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

* 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.

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AirTera.com

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Compliance.

AIRTERA

ORDER FORM
FAA PILOT RECORDS DATABASE (PRD) –
PILOT RECORDS REQUEST

Employer:

Employee Full Name:

Airmen Certificate Number:

PILOT RECORDS DATABASE REGISTRATION & CONSENT:

Ensure the steps outlined below have been completed

Step 1: Complete your registration as a pilot user for the Pilot Records Database (PRD)

If you have already completed this step, move to step 2. If you have not completed your registration as a pilot user for the Pilot Records Database (PRD), please follow the steps lined out on the attached document titled "PRD First Time User Registration".

Step 2: Grant consent to this aircraft operator to view your records within the Pilot Records Database (PRD)

If you have already completed this step, no further action is needed. If you not granted consent to this aircraft operator to view your records within the Pilot Records Database (PRD), please follow the steps lined out on the attached document titled "How to release your pilot records to a potential employer using the Pilot Records Database (PRD)".

If you have questions about the PRD or need technical assistance, please email the PRD support office at 9-amc-avs-PRDSupport@faa.gov

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PRD First Time User Registration

The purpose of this document provides guidance on how to gain access to the FAA's Internal Network.

Table of Contents

Getting Started

Note: Users must have a FAA MyAccess account in order to log into the PRD application. FAA MyAccess manages user IDs and security questions to control access. In addition, external users must go through an initial registration and approval process to be accorded an active role within the PRD External application. For help with External MyAccess procedure please see the corresponding Job Aid.

First Time User Registration

To submit a PRD External application registration request complete the following steps.

1) From your web browser please type https://www.prd.faa.gov.

2) Select "**Register as a New Pilot User**".
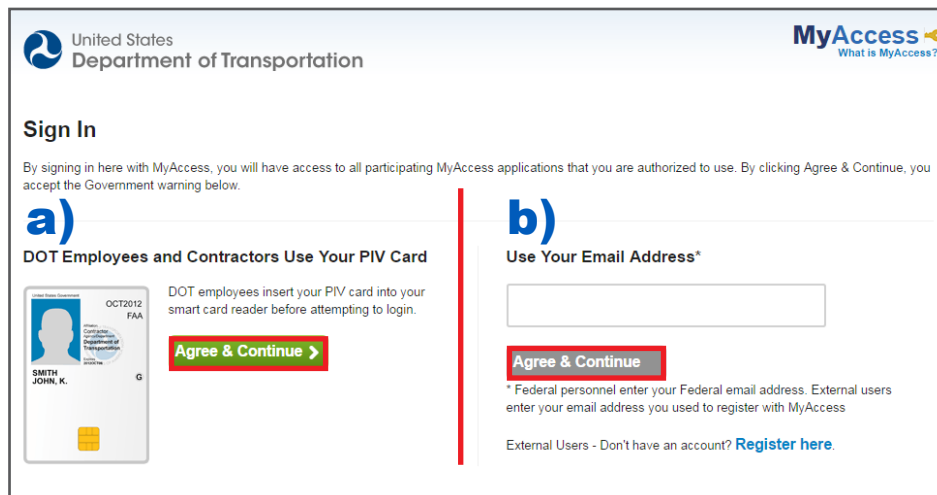
Note: If you do not have a FAA MyAccess user account, follow the procedure in the External MyAccess Job Aid.

If You Have an FAA User Account

3) MyAccess page will appear.

   a) For FAA Employees who have a PIV card, click "**Agree & Continue**" on the left side.

   b) For external users, enter the email address that you gave when setting up your External MyAccess then click "**Agree and Continue**" on the right side.
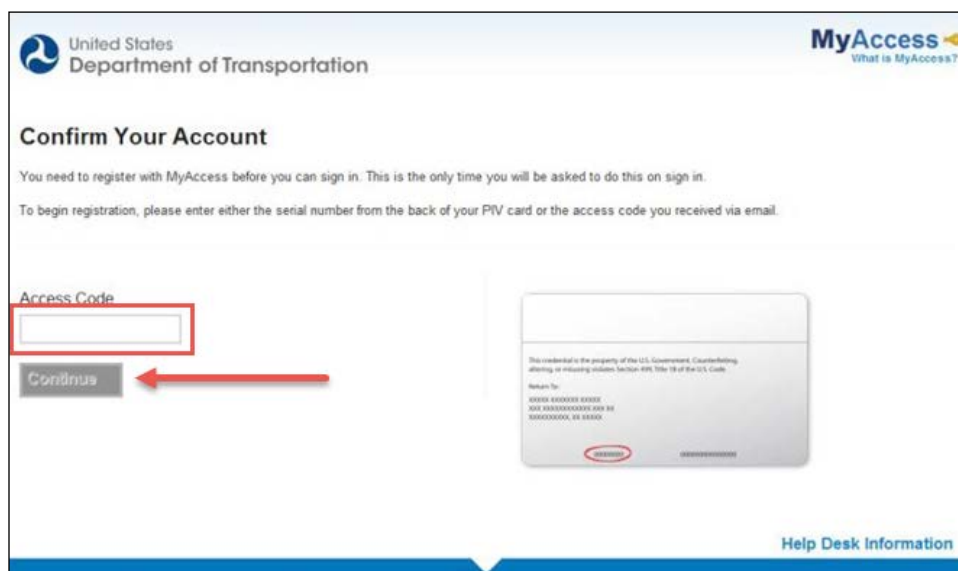
4) Confirm your account.

   a) For FAA Employees that have a PIV card, select "**Continue**".
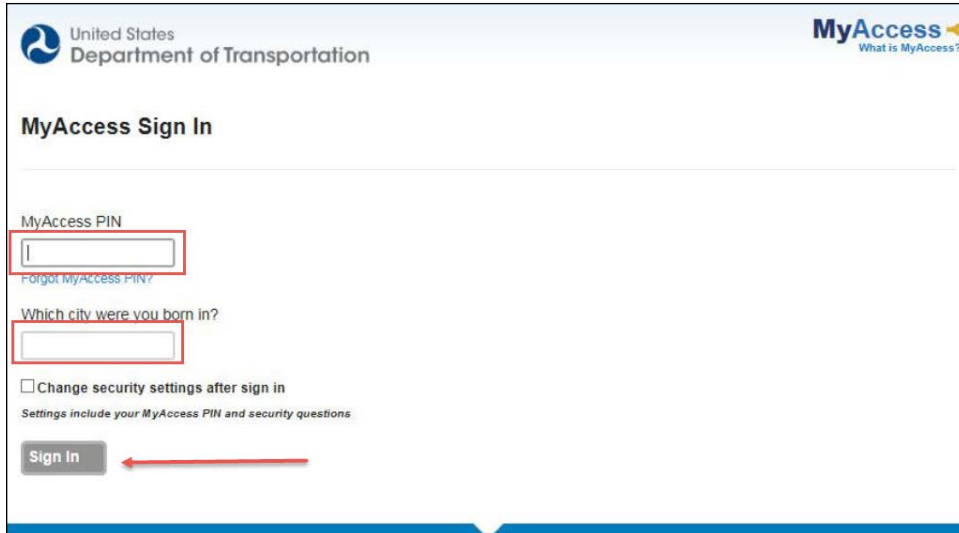
   b) For external users enter the temporary access code provided to you in the email you received and click "**Continue**".
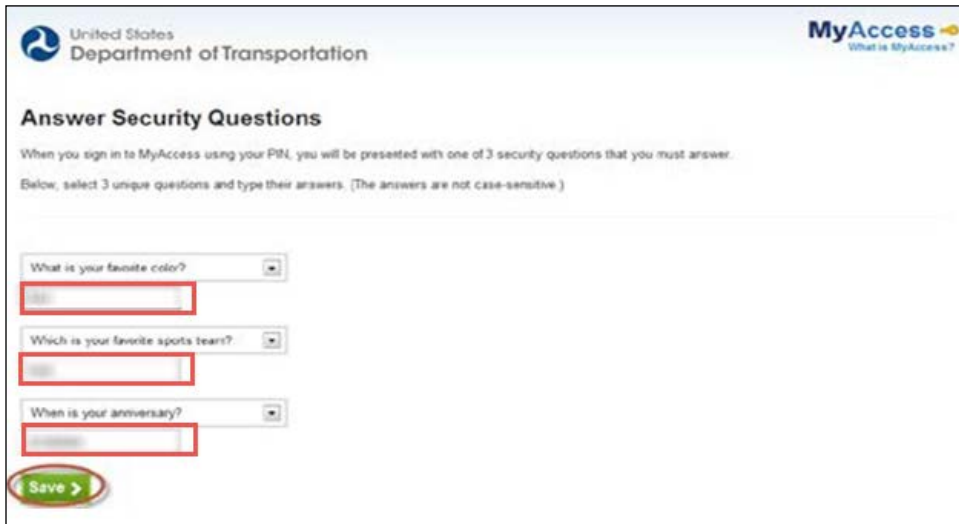
5) Create a MyAccess PIN number by entering a 6-8 digit number. Confirm your MyAccess PIN number by re-entering it, and clicking "**Continue**."

Note: Your MyAccess PIN Number <u>CAN</u> be the same as your PIV Card PIN number. <u>However</u>, your MyAccess PIN number is not associated with your PIV Card PIN number.
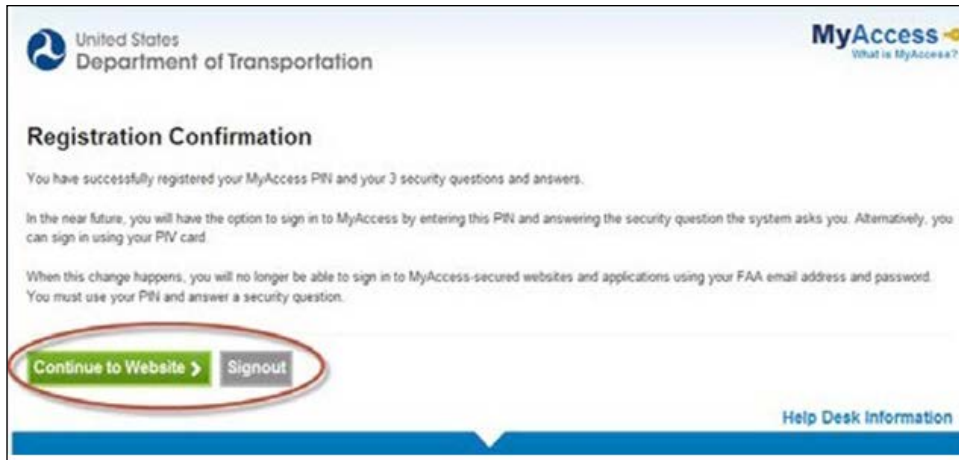

6) Select a Security Question from each of the drop-down boxes and provide an answer to each question. Click "**Save**" to proceed.

7) Once the information you provide is validated, you will receive the following confirmation. Select "**Continue to Website**" to proceed.

First Time Register For Roles

Note: First time users need to register and sign up for roles. There are two roles: one for Airmen and one for Air Carriers. Below is what will appear on the screen during this process.

1) Enter your First Name, Middle Name, Last Name, Certificate Number and Certificate Date of Issue EXACTLY as they appear on your most recent certificate. Click the "**Submit**" button.

Note: Your FAA Access ID is displayed as Read Only.

2) The next page is displayed if the credentials entered are validated against the data in the Comprehensive Airman Information System (CAIS) database.

Note: If the Pilot record is not found, a message is displayed indicating that the data cannot be validated, please try again.

3) Several fields on this page will be auto-populated based on the entries and the data in the CAIS database. Enter your phone number, mobile number, and fax number in the appropriate fields. Select "**Submit**".

Note: Only your primary phone number and email address are required. The email address that is entered will be the one used for all notifications from the PRD application.

4) If your registration data passes validation, the System Use Notice is displayed.

5) You must read the Notice and select the **Accept** button to proceed.

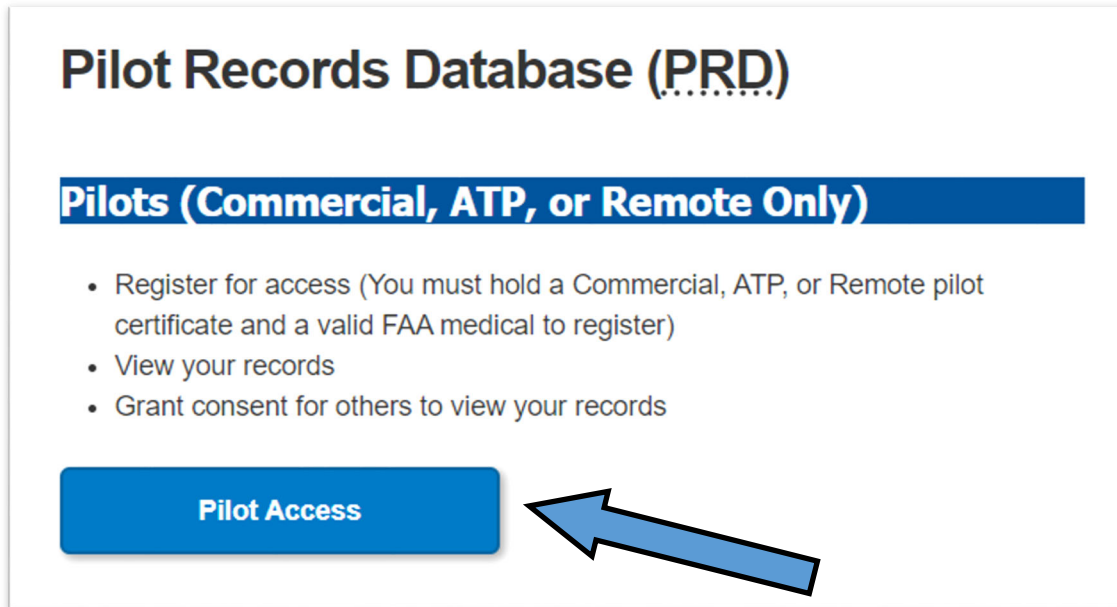6) You have now completed the First time Pilot User Registration and ready to log into the PRD.

MyIT Service Center

(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov

How to release your pilot records to a potential employer using the Pilot Records Database (PRD)

1) Visit prd.faa.gov and click on the "Pilot Access" button.

2) Login via your MyAccess account or create a new one if you don't already have one. (See the Note at the end of this guide.)

3) Register in PRD if you have not already done so. Be sure to enter your *PILOT* certificate number and date of issuance; not any other certificate such as CFI. (See the Note at the end of this guide.)

4) Once in the PRD, you can review the information contained in the PRD for you.

5) Click on the "Experience" option from the menu bar.
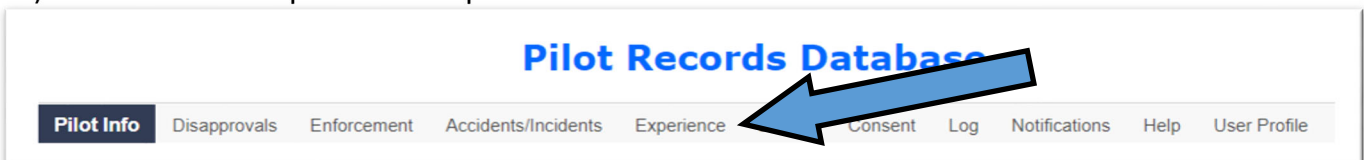
6) Enter your current and/or former employers for which you were employed as a pilot within the previous five years, at a minimum. Select an employer from the Employer list and if not found, click the "Add New Employer" button to manually enter the employer.

7) Click the "Consent" option from the menu bar.

8) Start typing the name of the employer and select it from the list when it appears. Be careful to enter the correct name. If not sure, ask the employer what to select.

9) Specify how many days to release the records then press "Grant Consent". Let the employer know the records are available via the PRD.

Note: If you cannot access the PRD to grant consent for any reason, submit a FAA Form 8060-14 to grant consent to the employer.

Support questions can be sent to PRDsupport@faa.gov.