

Effective May 22nd, 2026

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

<input type="checkbox"/>	FAA Pilot Records Database Records Retrieval - non-subscribers (<i>per employee</i>) ¹	\$110.00
<input type="checkbox"/>	FAA Pilot Records Database Historical Record Entry Enrollment - AirDock DOT & FAA Database non-subscribers (<i>per employee</i>)	\$99.95
<input type="checkbox"/>	FAA Pilot Records Database New Record Entry - non-subscribers (<i>per page</i>) ¹	\$5.00
<input type="checkbox"/>	FAA Pilot Records Database Historical Record Entry Enrollment - AirDock DOT & FAA Database subscribers (<i>per employee</i>)	\$75.00
<input type="checkbox"/>	National Driver Register Check (NDR)	\$55.00
<input type="checkbox"/>	Drug & Alcohol History Records Request (per employer)	\$70.00
<input type="checkbox"/>	DASSP Airman File Check	\$65.00
<input type="checkbox"/>	Motor Vehicle Driving Record Check ^{3 & 4}	\$40.00
<input type="checkbox"/>	FAA Certificate/License Check	\$35.00
<input type="checkbox"/>	FAA Accident, Incident and Enforcement (AIE) Report ²	\$65.00
<input type="checkbox"/>	U.S. Employment Verification (<i>per employer</i>) ^{3 & 4}	\$30.00

Note: Please ensure the employee/applicant's full legal name is consistent across all pages and all required fields are fully completed to prevent processing delays.

* 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 \$30.00 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).

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Getting Started

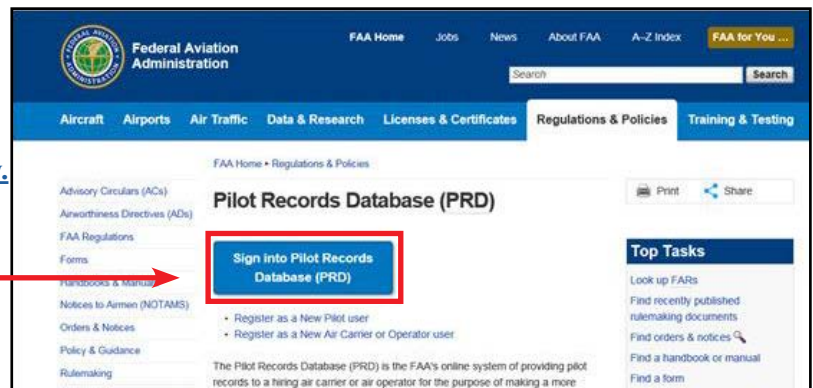
Users must have completed the first time registration before using this Job Aid. For help with the External MyAccess procedure or first time registration please see the corresponding Job Aids.

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/>

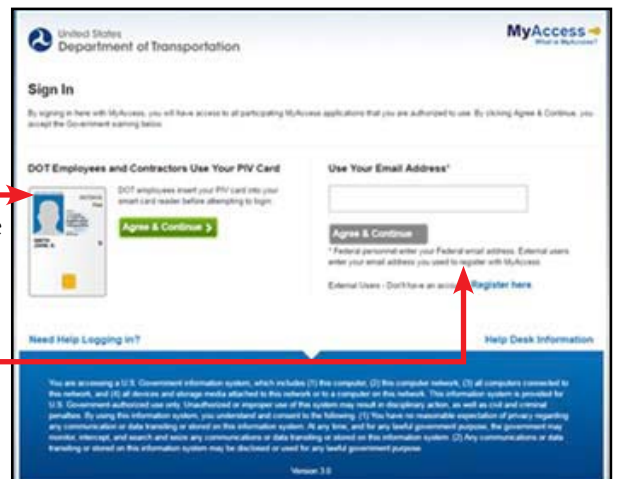
2) Select **“Sign into Pilot Record Database”**.



3) The **MyAccess** page will appear.

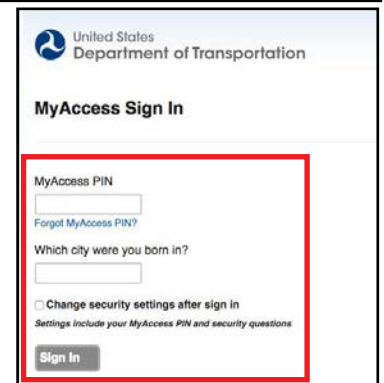
a. For FAA Employees that have a PIV card select **“Agree & Continue”** on the right side of the page.

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

