



Our office is following current COVID guidelines (We are at a high level infection rate) which is affecting this year's Inspection Authorization (IA) renewal (March 2021). We are giving you three (3) methods you can use to renew with the South Carolina Flight Standards District Office (FSDO) that currently do not include in person renewals:

1. You can now use the Integrated Airman Certification and Rating Application (IACRA) to renew. This requires you to start an account at <https://iacra.faa.gov/iacra/login.aspx>

Use the following instructions:

- Click the 'Register' link near the top right of IACRA home page.
- Check the 'Applicant' box, then agree to the Terms of Service (TOS) and continue.
- On the IACRA User Profile Information page fill in all data to include your mechanic certificate information.
- Use your full legal name, including any suffix that match your A&P Certificate.
- Please enter a valid email address so IACRA will use it for important notifications.
- Create a user name and strong password. Please remember your password.
- Click Register.
- If there is any required information missing, there will be error messages.
- IACRA will display your FTN (FAA Tracking Number). Please write this unique identification number down which will also be emailed to you.

NOTE: Instructions are also on the IACRA website.

When submitting an IA Renewal Application: **DO NOT sign or submit the application until March 1, 2021 since you can only renew during the Month of March.**

•Once you are registered, you can return to your console and start an IA Renewal application. You must upload all supporting documents prior to submitting. No paper documents are sent into the FSDO when using IACRA.

◦**Note:** If IACRA cannot locate a previous IA in your Airman record, you will not be able to start an application.

•Once you submit and sign your application, it will automatically be routed to the FSDO listed in your application. The code for the S.C. office is **SO-13, Columbia FSDO.**

•An ASI or AST at that FSDO will then retrieve your submitted application, complete the remainder of the process and sign your application.

•Once signed, you may log into IACRA, navigate to your console and review/print your IA letter. The letter will replace the signature on your IA Card for this year. While exercising the privileges of your IA you will be required to have both the letter and IA card together that

will be used to renew in 2023. You will also be notified via email when your IA letter is available.

2. You can mail in your package consisting of the following to the office:

- a) Submit 2 signed original 8610-1's
- b) Sign and submit a Pilot's Bill of Rights.
- c) Provide Training certificates or evidence of meeting the requirements of § 65.93(a)(1), (2), (3) or (4). If you need an oral test please contact the FSDO.
- d) Fill out and submit SC FSDO IA Renewal Form # CAE IA001 found on website
- e) Send a copy of your photo ID.
- f) Send a photo copy of your IA Card.

NOTE: You do not have to send in your IA card. If you do not, you will be issued an IA renewal letter this year that must be kept with your IA Card.

The office address is: FAA/ South Carolina FSDO
125-B Summer Lake Drive
West Columbia, SC 29170

3. You can email the following items to the either Steve.J.Petrossian@faa.gov or Brad.C.Heinrich@faa.gov:

- a) Submit 2 signed original 8610-1's
- b) Sign and submit a Pilot's Bill of Rights.
- c) Provide Training certificates or evidence of meeting the requirements of § 65.93(a)(1), (2), (3) or (4). If you need an oral test please contact the FSDO.
- d) Fill out and submit SC FSDO IA Renewal Form # CAE IA001 found on website
- e) Send a copy of your photo ID.
- f) Send a photo copy of your IA Card.

NOTE: You do not have to send in your IA card. If you do not, you will be issued an IA renewal letter this year that must be kept with your IA Card.

No matter which method you use, please make sure all applications are received by the FSDO **no later than March 31, 2021**. If we don't get it by this date your IA will expire with an exception of being on military overseas orders. You may be contacted by the Inspector/AST completing your renewal should they have any questions.

If you have any questions, please contact the South Carolina FSDO office at 803-765-5931.

*Striving for Perfection – Please share your thoughts with us.
Stakeholder Feedback Form*

http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/qms/