

MIL COMP PAPERWORK PROCESSING

After you graduate, take the following documents with you to any FAA FSDO (Flight Standards District Office). There is a FSDO in almost every major city. The national FSDO locator is available at: http://www.faa.gov/about/office_org/field_offices/fsdo. Call the FSDO office before you stop by in order to confirm their hours of operation, and so they know you're coming; they all have different rules on visitors. Note: There is no more testing when you go to the FSDO, and they won't charge you any money (the FAA inspectors at the FSDO are paid by our taxes).

1. Your unexpired FAA medical certificate if you have one (you're not required to have one).
2. Your **original** Pilot Certificate (if you have one), not a copy. If you need a replacement, go to:
- http://www.faa.gov/licenses_certificates/airmen_certification/certificate_replacement/
3. Your **original** Military Competency test report (not a copy).
4. Your Certificate of Aeronautical Rating (**or a copy of it**) that you were given at Graduation. They won't want to take it, only need to see it. It proves you graduated from UPT.
5. Your UPT flying Resume (**or a copy of it**). It proves that you are not only military, but have been flying. A hand-written logbook would work too.
6. Your Driver's License and Military ID Card.
7. Your FAA 8710-1 Application form – Fill in the "Airplanes" line in Section III before you go, and take the logs you used to fill them in when you to the FSDO.
8. Get a "MEMORANDUM FOR FLIGHT STANDARDS DISTRICT OFFICE" from your last training squadron commander, or similar authority. If they don't have a copy of this memo, here are some useful links: www.sheppardair.com/mca_form_letter2.doc
[www.sheppardair.com/FAA FSDO MCA Agreement.pdf](http://www.sheppardair.com/FAA_FSDO_MCA_Agreement.pdf)

Note: Try to get your paperwork turned in as soon as you can before you forget. The test report is good for only two years; if you don't turn it in before 2 years, you'll have to take the test again.

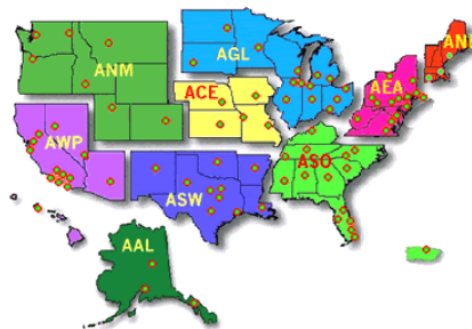
Please feel free to email us at SheppardAir@aol.com or give us a call if you need our help. Our phone number can always be found at www.SheppardAir.com. It's (940) 642-4945. Good luck, and fly safe.

Flight Standards Region and Field Offices

* Includes International Field Offices

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- [Alaskan Region - AAL](#)
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