

PROCEDURE FOR REQUESTING AN APPLICANT INFORMATION CHANGE TO AN AIRMAN KNOWLEDGE TEST REPORT

Following is the mandatory process to be followed by an applicant who is requesting a correction to his/her personal information (name and/or applicant ID) on a Federal Aviation Administration (FAA) Airman Knowledge Test Report:

- The applicant must make an appointment at the local FAA Flight Standards District Office (FSDO). The FSDO finder website is located here:
www.faa.gov/about/office_org/field_offices/fsdo.
- The applicant must then take a copy of his/her test report and current/valid government- issued photo identification to the FSDO. The photo identification presented must provide proof of the exact information the applicant is requesting to have changed and displayed on the test report.
 - Identification requirements are further explained in Order 8080.6E, Conduct of Airman Knowledge Tests, par. 7-1.:
www.faa.gov/documentLibrary/media/Order/8080.6E.pdf.
 - Only one form of ID must be presented for a U.S. citizen or resident alien. In the case of an airman applicant who is not a U.S. citizen, he/she must present a passport, along with another form of photo identification.
- At the FSDO, an ASI will verify the applicant's identification information. Once the ASI verifies the information, the ASI must e-mail kevin.brierton@faa.gov with the following information:
 - ASI's name, title, office designator, and phone number
 - 17-digit Exam ID (as noted on the top, right of the test report)
 - Information to be corrected in the database (list in this exact order, and indicate information exactly as it should appear on the corrected report) . . .
 - Last Name
 - First Name
 - Middle Name (or middle initial, if applicable)
 - Name Suffix (Jr., Sr., etc., if applicable)
 - Applicant ID (only if the Applicant ID needs to be corrected)
 - Scanned copies of these documents -
 - Applicant's airman knowledge test report
 - Applicant's ID(s)
 - Inspector's signed statement verifying the applicant's identity, and the correct name spelling and/or correct applicant ID