

**FILING PROCEDURES FOR  
FOREIGN AIR FREIGHT FORWARDER APPLICANTS  
UNDER 14 CFR PART 297**

See 14 CFR Part 297 for specific regulatory requirements and filing procedures:

<https://www.ecfr.gov/current/title-14/chapter-II/subchapter-A/part-297>

General Filing Procedures:

- (1) Complete Form 4506, see instructions on form.
- (2) Include confirmation of \$11 filing fee, if applicable.<sup>1</sup> Link to Special Authorities Division Collections page:

<https://www.pay.gov/public/form/start/23290175/>

- (3) File documents via courier or electronically:

U.S. Air Carrier Licensing/Special Authorities Division  
Office of International Aviation  
U.S. Department of Transportation  
1200 New Jersey Ave., SE #W86-447  
Washington, DC 20590

Email: [Reather.Flemmings@dot.gov](mailto:Reather.Flemmings@dot.gov) and [Brett.Kruger@dot.gov](mailto:Brett.Kruger@dot.gov)

Additional information may be found on our website at:

<https://www.transportation.gov/policy/aviation-policy/licensing/other-special-authorities#FAFF>

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<sup>1</sup> The Department has waived filing fees for foreign air carriers of countries that do not charge U.S. air carriers filing fees for comparable operating authority. A list of countries for which the Department has granted final or interim waivers can be found at: <https://www.transportation.gov/policy/aviation-policy/file-fee-waiver-information>