

# TO OBTAIN AN UNRESTRICTED TEMPORARY AIRMEN CERTIFICATE AND/OR MEDICAL

1. Please go to [https://www.faa.gov/licenses\\_certificates/airmen\\_certification/airmen\\_services/](https://www.faa.gov/licenses_certificates/airmen_certification/airmen_services/)
2. Select Replace an airmen certificate

United States Department of Transportation

Federal Aviation Administration

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## Airmen Certification

### Airmen On-Line Services

If this is your first time using Airmen Certification online services ...

- Create an account

Log in to ...

- Change status of address responsibility
- Change your address
- Order a replacement certificate
- Remove SSN as certificate number
- Request temporary authority to exercise certificate privileges
- Request verification of certificate privileges

Visit the [FAA Safety Program Airmen Notification System \(SPANS\)](#) website to ...

#### Top Tasks

- Search airmen certificate information
- Read English proficiency requirements
- View airmen certification FAQs
- Replace an airmen certificate
- Log in to airmen online services

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3. Select “Log in” Your login info is the same as you use for MedXpress, same email and password

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## Airmen Certification

### Replace an Airmen Certificate

There are two ways to replace an airmen certificate.

1. You can request a replacement certificate online. **This method requires that you register with Online Services.**
2. Or you can mail us:
  - an Application for Replacement of Lost, Destroyed, or Paper Airmen Certificate form
  - or a signed, written request stating your:
    - name
    - date and place of birth
    - social security number and/or certificate number
    - the reason you need a replacement

You must include a check or money order for \$2 (U.S. funds), made payable to

**Top Tasks**

- Search airmen certificate information
- Read English proficiency requirements
- View airmen certification FAQs
- Replace an airmen certificate
- Log in to airmen online services

4. Select “Log in” Your login info is the same as you use for MedXpress, same email and password

Federal Aviation Administration

### Airmen Services Log-on

Welcome to the Airmen Certification on-line services site. To utilize the on-line services, you must [establish an account](#) with the Airmen Certification Branch.

Account holders will receive e-mail notification for the following activity:

- Change of email address
- Change of mailing address
- Change your Address Releasability
- Password recovery
- Replacement of certificate(s)

**Services Provided:**

- Change your Address
- Order a Replacement Certificate
- Remove SSN as Certificate Number
- Request Temporary Authority to Exercise Certificate Privileges
- Request Verification of Certificate Privileges

E-Mail Address:   
Password:

JavaScript Enabled Required

Logon Reset Request an Account Forgotten Password?

E-Mail Airmen Certification

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## 5. Select "Request Temporary..."

Federal Aviation Administration

Airmen Services: Main Menu

Account

- Change Mailing Address
- Change Mailing Address Releasability
- Change E-Mail
- Change Password

Certificate

- Remove SSN as Certificate Number
- Order Replacement Certificates
- Request Temporary Authority to Exercise Certificate Privileges
- Request Verification of Certificate Privileges

Logoff E-Mail Airmen Certification

OFFLINE Forms & Links Related to Airmen Certification

The links and forms below are provided to allow you to complete requests that are either not available online, or cannot be completed online due to some technical issue.

\*\* Select Off-line form or link

## 6. Select Next

Federal Aviation Administration

Airmen Services: Requesting Temporary Authority to Exercise Certificate Privileges Online

You may request temporary authority to exercise certificate privileges of a valid airmen and/or medical certificate or verification of an expired flight instructor certificate in the form of a facsimile (FAX) or e-mail. This authority will be valid for 60 days pending receipt of a permanent replacement certificate or reinstatement of an expired flight instructor certificate. Only one (1) on-line request for temporary authority can be obtained within any six (6) month period.

You may also request a replacement certificate with a credit card payment of the \$2.00 fee. To request a FAX you must furnish a valid FAX number, including the city and state where the FAX is located. To request e-mail, furnish the e-mail address where you wish to receive the temporary authority.

Countries other than the United States, Bahamas, Bermuda, Canada, Dominican Republic, Grand Cayman Islands and Guam can only receive the temporary authority by e-mail. If you reside in a country other than the ones listed above, you must provide a valid e-mail address in order to receive the temporary authority.

Holders of foreign based certificates must contact the [Airmen Certification Branch](#) to request temporary authority. You must have a current verification of the foreign license on file with the Airmen Certification Branch to be eligible for a FAX or e-mail. In compliance with the policy dated July 23, 2002, airmen applying for a replacement certificate issued on the basis of a foreign license under Part 61, Section 61.75 or 14 CFR Part 63, Section 63.42, must complete and submit a Verification of Authenticity of Foreign License, Rating, and Medical Certification [link](#) to the Airmen Certification Branch and approval of a FSDO for positive identification to make application for a replacement certificate.

The Comprehensive Airmen Information System will perform system edits on your record to determine whether we can furnish temporary authority through the on-line process. You may get a message saying it will be necessary for you to [click here](#) direct for temporary authority. These edits are for your protection, and we apologize for any inconvenience.

All pilot certificates with powered ratings, Flight Engineer certificates, Flight Instructor certificates, and Control Tower Operator certificates will now be issued with an endorsement stating "English Proficient." This is a requirement of the International Civil Aviation Organization (ICAO). This endorsement will automatically be placed on any qualifying replacement certificates you order.

Main Menu Next >>

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.

## 7. Fill in the information and then click Submit at bottom of form

Federal Aviation Administration

Airmen Services: Identify the certificates for which you are requesting temporary authority to exercise certificate privileges.

- Temporary authority can be delivered by either E-Mail or FAX.
- If you choose to have the temporary authority e-mailed to you, please make sure your 'in' box is not full and that any spam filtering software will accept e-mail from \$AMC-AF5760-Airmen@faa.gov.
- If you are replacing your paper certificate with the new format, choose "UPDATE TO NEW FORMAT" for the reason.

Certificate	Request Replacement Certificate	Request Temporary Authority	Reason
AIRLINE TRANSPORT PILOT # 003304090	<input type="checkbox"/> Order Replacement \$2.00	<input checked="" type="checkbox"/> Temporary	▼
FLIGHT INSTRUCTOR # 237331190CF1	TEMPORARY AUTHORITY IS NOT AVAILABLE EXPIRE-DTE EXPIRED # 207		
FLIGHT ENGINEER # 003304090	<input type="checkbox"/> Order Replacement \$2.00	<input type="checkbox"/> Temporary	▼

FAX Number  
City  
State / Country UNITED STATES

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8. You will receive an email for the PDF copy... Print... and provide copy for Crew Services.