

Submit the Formal Application Letter and Required Documents

When the formal application is received, the Federal Aviation Administration (FAA) will need 15 working days to review the submission.

The decision whether to accept the formal application before the formal application meeting and to proceed with the certification process by scheduling a meeting with the applicant are tempered with good judgment and a reasonably flexible attitude. Results of informal meetings, reviews, and observations of the applicant's capabilities during the pre-application phase should supplement the decision-making process. Other factors, such as working relationships and understanding established during the pre-application phase, are also considered.

However, the decision must be based primarily on the results of the initial review of the formal application and attachments. The decision to proceed is predicated on receipt of all required documents in the formal application and an initial approval of the contents.