



## **SUBJECT: Inspection Authorization Renewal**

An IA expires on March 31 of each odd-numbered year (e.g., 2023, 2025, etc.). To be eligible for renewal, the IA holder must meet the yearly requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, §§ 65.91 and 65.93.

NOTE: With respect to IA renewal requirements, the terms “year” or “yearly” refer to the time period of April 1 to March 31.

An IA holder must present evidence in the month of March of each odd-numbered year to the responsible Flight Standards office (refer to § 65.93(a)).

### **IA RENEWAL SUBMISSION**

IA holders may submit the required renewal documentation to the responsible Flight Standards office using the following options:

**NOTE:** For any submission method, the IA holder is not required to include FAA Form 8310-5 (Inspection Authorization card) with their renewal package. However, if included, the aviation safety inspector or the aviation safety technician may endorse, date, and mail the form back to the IA holder.

- A. Preferred Method: IACRA.** The responsible Flight Standards office may process IA renewal applications received through the IACRA platform on the IACRA website. To use IACRA, both the IA holder and ASI/AST must have an IACRA account. Go to <https://iacra.faa.gov/IACRA/Default.aspx> select “Register,” and follow the on-screen steps.
- B. U.S. Mail or Electronic Mail (Email).** FAA offices may process IA renewal applications received by mail or email. Applications must include the evidence required to establish the IA holder’s renewal eligibility. The responsible Flight Standards office will mail or email a completed IA renewal letter to the IA holder following renewal completion.
- C. In Person or Virtually, By Appointment.** The responsible Flight Standards office may offer the option of IA renewal by either an in-person or virtual appointment. The responsible Flight Standards office/certifying officer may provide the renewal letter in person. If the renewal is not completed during the appointment, a completed IA renewal letter will be mailed or emailed to the IA holder following renewal completion.

Please ensure that all required supporting documentation is accurate and submitted with your IA Renewal Application. Your application will be returned for correction if this is not completed and will delay receiving your renewal. If there are any questions, please contact the FSDO for more information.