

**VOLUME 5 AIRMAN CERTIFICATION****CHAPTER 5 TITLE 14 CFR PART 65—AIRMEN OTHER THAN  
FLIGHT CREWMEMBERS****Section 4 Certificate Part 65 Repairman/Added Privileges****5-1191 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY  
CODES.**

**A. Maintenance:** 3510.

**B. Avionics:** 5510.

**5-1192 OBJECTIVE.** This section provides guidance and describes procedures for certificating applications for repairman certificates and added privileges in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.103.

**5-1193 GENERAL.**

**A. Eligibility.** Applicants for repairman certification are employed by repair stations or air carriers. Practical experience of at least 18 months or formal training appropriate for the position, as well as the satisfaction of the Administrator, are the basis for issuance of a repairman certificate. Applicants must be at least 18 years of age and able to read, write, speak, and understand English.

**B. Personnel Requirements.** According to 14 CFR part 121, § 121.709; part 135, § 135.443; and part 145, § 145.159, an applicant may choose to use repairmen to meet the applicable personnel requirements within the air carrier or repair station. This use is limited to the specific job for which the air carrier or repair station has employed the person to perform or supervise.

1) Repairman certificates are not required for repair stations located outside the United States.

2) An air carrier or repair station may assign an applicant employee to a position requiring at least one of the following:

- Responsibility for the work of a shop or department that performs maintenance;
- Authorization to sign the Airworthiness Release, Maintenance Record Entry according to the air carrier's manual, or authorization for return to service for the repair station in accordance with the Repair Station Manual (RSM); or
- Performance of inspections required by the air carrier's manual, if applicable.

3) A repairman employed by an air carrier that also holds a repair station certificate may apply for one certificate if the duties are the same in both operations. The Airmen Certification Branch (AFS-760) will issue one certificate with the same privileges listing each

operation in the limitations section. If a repairman is employed at either the operator or the repair station and subsequently wishes to be added to the other, certification will be handled as an added privilege.

4) A repairman employed and certificated by more than one repair station or by more than one operator, where the employers are distinctly different business entities, will need a separate airman certificate for each repair station or operator.

5) A repairman employed by a repair station using stations at different locations may serve in any station in that system in accordance with § 145.107(b).

**C. Required Documentation.** With each request for a certificate/rating, an applicant should submit the following:

1) One copy of Federal Aviation Administration (FAA) Form 8610-2, Airman Certificate and/or Rating Application, with items I through IV completed. Applicants should check the box for "Repairman Certificate" and indicate the privileges sought.

2) Pilot's Bill of Rights (PBR) Written Notification of Investigation (FAA Order 8900.1, Volume 14, Chapter 1, Section 3, Figure 14-1-3B, Sample Written Notification to an Airman Applicant).

3) A positive form of picture identification, with current name (e.g., a State-issued driver's license, passport, or U.S. military identification), presented in person at the time of application and temporary certificate issue. Applicants must provide a signature and a physical address where they can be located. Aviation safety inspectors (ASI) should record the identification method in the "Remarks" section on the back of FAA Form 8610-2 along with any noted expiration date.

4) A letter of recommendation from the applicant's employer clearly stating that the applicant meets the requirements of § 65.101. The letter should describe the specialized jobs the applicant will perform or supervise as a repairman.

**D. Ratings.** Ratings for an applicant employed by an air carrier or repair station should coincide with ratings issued at the repair station limited to the specific job for which the person is employed to perform or supervise.

1) In no instance should anyone issue a repairman certificate with an airframe and/or powerplant rating to circumvent the process of obtaining a mechanic certificate. If someone has issued a repairman certificate with airframe and/or powerplant ratings, request that the airman surrender the certificate. Issue a repairman certificate with the appropriate privileges and limitations.

2) Reserve repairman certificates for applicants that have special skills, e.g.:

- Argon heliarc welding,
- Cylinder plating,
- Nondestructive testing,

- Propeller overhaul,
- Electrical system analysis and repair (reserve this type of certificate for specific systems only, such as flight guidance data bus and power distribution), or
- Radio and/or instrument repair (for these repairman certificates, you may enter the applicable privileges as “radio and instrument” or “radio” or “instrument”).
- This list is not all-inclusive. It provides examples of skills whose scope is in keeping with a repairman rating.

**5-1194 COORDINATION REQUIREMENTS.** This task may require coordination between maintenance and avionics ASIs.

**5-1195 REFERENCES, FORMS, AND JOB AIDS.**

**A. References (current editions):**

- Advisory Circular (AC) 65-24, Certification of a Repairman (General).
- Volume 14, Chapter 1, Section 3, Providing Written Compliance Philosophy Explanation and Pilot’s Bill of Rights Notification.
- FAA Order 8900.2, General Aviation Airman Designee Handbook.

**B. Forms:**

- FAA Form 8610-2, Airman Certificate and/or Rating Application.
- FAA Form 8060-4, Temporary Airman Certificate.
- PBR Written Notification of Investigation (FAA Order 8900.1, Volume 14, Chapter 1, Section 3, Figure 14-1-3B, Sample Written Notification to an Airman Applicant).

**C. Job Aids:**

- Table 5-4, Instructions for Completing FAA Form 8610-2.
- Figure 5-137A, Sample Temporary Airman Certificate (Repairman).
- Figure 5-137B, Sample Application Form (Repairman).
- Figure 5-137C, Sample Letter of Recommendation (Repairman).
- Figure 5-138, Instructions for Completing a Temporary Airman Certificate.
- Job Task Analysis (JTA) 3.1.23, Issue a Repairman Certificate or Added Privilege.

**5-1196 PROCEDURES.**

**A. Verify Eligibility.** Ensure that the applicant is at least 18 years of age and reads, writes, speaks, and understands English.

NOTE: All applicants for airman certificates must apply in person and present positive identification at the time of application. Acceptable forms of positive

identification include the applicant's current name (e.g., a State-issued driver's license, passport, or U.S. military identification). Record the method of identification in the "Remarks" section of FAA Form 8610-2, along with any noted expiration date, and ensure that the applicant signs the form.

## **B. Review Application and Letter of Recommendation.**

1) Ensure that the applicant marks the box for "Repairman Certificate" and indicates the privilege(s) sought on the front of FAA Form 8610-2. Determine if the applicant meets the requirements of part 65.

NOTE: AFS-760 no longer requires that the "Applicant's Certification," A or B, on the reverse side of FAA Form 8610-2, be filled out for a repairman certificate unless the date of issue on the temporary certificate and the applicant's certification in block IV are not the same.

NOTE: The date on the temporary certificate and the date of the applicant's certification statement on either the front side (section IV) or back side (A and B) of FAA Form 8610-2 (as applicable) must coincide.

NOTE: The temporary certificate FAA Form 8060-4 provided to the applicant may be completed in dark ink and handwritten; however, the temporary certificate provided to AFS-760 must be typewritten.

2) Verify that the letter of recommendation contains the following elements:

- A statement certifying that the applicant meets the requirements of the privilege(s)/limitation(s) sought (e.g., "John Doe has met the requirements under 14 CFR § 65.101."), and
- A statement recommending the applicant for the privilege(s)/limitation(s) sought (e.g., "Mr. John Frank Johnson is being recommended for radio and instrument ratings.").

3) Ensure the repairman ratings shown on the temporary airman certificate match the ratings shown in the letter of recommendation.

NOTE: "Duties" do not need to be shown in the letter of recommendation, only the appropriate repairman ratings that coincide with the repairman ratings sought and shown on the FAA Form 8060-4.

4) It is acceptable for the letter of recommendation to show the applicant's identification method.

5) FAA inspectors must complete their portion of the documentation of the applicant's receipt of the written notifications (FAA Order 8900.1, Volume 14, Chapter 1, Section 3, Figure 14-1-3B) regardless of whether the applicant signs the acknowledgment of receipt.

**Table 5-4. Instructions for Completing FAA Form 8610-2**

<b>Section I – Applicant Information:</b>
<p>A. Name: First, Middle, Last – Applicant must enter his/her legal name.</p> <p>B. Social Security Number – Disclosure of the Social Security number is optional; however, <i>item B cannot be left blank</i>. Enter a U.S. Social Security number, “DO NOT USE,” or “NONE.”</p> <p>C. DOB – Applicant must enter his/her date of birth using 8-digit format Month/Day/Year (MM/DD/YYYY).</p> <p>D. Height – Applicant must enter his/her height in inches.</p> <p>E. Weight – Applicant must enter his/her weight in pounds.</p> <p>F. Hair – Applicant must spell out his/her hair color. Acceptable colors are bald, brown, black, blond, gray, and red.</p> <p>G. Eyes – Applicant must spell out his/her eye color. Acceptable colors are brown, black, blue, hazel, gray, and green.</p> <p>H. Sex – Enter M for male or F for female.</p> <p>I. Nationality (Citizenship) – Applicant enters the country in which he/she maintains citizenship. If dual citizenship, enter one on the application and the certificate will show the other as a limitation (e.g., “Dual citizenship includes Canada.”).</p> <p>J. Place of Birth – Applicant enters the city and State if born in the United States. If the city is unknown, enter the county and State. If the applicant was born outside the United States, enter the name of the city and country, or province and country. If the applicant was not born in a city and country or a province and country, enter that information in the “REMARKS” area.</p> <p>K. Permanent Mailing Address – Applicant enters the number and street, city, State, and ZIP Code.</p> <p style="padding-left: 40px;">NOTE: A post office address is not acceptable for the purpose of applying for an airman certificate, unless the applicant resides on a rural route, a boat, or in some other manner that requires the use of a post office box, rural route, or a personal mailbox for an address. If the applicant uses a P.O. Box, rural route, personal mailbox, or business address as the preferred mailing address, the applicant must furnish a map or written directions to his/her residence or furnish the actual residence address.</p> <p style="padding-left: 40px;">NOTE: These directions are not required for APO/FPO type addresses.</p> <p>L. Have you ever had an airman certificate suspended or revoked? – Applicant must check either the YES box or the NO box. (Refer to 14 CFR part 65, § 65.11.)</p> <p>M. Do you now, or have you ever, held an FAA airman certificate? – Applicant must check either the YES box or the NO box. If YES, specify the type of certificate held.</p> <p>N. Have you ever been convicted for violation of any federal or state statutes pertaining to narcotic drugs, marijuana, and depressant or stimulant drugs or substances? – Applicant must check either the YES box or the NO box. If YES, the applicant must give the DATE OF FINAL CONVICTION using 8-digit format Month/Day/Year (MM/DD/YYYY). Refer to § 65.12.</p>

<b>Section II – Certificate or Rating Applied for on Basis of:</b>
The applicant shall check Box C – Letter of Recommendation.
<b>Section III – Record of Experience:</b>
<p>The applicant completes the “FROM” and “TO” boxes (under “Dates: Month and Year”) by entering his/her dates of employment, using 6-digit format Month/Year (MM/YYYY). The applicant must have at least 18 months of experience or formal training acceptable to the Administrator to be eligible for a repairman certificate.</p> <p>NOTE: If the dates are close to the 18-month requirement, AFS-760 requires the 8-digit format Month/Day/Year (MM/DD/YYYY) that will have to be handwritten in.</p> <p>The applicant then enters the employer’s name and location (city and State) and the type of work performed. If the applicant is applying based on formal training, then he/she should indicate a statement in this area or as an attachment.</p>
<b>Section IV – Applicant’s Certification:</b>
<p>Item A – Signature: The applicant signs FAA Form 8610-2 as he/she normally signs his/her name above or beside his/her typed or printed name. For verification purposes, the inspector will require the applicant to present a current photo ID (e.g., a State-issued driver’s license, military ID, passport, etc.). Record the name and method used for verification in the “REMARKS” section.</p> <p>NOTE: If the applicant uses a State-issued driver’s license as the verification method, the “REMARKS” section must include the State that issued the license and expiration date.</p>

## 5-1197 TASK OUTCOMES.

### A. Complete the PTRS Record.

**B. Issue Certificate.** When you have determined that the applicant meets all the requirements for certification, sign the application as approved and complete FAA Form 8060-4 in duplicate.

NOTE: The inspector’s approval date must be the same date as shown on the temporary certificate, using 8-digit format Month/Day/Year (MM/DD/YYYY) for both dates.

1) The term “Pending” on FAA Form 8060-4 is a valid certificate number when the applicant has not held a permanent numbered certificate. Otherwise, enter the permanent certificate number.

2) Do not use Social Security numbers.

NOTE: The reverse side of FAA Form 8060-4 contains conditions of issuance and further states it is an interim certificate subject to approval of the FAA pending issue of a certificate of greater duration. As such, the FAA considers the use of “Pending” during this interim period equivalent to a digital numbered certificate for the purpose of the recording requirements found in 14 CFR part 43.

3) Check the “Airman Information” portion of the National Vital Information Subsystem (NVIS) to determine whether the applicant already possesses a certificate. An applicant seeking added privileges to a specific certificate must surrender the applicable superseded certificate held at the time of application approval.

4) Give the applicant a copy of FAA Form 8060-4. Both the applicant and the ASI must print and sign this form.

5) Complete the “FAA Inspector’s Report” portion on the reverse side of FAA Form 8610-2. Ensure you have marked the “Approved” box, along with the approval date (same date and 8-digit format as the temporary airman certificate), inspector’s printed name, signature, and the FAA district office. Ensure you have shown the airman’s method of identification in the “Remarks” section.

NOTE: If the FAA Form 8610-2 is on a two-page application (duplex printing was not used), ensure the airman’s name, certificate number or pending, and date of birth is annotated on the second page.

NOTE: Mark the “Approved” box when the temporary certificate is issued.

6) Send the following to AFS-760:

- The original FAA Form 8610-2,
- The letter of recommendation,
- The airman certificate (for an added privilege, as applicable),
- PBR Written Notification of Investigation, and
- The original FAA Form 8060-4.

**C. Deny Certificate.** If you disapprove the application, return it to the applicant with a letter explaining the denial. The ASI must sign, date, enter the “FAA District Office” identifier and check the “Disapproved” box within the “FAA Inspector’s Report” area on page 2 of the FAA Form 8610-2.

## 5-1198 FUTURE ACTIVITIES.

**A. Records Review.** Review repair station and air carrier records to determine if the scope of the applicant’s employment is consistent with the job described in the letter of recommendation.

**B. Surrendered Certificates.** Send airman certificates surrendered in accordance with § 65.15(c) to AFS-760 with a brief statement relating to the circumstances.

NOTE: Due to the new scanning system at AFS-760, you must annotate all cancellation requests with only one airman per page. AFS-760 can no longer accept a list of repairmen for cancellation. AFS-760 will return all lists to the Flight Standards District Office (FSDO) for correction.

**C. Change of Address, Name, Gender, or Nationality.**

**1) Change of Address.** The holder of an airman certificate issued under part 65 must notify the FAA in writing within 30 days after any change in permanent mailing address. The certificate holder may submit the change of address by using Aeronautical Center (AC) Form 8060-55, Change of Address, a letter, or the online services on the AFS-760 website ([http://www.faa.gov/licenses\\_certificates/airmen\\_certification/](http://www.faa.gov/licenses_certificates/airmen_certification/)). Also, ensure the certificate holder furnishes directions or a map if using a post office box or rural route.

**2) Change of Name/Nationality/Date of Birth (DOB)/Gender.** The applicant must first make an appointment with an FAA inspector. The applicant must complete FAA Form 8610-2 (sections I and IV). The inspector will identify and notate the required documentation presented in the remarks block of FAA Order 8610-2. The latest required documentation can be found at the following website: [https://www.faa.gov/licenses\\_certificates/airmen\\_certification/name\\_change/](https://www.faa.gov/licenses_certificates/airmen_certification/name_change/).

**D. Reconstruction of Lost Certification Files.**

**1)** A copy of the original FAA Form 8610-2 and FAA Form 8060-4, with signature on both forms, is required. If no copy exists, provide the information that appeared on the original application on a new FAA Form 8610-2 and FAA Form 8060-4, complete with new signatures but with the original dates (applicant and inspector), and a PBR Written Notification of Investigation.

**2)** In the upper right-hand block of FAA Form 8610-2, place the wording “Reconstructed File” in red ink.

**3)** Forward all information regarding the certification file through the FSDO to: FAA, Attn: Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125-0082.

NOTE: You do not need to mail an emergency field-issue temporary certificate with the reconstructed file package. You can maintain these at the FSDO.



**Figure 5-137A. Sample Temporary Airman Certificate (Repairman)**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		II. CERTIFICATE NO. PENDING	
III. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT		IV. JOHN HOWARD BROWN 2450 WEST MAIN STREET ALTANTA, GA. 44651	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
12/20/1960	72 IN	180	BLACK
			EYES
			BLUE
			SEX
			M
			NATIONALITY
			USA
DC. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of <p style="text-align: center;">REPAIRMAN</p>			
RATINGS AND LIMITATIONS XII. CERTIFICATE PRIVILEGES OF 14 CFR SECTION 65.103 VALID FOR RADIO AND INSTRUMENT WHILE EMPLOYED BY BETA AIRLINES, COLLEGE PARK, GEORGIA.			
XIII. CERTIFICATE NUMBER: BETA1234			
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS		DATE OF SUPERSEDED AIRMAN CERTIFICATE	
GRADE OF CERTIFICATE			
BY DIRECTION OF THE ADMINISTRATOR			
X. DATE OF ISSUANCE 01/14/2008	XI. SIGNATURE OF EXAMINER OR INSPECTOR JOHN K. SMITH, ASI		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. CMO SO-27 DATE DESIGNATION EXPIRES

FAA Form 8080-4 (8-79) USE PREVIOUS EDITION

AFS Electronic Forms System - v2.2

AFS Electronic Forms System - v2/2

**XIV. CONDITIONS OF ISSUANCE**

This is an interim certificate issued subject to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void-

1. Upon the receipt of a certificate of greater duration to replace it;
2. Upon a finding by the FAA that an error has been made in its issuance;
3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;
4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and
5. In any case, at the expiration of 120 days from date of issuance.

Figure 5-137B. Sample Application Form (Repairman)

**TYPE OR PRINT ALL ENTRIES IN INK**

Form Approved  
OMB No. 2120-0022 8/31/2014

U.S. Department of Transportation  
Federal Aviation Administration

**AIRMAN CERTIFICATE AND/OR RATING APPLICATION**

REPAIRMAN  
 MECHANIC  
 AIRFRAME  
 POWERPLANT

Radio & Instrument  
(Specify Rating)

PARACHUTE RIGGER  
 SENIOR  
 SEAT  
 BACK

MASTER  
 CHEST  
 LAP

APPLICATION FOR:  ORIGINAL ISSUANCE  ADDED RATING

**I. APPLICANT INFORMATION**

A. NAME (First, Middle, Last)  
John Howard Brown

B. SOCIAL SECURITY NO.  
344670987

C. DOB (Mo., Day., Yr.)  
12/20/1960

D. HEIGHT  
72 IN. 180

E. WEIGHT  
180

F. HAIR  
Black

G. EYES  
Blue

H. SEX  
M

I. NATIONALITY (Citizenship)  
USA

J. PLACE OF BIRTH  
Atlanta

K. PERMANENT MAILING ADDRESS  
2450 W Main Street  
NUMBER AND STREET, P.O. BOX, ETC.  
Atlanta  
CITY  
Georgia  
STATE  
44651  
ZIP CODE

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?  
 NO  
 YES (If "Yes," explain on an attached sheet keying to appropriate item number).

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?  
 NO  YES  
SPECIFY TYPE: \_\_\_\_\_

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?  
 NO  YES  
DATE OF FINAL CONVICTION \_\_\_\_\_

**II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF -**

A. CIVIL EXPERIENCE  
 B. MILITARY EXPERIENCE  
 C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

D. GRADUATE OF APPROVED COURSE  
(1) NAME AND LOCATION OF SCHOOL  
(2) SCHOOL NO.  
(3) CURRICULUM FROM WHICH GRADUATED  
(4) DATE

E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)  
(1) SCHOOL NAME  
NO.  
(2) SCHOOL OFFICIAL'S SIGNATURE

F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)  
(1) DATE AUTH.  
(2) DATE AUTH. EXPIRES  
(3) FAA INSPECTOR SIGNATURE  
(4) FAA DIST OFC.

**III. RECORD OF EXPERIENCE**

A. MILITARY COMPETENCE OBTAINED IN \_\_\_\_\_ (1) SERVICE  
(2) RANK OR PAY LEVEL  
(3) MILITARY SPECIALTY CODE

B. APPLICANT'S OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR.  
(Continue on separate sheet, if more space is needed).

DATES: MONTH AND YEAR		EMPLOYER AND LOCATION	TYPE WORK PERFORMED
FROM	TO		
02/1992	01/2008	Delta Airlines, Atlanta Georgia	Radio and Instrument Technician

C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED

SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A -
					<input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER

**IV. APPLICANT'S CERTIFICATION**

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE

A. SIGNATURE  
*John Howard Brown*

B. DATE  
01/14/2008

I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.

DATE: \_\_\_\_\_ INSPECTOR'S SIGNATURE: \_\_\_\_\_ FAA DISTRICT OFFICE: \_\_\_\_\_

**FOR FAA USE ONLY**

Emp.	reg.	D.O.	seal	con	iss.	Act	Jev	TR	s.h.	Src	#rte	Rating (1)	Rating (2)	Rating (3)	Rating (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION Electronic Version (Adobe)



**Figure 5-137C. Sample Letter of Recommendation (Repairman)**

XYZ Airlines  
1234 Airport Road  
Anywhere, USA 23250

Phone: (404) 305-7200  
Fax: (404) 305-7201

Mr. Joe Inspector  
FAA FSDO EA 21  
0000 Huntsman Rd  
Richmond, VA 23250

XYZ Airlines would like to recommend John Howard Brown for certification as a Repairman with ratings of Radio and Instrument.

Mr. Brown has demonstrated his abilities in the areas of radio components and instrument components. His duties and responsibilities include technical supervision of technicians performing repairs at this location.

Mr. Brown meets the qualification requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.101.

Sincerely,

[Signature]

**Figure 5-138. Instructions for Completing a Temporary Airman Certificate**

To issue FAA Form 8060-4, Temporary Airman Certificate, for an application to work at a repair station/air carrier, fill out the form as indicated below:

- A. In Item III, type the word “Pending.” As of June 2002, all original certificates will be assigned a unique certificate number. Enter “Pending” if original. A unique 9-digit certificate number will be assigned; do not use a Social Security number as a certificate number.
- B. In Item IX, type the word “Repairman.”
- C. In Item XII, type the following: “Certificate privileges of 14 CFR part 65, § 65.103 valid for [applicable privileges] while employed by [name of repair station or air carrier, city, State].”
- D. In Item XIII, type the repair station or air carrier certificate number.
- E. Check the box for an original issuance or the box for a reissuance of certificate, whichever is applicable.
- F. If an added rating or an exchange, ensure the date of superseded certificate is shown.
- G. In Item X, ensure the date of issuance is the same as the inspector’s approval date in the “FAA Inspector’s Report.”
- H. In Item X, ensure the inspector printed his/her name, signed his/her name, and provided the region identifier and FAA district office identification.
- I. The term “PENDING” on the FAA Form 8060-4 is a valid certificate number when the applicant has not held a permanent numbered certificate. Otherwise, enter the permanent certificate number.

Forward all information regarding the certification file through the FSDO to:

FAA  
Airmen Certification Branch, AFS-760  
P.O. Box 25082  
Oklahoma City, OK 73125-0082

**RESERVED.** Paragraphs 5-1199 through 5-1215.