

### **03 Transferring Case Files - Overview**

Use a Case Record Transmittal (FA-556) when transferring case files and applications between offices.

Policy and procedures regarding transferring case files are outlined as follows:

- [Case File Transfer to an Office](#)
- [Case File Receipt from an FAA Office](#)
- [Case File Receipt From a Non-FAA Office](#)
- [Case File Transfer Request from an Office](#)
- [Quality Control Review](#)

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