) and set the **Role Status** for Proxy Responsible Person to Rejected or Inactive. Set the **Effective Date** and **Expiration Date** to today. Click Save.

**Roles**

Role Name: Proxy Responsible Person Role Status:

Effective Date:  Expiration Date:

You should see a confirmation message.



You can verify the changes by clicking the Search button to see all Proxy users. You should see the user listed but the role status will say Rejected or Inactive. If you decide later to change the role status to activate the proxy roles, you could do so by simply changing the role status to active as needed.

Contact [prdsupport@faa.gov](mailto:prdsupport@faa.gov) if you have questions.