

Instructions for Completing FAA Form 8610-2, Airman Certificate and/or RATING Application

1. This appendix explains the procedures to be followed when applicants, DMEs, and inspectors complete FAA Form 8610-2.
 - a. The DME or inspector shall provide FAA Form 8610-2 to the applicant.
 - b. The applicant must complete two originals of FAA Form 8610-2 before testing begins.
 - c. The DME or inspector shall give detailed instruction(s) for correctly completing FAA Form 8610-2.

NOTE: The inspector or DME shall copy appendix 2 of this order and provide it to the applicant until FAA Form 8610-2 is revised with written instructions attached.

- d. All entries on FAA Form 8610-2 shall be made with permanent dark ink or typewritten.

NOTE: When you make a correction, cross out and initial the mistake. Do NOT use correction fluid (white out).

- e. All signatures shall be original, in dark ink, with name printed in dark ink or typewritten below or beside the signature.
 - f. All dates shall be entered using eight-digit numeric characters (e.g., 05-05-2002). (Month, Day, Year.) (The dates shall not be entered as May 5, 2002 or 05-05-02.)
2. The DME or inspector shall advise the applicant to read the PRIVACY ACT on FAA Form 8610-2. The PRIVACY ACT is to be removed before FAA Form 8610-2 is used.

(FRONT SIDE OF FAA FORM 8610-2.)

3. The applicant shall complete the TOP SECTION of FAA Form 8610-2.
 - a. The applicant must check the MECHANIC box.
 - b. The applicant must check the appropriate boxes) for the rating(s) sought (e.g., AIRFRAME and/or POWERPLANT).
 - c. The applicant must check either the ORIGINAL ISSUANCE or the ADDED RATING box. The ADDED RATING box will only be checked when the applicant has an aviation mechanic certificate and is actually adding a rating.

NOTE: No other boxes are checked on the TOP SECTION of FAA Form 8610-2 by an aviation mechanic applicant.

4. **BLOCK I—APPLICANT INFORMATION** The DME or inspector shall warn the applicant to read the fine print.
 - a. **ITEM A—NAME** (First, Middle, Last)
 - (1) The applicant shall enter his or her legal name; however, for record purposes, no more than one middle name shall be entered. The applicant's name shall not be changed on the subsequent FAA Form 8610-2 unless it is done in accordance with Title 14 of the Code of Federal Regulations 14 CFR part 65, section 65.16. If the applicant's name exceeds the number of characters allowed (50, including spaces), the Airmen Certification Branch, AFS-760, will make necessary changes to allow for computer acceptance
 - (2) If the applicant has no middle name, the applicant shall enter NMI (no middle initial) or NMN (no middle name).
 - (3) If the applicant has initial(s) only, the applicant shall enter those initials and then enter INITIAL ONLY.

(4) If the applicant is a junior, III, IV, etc., the applicant will so indicate.

NOTE: If the applicant already has an FAA aviation mechanic certificate, the name on FAA Form 8610-2 must be the same as the name on the FAA aviation mechanic certificate unless it is changed in accordance with section 65.16.

b. **ITEM B—SOCIAL SECURITY NO.**

- (1) Disclosure of the Social Security Number is optional (see PRIVACY ACT). However, Item B cannot be left blank.
- (2) The applicant shall either enter his or her Social Security Number or enter one of the following notations: DO NOT USE or NONE.

NOTE: If an applicant presents a CG-G-EAE-4 Form, Certificate of Eligibility, reflecting completion of the FAA/Military Certification of Performance of Jobs Tasks program, they must list their total length of military service. The applicant must also include the issuance control number as recorded on the CG-G-EAE-4 Form under "TYPE WORK PERFORMED."

c. **ITEM C—DOB (Mo., Day, Yr.)**

- (1) The applicant shall enter all dates using eight-digit numeric characters (e.g., 07-09-1965). (Month, Day, Year.) (The dates shall not be entered as July 9, 1965 or 07-09-65.)
- (2) The DME or inspector shall verify the date of birth (DOB). The DOB is a problem area.
- (3) If the applicant has other FAA certificate(s), the DME or inspector shall verify that the DOB is the same as that entered on the FAA Form 8610-2.

d. **ITEM D—HEIGHT**

- (1) The applicant shall enter his or her height in inches. (EXAMPLE: If the applicant were 5'9", the applicant would enter 69.)
- (2) The applicant will use whole inches only. No fractions shall be used.

e. **ITEM E—WEIGHT**

- (1) The applicant shall enter his or her weight in pounds.
- (2) The applicant will use whole pounds only. No fractions shall be used.

f. **ITEM F—HAIR**

- (1) The applicant shall spell out the color of his or her hair or use an abbreviation that cannot be confused with another color.
- (2) Acceptable hair colors are: brown, black, blond, gray, and red.
- (3) If the applicant is bald, enter BALD.
- (4) If the applicant is wearing a wig or toupee, enter the color of hair under the wig or toupee.

g. **ITEM G—EYES**

- (1) The applicant shall spell out the color of his or her eyes or use an abbreviation that cannot be confused with another color.
- (2) Acceptable eye colors are: brown, black, blue, hazel, gray, and green.

h. **ITEM H—SEX**

- (1) If the applicant is a male, he will enter M.
- (2) If the applicant is a female, she will enter F.

i. **ITEM I—NATIONALITY (Citizenship)**

- (1) The applicant shall enter the country in which he or she maintains citizenship.
- (2) The applicant's nationality must be one listed in appendix 3.
- (3) Dual citizenship will be accepted. (Example: USA/CANADA.) Because of limited space on the permanent certificate, only one citizenship reference will be shown under Nationality. The other will be shown as a limitation on the certificate (e.g., Dual citizenship includes Canada).
- (4) Stateless is acceptable, if appropriate.

j. **ITEM J—PLACE OF BIRTH**

- (1) If the applicant was born in the U.S., the applicant shall enter the city and state.
- (2) If the city is unknown, enter the county and state.
- (3) If the applicant was born outside of the U.S., the applicant shall 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, (e.g., Middle of Atlantic Ocean on the HMS Queen Victoria), that information shall be entered in the REMARKS area.

k. **ITEM K—PERMANENT MAILING ADDRESS**

- (1) **NUMBER AND STREET, P.O. BOX, ETC** The applicant shall enter this information above the first dotted line. This information shall not exceed 33 characters, including spaces.
- (2) **CITY** The applicant shall enter this information above the second dotted line. The city name shall not exceed 17 characters, including spaces. When necessary, the applicant shall abbreviate the address (not to exceed 17 characters, including spaces).
- (3) **STATE** The applicant shall enter this information above the third dotted line.
- (4) **ZIP CODE** The applicant shall enter this information above the third dotted line.

NOTE: THESE DIRECTIONS ARE NOT REQUIRED FOR APO/FPO-TYPE ADDRESSES. 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 or rural route for an address. If a P.O. Box or rural route is used, the applicant must furnish (on a separate sheet of paper) the directions required to find his or her residence. This becomes part of the certification file and must be signed by the applicant.

EXAMPLE: "I live 2 miles north of state highway 12 on Mockingbird Lane in a two-story house with a barn in the back." (The applicant must sign this statement.) Two copies are required.

l. **ITEM L—HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?**

- (1) The applicant shall check either the YES box or the NO box. (A student pilot certificate is a pilot certificate.)
- (2) If the YES box is checked, refer to sections 65.11(c), 65.11(d)(2), and 65.12.
- (3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

m. **ITEM M— DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?**

- (1) The applicant shall check either the YES box or the NO box.
- (2) If the applicant checks the YES box, the applicant must make an entry by the SPECIFY TYPE area.
- (3) The types of certificates that shall be entered in the SPECIFY TYPE area are: pilot, mechanic, repairman, etc. (A student pilot certificate is a pilot certificate.)

NOTE: An IA, DME, DPRE, etc., are not FAA certificates.

n. **ITEM 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?**

- (1) The applicant shall check either the YES box or the NO box.
- (2) If the applicant checks the YES box, the applicant must make an entry by the DATE OF FINAL CONVICTION area. Refer to section 65.12.
- (3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

5. **BLOCK II—CERTIFICATE OR RATING APPLIED FOR ON BASIS OF:**

a. When the applicant is a graduate of an approved AMTS, the applicant shall complete Block II as follows:

- (1) **ITEM D—GRADUATE OF APPROVED COURSE** The applicant will check item D, if he or she is a graduate of an AMTS.
- (2) **ITEM D(1)—NAME AND LOCATION OF SCHOOL** The applicant will enter the name and location of the AMTS, as shown on the graduation certificate.
- (3) **ITEM D(2)—SCHOOL NO** The applicant will enter the AMTS certificate number.
- (4) **ITEM D(3)—CURRICULUM FROM WHICH GRADUATED** The applicant will enter the approved curriculum from which he or she graduated, as shown on the graduation certificate.

NOTE: To accommodate those students attending an AMTS having separate curriculums who choose to complete the Airframe curriculum and the Powerplant curriculum before testing. EXAMPLE: The student completes Airframe on 01-15-2002, completes Powerplant on 10-15-2002, and requests to be tested on 10-20-2002. Item D(3) of the FAA Form 8610-2 shows, curriculum completed as AIRFRAME, POWERPLANT. The inspector or DME will attach a copy of all certificates of completion, or make a statement in the REMARKS area indicating the date of completion for all certificates.

- (5) **ITEM D(4)—DATE** The applicant will enter the date of graduation or the date on the certificate of completion.

NOTE: If copies of applicant's certificates are attached, enter "see attached" in item D(4). If dates of completion are used in the REMARKS area, enter "see remarks" in item D(4).

b. When the applicant wishes to receive authorization to take the oral and practical tests before taking the computer knowledge test, the following items must be completed.

- (1) **ITEM D—GRADUATE OF APPROVED COURSE** The applicant must NOT check item D. (The applicant has not graduated from an AMTS.)
- (2) **ITEM D(1)—NAME AND LOCATION OF SCHOOL** The applicant shall enter the name and location of the AMTS.
- (3) **ITEM D(2)—SCHOOL NO** The applicant will enter the AMTS certificate number.
- (4) **ITEM D(3)—CURRICULUM FROM WHICH GRADUATED** The applicant shall enter the approved curriculum from which he or she will graduate.
- (5) **ITEM D(4)—DATE** The applicant shall enter the date he or she will graduate or when the certificate of completion will be issued. The applicant shall enter all dates using eight-digit numeric characters (e.g., 04-20-2002). (Month, Day, Year.) (The dates shall not be entered as April 20, 2002 or 04-20-02.)
- (6) **ITEM E—STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)** An authorized AMTS official must indicate that the student meets the requirements of section 65.80 by checking item E.
- (7) **ITEM E(1)—SCHOOL NAME – NO** An authorized AMTS official will enter the AMTS's name and number.
- (8) **ITEM E(2)—SCHOOL OFFICIAL'S SIGNATURE** The authorizing AMTS official shall enter his or her signature above or beside his or her typed or printed name.
- (9) **ITEM F—SPECIAL AUTHORIZATION TO TAKE THE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)** After an inspector has reviewed the AMTS record and documents of the applicant and is satisfied that the applicant meets the requirements of section 65.80, item F will be checked.
- (10) **ITEM F(1)—DATE AUTH** The inspector shall enter the date of the authorization.
- (11) **ITEM F(2)—DATE AUTH EXPIRES** The inspector shall enter the date the authorization will expire. The date in item F(2) shall never be subsequent to the date appearing in item D(4). The provision of section 65.80 does not apply after the student graduates.
- (12) **ITEM F(3)—FAA INSPECTOR SIGNATURE** The inspector shall enter his or her signature above or beside his or her typed or printed name.
- (13) **ITEM F(4)—FAA DIST OFC** The inspector shall enter his or her FSDO or IFO identification.

NOTE: DMEs shall not administer the mechanic oral and practical tests before the applicant has passed the appropriate mechanic written test, unless items D, E, and F are completed.

- c. **When the applicant is applying** on the basis of experience:
- (1) **ITEM A—CIVIL EXPERIENCE** If practical experience was gained in civil activity, the applicant will check item A.
 - (2) **ITEM B—MILITARY EXPERIENCE** If practical experience was gained in military activity, the applicant will check item B.

NOTE: If practical experience was gained in both civil activity and military activity, the applicant will check item A and item B.

- (3) **ITEM C—LETTER OF RECOMMENDATION FOR REPAIRMAN** (Attach copy) An applicant shall never check item C

6. BLOCK III—RECORD OF EXPERIENCE

- a. **ITEM A—MILITARY COMPETENCE OBTAINED IN** When the applicant has gained all or part of the required experience in the military, the following items will be completed:
- (1) **ITEM A(1)—SERVICE** The applicant shall enter the branch of service where the experience was received (e.g., Army, Navy, etc.).
 - (2) **ITEM A(2)—RANK OR PAY LEVEL** The applicant shall enter his or her highest rank or pay level.
 - (3) **ITEM A(3)—MILITARY SPECIALTY CODE** The applicant shall enter his or her military specialty code (or equivalent depending on the branch of military service applicable).

NOTE: Before an applicant will be authorized to take an aviation mechanic computer knowledge test, an inspector will review the applicant's documents and records. The applicant's documents and records must show that the applicant received the required experience in civil activity and/or military activity. The inspector will determine that the applicant is eligible to take the appropriate aviation mechanic computer knowledge test as required by sections 65.77(a) and 65.77(b). The inspector who reviews these documents shall hold a mechanic certificate with an A and P rating.

b. **ITEM B—APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)**

- (1) When the applicant's experience was gained in civil and/or military activity, the applicant's experience will be entered in item B. (See sections 65.77(a) and 65.77(b).)
- (2) The applicant's experience must meet the requirements listed in sections 65.77(a) and 65.77(b).
- (3) The inspector shall advise applicants that the experience used to show qualifications shall be recorded in item B. The applicant will enter his or her experience as follows:
 - (a) **DATES—MONTH AND YEAR** The applicant shall enter his or her dates of employment using eight-digit numeric characters (e.g., 01-05-2002). (Month, Day, Year.) (The dates shall not be entered as January 5, 2002 or 01-05-02.) (PLEASE NOTE, THE FORM DOES NOT STATE THE "DAY" IS REQUIRED; HOWEVER, THE "DAY" IS REQUIRED BY AFS-760.)
 - (b) **EMPLOYER AND LOCATION** The applicant will enter the employer's name and location (city and state) in this area.
 - (c) **TYPE WORK PERFORMED** The applicant will enter the type of work performed in this area. If all of the applicant's experience cannot be recorded in item B, the applicant may use additional sheets of paper.
- (4) DMEs are not required to review the applicant's documents and records to verify the experience listed. However, the DME will verify that the applicant has entered sufficient experience on FAA Form 8610-2 to satisfy the experience and time requirements of sections 65.77(a) and 65.77(b).

NOTE: Mechanic applicants are to disregard item C.

7. BLOCK IV—APPLICANT’S CERTIFICATION (For an example, see figure 2-6.)

a. Prior to the applicant signing Block IV, the following must be completed:

- (1) **ITEM A—SIGNATURE** The inspector will have the applicant review the FAA Form 8610-2 before the applicant signs his or her name. (If the FAA Form 8610-2 was prepared by someone other than the applicant, the applicant should review the FAA Form 8610-2 carefully.)
 - (a) The FAA Form 8610-2 shall be signed as the applicant normally signs his or her name above or beside his or her typed or printed name.
 - (b) For verification purposes, the inspector shall require the applicant to provide identification showing a photograph and signature.
 - 1 A drivers license, military identification, passport, etc., may be used for verification.
 - 2 The name and number of the document used for verification will be recorded in the REMARKS area.
 - (c) The inspector shall explain that the applicant’s signature is a certification of true and correct information appearing on the FAA Form 8610-2. False statements or false information for which the applicant has signed may be grounds to revoke all FAA certificates he or she may possess.
- (2) **ITEM B—DATE** The applicant shall enter the date the FAA Form 8610-2 was signed.

NOTE: Prior to giving the oral and practical tests, the DME will ask the applicant for identification to reverify the information shown on the FAA Form 8610-2. If identification has been recorded in the REMARKS area, the DME will initial this to verify the same identification. If identification was not entered in the REMARKS area, the DME will enter this information.

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

- a. Prior to the inspector signing Block V**, the following must be completed:
- b. DATE** The inspector shall enter the date the authorization took place. The inspector shall enter all dates using eight-digit numeric characters (e.g., 01-04-2002). (Month, Day, Year.) (The dates shall not be entered as January 4, 2002 or 01-04-02.)
- c. INSPECTOR’S SIGNATURE** The inspector will sign his or her name and also print his or her name in this area.
- d. FAA DISTRICT OFFICE** The inspector will provide the office identifier.

9. FOR FAA USE ONLY Applicants and DMEs are to disregard this area. This area is for FAA use only. **(REVERSE SIDE OF FAA FORM 8610-2.)**

10. RESULTS OF ORAL AND PRACTICAL TESTS

a. The DME will annotate failed subject areas as follows:

- (1) For Oral/Knowledge areas failed, enter the corresponding Subject Area letter from the PTS booklets and unique identifier (refer to paragraph 5-1.f.) in the appropriate QUES. NO. box.
- (2) For Practical/Skill areas failed, enter the corresponding Subject Area letter, Objective number, and element letter(s) from the PTS booklets in the appropriate PROJ. NO. box.
- (3) Enter the Subject Area(s) failed in the REMARKS column.

NOTE: Objective 2 projects are Core Competency.

- b. For all Oral/Knowledge areas and/or Practical/Skill areas passed**, enter an expiration date as 24-calendar months from the date of the test. (See figures 1-5, 1-6, 1-6A, 1-8, and 1-8A.)

11. DESIGNATED EXAMINER'S REPORT.

12. **APPLICANTS CERTIFICATION.** This block must be completed by the applicant at the time of the issuance of the FAA Form 8060-4, Temporary Airman Certificate. (See also paragraph 5-1.i.)

- a. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?**
- (1) The applicant shall check either the YES box or the NO box. (A student pilot certificate is a pilot certificate.)
 - (2) If the YES box is checked, refer to sections 65.11(c), 65.11(d)(2), and 65.12.
 - (3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

- b. 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?**
- (1) The applicant shall check either the YES box or the NO box.
 - (2) If the applicant checks the YES box, the applicant must make an entry by the DATE OF FINAL CONVICTION area. Refer to section 65.12.
 - (3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

13. **FAA INSPECTOR'S REPORT** (See the reverse side of FAA Form 8610-2.)

- a. The inspector will NOT check** the APPROVED box or the DISAPPROVED box unless he or she has PERSONALLY given the applicant the oral and practical test.
- b. The inspector will check ONLY** the EXAMINED THIS APPLICANT'S PAPERS box.
- (1) The inspector shall complete the DATE box using eight-digit numeric characters (e.g., 01-04-2002). (Month, Day, Year.) (The dates shall not be entered as January 4, 2002 or 01-04-02.)
 - (2) The inspector will sign above or beside his or her typed or printed name in the INSPECTOR'S SIGNATURE box.
 - (3) The inspector will enter his or her supervising FSDO or IFO identification in the FAA DISTRICT OFFICE box.