

- NEW PILOT CHECKLIST** - Please print "New Pilot Checklist" and refer to the Checklist as you compile all requested information. Please return all documents to our office via e-mail (preferred) 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 CREWMEMBER MANIFEST** – Please print and complete the attached document and return to our office.
- CURRENT FLIGHT SAFETY/SIMUFLITE PAPERWORK** – Please submit copies of all FSI/Simuflite 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.
- COPY OF CERTIFICATE(S)** – Please submit copy(ies) of all certificates held (front and back).
- COPY OF ANY VALIDATIONS HELD**
- COPY OF CURRENT PASSPORT** – Please update upon renewal.
- VISAS – Current Visa Held:** Please submit copy(ies) of Visa
Country _____ Expiration Date _____
Country _____ Expiration Date _____
Country _____ Expiration Date _____
- 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
- 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.
- 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 \$89.95. Please make your check payable to Flight Crews Unlimited, Inc. and mail to our office.