

INSTRUCTIONS

FOR COMPLETING THIS ELECTRONIC FORMAT VERSION OF FAA FORM 8110-3

Refer to Order 8110.37 for examples of completed FAA Form 8110-3

CONCEPTS:

1. All lines are locked in place on the form to prevent the form from elongating to the next page.
2. Gray boxes show where entries may start in each data entry section. Data entry fields are unlimited. If you type more than the field can hold, the extra typing will “hide” behind the data field(s) located below your desired entry section and when you print the completed document, both the “visible” text and “hidden” text will print in the same space. (Be careful!)
3. All entries you make will have a gray background on the screen but will print with a white background.

DATA ENTRY TECHNIQUES:

1. Use the “Tab” key, “Shift-Tab” keys, or “mouse” to select the section where you want to enter information.
2. Use the “Space” bar or “Enter” key to move around within a data entry section.
3. Use the “Space” bar to enter or remove an “X” from the “Recommend approval” or “Approve” box.
4. Since the form is protected to prevent the lines from moving, most entries are limited to “Arial” 10 point characters.
5. Use your toolbar to turn-off the “end of paragraph” marker. This makes your entries easier to see.
6. The underline key may be used to draw a horizontal line where you stop entering data.

EDITING TECHNIQUES:

1. Use your mouse to “highlight” the area you want to change, or
2. “Single-Click” to mark a text insertion point, or
3. “Double-Click” on a word to highlight and replace a word, or
4. “Triple-Click” on a paragraph to highlight and replace an entry from the beginning of that paragraph to the end of the paragraph.

CAUTIONS:

1. Before you start “filling-in” the FAA Form 8110-3 on the internet, you may want to save it as a blank master file on your personal computer. You can then use your master file to complete and save your individual files by using “File Save As”.
2. When you print, you may want to always choose “Print Current Page” or “Print Page 1” to prevent printing this instructions page with each copy of your completed FAA Form 8110-3.

COMMENTS OR CORRECTIONS:

Contact AIR-110 at (405) 954-4103.

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS	1. DATE
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AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION			
2. MAKE	3. MODEL NO.	4. TYPE (<i>Aircraft, Engine, Propeller, etc.</i>)	5. NAME OF APPLICANT

LIST OF DATA	
6. IDENTIFICATION	7. TITLE

8. PURPOSE OF DATA

9. APPLICABLE REQUIREMENTS (List specific sections)

10. CERTIFICATION - Under authority vested by direction of the Administrator and in accordance with conditions and limitations of appointment under 14 CFR Part 183, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

Recommend approval of these data
 I (We) Therefore **Approve these data**

11. SIGNATURE(S) OF DESIGNATED ENGINEERING REPRESENTATIVE(S)	12. DESIGNATION NUMBERS(S)	13. CLASSIFICATION(S)