

MIL COMP PAPERWORK PROCESSING

You can submit your application paperwork at any FAA FSDO (Flight Standards District Office) for free. 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. (If you choose to go to a FSDO, call the FSDO office before you stop by in order to confirm their hours of operation, and so they know you're coming.)

You can also submit your application to a Military Competency designated examiner. There is no charge when you turn in paperwork at a FSDO, but designated Military Competency examiners are paid by you for processing your application. You can find Military Competency examiners at the following link. (On the Designee Search page, select the radio button for 'Pilot Examiners', select a Designee Type of 'MCFPE - Military Competency / Foreign Pilot Examiner', select an 'FAA Office' that seems geographically close to you, and then click 'Search'.) <http://av-info.faa.gov/DesigneeSearch.asp>

Take the following items with you when you meet to submit your application:

1. Take your FTN number, Username, and Password from IACRA.
2. Your unexpired FAA medical certificate if you have one (you're not required to have one).
3. Your **original** FAA 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/
4. Your **original** Military Competency test score report (not a copy).
5. Your last Instrument/Qual Checkride form (and Instructor Checkride form if applicable). Take copies, not the originals.
6. A current Flying History printout from Flight Records, or other flying history record from your military service. That's the computer printout that shows all of your individual flights.
7. A current Flying Summary printout from Flight Records, or other flying qualification summary from your military service. That's the printout that shows the history of your different aircraft qualifications.
8. Your Driver's License and Military ID Card (and passport if you are not a U.S. citizen).

Note: The test score report from your test is good for 24 months, so submit your application before it expires.

Feel free to call Sheppard Air anytime if you have questions. Our phone number can always be found at **www.SheppardAir.com**. It's 1-940-642-4945. Good luck, and fly safe.