What To Do If Your Temporary Airman Certificate is Expiring Soon

Several reports have been received by the FAA pertaining to Temporary Airman Certificates that will expire while the Federal government is partially shut down. During the partial shutdown the FAA is not processing these certificates so there is a chance that the Temporary Airman Certificate that was issued will expire prior to receiving the permanent airman certificate.

Local FAA offices (FSDOs, CMOs, and AEG’s) should advise impacted airmen of the ability to check the status of their certificate on www.faa.gov and to request a temporary authority to exercise certificate privileges, which is valid for 60 days, via Airmen Online Services.

**NOTE:** This addresses all airmen (pilots, ground instructors, flight instructors, flight engineers, flight navigators, mechanics, air traffic control tower operators, aircraft dispatchers, repairmen, and parachute riggers) for whom the application was processed, but a certificate was not mailed or not yet received.

Steps to do this are shown below:

**Step 1:** Check to see if your application has been processed:

- Navigate to [www.faa.gov](http://www.faa.gov). Click on *Licenses & Certificates* as highlighted below
• **Step 2:** The airman should select *Search Airman Certificate Information* as highlighted below. Fill out the information in the website to see what the FAA shows as your most recent certificate information.

• If the information from the website matches your current Temporary Airman Certificate that is about to expire, your application has been processed by the FAA and you can request temporary authority to exercise privileges or a replacement certificate from Airmen Online Services.

  **NOTE:** Make sure you are comparing the information from this website to your current Temporary Airman Certificate that is about to expire in order to avoid operating with a previous certificate.

• **Step 3:** Navigate to Airmen Online Services at the following web address - [https://www.faa.gov/licenses_certificates/airmen_certification/airmen_services/](https://www.faa.gov/licenses_certificates/airmen_certification/airmen_services/).

• **Step 4:** If this is the first time that the airman has been to this site they will need to *Create an account* (see top highlighted area).

• **Step 5:** Once the account is established, the airman should click on *Login* to get access to Airmen Online Services. (see bottom highlighted area).
• **Step 6:** Once you login to the Airmen Online Service, select *Request Temporary Authority to Exercise Certificate Privileges*. This will take you to the section where you request the document.
• Step 7: On the Request Temporary Authority to Exercise Certificate Privileges page, the airman can request a replacement certificate for $2.00 each, a temporary authority (no charge), or both. If a temporary authority is requested fill out the delivery method at the bottom of the page and hit submit.

The letter returned will be similar to the one shown below.
OUR RECORDS SHOW YOU HOLD AIRLINE TRANSPORT PILOT CERTIFICATE [REDACTED] WITH RATINGS AIRPLANE MULTIMANINE LAND, ROTORCRAFT-HELICOPTER, C-70, COMMERCIAL PRIVILEGES AIRPLANE SINGLE ENGINE LAND, ENGLISH PROFICIENT, ISSUED 05/06/2012.


THIS TEMPORARY AUTHORITY TO EXERCISE THE PRIVILEGES OF YOUR CERTIFICATE(S) EXPIRES ON MARCH 25, 2019.