

FORM 5 SUBMISSION CHECKLIST

The following items should be submitted with each Form 5 renewal:

1. Form 5

All appropriate areas appropriately marked, checked, or *initialed*. *Original Signatures*. Comments section lists aircraft certified to fly. Signed by Unit Operations Officer or Equivalent.

2. Statement of Understanding

Only required if never submitted previously.

3. Flight Review certification

Should be submitted with each Form 5 whether submitted previously or not. Acceptable documents include copy of **dated** logbook endorsement in back or on flight line. Must include CFI signature, CFI certificate no., and expiration date. Additional ratings and Wings completion meet this requirement. Please include documentation so reflecting.

4. Latest Form 5 Test Completion within the last year

Website Certificate or corrected written test.

5. Membership certification

Copy of card or printout of NHQ interactive page.

6. Medical Certificate (copy)

Must be signed by applicant.

7. Pilot and/or Instructor Certification (copy)

New certificates are two sided, need both sides. Must be signed by pilot. All appropriate certificates must be included.

8. Aircraft Questionnaire(s)

Include a questionnaire for each aircraft certified to fly. Certification will be granted for highest group aircraft flown for this Form 5 and lower. Certification for lower group aircraft will only be granted if initial Form 5s are included in pilot records.

9. Name of Checkpilot for previous Form 5 (if applicable)_____

10. Pilot contact info. and Govt. Photo ID (photo optional but strongly suggested)

Name, Address, Phones, email or other as appropriate. Photo ID is an FAA flying requirement, but not a CAP pilot file requirement.