

FAA ADHD Fast-Track Document Checklist

Gather the items below and upload them via our SimplePractice secure portal no later than 72 hours before your appointment. The portal link is provided after signing up.

1. Pharmacy records (past 4 years)

- Include all prescriptions, not only ADHD medication, from every pharmacy used.
- A PDF export or scanned print-out is acceptable.
- If you have had no prescriptions in the past 4 years, request records from your last pharmacy and send those.

2. ADHD-specific medical and therapy records

- Initial diagnostic note and all follow-up visits (psychiatrist, psychologist, PCP).
- Progress notes from therapists, counselors, or coaches addressing ADHD.
- Send the whole medical record that includes the ADHD visits rather than truncated excerpts.

3. Additional ADHD or learning evaluations

- Psycho-educational or neuropsychological assessments.
- Reports from school psychologists, speech or occupational therapists.

4. Records for any other diagnosis treated with ADHD medication

- Example: a stimulant prescribed for narcolepsy. Include the diagnostic note and medication history.

5. Driver-license history (past 4 years)

- Request motor-vehicle records from each state where you have held a license.

6. Academic documentation

- Official transcripts through your highest degree.
- Attempt to obtain elementary, middle, and high school transcripts.
- ACT, SAT, GRE, MCAT, LSAT scores, and similar.
- Section 504 Plans, IEPs, or workplace accommodation letters.
- Standardized-test accommodation decisions, if applicable.

7. Previous cognitive or psychological test reports

- Reports from school psychologists, developmental pediatricians, and similar.
- WAIS, WIAT, WISC, CPT.

8. Personal Statement (FAA 14-question format)

- Type, sign, and date. Limit to 2 to 3 pages.
- Address every question in the FAA guideline in chronological order.
- You may use an AI tool to help edit and proofread.

9. Optional supporting evidence

- Recent employment performance reviews.
- Letters from instructors or employers confirming symptom-free performance.
- CV or resume.

Questions? Call or text Dr. Olin at 949-648-7788 or email info@olinpsychological.com.

Jason T. Olin, PhD

Clinical psychologist and neuropsychologist. Evaluations for high-stakes testing accommodations and FAA aeromedical certification. Newport Beach, California, and telehealth across 40+ PSYPACT states. jasonolinphd.com

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