

Getting Started as a Proxy in the Pilot Records Database

Is your proxy company ready to get started?

1. **Is your proxy company listed in the PRD?** Each proxy company must be listed in the PRD before user accounts can be created. If your proxy company is not listed in the PRD, for example your company is not shown as an option in registration forms, send an email to 9-AMC-AVS-PrdSupport@faa.gov for help on how to get your proxy company listed.
2. **Does your proxy company have agreements with any operators who are required to review pilot records?** Your company can only access the PRD with the approval of an operator who uses the PRD.
3. **If you have agreements with an operator to review pilot records on their behalf, has that company actually registered an Authorized Responsible Person in the PRD?** Proxies cannot be approved to check records on behalf of any particular operator until that operator has registered an Authorized Responsible Person in PRD. Check with your contracted operators to see if they are registered in the PRD yet.

Once you answer YES to the above questions, you are ready to get started!

For every operator for which you need to review records, you must complete these steps to start using the PRD.

4. **Your proxy company should decide which employee will be the Proxy Responsible Person for the operator.** The Proxy Responsible Person, once approved by the operator, will be able to review any pilot records released to the operator. Additional proxy employees can be given access as well as Authorized Consumers, but you must assign a Proxy Responsible Person at a minimum.
5. **That proxy employee needs to submit an application to be the Proxy Responsible Person.** The application is made via the PRD web site. The operator Authorized Responsible Person must approve the registration before you can review records on their behalf.
6. Once the Proxy Responsible Person is approved, they can review any records that are released to the operator by pilots.

A couple other notes:

- The same proxy employee can be a Proxy Responsible Person for several operators as needed. A Proxy Responsible Person can review pilot records and approve other proxy users for that operator.
- If you need more proxy employees to access records for a particular operator, additional Proxy Consumers can be added. There can only be a single Proxy Responsible Person, however.