

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

<input type="checkbox"/>	FAA Pilot Records Database Records Retrieval (<i>per employee</i>) ¹	\$99.95
<input type="checkbox"/>	FAA Pilot Records Database Historical Record Entry Enrollment - AirDock DOT & FAA Database non-subscribers (<i>per employee</i>)	\$99.95
<input type="checkbox"/>	FAA Pilot Records Database New Record Entry (<i>per page</i>) ¹	\$5.00
<input type="checkbox"/>	FAA Pilot Records Database Historical Record Entry Enrollment - AirDock DOT & FAA Database subscribers (<i>per employee</i>)	\$69.95
<input type="checkbox"/>	National Driver Register Check (NDR)	\$49.95
<input type="checkbox"/>	Drug & Alcohol History Records Request (<i>per employer</i>)	\$59.95
<input type="checkbox"/>	DASSP Airman File Check	\$59.95
<input type="checkbox"/>	Motor Vehicle Driving Record Check ^{3 & 4}	\$32.95
<input type="checkbox"/>	FAA Certificate/License Check	\$29.95
<input type="checkbox"/>	FAA Accident, Incident and Enforcement (AIE) Report ²	\$59.95
<input type="checkbox"/>	U.S. Employment Verification (<i>per employer</i>) ^{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.



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

Rev 1 20240822

PRD First Time User Registration



Federal Aviation Administration

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

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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**”.

The screenshot shows the FAA website's 'Regulations & Policies' section. The main heading is 'Pilot Records Database (PRD)'. Below the heading, there is a blue button that says 'Sign into Pilot Records Database (PRD)'. Underneath this button, there are two links: 'Register as a New Pilot user' (which is highlighted with a red box) and 'Register as a New Air Carrier or Operator user'. To the right of the main content, there is a 'Top Tasks' sidebar with links like 'Look up FARs', 'Find recently published rulemaking documents', etc. At the bottom, there is a 'More resources' section with links to 'Flight Standards District Offices (FSDO)', 'National Drivers Registry (NDR)', 'Advisory Circular (AC) 120-65G: Pilot Records Improvement Act of 1996', and 'Frequently Asked Questions'.

If You Do Not Have an FAA User Account



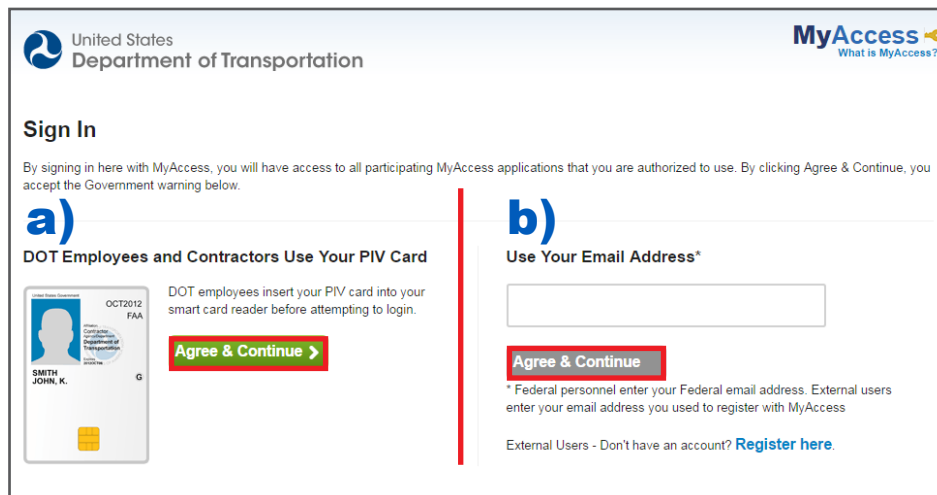
Note: If you do not have a FAA MyAccess user account, follow the procedure in the External MyAccess Job Aid.

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.

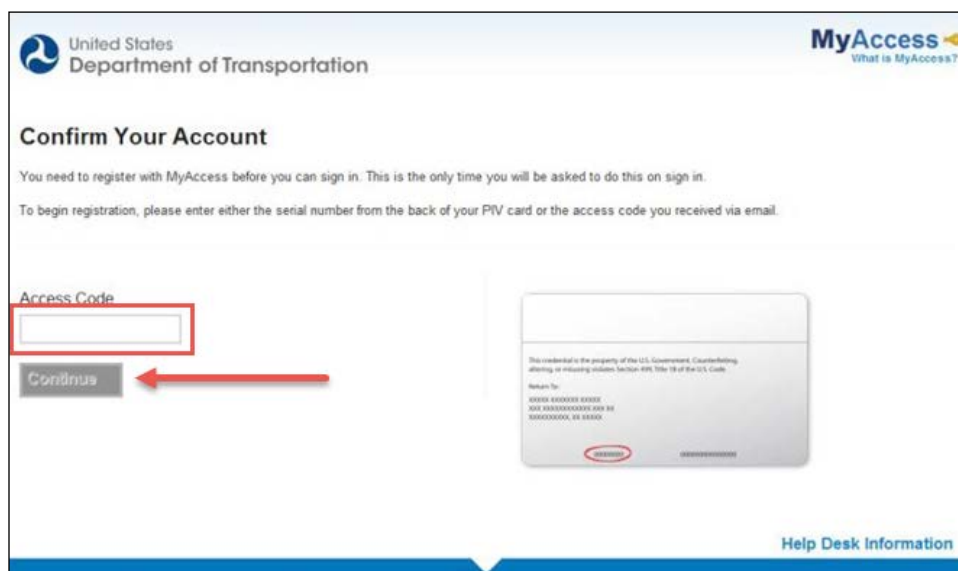


The screenshot shows the MyAccess sign-in page for the United States Department of Transportation. It is divided into two main sections: 'a) DOT Employees and Contractors Use Your PIV Card' and 'b) Use Your Email Address*'. Section 'a' features an image of a PIV card for 'SMITH JOHN, K.' with an 'Agree & Continue' button highlighted in red. Section 'b' has an email input field and an 'Agree & Continue' button also highlighted in red. A red vertical line separates the two sections. Text at the bottom of section 'b' includes a note for federal personnel and a link to 'Register here' for external users.

4) Confirm your account.


a) For FAA Employees that have a PIV card, select “**Continue**”.

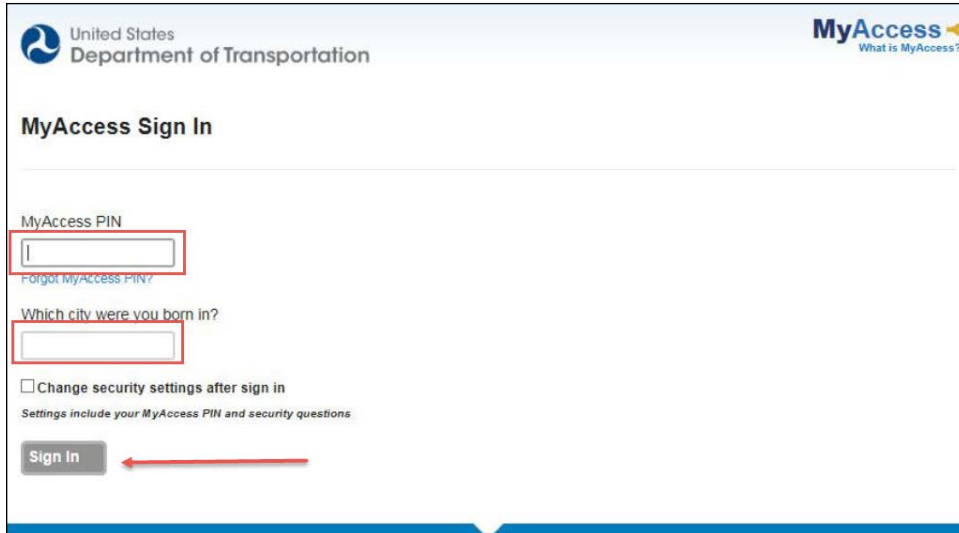
b) For external users enter the temporary access code provided to you in the email you received and click “**Continue**”.



The screenshot shows the 'Confirm Your Account' page. It instructs users to register with MyAccess before signing in. A text box labeled 'Access Code' is highlighted with a red box, and a red arrow points to a 'Continue' button below it. To the right, there is an image of a PIV card with a red circle around the access code on the back. A 'Help Desk Information' link is visible at the bottom right.

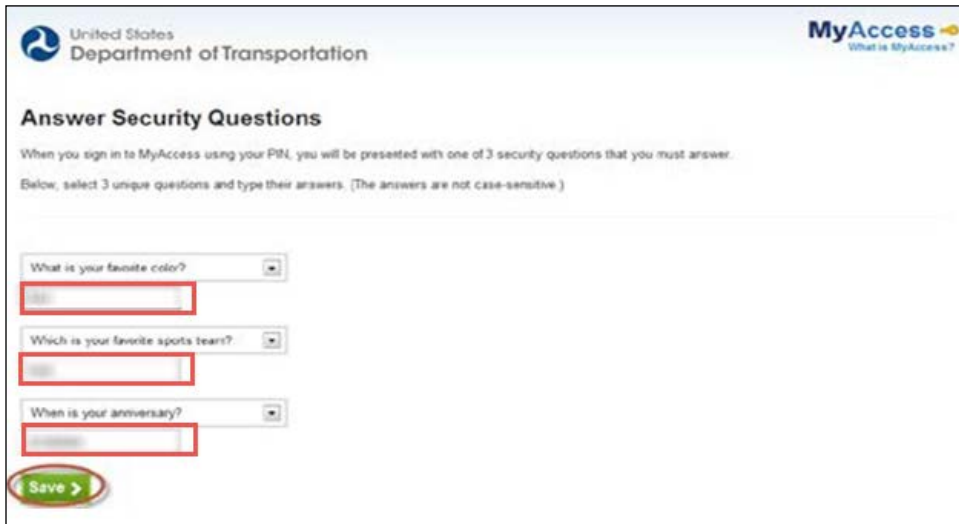
5) Create a MyAccess PIN number by entering a 6-8 digit number. Confirm your MyAccess PIN number by re-entering it, and clicking “**Continue.**”

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



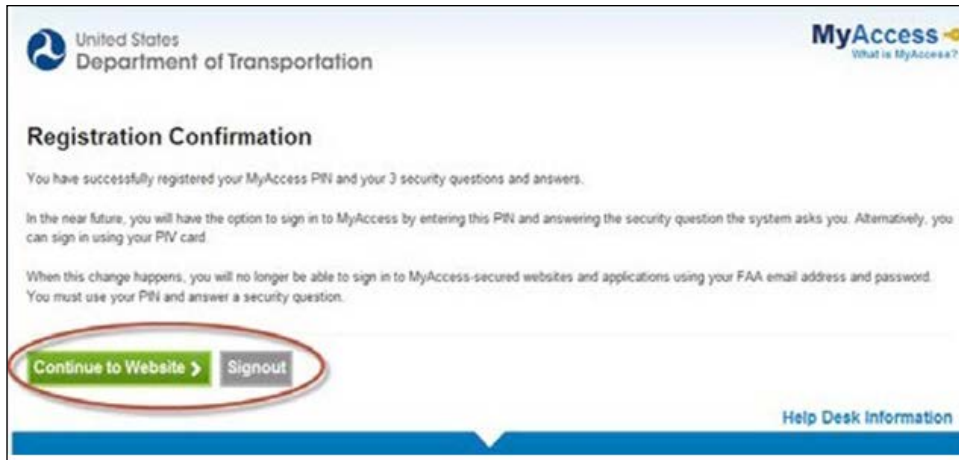
The screenshot shows the 'MyAccess Sign In' page from the United States Department of Transportation. It features a header with the department logo and the 'MyAccess' logo. The main content area includes a 'MyAccess PIN' input field, a 'Forgot MyAccess PIN?' link, and a 'Which city were you born in?' input field. Below these is a checkbox for 'Change security settings after sign in' with a note that settings include the PIN and security questions. A 'Sign In' button is at the bottom, with a red arrow pointing to it from the right.

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



The screenshot shows the 'Answer Security Questions' page. It includes a header with the department logo and the 'MyAccess' logo. The main content area has a title 'Answer Security Questions' and a sub-header explaining that users will be presented with one of three security questions. Below this, there are three questions, each with a drop-down menu and an input field: 'What is your favorite color?', 'Which is your favorite sports team?', and 'When is your anniversary?'. A green 'Save' button with a right-pointing arrow is at the bottom left.

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.

The screenshot shows the 'Pilot Records Database' registration page. At the top left is the FAA logo and the text 'Federal Aviation Administration'. The page title is 'Pilot Records Database'. Below the title is a welcome message: 'Welcome to the Pilot Records Database Airman First Time User Registration.' The registration form contains the following fields and values:

- User Name: TST624291067
- Role: AIRMAN
- User Status: Active
- * First Name: LUIS
- * Last Name: SWANSON
- * Middle Name: O
- Name Suffix: -Select-
- * Phone: [Empty field]
- Mobile Phone: [Empty field]
- * Email: TST624291067@faa.fed
- Fax: [Empty field]

At the bottom of the form are two buttons: 'Submit' (highlighted with a red box) and 'Clear'.

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

The screenshot shows a 'System Use Notice' dialog box. At the top, it says 'Warning -- Warning -- Warning' and 'Only Authorized Users May Use This System'. The main title is 'System Use Notice'. The text of the notice reads:

This is a Federal Aviation Administration (FAA) computer system. The FAA systems, including all related equipment, networks, and network devices (e.g., specifically including Internet access) are provided for the processing of official U.S. Government information. Intentionally accessing a protected Government computer without authorization or in excess of authority and as a result causing damage, recklessly or otherwise, will constitute a violation of Title 18, United States Code, Section 1030, Computer Fraud and Abuse Act (CFAA), and may be referred to the Federal Bureau of Investigation (FBI) for investigation and prosecution. Violations of the CFAA may also lead to both civil and criminal liability, including seeking monetary relief for economic damage. The FAA will monitor usage for violations of public laws, national information security policies, and agency policy. The FAA will also intercept, record, audit, read, copy, and disclose by and to authorized personnel for official purposes, including administrative, civil, and/or criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Continued use constitutes consent to monitoring for violation of Federal laws, national security policy, and agency computer policy. If you are not an authorized user of this system or do not consent to monitoring, exit this system now.

At the bottom of the dialog box are two buttons: 'Accept' (highlighted with a red box) and 'Exit'.

For Official Use Only. Public availability to be determined under 5 U.S.C. 552

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.

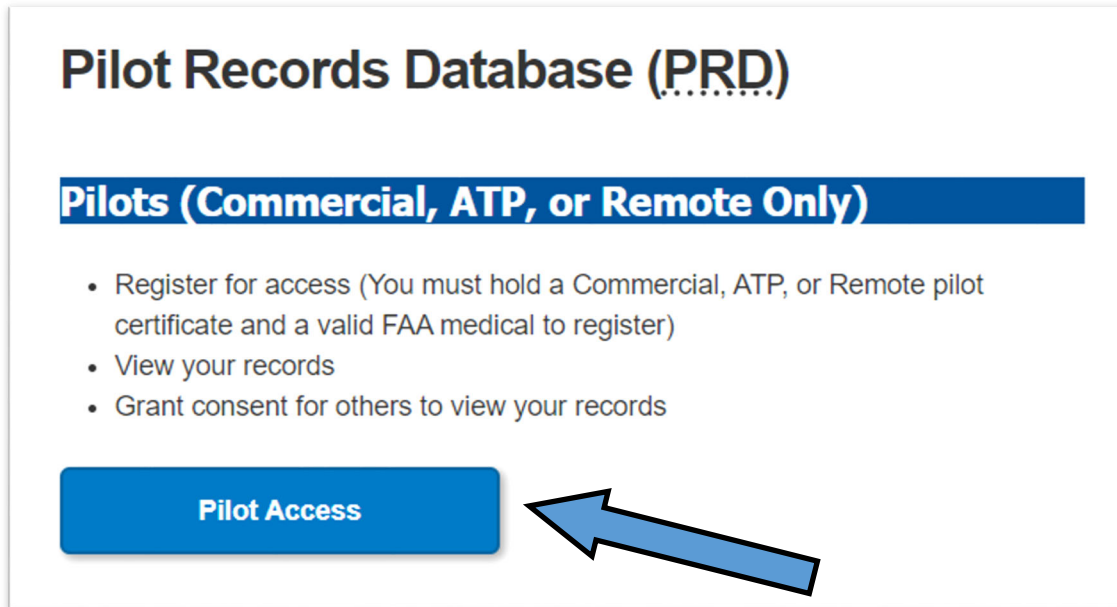


(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov



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.

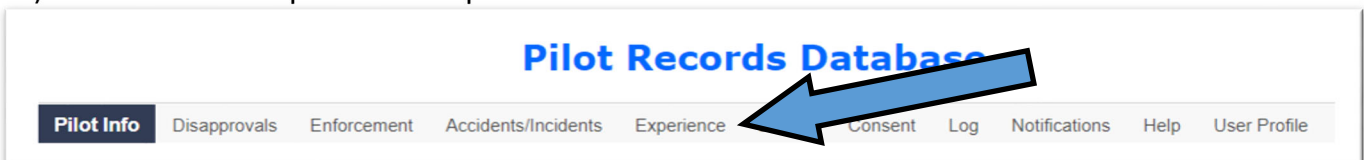


2) Login via your MyAccess account or [create a new one](#) if you don't already have one. (See the Note at the end of this guide.)

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.