



**Federal Aviation Administration
Office of Commercial Space Transportation**

PART 450 APPLICATION LETTER TEMPLATE

Purpose

This document provides an application letter template that an applicant may use as a cover letter to formally submit a license application¹ to the FAA. Use of this template (Attachment 1) is not mandatory², but the FAA encourages applicants to use it as a formal application cover letter for a vehicle operator license and as the means to transmit the package of required documents.

Application Submission

Prior to submitting an application for a vehicle operator license, prospective applicants must comply with pre-application consultation requirements stated in 14 C.F.R. § 413.5, and with any other relevant pre-application requirements (e.g., pre-application requirements for incremental review per § 450.33, or a safety element approval per part 414).

The components of a vehicle operator license application are listed in § 450.31 (General) and include a policy review, a payload determination, a safety review that complies with Subpart C, a review of environmental requirements, and information necessary to satisfy the maximum probable loss analysis required by part 440 (Financial Responsibility). When an applicant is ready to submit a formal application, it must submit it in accordance with § 413.7, as follows.

¹ Per § 413.1(a) (Scope of this Part), the term “application” means either an application in its entirety or a portion of an application for incremental review.

² The material in this document is advisory in nature and does not constitute a regulation. This guidance is not legally binding in its own right, and will not be relied upon by the FAA as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this guidance document (as distinct from existing statutes and regulations) is voluntary only, and nonconformity will not affect rights and obligations under existing statutes and regulations. Draft document pending clearance pursuant to 49 CFR part 5.

§ 413.7 *Application.*

(a) An applicant must make an application in writing and in English. The applicant must file the application with the Federal Aviation Administration either by paper, by use of physical electronic storage, or by email in the following manner:

(1) For applications submitted on paper, an applicant must send two copies of the application to the Federal Aviation Administration, Associate Administrator for Commercial Space Transportation, Room 331, 800 Independence Avenue SW., Washington, DC 20591. Attention: Application Review.

(2) For an application submitted by use of physical electronic storage, the applicant must either mail the application to the address specified in paragraph (a)(1) of this section or hand-deliver the application to an authorized FAA representative. The application and the physical electronic storage containing the application must also satisfy all of the following criteria:

(i) The application must include a cover letter that is printed on paper and signed by the person who signed the application or by an authorized representative of the applicant;

(ii) The cover letter must identify each document that is included on the physical electronic storage; and

(iii) The physical electronic storage must be in a format such that its contents cannot be altered.

(3) For an application submitted by email, an applicant must send the application as an email attachment, or as a link to a secure server, to ASTApplications@faa.gov. The application and the email to which the application is attached or linked must also satisfy the following criteria:

(i) The email to which the application is attached or linked must be sent from an email address controlled by the person who signed the application or by an authorized representative of the applicant;

(ii) The email must identify each document that is included as an attachment or that is stored on a secure server; and

(iii) The electronic files must be date-stamped and have version control documentation.

(b) *Administrative information.* An application must identify the following:

(1) The name and address of the applicant;

(2) The name, address, and telephone number of any person to whom inquiries and correspondence should be directed; and

(3) The type of license or permit for which the applicant is applying.

(c) *Signature and certification of accuracy.* An application must be legibly signed, dated, and certified as true, complete, and accurate by one of the following:

(1) For a corporation: An officer or other individual authorized to act for the corporation in licensing or permitting matters.

(2) *For a partnership or a sole proprietorship:* A general partner or proprietor, respectively.

(3) For a joint venture, association, or other entity: An officer or other individual authorized to act for the joint venture, association, or other entity in licensing or permitting matters.

(d) *Safety approval.* If the applicant proposes to include a safety element for which the FAA issued a safety approval under part 414 in the proposed license activity, the applicant must—

(1) Identify the safety approval in the application and explain the proposed use of the approved safety element.

(2) Show that the proposed use of the approved safety element is consistent with the designated scope specified in the safety approval.

(3) Certify that the safety element will be used according to any terms and conditions of the issued safety approval.

(e) *Measurement system consistency.* For each analysis, an applicant must employ a consistent measurements system, whether English or metric, in its application and licensing information.

The application cover letter template provided in Attachment 1 is based primarily on an application letter for a vehicle operator license under part 450, but it can be revised to accommodate an application for other types of authorizations. During pre-application consultation, or during the application review process, an applicant for a license may enter into agreements with the FAA regarding a number of flexibilities allowed by the regulations, which include the option of proposing alternative time frames that better suit its operations. Eligible time frames include pre-flight and post-flight reporting among others listed in Appendix A to Part 404—Alternative Time Frames. If an operator knows in advance of application submittal that it will propose an alternative time frame, the applicant should raise this proposal during pre-application consultation.

In summary, the application letter template serves as a type of checklist that identifies and lists compliance documents and FAA-approved items associated with alternative time frames, accepted means of compliance, incremental reviews, and safety element approvals, which will help an applicant to submit an acceptable application to the FAA in accordance with § 413.11.

Attachment 1 – Application Letter Template

<Company letterhead with name and address>

<DATE>

Federal Aviation Administration
Associate Administrator for Commercial Space Transportation
800 Independence Avenue SW., Room 331
Washington, DC 20591

SUBJECT: Application for a Vehicle Operator License Under 14 CFR part 450

This cover letter submitted on behalf of <COMPANY NAME>, provides the CERTIFICATION OF ACCURACY in accordance with 14 CFR part 413.7(c) for the subject application and supporting compliance documents.

Applicant Name and Contact Information:

<COMPANY NAME>

<COMPANY ADDRESS>

Point of Contact: <NAME OF PERSON TO WHOM INQUIRIES AND CORRESPONDENCE SHOULD BE DIRECTED>

Telephone Number: <PHONE NUMBER OF POINT OF CONTACT>

Email: <EMAIL ADDRESS OF POINT OF CONTACT>

License Type

With this application, <COMPANY NAME> hereby applies for a vehicle operator license for <LAUNCH or REENTRY> as follows:

Time Frame: <APPROXIMATE TIME FRAME OF FIRST LAUNCH/REENTRY & SUBSEQUENT MISSIONS>

Vehicle(s): <IDENTIFY VEHICLE OR VEHICLE CONFIGURATIONS/FAMILY OF VEHICLES>

Payload(s): <IDENTIFY PAYLOAD(S) OR CLASS OF PAYLOADS, IF ANY>

Launch Site(s) and/or Reentry Site(s): <PROVIDE DETAILS AS APPLICABLE>

Human Space Flight: <IDENTIFY ANY CREW OR SPACE FLIGHT PARTICIPANTS>

Compliance documents

Enclosed with this application are the following compliance-related documents:

- Compliance document list (comprehensive list of application documents organized for traceability to each regulatory requirement).
- Application compliance checklist (identifies each individual regulation and points to <COMPANY NAME's> specific compliance document that demonstrates compliance with the requirement; equivalent level of safety and waiver requests are also identified <if applicable>).

Per § 450.35, <COMPANY NAME> confirms that a means of compliance (MOC) was accepted by the FAA <REFERENCE CORRESPONDENCE WITH DATE> for the following five sections:

- § 450.115(b)(1) Flight Safety Analyses
- § 450.139(e)(1) Toxic Hazards for Flight
- § 450.145(b) Highly-Reliable Flight Safety System
- § 450.163(a)(1) Lightning Hazard Mitigation
- § 450.187(e)(1) Toxic Hazards Mitigation for Ground Operations

Alternative Time Frames <if applicable>

<COMPANY NAME>, in accordance with Appendix A to Part 404—Alternative Time Frames proposes the following alternative time frames for the following regulations:

< Summarize proposed alternative time frames for each corresponding eligible regulation (e.g., § 440.15—Demonstration of compliance, § 450.169— Launch and Reentry Collision Avoidance Analysis Requirements, § 450.213—Pre-flight reporting, and § 450.215—Post-flight reporting) and identify if the FAA already approved the alternative time frames during pre-application consultation. >

Incremental Review <if applicable>

<COMPANY NAME> applies for a safety approval in an incremental manner pursuant to §§ 450.31(c) and 450.33.

< Summarize incremental review requested and confirm that incremental approach was previously approved by the FAA in accordance with 14 CFR § 450.33(b). Include a schedule of events if warranted to demonstrate that a safety review module or section will be submitted to the FAA in a workable chronological order and reviewed independently within an agreed time frame.>

Safety Element Approval <if applicable>

<COMPANY NAME>, in accordance with 14 CFR § 413.7(d), proposes to include a safety element for which the FAA issued a safety element approval under part 414 for the proposed license activity ***or***

<COMPANY NAME>, in accordance with 14 CFR §§ 414.11(b) and 414.15 seeks to obtain a safety element approval concurrent with a vehicle operator license application.

<Summarize safety element approval COMPANY has received or for which COMPANY is applying.>

Certificate of Accuracy per § 413.7(c)

I, <AUTHORIZED PERSON>, as an individual authorized to act for <COMPANY NAME> in licensing matters, certify that the referenced application documents are true, complete, and accurate.

Confidentiality Request

Per § 413.9, <COMPANY NAME> requests <DESCRIBE INFORMATION OR DATA FOR WHICH CONFIDENTIAL TREATMENT IS DESIRED AND FOR WHAT PERIOD OF TIME>

Sincerely,

<SIGNATURE OF AUTHORIZED PERSON>

<TITLE OF AUTHORIZED PERSON>

Enclosures:

<Application compliance checklist>

<Compliance document list & actual application documents>

CC:

< ASA-1>

<ASA-100>