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 If the pilot has not granted consent, or the consent is no longer valid, you will not find any records for that pilot.

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

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.

If you receive a message of “No Records Found”, it means the pilot you entered has not granted consent or it is no longer valid.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.

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 the boxes to the left as needed and click Download. This will download PDFs of the selected pilot files. If you selected multiple pilots, they will be combined into a compressed ZIP file.