

# Thomas Faulkner, MD

Serving the Professional Pilot

## Requesting an Extension in Providing Requested Medical Documentation to the FAA Office of Aerospace Medicine

Should you need to request additional time to provide medical documentation to the FAA, a concise letter can be faxed to the FAA in OKC (also with a letter sent by mail) that follows the layout below:

### Address the letter to:

Aerospace Medical Certification Division (AMCD)  
Federal Aviation Administration  
P. O. Box 26080  
Oklahoma City, OK 73125 - 9914

**ATTENTION:** Request For Extension ICO Joseph M. Pilot (PI#: 1234567)\*

Sir/Madam:

- You acknowledge the receipt of their letter dated MM/DD/YYYY,
- You are actively working on getting the requested documentation to seek/continue First Class Medical certification,
- You are respectfully requesting a thirty (30) day extension to provide the documentation to them.

\* If you have a PI number (Pathology Index #), please make sure that this number is prominently displayed at the top and under your name and signature. The PI# is in the upper right corner of the letter you have received from the FAA. If you do not have a PI#, please provide other information that can identify your case with the FAA: Date of Birth, MID#, APP ID#.

This letter needs to be concise, professional, legible, and signed. Avoid details, commentary, or criticism. Keep a copy of this letter for your records.

You can fax this signed letter to: **405-954-4300**, **ATTENTION:** Request for Extension

Typically, the FAA will not respond to your letter in a timely manner, but make sure you do your part by asking for an extension before the 30 days has passed.

Thomas B. Faulkner, MD, MHA