NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

N JO 7210.968

Effective Date:
October 4, 2025

Cancellation Date:
January 22, 2026

SUBJ: Certificates of Waiver or Authorization

1. Purpose of this Notice. This notice transmits technical and editorial changes to FAA Order JO 7210.3, Facility Operation and Administration, Chapter 19, Waivers, Authorizations, and Exceptions, to clarify the processing of Certificates of Waiver or Authorization (FAA Form 7711–2).

2. Audience. All ATO elements, Aviation Safety (AVS), and users of FAA policy.

3. Where can I Find This Notice? This notice is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and on the Air Traffic Plans and Publications website at https://www.faa.gov/air_traffic/publications/.
This change clarifies the delegation of regulatory responsibility in FAA Order JO 7210.3, Facility Operation and Administration, via multiple edits in Chapter 19. The change also provides several editorial updates for improved clarity.

5. Action. Amend FAA Order JO 7210.3 by changing the following paragraphs to read as follows:

19–1–2. POLICY

a. ATO Mission Support Services (AJV) and Flight Standards Service (AFS) are delegated the Administrator's authority to authorize or deny a Certificate of Waiver or Authorization (FAA Form 7711–1) and may further delegate this authority. Each office having delegated regulatory authority is responsible for authorizing or denying waivers, authorizations, or exemptions from the delegated regulatory sections. To waive or authorize the regulatory requirements of a 14 CFR part, section, or paragraph, the regulation must contain an authorization or waiver provision.

No further changes to paragraph.

19–1–3. RESPONSIBILITIES

a. The Service Center Director is responsible for the authorization or denial of a Certificate of Waiver or Authorization except for those sections assigned to AFS.

b. AFS has responsibility for the authorization or denial of Certificate of Waiver or Authorization from the following sections of 14 CFR:

No further changes to paragraph

19–1–4. PROCESSING CERTIFICATE OF WAIVER OR AUTHORIZATION (FAA FORM 7711–2) REQUESTS

a. Requests for a Certificate of Waiver or Authorization may be accepted by any FAA facility and forwarded, if necessary, to the appropriate office having waiver authority. Those offices making the determination of whether an application should be processed by higher authority may forward the request to the appropriate Service Center Director for action. Requests requiring FAA Headquarters attention must be forwarded through the Service Center Director to the Director, Mission Support Services, Policy (AJV-P).

b. Requests must be coordinated with all concerned FAA elements, prior to approval, by the office that is most convenient to the applicant and having waiver authority, even though the proposed operation will be conducted within or extended into other jurisdictional areas. This procedure is intended to establish one office as the agency contact for an applicant and will preclude the need for the petitioner to deal with the FAA at various locations.

c. Requests forwarded to FAA Headquarters for processing must be coordinated with appropriate stakeholders and include all pertinent facts, background information, recommendation(s), as well as the basis and reasons for requesting Headquarters action.

No further changes to paragraph

19–1–8. WAIVER, AUTHORIZATION OR DENIAL PROCEDURE

The applicant must be advised in writing of the waiver or authorization approval or denial, and, if appropriate, what is required to obtain reconsideration.

a. Applicant: The original waiver, authorization or denial, and a copy of the application must be forwarded to the applicant.

b. Issuing Office: The original of the application and a copy of the waiver, authorization or denial must be retained by the issuing office.

c. Washington Headquarters: Except for waivers or authorizations issued by AFS, forward copies of waivers, authorizations or written denials to the Washington Headquarters Rules and Regulations Group (AJV-P2).

d. Other Distribution: Other than as specified above and as necessary to satisfy Service Center office needs, distribution must be limited to those offices that have a need for the information. For parasail operations covered under paragraph 19–5–1, Service Centers must distribute approved waivers or authorizations to the appropriate AFS office.

No further changes to paragraph

19–1–9. CANCELLATION OF WAIVERS AND AUTHORIZATIONS

A waiver or authorization may be canceled at any time by the Administrator or the person authorized to grant the waiver or authorization, or the representative designated to monitor a specific operation. Generally, a waiver or authorization should be canceled when it is no longer required or there is an abuse of its provisions or unforeseen safety factors develop. Failure to comply with the waiver or authorization is cause for cancellation. Canceling offices must use the following procedures, as applicable:

a. Immediately notify the holder and all appropriate FAA elements.

b. Verify and document the basis for cancellation.

c. Notify the Service Center, as well as the issuing office.

No further changes to paragraph

19–2–3. RESPONSIBILITIES

a. The Service Center must conduct periodic reviews of terminal areas to determine when fixed-wing SVFR operations should be eliminated or restored in the specific airspace areas.

b. Each Service Center must forward the names of surface areas recommended for elimination/restoration of fixed-wing SVFR operations, with justification, to System Operations (AJR-1) and Aeronautical Information Services (AJV-A) for review.

19–3–2. AUTHORIZATION AND EXEMPTION REQUESTS

Requests for summaries of all ATO authorizations and exemptions from 14 CFR processed by a Service Center or Washington Headquarters should be made through the Service Center.

No further changes to paragraph

6. Distribution. This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support Services, and System Operations, and Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

JON M STOWE

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Acting Director, Policy, AJV-P
Mission Support Services
Air Traffic Organization (ATO)