

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.



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 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](mailto:amc-avs-PRDSupport@faa.gov)

Rev 1 20240822

PRD Pilot User Log On



Federal Aviation
Administration

The purpose of this Job Aid is to describe the steps needed for a pilot to log into the Pilot Record Database (PRD).

Table of Contents

Getting Started	1
Submitting an PDR Application Request.....	1
Resources	1

Getting Started

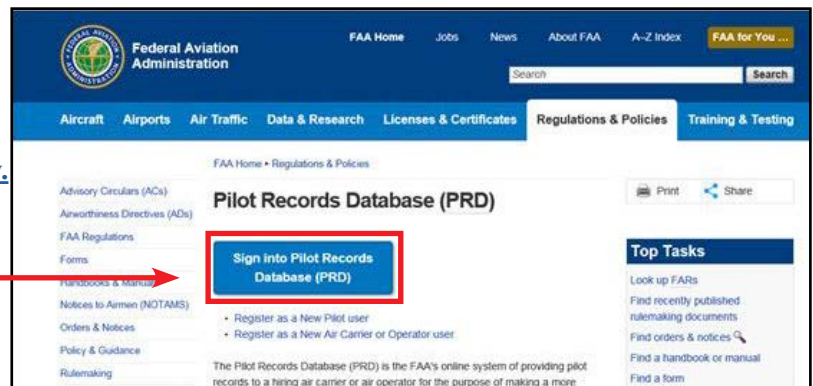
Users must have completed the first time registration before using this Job Aid. For help with the External MyAccess procedure or first time registration please see the corresponding Job Aids.

Submitting an PDR Application Request

Complete the following steps to submit a PRD External application registration request.

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

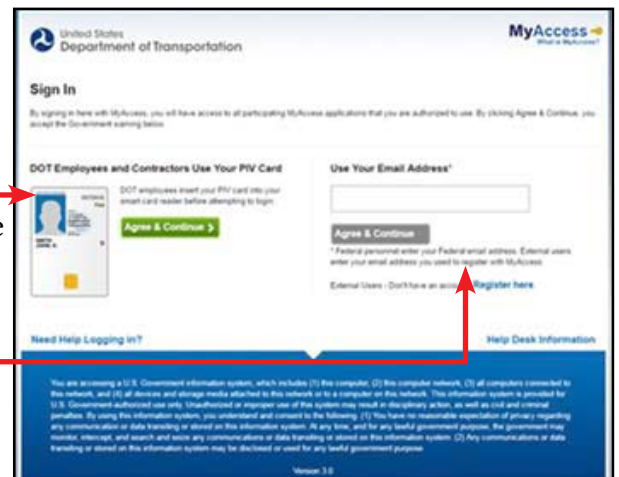
2) Select “Sign into Pilot Record Database”.



3) The MyAccess page will appear.

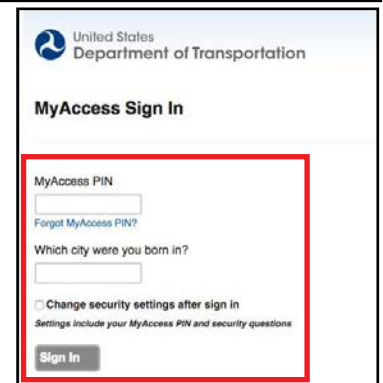
a. For FAA Employees that have a PIV card select “Agree & Continue” on the right side of the page.

b. For external users, enter the email address that you gave when setting up your External MyAccess then select “Agree and Continue” on the left side of the page.



4) The second FAA MyAccess Sign In screen is displayed. Enter your **registered PIN number** and answer one of your **security questions**. Select “Sign in”.

5) The System Use Notice screen will appear. Select “Accept” and continue. The PRD screen will appear.



Resources

For technical assistance, please contact:



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

