



## New Pilot Checklist

- NEW PILOT CHECKLIST** - Please print "**New Pilot Checklist**" and refer to the Checklist as you compile all requested information and documentation. Please return all documents to our office via e-mail: [teri@flightcrews.com](mailto:teri@flightcrews.com).
- PILOT RECORD** - Please print, complete and sign the attached document and return to our office.
- PILOT INFORMATION RECORD** - Please print and complete the attached document and return to our office.
- CRIMINAL BACKGROUND AUTHORIZATION FORM** – Please print, complete and sign the attached document in its entirety and return to our office.
- INTERNATIONAL CREW MEMBER MANIFEST** – Please print and complete the attached document and return to our office.
- CURRENT SIMUFLITE/FLIGHT SAFETY PAPERWORK** – Please submit copies of all Simuflite/FSI Record of Training paperwork received within the past 12 months (Initial and Recurrent). Please update annually or as Certification is completed.
- CURRENT RVSM/INTERNATIONAL PROCEDURES PAPERWORK** – Please submit upon completion.
- CURRENT MEDICAL CERTIFICATE** – Please submit each newly issued Medical Certificate to Flight Crews.
- COPY OF LICENSE(S)** – Please submit copy(ies) of all Licenses held (front and back).
- COPY OF ANY VALIDATIONS HELD**
- COPY OF CURRENT PASSPORT** – Please update upon renewal and/or receipt of Secondary Passport.
- CURRENT VISA(S) HELD** - Please provide us with copies of newly issued entry Visas as they are obtained.
- COPY OF CURRENT RESUME**
- REFERENCES** – Please submit a list of references with whom you have flown within the past 18 months to include Company name, contact person and telephone number(s).
- CURRENT DRUG TEST RESULTS** – Performed within the past six (6) months.
- FAA BACKGROUND CHECK** – Please print, complete and sign the attached Authorization and return to our office.
- MOTOR VEHICLE BACKGROUND CHECK** - Please contact your state's Motor Vehicle department to request a current motor vehicle background check. Please submit to our office once received. We encourage you to submit all other documentation requested as soon as compiled and forward your Motor Vehicle Background Check results once received as this process may take several weeks.
- 2 PASSPORT SIZE PHOTOS** – Please submit professional type photos of yourself to Flight Crews for your ID Badge.
- CREW MEMBER IDENTIFICATION BADGE** – Please print, complete, sign and return your request for an ID Badge.
- COPY OF RESTRICTED RADIO TELEPHONE OPERATORS PERMIT (RRT0)**

Flight Crews Unlimited, Inc. requires a one time processing fee in the amount of \$89.95. Please make your check payable to Flight Crews Unlimited, Inc. and mail to our office.