



NEW PILOT CHECKLIST

Flight Crews Unlimited, Inc.

2903 Tahoe Lane, Spring Grove, IL 60081

Phone 815-675-1622 Fax 815-675-2824 Web www.FlightCrews.com

- NEW PILOT CHECKLIST** - Please print "New Pilot Checklist" and refer to the Checklist as you compile all of the requested information. Please return all documents to our office.
- PILOT RECORD** - Please print, complete and sign the attached document entitled "Pilot Record" and return to our office.
- PILOT INFORMATION RECORD** - Please print and complete the attached document entitled "Pilot Information Record" and return to our office.
- CURRENT FLIGHT SAFETY/SIMUFLITE PAPERWORK** - Please submit copies of all FSI/Simuflyte record of training paperwork received within the past 12 months. (Initial and Recurrent) Please update annually.
- CURRENT RVSM/INTERNATIONAL PROCEDURES PAPERWORK**
- CURRENT MEDICAL** - Please submit current Medical Certificate to Flight Crews. In addition, please submit updated medical upon renewal.
- COPY OF CERTIFICATE(S)** - Please submit copy(ies) of front and back.
- COPY OF ANY VALIDATIONS HELD**
- COPY OF CURRENT PASSPORT** - Please update upon renewal.
- COPY OF CURRENT RESUME**
- REFERENCES** - Please submit a list of references with whom you have flown within the past 18 months. Company name, contact person, telephone numbers.
- CURRENT DRUG TEST RESULTS**
- FAA BACKGROUND CHECK** - Please provide a written request to the FAA for your background check. Please submit your request to the following address:
U.S. Department of Transportation, FAA
P. O. Box 25082
Oklahoma City, OK 73125
Attn: Aviation Data Systems, Branch AFS-620
We encourage you to submit all of the other documentation requested as it may take several weeks to receive your background check from the FAA.
- 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 of the other documentation requested as soon as compiled and forward this paperwork once received as it may take several weeks to receive.
- 2 PASSPORT SIZE PHOTOS** - Please submit photos to Flight Crews along with a completed ID badge request form.
- Flight Crews Unlimited, Inc. requires a one time processing fee in the amount of \$40.00. Please make your check payable to Flight Crews Unlimited, Inc. and mail to our office.