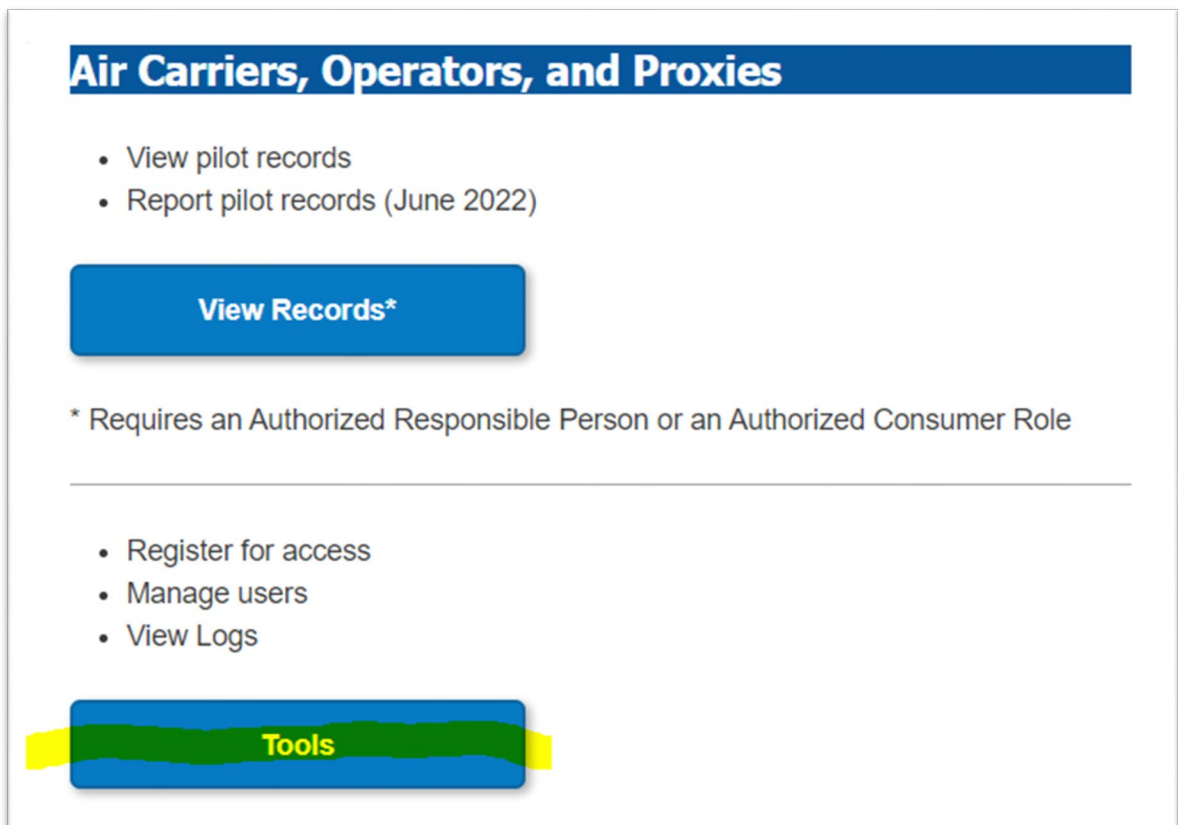


How to Register as an Authorized Responsible Person (RP) in the PRD

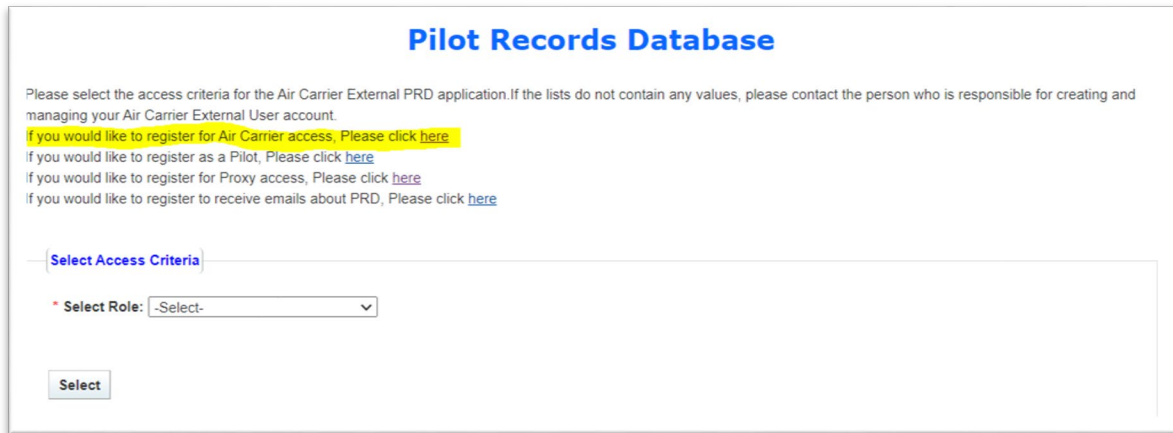
NOTE: If you are a part 119 operator, you must be a part 119 position holder such as Director of Operations to be approved. If you are not a part 119 operator, you must hold an equivalent management position with your operator. Your request will be checked against the FAA database, operation specifications, management specifications, or other similar FAA documents. Each operator is only allowed to have a single RP at a time.

1) From prd.faa.gov, click on the Tools button:



2) Login via MyAccess. If you already have a MyAccess account, do not create an additional MyAccess accounts as you only need one. If you are unable to create a new MyAccess account, contact 9-AMC-AVS-PRDsupport@faa.gov for assistance.

3) If you are a new user, you will be taken to the new user registration screen. If you already have other roles in the PRD, you will need to select the link shown near the top of the page to add another role.



The screenshot shows the 'Pilot Records Database' registration page. At the top, the title 'Pilot Records Database' is in blue. Below it, a paragraph instructs users to select access criteria for the Air Carrier External PRD application. Four links are provided for different registration paths: '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](#)', and 'if you would like to register to receive emails about PRD, Please click [here](#)'. Below the links is a section titled 'Select Access Criteria' with a dropdown menu labeled '* Select Role: [-Select-]'. At the bottom left of this section is a 'Select' button.

4) When the registration page appears, complete the form as indicated. Note these tips:

- Leave the Proxy box empty
- In the Operator box, start typing your company name, it should appear in the list. Select the correct entry to select it. If you are a part 119 operator, select the entry which has your 4 character designator and ignore any other listings. If you are not a part 119 operator, and you see multiple listings, select the listing which has your primary base region in the parenthesis.
- For the role, select Authorized Responsible Person

5) Your registration will be reviewed by the FAA. They may need to contact you for information. They will email you at the email address you entered in step 4 to let you know the status of the application. Once approved, you will have all the roles you need to fully use the PRD. Do not apply for any additional roles.

Note: When accessing the PRD to view records, you will be logging in as an Authorized Consumer. You will not see Authorized Responsible Person in the list but that is normal.

If you have any additional questions, email 9-AMC-AVS-PRDsupport@faa.gov