

## **B Transferring Case Files - Case File Receipt From an FAA Office**

When a case file is transferred, the OST staff in the receiving office completes the following:

- Signs the Case Record Transmittal (FA-556) form.
- Sends a copy of the signed FA-556 to the sending office.

For policy regarding changes of address that result in a case transfer, see [Change of Address](#).

ARCHIVED (04/01/07 to 06/30/07)