

Effective September 29, 2025

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

☐	FAA Pilot Records Database Records Retrieval (<i>per employee</i>) ¹	\$99.95
☐	FAA Pilot Records Database Historical Record Entry Enrollment - AirDock DOT & FAA Database non-subscribers (<i>per employee</i>)	\$99.95
☐	FAA Pilot Records Database New Record Entry (<i>per page</i>) ¹	\$5.00
☐	FAA Pilot Records Database Historical Record Entry Enrollment - AirDock DOT & FAA Database subscribers (<i>per employee</i>)	\$69.95
☐	National Driver Register Check (NDR)	\$49.95
☐	Drug & Alcohol History Records Request (<i>per employer</i>)	\$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 (<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@airtera.com.



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 have 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's Pilot Records Database (PRD) website. At the top, there is a navigation bar with links to FAA Home, Jobs, News, About FAA, A-Z Index, and a search bar. Below this is a blue header with various categories: Aircraft, Airports, Air Traffic, Data & Research, Licenses & Certificates, Regulations & Policies, and Training & Testing. The main content area is titled 'Pilot Records Database (PRD)' and features a large blue button labeled 'Sign into Pilot Records Database (PRD)'. Below this button, a red box highlights the link 'Register as a New Pilot user'. Other links include 'Register as a New Air Carrier or Operator user'. To the left of the main content is a sidebar with links to Advisory Circulars (ACs), Airworthiness Directives (ADs), FAA Regulations, Forms, Handbooks & Manuals, Notices to Airmen (NOTAMS), Orders & Notices, Policy & Guidance, Rulemaking, and Temporary Flight Restrictions (TFRs). To the right of the main content is a 'Top Tasks' section with links to 'Look up FARs', 'Find recently published rulemaking documents', 'Find orders & notices', 'Find a handbook or manual', and 'Find a form'. At the bottom of the main content area, there is a 'More resources' section with links to 'Flight Standards District Offices (FSDO)', 'National Drivers Registry (NDR)', 'Advisory Circular (AC) 120-68G: 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.

United States Department of Transportation

MyAccess What is MyAccess?

Sign In

By signing in here with MyAccess, you will have access to all participating MyAccess applications that you are authorized to use. By clicking Agree & Continue, you accept the Government warning below.

a)
DOT Employees and Contractors Use Your PIV Card

DOT employees insert your PIV card into your smart card reader before attempting to login.

Agree & Continue

b)
Use Your Email Address*

Agree & Continue

* Federal personnel enter your Federal email address. External users enter your email address you used to register with MyAccess

External Users - Don't have an account? [Register here.](#)

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”**.

United States Department of Transportation

MyAccess What is MyAccess?

Confirm Your Account

You need to register with MyAccess before you can sign in. This is the only time you will be asked to do this on sign in.

To begin registration, please enter either the serial number from the back of your PIV card or the access code you received via email.

Access Code

Continue

This credential is the property of the U.S. Government. Counterfeiting, altering, or misusing violates Section 495, Title 18 of the U.S. Code.

Serial No:

XXXX XXXXXXX XXXX
XXX XXXXXXXXXX XXX XX
XXXXXXXXXX XX XXXXX

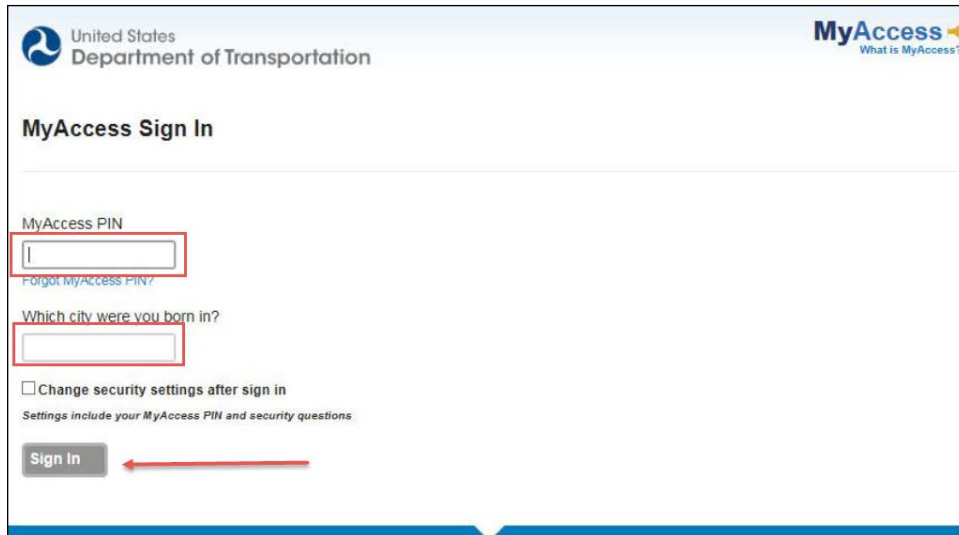
Continue

Help Desk Information

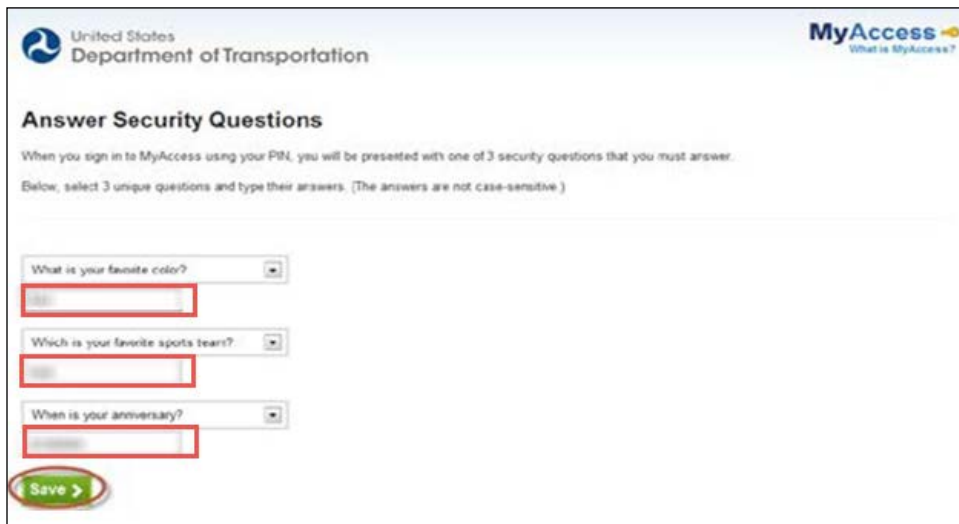
5) Create a MyAccess PIN number by entering a 6-8 digit number. Confirm your MyAccess PIN number by re-entering it, and clicking “**Continue.**”



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.

A screenshot of the MyAccess Sign In page. The page header includes the United States Department of Transportation logo and the MyAccess logo with the tagline "What is MyAccess?". The main heading is "MyAccess Sign In". Below this, there is a "MyAccess PIN" label followed by a text input field. A red box highlights the input field. Below the input field is a link "Forgot MyAccess PIN?". Below that is a label "Which city were you born in?" followed by a text input field, also highlighted with a red box. Below the input field is a checkbox labeled "Change security settings after sign in" with the text "Settings include your MyAccess PIN and security questions" underneath. At the bottom is a "Sign In" button, which is highlighted with a red box and 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.

A screenshot of the Answer Security Questions page. The page header includes the United States Department of Transportation logo and the MyAccess logo with the tagline "What is MyAccess?". The main heading is "Answer Security Questions". Below this is a paragraph: "When you sign in to MyAccess using your PIN, you will be presented with one of 3 security questions that you must answer. Below, select 3 unique questions and type their answers. (The answers are not case-sensitive)". There are three questions, each with a drop-down menu and a text input field. The first question is "What is your favorite color?" with a red box around the input field. The second question is "Which is your favorite sports team?" with a red box around the input field. The third question is "When is your anniversary?" with a red box around the input field. At the bottom is a "Save" button with a green arrow, highlighted with a red box.

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

United States Department of Transportation

MyAccess What is MyAccess?

Registration Confirmation

You have successfully registered your MyAccess PIN and your 3 security questions and answers.

In the near future, you will have the option to sign in to MyAccess by entering this PIN and answering the security question the system asks you. Alternatively, you can sign in using your PIV card.

When this change happens, you will no longer be able to sign in to MyAccess-secured websites and applications using your FAA email address and password. You must use your PIN and answer a security question.

[Continue to Website](#) [Signout](#)

[Help Desk Information](#)

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.

Federal Aviation Administration

Pilot Records Database

Welcome to the Pilot Records Database Airman First Time User Registration.

* Please enter data EXACTLY as it appears on your most recent certificate.

* First Name:

Middle Name:

* Last Name:

* Certificate Number:

Certificate Date Of Issue:

My Access UID: TST961510613

[Submit](#) [Clear](#)

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 is the FAA logo and the text 'Federal Aviation Administration'. Below that is the title 'Pilot Records Database'. A welcome message reads: 'Welcome to the Pilot Records Database Airman First Time User Registration.' The 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.fes/
- Fax: [empty field]

At the bottom 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 title is 'System Use Notice'. The main text 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 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.

Support and Resources

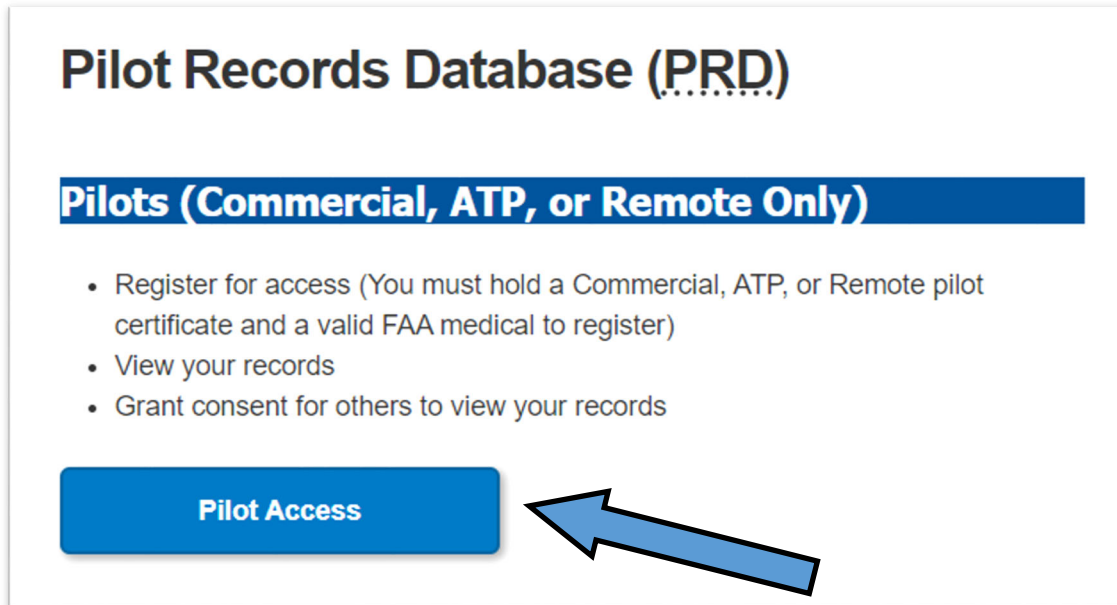


(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov



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.

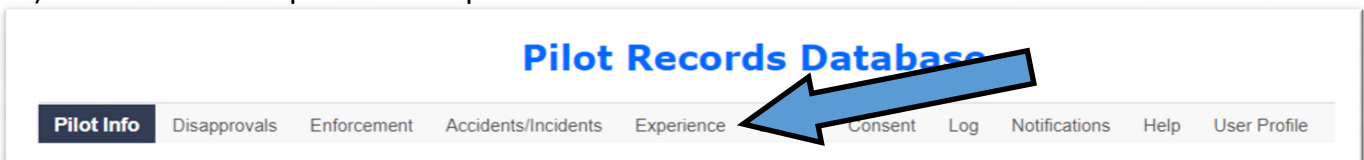


2) Login via your MyAccess account or [create a new one](#) if you don't already have one. (See the Note at the end of this guide.)

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.