



# Federal Aviation Administration

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## Memorandum

Date: 2/12/2018

To: See Distribution List

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

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

Subject: Designees and Organization Designation Authorization (ODA) unit members now authorized to use the Portable Document Format (PDF) fillable forms for issuing FAA form 8100-2, Standard Airworthiness Certificate, and FAA form 8130-7, Special Airworthiness Certificate

Memo No.: AIR600-18-6F0-GM01

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This memorandum rescinds memorandum AIR600-17-6F0-GM05, dated December 4, 2017, which restricted designees and Organization Designation Authorization (ODA) unit members from using the PDF fillable forms 8100-2 and 8130-7 during airworthiness certification activities. As a result of this new memorandum, designees and ODA unit members are now authorized to issue the PDF fillable form 8100-2 and form 8130-7.

The PDF fillable forms will be emailed to all Aircraft Certification Designated Manufacturing Inspection Representatives (DMIR), Designated Airworthiness Representatives (DAR-F), Flight Standards Designated Airworthiness Representatives (DAR-Ts) and ODA administrators. The PDF fillable form can also be obtained by designees and unit members by contacting your assigned Managing Specialist, Advisor, or Organizational Management Team (OMT) member, as applicable. Any questions concerning the use of these forms or the procedures contained in FAA Order 8130.2J, *Airworthiness Certification of Aircraft*, should be directed to the same.

This memorandum does not authorize designees or ODA unit members to digitally or electronically sign the above referenced forms. FAA Order 1370.121, *FAA Information Security and Privacy Program & Policy*, appendix 38, entitled Digital Signatures, only authorizes digital signatures associated with the personal identification verification (PIV) cards held by FAA employees and certain contractors. Therefore, designees and ODA unit members are prohibited from any use of personal, company, or non-PIV card digital signatures to sign FAA documents. Instead, designees and ODA unit members must use the appropriate PDF fillable form(s) and then print and sign the certificate(s) in permanent blue or black ink.

All FAA Forms 8100-2 have been depleted from the FAA Logistics Center and are no longer available in paper copy, so only a limited number of these paper forms are available from FAA field offices. ODA Administrators are encouraged to review their ODA procedures manual to address any procedures that might need to be revised to allow use of these PDF fillable forms.

For further information, contact Grant Schneemann at (202) 267-1650 or email at [grant.schneemann@faa.gov](mailto:grant.schneemann@faa.gov).

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