

02 **Three Step Verification Process**

The verification process consists of three steps that must be followed. This process is used to establish the accuracy of the following information:

- Information stated on the application.
- Changes that become known to FAA.
- Changes reported by the participant.

Three Step Verification Process is outlined as follows:

- [Documented Verification](#)
- [Collateral Contact Verification](#)
- [Participant Statement](#)

During the interview, or when a change becomes known, have the participant complete a participant statement. When hard copy verification is not returned, and a collateral contact does not provide the information, the participant statement is the best available information.

The PI has the responsibility for providing requested verification. Assist the PI in obtaining verification when any of the following occur:

- The information is readily available to FAA through sources such as, but not limited to, the following:
 - Collateral contact
 - System interface process
 - Requesting verification through official forms
- The PI is hospitalized.
- The participant has difficulty obtaining verification within required time limits. (See [Requesting Verification at the Interview](#))
- The verification submitted is insufficient.