




# Federal Aviation Administration

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## Memorandum

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To: See Distribution List

From: Dr. Michael C. Romanowski, Director, Policy & Innovation Division,  
Aircraft Certification Service, AIR-600 

Prepared by: Delegation & Organizational Procedures Branch, AIR-6F0

Subject: Use of Portable Document Format (PDF) fillable forms for Issuing Federal  
Aviation Administration (FAA) Form 8100-2, Standard Airworthiness  
Certificate, and FAA Form 8130-7, Special Airworthiness Certificate

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### **Purpose of this Memorandum**

This memorandum provides clarification to FAA Order 8130.2J, *Airworthiness Certification of Aircraft*, Appendix A, paragraphs A-3 and A-4, concerning the use of the PDF fillable form for issuing Standard and Special Airworthiness Certificates by FAA Aviation Safety Inspectors (ASI), Designees, and Organization Designation Authorization (ODA) Unit Members.

### **Background**

The FAA maintains that standard and special airworthiness certificates are to be safeguarded and not made available on the FAA public website in an electronic format. Table 1-2 of FAA Order 8130.2J specifies that FAA Forms 8100-2 and 8130-7 are available in paper format from the FAA Logistics center or in a PDF fillable form from the FAA employee website. The PDF fillable form resides securely behind the FAA firewall that is accessible by personnel having a personal identification verification (PIV) card. However, designees are not issued PIV cards and therefore do not have access to the PDF fillable format.

### **Formats to be Used by FAA ASIs and Designees When Issuing Airworthiness Certificates**

ASIs may use either the paper format or the PDF fillable format when completing the above referenced forms. However, to prevent the improper issuance and distribution of airworthiness certificates from unauthorized individuals, designees and ODA Unit Members authorized to issue airworthiness certificates, may only use the paper forms until future policy is established concerning the safeguarding and issuance of electronic airworthiness certificates.

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