Effective September 9, 2024

SECTION A: COMPANY INFORMATION

Company Name		AirTera Client ID:	
Street Address			
City		State		Zip	
Company Admin Name		Title	
Email		Phone number	

SECTION B: EMPLOYEE / APPLICANT INFORMATION

First Name		Last Name		Middle Name	
Street Address					
City		State			
Zip Code		Country of Residence			
Date of Birth		Social Security Number *			

SECTION C: BACKGROUND CHECK SERVICES

	Service	Price
☐	FAA Pilot Records Database Records Retrieval *(per employee)* [1]	$99.95
☐	FAA Pilot Records Database Historical Record Entry Enrollment - AirDock DOT & FAA Database non-subscribers *(per employee)*	$99.95
☐	FAA Pilot Records Database New Record Entry (per page) [1]	$5.00
☐	FAA Pilot Records Database Historical Record Entry Enrollment - AirDock DOT & FAA Database subscribers *(per employee)*	$69.95
☐	National Driver Register Check (NDR)	$49.95
☐	Drug & Alcohol History Records Request (per employer)	$59.95
☐	DASSP Airman File Check	$59.95
☐	Motor Vehicle Driving Record Check [3 & 4]	$32.95
☐	FAA Certificate/License Check	$29.95
☐	FAA Accident, Incident and Enforcement (AIE) Report [2]	$59.95
☐	U.S. Employment Verification *(per employer)* [3 & 4]	$21.95

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[*] If employee is already in the AirTera platform, only the last four digits of the SSN are required.
[1] AirDock DOT & FAA Database subscription pricing applies.
[2] If ordering PRD Retrieval service, this check is automatically included.
[3] **A $25.90 application-processing fee will be charged for web-enabled services per employee/applicant.**
[4] Direct pass-through expenses shall be invoiced.
    If submitting by email, please send to services@natacs.aero.

9400 Gateway Drive, Suite D, Reno, NV 89521
+1.703.842.5317 voice | +1.866.768.2881 fax
AirTera.com

Security.
Safety.
Compliance.

1. Ensure that you have registered your company to receive your username and password to enroll persons that must comply with the DASSP's Fingerprint-based Criminal History Records Check requirements. Register via AIRTERA.COM.

2. To undergo a check of the FAA records, the flight crewmember must complete the attached Request for Copy of Airman File and fax completed form to +1.866.768.2881. Cost to obtain Airman File is $59.95. Payment to process and obtain FAA records must be made at time of order by either operator (employer) or flight crewmember.

3. Name-based security threat assessment shall be completed as part of the DASSP application process.

<u>Attachments:</u>

- Background Check Order Form (For Operator/Employer to Complete)
- Request for Airman File (For Airman to Complete)
- Credit Card Authorization Form (For payment by either Airman or Operator. Request for File will not be process until payment is received.).

For questions or assistance, contact AirTera, formerly NATA Compliance Services, at +1.703.842.5317 or info@NATACS.aero.

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U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
AIRMAN CERTIFICATION BRANCH, AFS-760

REQUEST FOR COPIES OF MY COMPLETE AIRMAN CERTIFICATION FILE TO BE RELEASED TO A THIRD PARTY

PRIVACY ACT: This information is required under the authority of Transportation Title 49 U.S.C. Section 44703 et. seq. Your request cannot be processed unless the data below is complete. Disclosure of your Social Security Number (SSN) and/or date of birth (DOB) is optional. Refusal to furnish your SSN and/or DOB will not result in the denial of any right, benefit, or privilege provided by law; however, failure to provide the SSN and/or DOB may result in the delay of a response or the processing of your inquiry. Routine uses of records maintained in the system include; categories of users and the purpose of such uses i.e., to determine that airmen are certified in accordance with the provision of the Federal Aviation Regulations; repository of documents used by individuals and potential employers to determine validity of airman qualifications; to support investigative efforts of Federal, State, and local law enforcement agencies; supportive information in court cases concerning individual status and/or qualifications in law suits; to provide data for the Comprehensive Airman Information System.

Full Name (As it appears on airman certificate/Please print.)

Date of Birth   Place of Birth

(Social Security Number, Certificate Number, Class of Certificate)

(Current Street Address, Apt/Suite Number, PO Box/Rural Route Number)

City   State   Zip Code

Please mail my complete airman file to the following name and address:

AirTera, formerly NATA Compliance Services

9400 Gateway Drive, Suite D

Reno, NV 89521

FAX +1.866.768.2881

I authorize the Federal Aviation Administration to release copies of my complete airman file to the person or company listed above.

Signature (Typed or printed signature is not acceptable.)   **Date**

AFS-760-Exam-17 (3/05)