

The following instructions are ONLY for those IA Holders assigned to the Spokane, WA FSDO. If you are an IA with a different FSDO/IFO, you must contact that office for instructions on their renewal process.

ALL APPLICATIONS FOR IA RENEWAL MUST BE SUBMITTED BY MARCH 31, 2021 IF UTILIZING OPTIONS 1 OR 2 BELOW, OR POSTMARKED BY MARCH 31, 2021 IF UTILIZING OPTION 3.

In response to the COVID-19 pandemic, CDC recommendations, and Flight Standards office closures or reduced staffing, Flight Standards has provided multiple options in support of the Inspection Authorization (IA) renewals for calendar year 2021.

Please note the following key points that are unique to this renewal cycle with the Spokane FSDO:

- **The Spokane FSDO is not accepting in-person appointments for IA renewals. All renewals must be accomplished via one of the three options detailed below.**
- **The Spokane FSDO will not accept any applications that are hand delivered or slid under the door. Any attempts to deliver application packages in person will be turned away. Due to FAA Security protocols, and packets or envelopes that are slid under the door will be destroyed immediately, without being opened.**
- **FAA Form 8310-5 (IA cards) will not be endorsed for renewals this year. In lieu of FAA Inspector signatures on the 8310-5, a renewal letter will be generated by the Inspector and issued upon approval. Please do not include your IA card with your application package. Additional details are outlined in the options below.**

The following options are available for IA renewal with the Spokane FSDO:

1. Renewal by Integrated Airman Certification and Rating Application (IACRA). Mechanics seeking IA renewal may do so entirely online, by logging onto <https://iacra.faa.gov/IACRA/Default.aspx>. Select register, then follow the on-screen steps. Once the application is submitted, an ASI from the Spokane FSDO will review the application package, and perform the approval within the IACRA system. Once approved, the mechanic will receive an email notification, and may then return to IACRA and print out a renewal letter. The renewal letter, along with the IA's expired IA card (FAA Form 8310-5) establishes renewal for the IA holder and is valid until the next renewal year of 2023. The IA holder is required to have the letter available while exercising the privileges an Inspection Authorization.
[IACRA Inspection Authorization User Guide](#)
2. Renewal by Electronic Mail (email). IA renewal applicants may submit their renewal application packages via email, by emailing to 7-ANM-GEG-FSDO@faa.gov. If you wish to submit your renewal via email, please ensure to include the following:
 - a. One (1) completed and signed [FAA Form 8610-1](#).
 - b. One (1) [Pilot's Bill of Rights](#) with the Acknowledgment of Receipt Section completed.
 - c. Evidence of meeting the activity requirements of 14 CFR § 65.93(a). Ensure evidence is submitted to show the requirements were met for both years of the renewal cycle.
Acceptable evidence of activity:
 - i. If renewing based on inspections performed or major repairs/alterations, include activity sheets or logs.

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- ii. If renewing based on training, include copies of certificate(s) of completion for one or both years, as applicable. Certificates of completion that are sent to the office will not be returned to the applicant.
- iii. If renewing based on an oral test, include a copy of the oral test results.

Once an inspector has reviewed your renewal application package and approved it, they will email you a renewal letter. See option 1, above, regarding the renewal letter.

- 3. Renewal by Mail. IA renewal applicants that wish to submit their packages via mail, must submit the same documents as detailed in option 2, above. Packages may be mailed to:

Spokane Flight Standards District Office
16201 E. Indiana Avenue, Suite 2400
Spokane Valley, WA 99216

Please **DO NOT** include your IA card (FAA Form 8310-5) with the renewal package, it will not be signed. Upon approval of the renewal package, the inspector will issue a renewal letter, as detailed above.