C   Official Applications - Identifiable Applications

Only an identifiable official application form can be accepted for processing.

An identifiable application includes the following:

- Name of the applicant

- Residential or mailing address (See Keying General Delivery Service on ADDR when the applicant does not provide a residential or mailing address.)

- Signature of one of the following, as applicable:

  PI(g)

  Representative (See Signing the Application for policy and procedures regarding who must sign)

NOTE   When an application is received and no programs are requested, register the application for all programs.

A faxed or photocopied signed application is acceptable.

When an identifiable application is received, complete the following:

- Date stamp and copy the application.

- Give or mail the original application back to the applicant with instructions to answer all questions.

Treat the copy as the original, and register the application within one workday(g) of receipt. The effective date of an identifiable application is the date it is received during FAA business hours(g). When an

application is turned in outside of business hours, the date stamp used is the following workday.

All questions on the application that pertain to the programs that are being applied for, must be answered before an eligibility determination can be made.

Assist the applicant in completing the application upon request. Use the correct documentation forms to document the responses to all questions asked during the interview.