

# *ASAP News – FAA Airman Certificate Requirements*

by Bruno Riccitelli, ASAP Program Manager

If you are a certificated individual there are administrative responsibilities that go along with that privilege. The FARs require that if you have had a life event, i.e.; name change, address change, certificate number change, etc., you must notify the Airmen Certification Branch in writing or visit their web site at "[faa.gov/licenses\\_certificates/airmen\\_certification/airmen\\_services/](http://faa.gov/licenses_certificates/airmen_certification/airmen_services/)", where you can update your personal information electronically.

Lately, the FAA has changed the appearance and materials that certificates are made of. It is also an option to have a new number issued instead of the traditional number based on the holder's social security number. Requesting the new type certificates will be mandatory after a certain date. 14 CFR 65.15 (d) reads as follows:

***“Except for temporary certificates issued under 65.13, the holder of a paper certificate issued under this part may not exercise the privileges of the certificate after March 31, 2013.”***

Once you have a new certificate issued, whether its has a new number, name, or an address change, it is you responsibility to notify the company, as outlined in GPM 02-28, paragraph A, 8, which states:

***“Any employee who has his/her A&P or Repairman Certificate number changed, suspended, or revoked by the FAA or for any reason surrenders his/her certificate to the FAA, is responsible for immediately notifying his/her supervisor of such action. The supervisor is responsible for having personnel records revised accordingly.”***

Additionally, if you currently have an A240 RII qualification, or an A241 ARA qual, you need to send in a new QA1 and/or QA2 form to the Manager Field Quality Assurance with the updated certificate information to remain current.

What the ASAP program has discovered during the investigative process, is that some reporters have not notified the company nor the FAA, for changes pertaining to their certificate number, address, name changes, or any combination of these.

If your A&P or Repairman certificate information requires updating you can retrieve the attached form from the FAA web site and send it US mail or use the online process. Company information can be updated through your immediate supervisor per GPM 02-28. Make sure your personal information is kept current at all times both with the company and the FAA.