

A Renewal Applications - Automatic Renewal Process

All FAA local offices use the automatic renewal scheduling process. Renewal due notices are automatically mailed to the PI on the eighth calendar day of the month (or next [workday\(g\)](#)) before the renewal month.

The renewal due notice informs the participant that an application and renewal interview are required. The notice also informs the participant to turn in an application between the 15th and 28th day of the month before the renewal month.

Schedule an interview and send the appropriate appointment notice when the application is received.

ARCHIVED (Valid until 02/02/18)