



DW Aviation, LLC  
(623) 850-3275  
Post Office Box #1702  
Sun City, AZ 85372 USA

To whom it may concern,

I'm Dan Weeks, commercial pilot and Certified Flight Instructor (CFI/CFI-I). This letter is intended for new flight instruction students of mine but if you're just finding this and want to learn how to fly, visit [www.DanWeeks.com](http://www.DanWeeks.com) to contact me.

Thank for considering me for your flight instruction! Here are a few things you need to do to get started. Per the FAA (Federal Aviation Administration) I will have to determine your applicability to become a student pilot, certificated pilot, and provide flight training. Please do your best to show up to our first lesson with this checklist completed and it will save you time, money, and will help expedite the learning process. Part 1 does not apply to public speaking or Biennial Flight Reviews for existing pilots.

1. Proof of citizenship

Please email me a picture of **AND BRING TO OUR FIRST LESSON** one of the following so I may verify your citizenship status. If you are a United States citizen:

- Valid, CURRENT U.S. passport.
  - Original or government-issued birth certificate of the U.S., American Samoa, or Swains Island **AND** a **government-issued** picture ID.
  - Original certificate of birth abroad with raised seal (Form FS-545 or DS-1350) **AND** a **United States of America** government-issued picture ID.
  - Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561) or a Certificate of Repatriation (Form N-581) **AND** a **United States of America** government-issued picture ID.
  - Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) **AND** a **United States of America** government-issued picture ID.
  - If you **are not** a United States of American citizen, please email **and bring with you** a copy of your current valid passport and another form of government issued photo identification. There are more steps to becoming a student pilot which we'll discuss during our first meeting.
2. A valid third class (or first class if you're planning on flying professionally) medical certificate.
- You can find an Aeromedical Examiner near you at [www.FAA.gov](http://www.FAA.gov). I'd recommend Dr. J. Burr Ross, who you can contact at [www.MyFlightSurgeon.com](http://www.MyFlightSurgeon.com).
    - Whoever you go with will want to see a completed "MedExpress" form filled out. You do this on your own prior to booking an appointment at <https://medxpress.faa.gov/medxpress>.
3. Your current weight
- Prior to flying together I'll need to know your current **\*accurate\*** weight. This is a safety and performance matter so yes, I do need to know your actual weight as accurately as possible please.
4. Insurance



DW Aviation, LLC  
(623) 850-3275  
Post Office Box #1702  
Sun City, AZ 85372 USA

- Please have an active renter's (or owner's if we're using your own aircraft) insurance policy ready to go. The policy should reflect your current aeronautical experience (e.g. student pilot, private pilot, commercial pilot, etc.). Once you have the policy **ADD ME AS ADDITIONAL INSURED** (Dan Weeks, Certified Flight Instructor).

- I would recommend AOPA or Avemco.

1. <https://www.aopa.org/membership/personal>
2. [https://www.avemco.com/products?partner=WGOG&gclid=Cj0KCQjwi7DtBRCLARIsAGCJWBrnfucsXh3Zl9r3eX20ZzhlTd5t4aCxL24vVYCw\\_IA77ke2CQ7MFM8aAp0HEALw\\_wcB](https://www.avemco.com/products?partner=WGOG&gclid=Cj0KCQjwi7DtBRCLARIsAGCJWBrnfucsXh3Zl9r3eX20ZzhlTd5t4aCxL24vVYCw_IA77ke2CQ7MFM8aAp0HEALw_wcB)

#### 5. IACRA Registration (for new student pilots or drone pilots)

- IACRA is the FAA's own Integrated Airman Certification and Rating Application website. This is going to be the place where you submit most of your FAA applications. Visit [www.IACRA.faa.gov](http://www.IACRA.faa.gov) and in the login box select register. Select the box which says Applicant and proceed to the next page. Continue the rest of the application.
- Once an application is submitted and an IACRA account is created, take note and **SEND ME** your "FTN" number.

#### 6. Payment

- I charge \$65/hour (or \$45/hr as a block rate defined as 10+ hours paid up front), charged in tenths of the hour for both ground school and flight. I accept cash, check, or credit through Venmo (@DanWeeks) or PayPal (I can send you invoices). Please have payment ready to pay me at the end of each lesson. **I can take block payments** paid up front to lower how much you're paying... **you save \$200** every 10 hour block!
- Aircraft, fuel, insurance, etc. is not included in my instructional fee. Please have a check, cash, or credit card ready to pay for the aircraft and associated costs at the summation of each lesson (paid to the FBO, aircraft owner, etc.). If you're renting an aircraft for instruction, that rental rate will be conveyed prior to flying.

#### 7. Basic Equipment

- For flight students, a standard airplane headset (2 plug). If you don't have your own headset, no problem. Just let me know so I can have one ready for you.
- For all students, bottled water. It's Arizona and you need to stay hydrated!
- At least 2 pens and paper to write on.

If you have any questions, contact me by emailing [DanWeeks@gmail.com](mailto:DanWeeks@gmail.com) or visiting my website [www.DanWeeks.com](http://www.DanWeeks.com).

Regards,

Dan Weeks, CFI/CFI-I

DW Aviation, LLC | Managing Member