

INSTRUCTIONS FOR COMPLETING FAA FORM 8310-3 APPLICATION FOR REPAIR STATION CERTIFICATE AND/OR RATING

BLOCKS 1 THROUGH 5 MUST BE COMPLETED BY ALL INITIAL APPLICANTS. OTHER THAN INITIAL APPLICANTS MUST INCLUDE INFORMATION NECESSARY TO SUBSTANTIATE THE REQUESTED CHANGE OR RENEWAL.

Block 1.a. Official Name of Station. Insert the repair station official business name. If the applicant is not an individual then documentation must be provided attesting to the designation of a business name. **Number.** If a precertification number is assigned, insert the number in this block. If the repair station holds a permanently assigned certification number, insert the number in this block.

Block 1.b. Location Where Business Is Conducted. Insert the address of the physical location of the primary repair station facility. This location will be inspected by the FAA for compliance with 14 CFR 145.

Block 1.c. Official Mailing Address of Repair Station. If the repair station mailing address is other than the location in block 1.b., insert the mailing address here. If blocks 1.b. and 1.c. are the same you may insert the word SAME in block 1.c.

Block 1.d. Doing Business As. Insert any additional business names the repair station will do business as (DBA). If the applicant chooses to use DBAs, documentation should be available to substantiate authority to use the additional names.

Block 1.e. 145.51(e) Statement. The applicant must indicate whether any person described in part 145.51(e) is or will be involved in the management, control, or have substantial ownership in the repair station. An affirmative answer will require a detailed explanation on a separate attachment page and may or may not result in denial. A fraudulent or intentionally false answer is a basis for suspending or revoking the repair station certificate and any certificate, approval, or authorization issued by the FAA.

Block 2. Reason for Submission. Check the appropriate reason. If the reason is other than one of those listed, check 'Other' and explain the reason for submission. If more space is needed an additional page or pages may be attached.

Block 3. Ratings Applied For. The applicant will check the appropriate block for the work intended to be performed. A rating for specialized services is intended to be process based, not article based. If there are any questions regarding what the appropriate rating may be, review section 145.59. If you still are not clear consult with your local FAA Flight Standards District Office.

Block 4. List of Maintenance Functions to be Contracted to Outside Agencies. The applicant will indicate the functions included in the ratings applied for that will be performed by outside agencies but for which the applicant will be responsible.

Block 5. Applicant's Certification. Name of Owner (include name(s) of individual owners, all partners, or corporation name giving state and date of incorporation). If more space is needed an additional page or pages may be attached as necessary. Below the printed Certification Statement, the applicant must insert the date of signature, signature, printed name of authorized signer, and title of authorized signer (if not an individual applicant the person signing should provide documentation of signatory authority).

Page 2 of FAA Form 8310-3 is for FAA use only.



2. Reasons for Submission

Original Application for Certificate and Rating

Change in Rating

Change in Location or Housing and Facilities

Change in Name or Ownership

Other (Specify)

Airframe	Powerplant	Propeller	Radio	Instrument
Class 1	Class 1	Class 1	Class 1	Class 1
Class 2	Class 2	Class 2	Class 2	Class 2
Class 3	Class 3		Class 3	Class 3
Class 4				Class 4
Accessories	Limited			
Class 1	Airframe	Accessories	Rotor Blades	Specialized Services (<i>specify</i>)
Class 2	Engine	Landing Gear	Fabric	
Class 3	Propeller	Float	Emergency Equip.	Any other purpose for which the FAA finds the applicant's request is appropriate
	Instrument	Radio	Non-Dest. Test	

Name of Owner (Include name(s) of individual owner, all partners, or corporation name giving state and date of incorporation)

Date	Authorized Signature	Printed Name of Authorized Signer	Title
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FAA Form 8310-3 (05-17) Supersedes Previous Edition

**Record of Action Repair
Station Inspection**

For FAA Use Only

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6. Remarks (identify by item number. Include deficiencies found, ratings denied, reason for denial, etc.)

7. Findings - Recommendations

8. Date of Inspection

- A. Applicant demonstrated compliance with requirements of 14 CFR part 145 (for reasons stated in block 2) on date indicated.
- B. Recommend approval. Any exceptions or changes by FAA from applicants original request are explained in block 6.
- C. Certification action terminated. Explanation in block 6.
- D. Denial. Explanation in block 6.

9. Office

Signature(s) of Inspector(s)

Printed Name(s) of Inspector(s)

10. Supervising or Assigned Inspector

ACTION TAKEN

CERTIFICATE ISSUED

Inspector's Signature

APPROVED
as shown on certificate
issued on date shown.

Number

Date

Inspector's Printed Name

Title

DISAPPROVED