

IA Renewal Instructions

OPTION #1 (Preferred Method)

1. Fill out 2 each FAA Form 8610-1 complete and signed (see examples below 8610-1)
2. Fill out Pilots Bill of Rights (PBR See below)
3. Provide evidence that you meet the requirements of § 65.93(a) for both the first and second year (Example):
 - An activity sheet or log;
 - Training certificates; and/or
 - Oral test results.
4. Provide FAA Form 8310-5
5. Mail these items (1st class with tracking) to:

Charleston WV, Flight Standards District Office
301 Eagle Mountain Road, Room 144
Charleston, WV 25311

OPTION #2 Scan and Email

1. Fill out 2 each FAA Form 8610-1 complete and signed (see examples below 8610-1)
2. Fill out Pilots Bill of Rights (PBR See below)
3. Provide evidence that you meet the requirements of § 65.93(a) for both the first and second year (Example):
 - An activity sheet or log;
 - Training certificates; and/or
 - Oral test results.
4. Provide FAA Form 8310-5

EMAIL: 7-AEA-CRW-FSDO@FAA.Gov