Integrated Airman Certification and Rating Application (IACRA)

Inspection Authorization User Guide

(March 2021)

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Introduction:

One of the options for the upcoming Inspection Authorization (IA) renewals in March 2021, is the functionality within Integrated Airman Certification and Rating Application (IACRA). This system will allow IAs to submit electronically their entire renewal package to the FAA and the FAA will have the ability to renew the Inspection Authorization remotely. The system will also generate, autofill, and email a renewal letter back to the IA instead of endorsing FAA Form 8310-5.

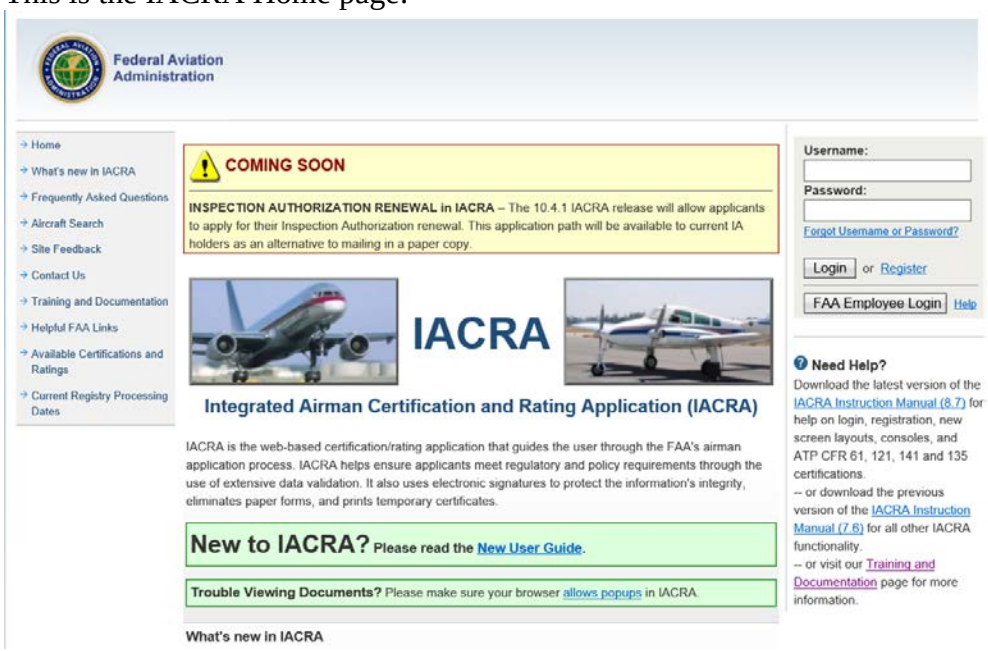
Currently, this functionality is only authorized for IA renewals, but future expansion is expected.

Section 1: Inspection Authorization Renewal in IACRA

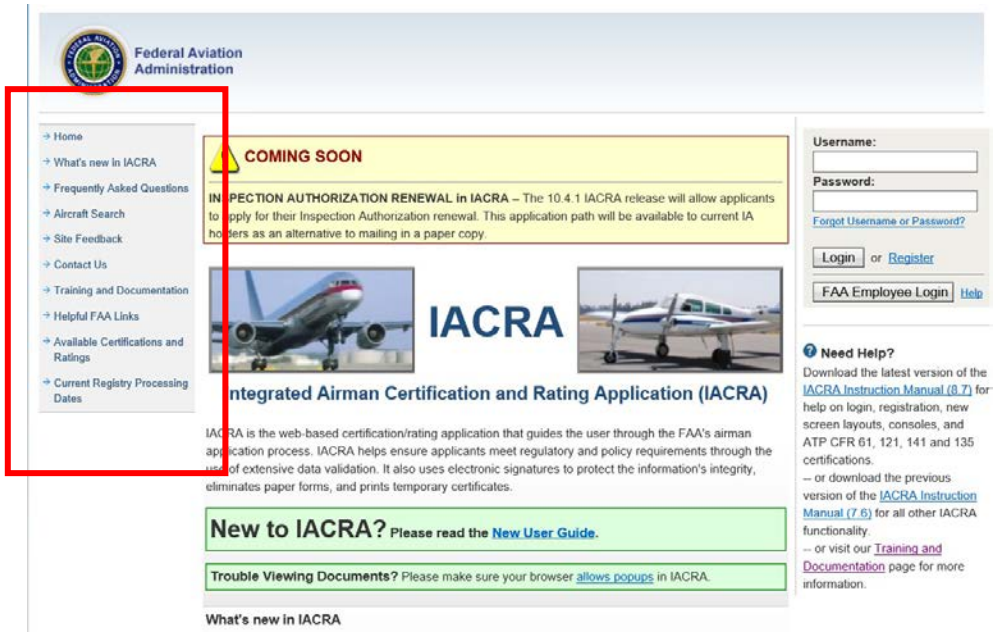
IACRA is an FAA website that allows individuals to apply for new Airman Certificates, renew, or upgrade their existing certificates. The entire application process takes place on the website, including electronic signing of applications, and at the end of the process all the necessary documents will be sent electronically to the Airman Registry.

https://iacra.faa.gov/IACRA/Default.aspx

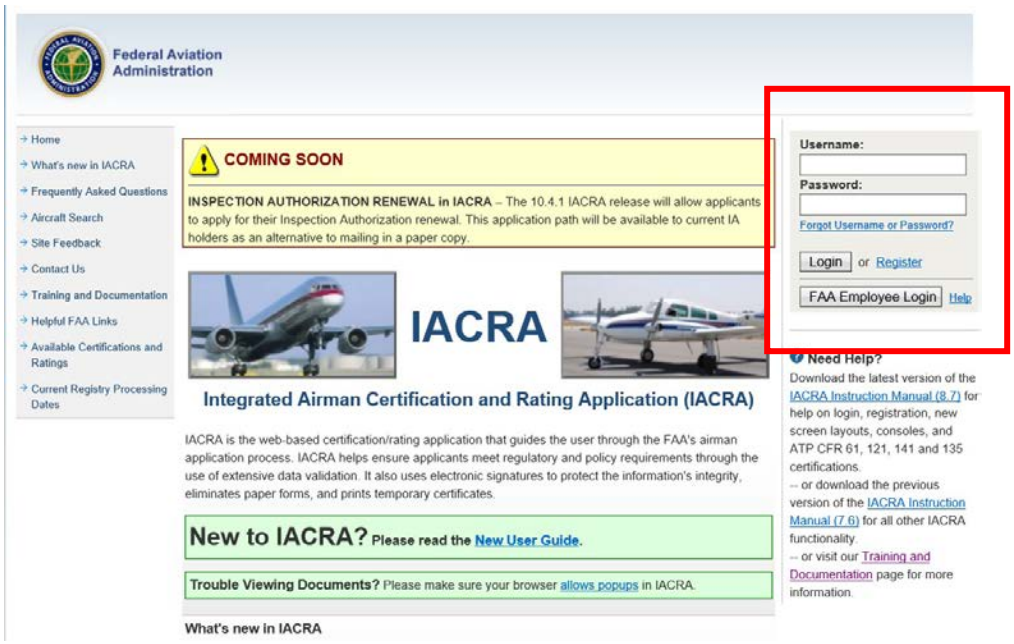
This is the IACRA Home page:



On the left portion of the site, there are a series of links to other functionality within IACRA:



On the right portion of the site is where the IACRA login section is located:



Individuals with an existing IACRA account (Username and password) may enter that information in the applicable fields and select "**Login**".

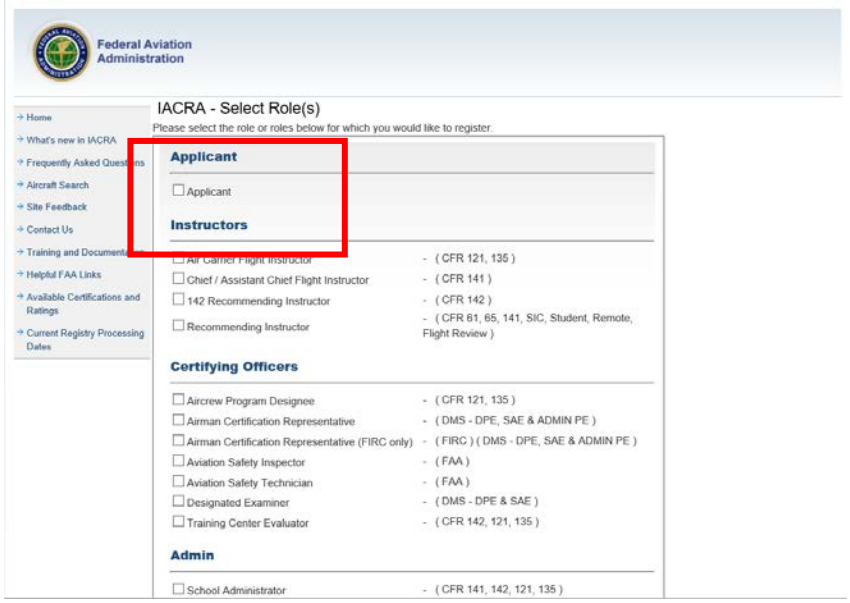
Section 2: Registering for an IACRA account

Individuals who do not have an IACRA account, must register prior to utilizing IACRA. To register, begin by selecting the "**Register**" link.

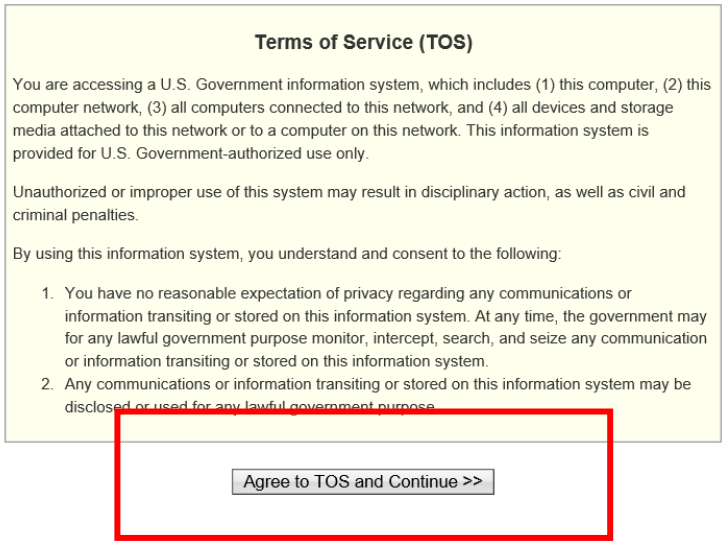
Registering as an Applicant in IACRA

There are many different roles in IACRA, but individuals must use the "Applicant" role to apply for a new certificate, renew, or to modify an existing certificate.

Check the 'Applicant' box,



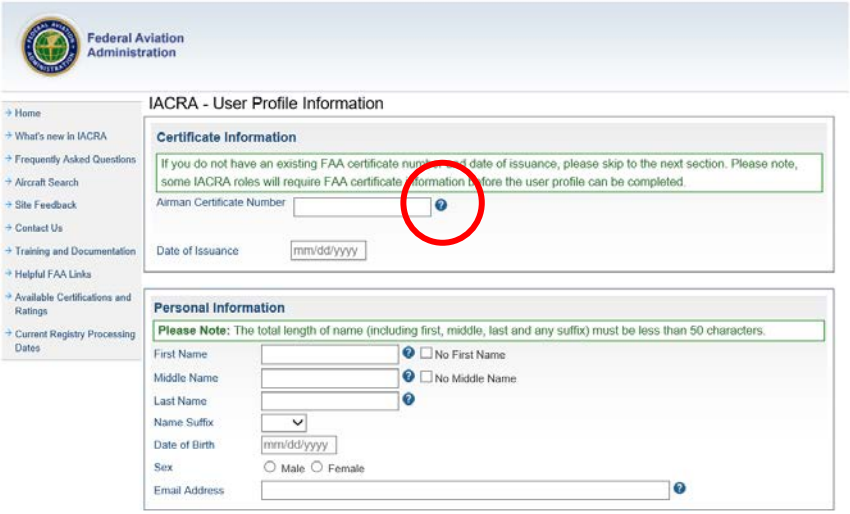
Then, agree to the Terms of Service (TOS) and continue.



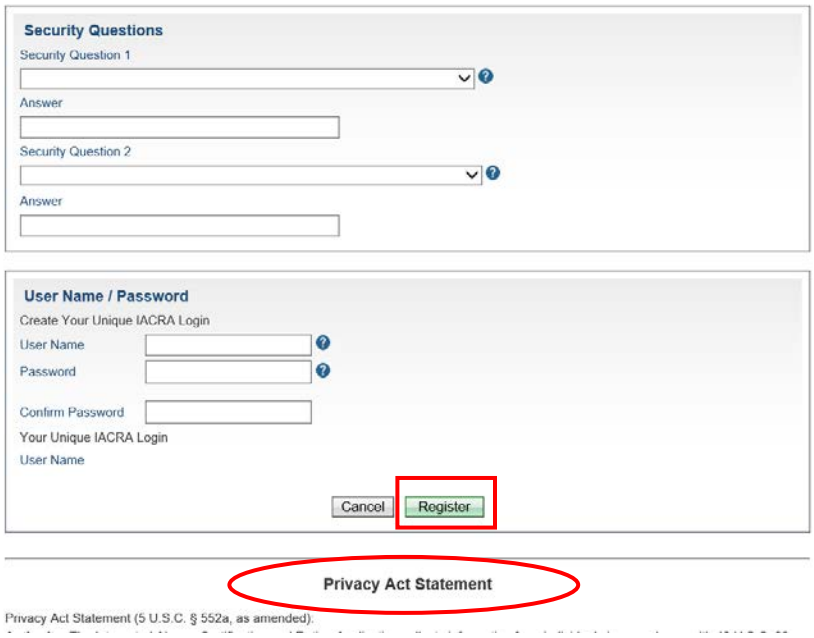
On the IACRA User Profile Information page, please enter all the information.

- Use your name, as it appears on your FAA issued certificate
  Please enter a valid email address. IACRA will use it for important notifications.
- If there is any required information missing, there will be error messages.

Throughout the IACRA website, there will be small blue circles with a question mark inside. These are help features to provide assistance when the applicant is asked to provide information.



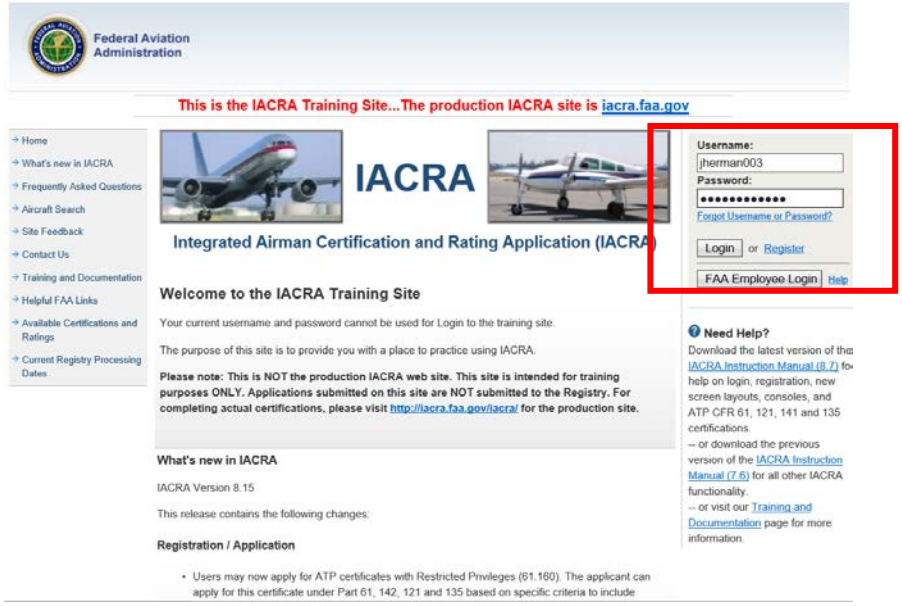
Select Security questions
Create a username and strong password
Click "Register"
Note: A copy of the Privacy Act Statement is posted at the bottom of the screen.



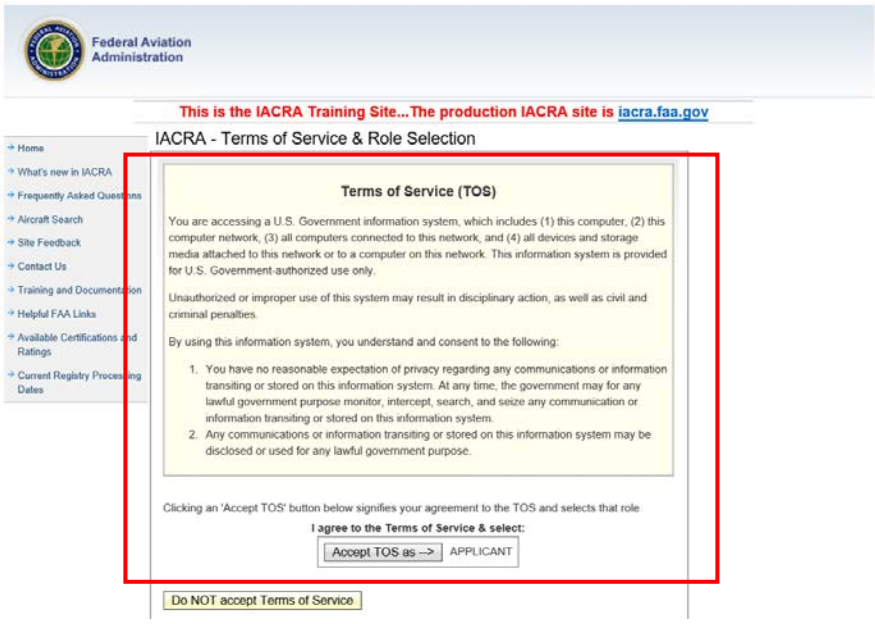
After registering, IACRA will display the applicant's FTN (FAA Tracking Number). Please write this number down; it will also be emailed to applicant. This number is a unique identifier, and for most application types the applicant must provide it to complete an application.

Section 3: Completing an Inspection Authorization renewal package in IACRA

To access IACRA functionality, applicant enters their Username and password into the login fields

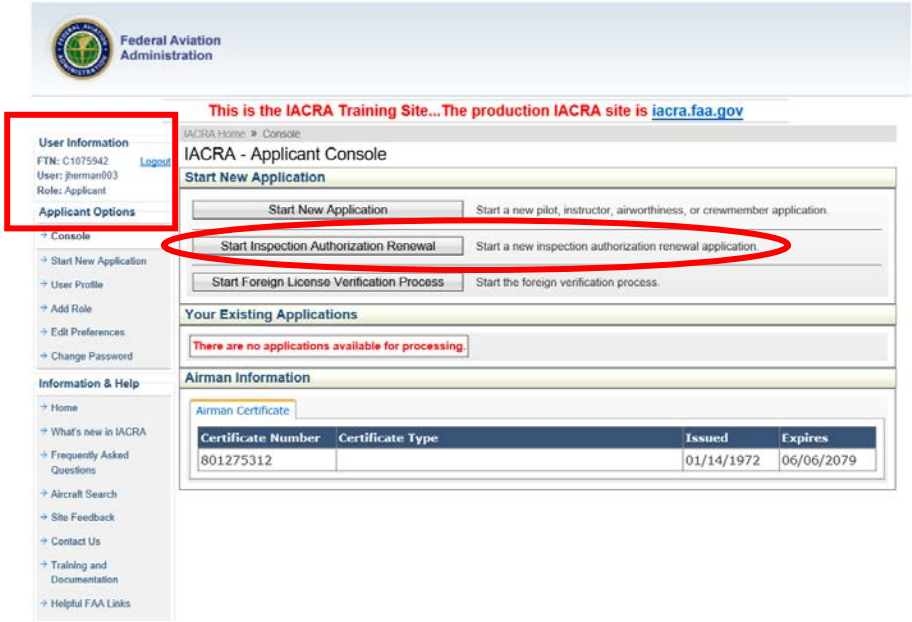


Review the Terms of Service (TOS) and select the "Accept TOS as" button. If applicant chooses not to accept the TOS, then may select "Do NOT accept Terms of Service button" and they will be returned to the IACRA Home Page.



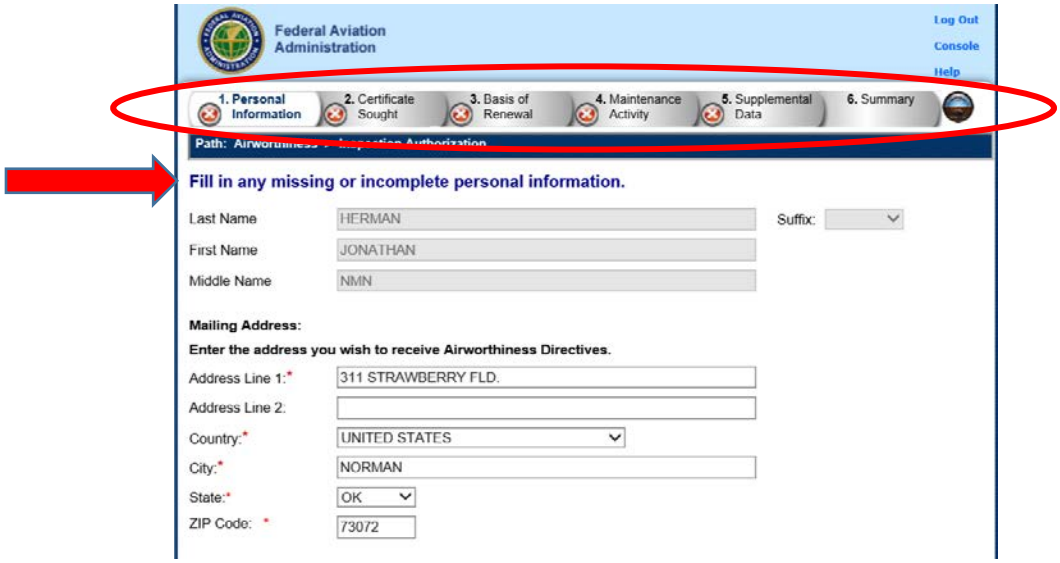
After selecting the "Accept" button, the IACRA Applicant Console is displayed. The user's information will be displayed in the upper left portion of the screen.

To begin an Inspection Authorization Renewal package, select the "Start Inspection Authorization Renewal" button.



Along the top portion of subsequent screens, the process steps can be monitored by the applicant. A Red X indicates that section stills needs to be completed. A Green check mark indicates the section is complete. An applicant can maneuver through the process by selecting one of the sections or by using the “Next” or “Previous” buttons.

The Inspection Authorization renewal automation in IACRA will generate a completed FAA Form 8610-1 at the end of the process. The process steps begin by collecting personal information. The applicant must fill in any missing or incomplete information.



NOTE: Some fields are marked with an asterisk signifying a required field.

Mailing Address:

Enter the address you wish to receive Airworthiness Directives.

Address Line 1:*	311 STRAWBERRY FLD.
Address Line 2:	
Country:*	UNITED STATES
City:*	NORMAN
State:*	OK
ZIP Code: *	73072

Fixed Base of Operation:

Place at which you may be located in person during the normal working week.

Address Line 1:*		* Required Field
Address Line 2:		
Country:*		* Required Field
City:*		* Required Field
State:		
ZIP Code:		

Place at which you may be located by telephone during the normal working week.

Telephone:	800-867-5309

Next

After all fields are complete, select the “Next” button.

Note: The information collected in these fields is used to complete Blocks 1-4 on the FAA Form 8610-1:

No certificate may be issued unless a completed application from has been received (14 CFR 65)

U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT

Form Approved: OMB No. 2120-0022 Exp. 12/31/2020

1. NAME *(Last, First, Middle)*

2. MECHANIC CERTIFICATE NO.

3. MAILING ADDRESS *(Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)*

4a. FIXED BASE OF OPERATIONS — PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK

4b. TELEPHONE NO. — PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK

	YES	NO
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?	☐	☐
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?	☐	☐
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?	☐	☐
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.	☐	☐
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? *(For Renewal Only)*	☐	☐

10. BASIS FOR RENEWAL *(Number Performed Per Renewal Period)*

ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE – IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.
First Year Period	*Second Renewal Period*	*First Year Period*	*Second Renewal Period*	*First Year Period*	*Second Renewal Period*	*First Year Period*	*Second Renewal Period*	☐

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE *(First Year Period)*

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE *(Second Renewal Period)*

11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS

DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.	DESCRIPTION OF ACTIVITY
FROM TO PRESENT		
FROM TO		
FROM TO		

12. REMARKS

13. CERTIFICATION: *I certify that the statements made above and in all attachments hereto are correct and true.*

DATE	SIGNATURE OF APPLICANT

14. RECORD OF ACTION *(For FAA use only)*

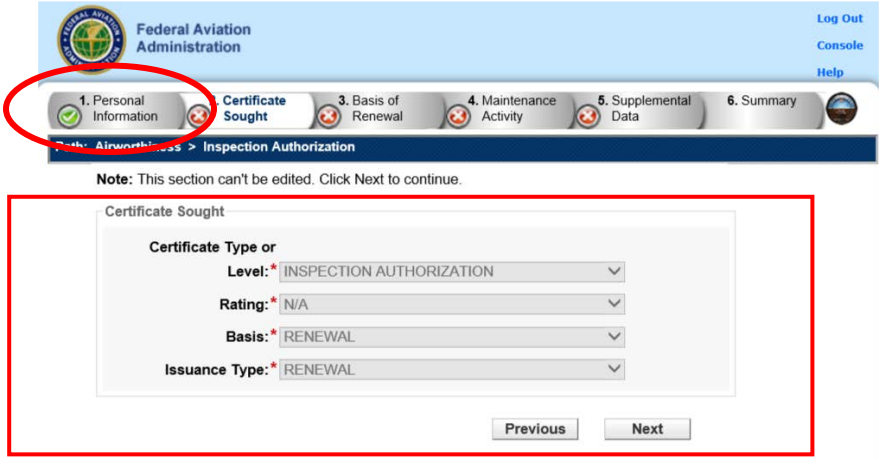
	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ ENDORSEMENT			

	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ ISSUANCE ☐ RENEWAL ☐ VOLUNTARY SURRENDER			

FAA Form 8610-1 (07-10) SUPERSEDES PREVIOUS EDITION

After selecting the “Next” button, the succeeding screen displays the certificate action being sought by the applicant. These fields are auto generated and not editable. Review the information and select “Next” button.

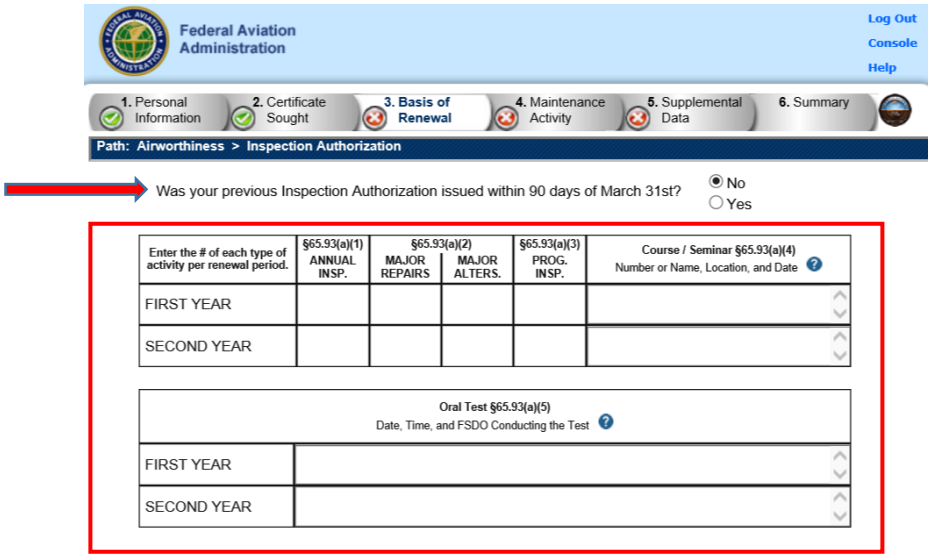
Note: The Green check mark for the completed “Personal Information” section.



The next screen has two sections.

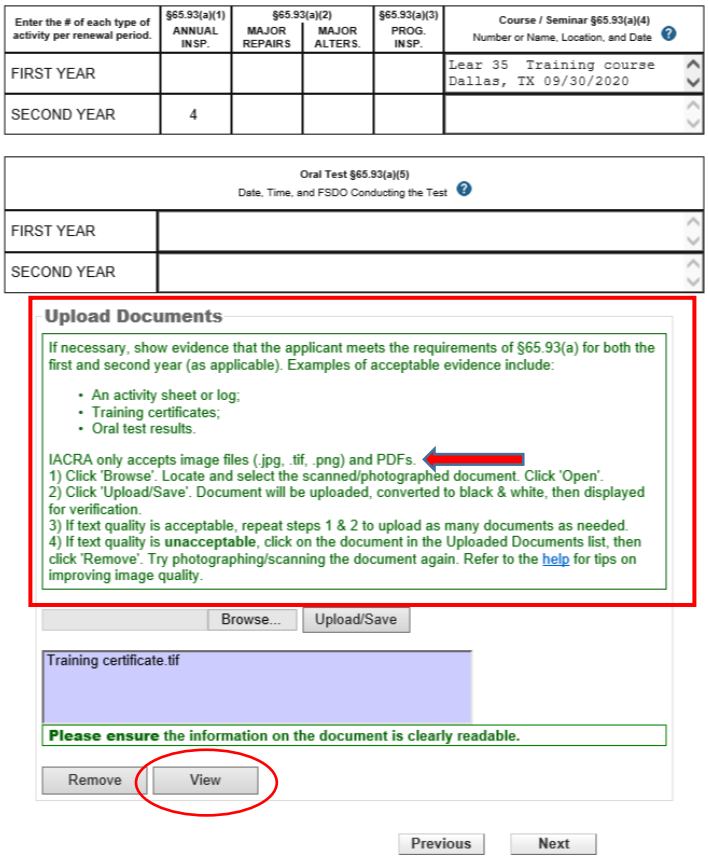
The first being the question regarding recency of issuance.

The second section addresses the basis of Inspection Authorization renewal. IACRA has been programmed to accept the appropriate quantities for annual inspections, major repairs and alterations, and progressive inspections in accordance with 14 CFR 65.93. There is no requirement to list all activities, just those activities being used for renewal. The applicant must meet the requirement for both the first and second year.



After entering the information for the basis of renewal, the applicant will need to upload the appropriate/applicable supporting documentation. Follow instructions in “Upload Documents” text box. The system will accept multiple uploaded documents.

Note: IACRA will only accept image files in .jpg, .tif, .png, and PDF.



After uploading the documents, applicants may view and verify the image quality before moving forward in the process. By the selecting the “View” button, uploaded document quality may be verified.

Figure 3-169. Sample Certificate of Training—Training Course Provider

Certificate of Training

Dallas Aero Academy

Presented to:

John Mechanic

Specialized NDI - Learjet 35 Series Wing Spar

Completed this 60-hour course September 23, 2017

FAA Course Acceptance Number: C-IND-IM-170928-K-010-001

Course Expiration Date: September 30, 2019

Accredited for 8 hours IA refresher training under Title 14 CFR part 65, § 65.93(a)(4)

I.M. Instructor
Dallas Aero Academy

After all documentation has been loaded and verified, select the “Next” button

The information collected in this section is used to complete Block 10 on the FAA Form 8610-1. Oral test information, if entered, will be loaded in the “Remarks” section of the FAA Form 8610-1.

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PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK

4b. TELEPHONE NO.
PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK

	YES	NO
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?	☐	☐
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?	☐	☐
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?	☐	☐
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.	☐	☐
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? *(For Renewal Only)*	☐	☐

10. BASIS FOR RENEWAL *(Number Performed Per Renewal Period)*

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FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE *(First Year Period)*

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE *(Second Renewal Period)*

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DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.	DESCRIPTION OF ACTIVITY
FROM TO PRESENT		
FROM TO		
FROM TO		

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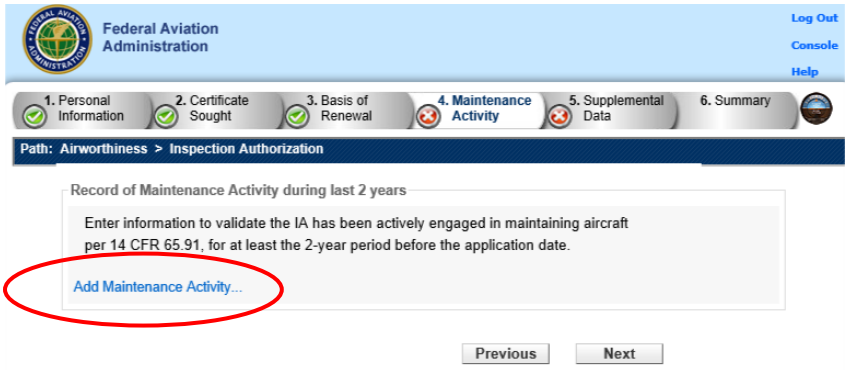
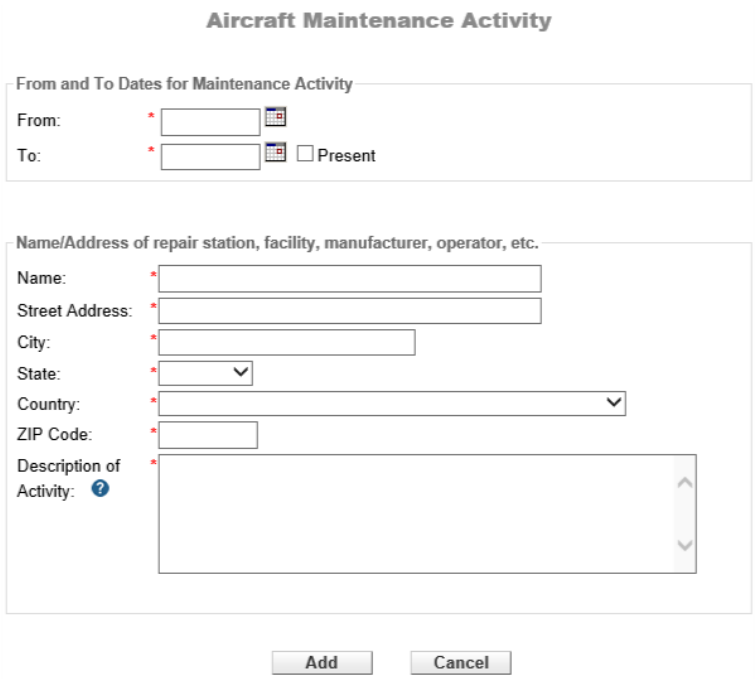
☐ ENDORSEMENT			
☐ ISSUANCE ☐ RENEWAL ☐ VOLUNTARY SURRENDER	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION

FAA Form 8610-1 (07-10) SUPERCEDES PREVIOUS EDITION

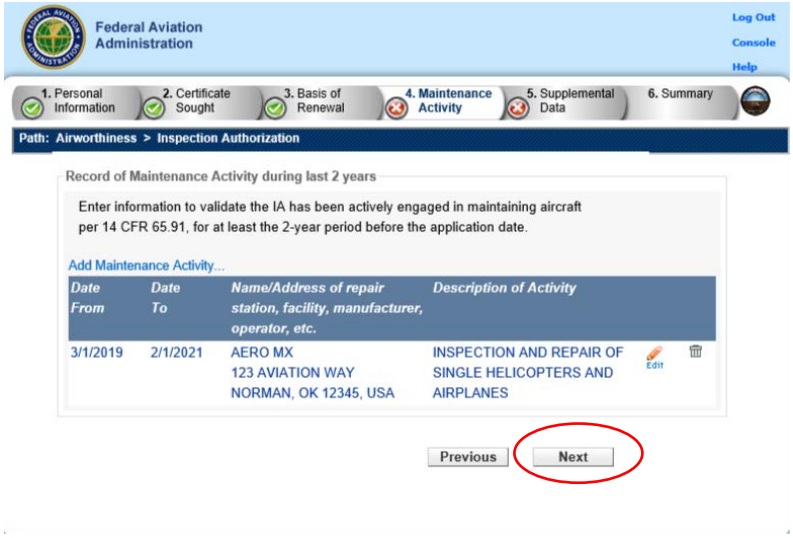
The next screen in the process is where the applicant provides their maintenance activity during the last two-year period.



By selecting the “Add Maintenance Activity” button, the applicant will be able to enter their maintenance activity during the last two-year period. Applicants will be able to make multiple entries, if needed. Select the “Add” button when all applicable information is entered.



After all entries for the two-year period have been made, select “Next”



The information collected in the section is used to complete Block 11 on the IACRA generated FAA Form 8610-1.

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	PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK	PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK

	YES	NO
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?	☐	☐
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?	☐	☐
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?	☐	☐
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.	☐	☐
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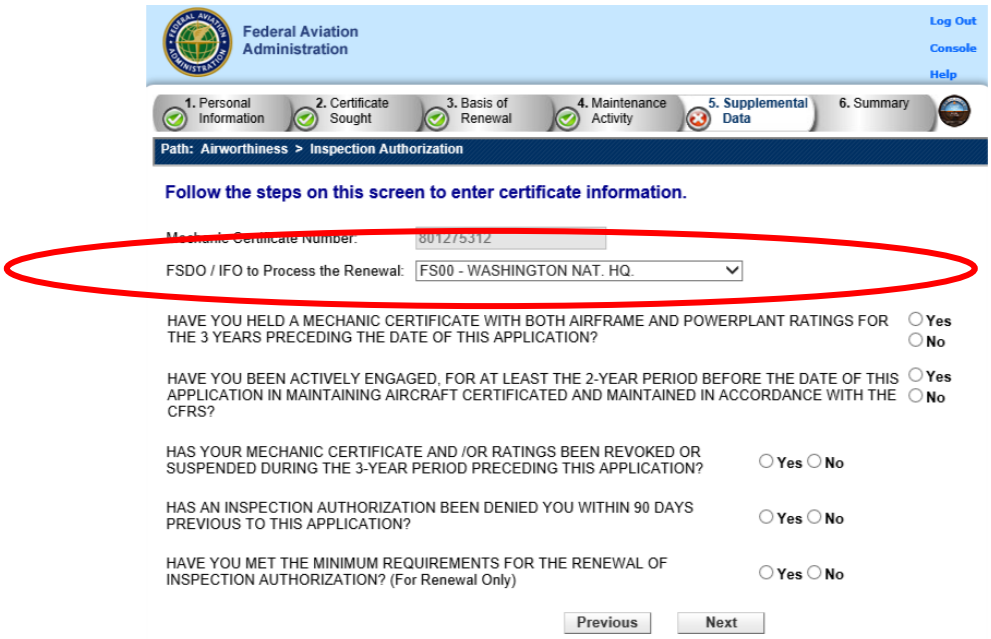
	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ ISSUANCE ☐ RENEWAL ☐ VOLUNTARY SURRENDER			

FAA Form 8610-1 (07-10) SUPERCEDES PREVIOUS EDITION

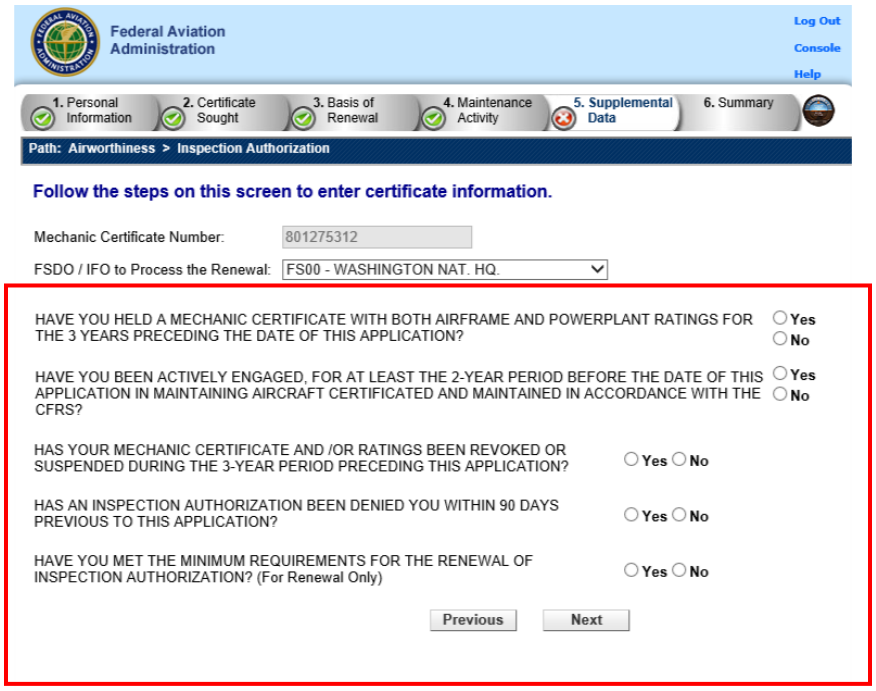
The following screen in the process has two sections.

The first is a drop down list for the FAA Office that IACRA will direct the applicant's renewal package. The default FAA office displayed is the office where the applicant's last renewal was performed.

NOTE: It is very important for the applicant to verify that the office in the drop down field is the one that will be approving the renewal application.

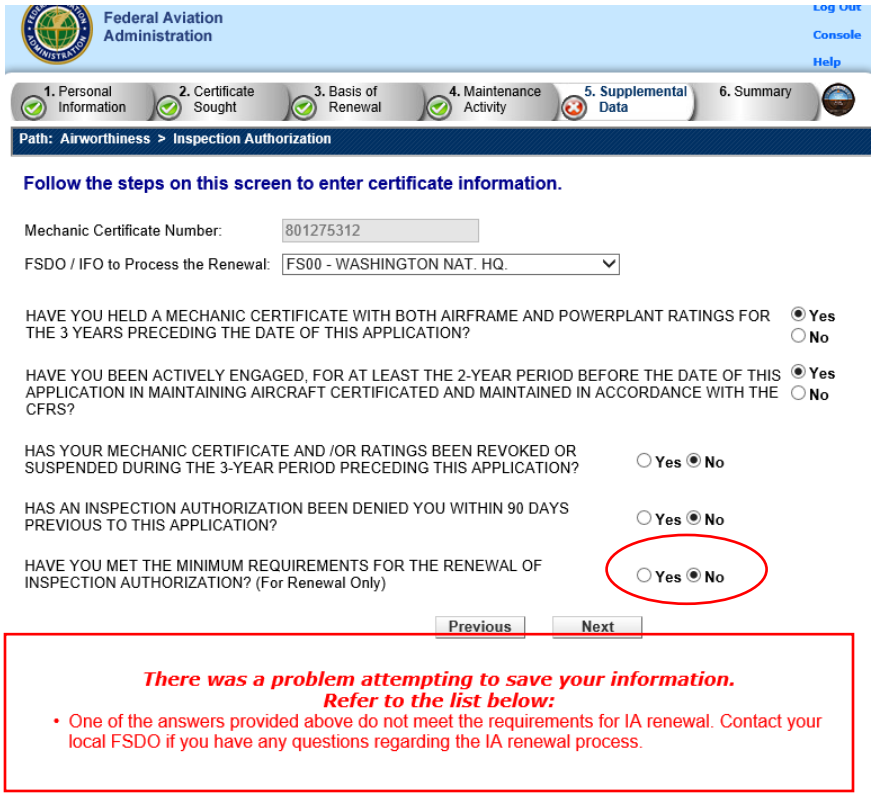


The second section of the screen displays a series of questions for the applicant to respond.

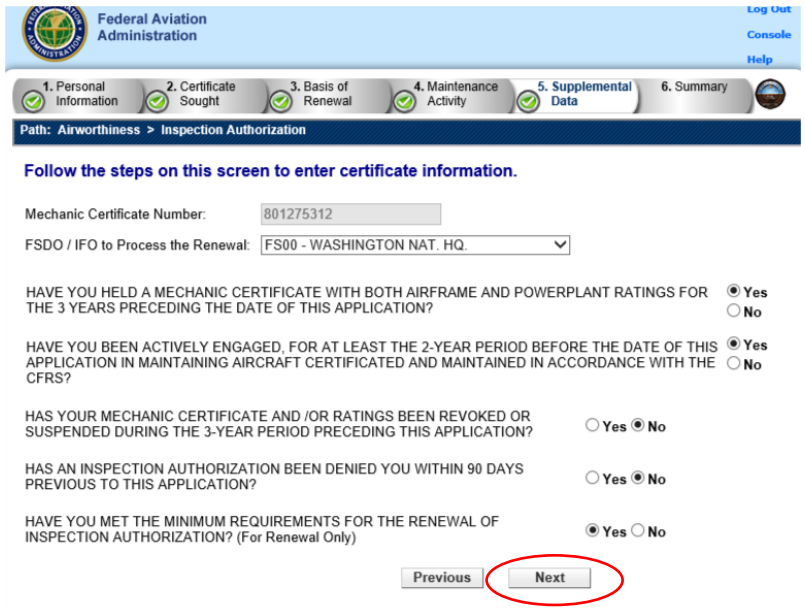


IACRA has been programmed to accept certain answers for each of the questions. If an applicant answers a question in a different manner, the system will display a message notifying them that there's a problem.

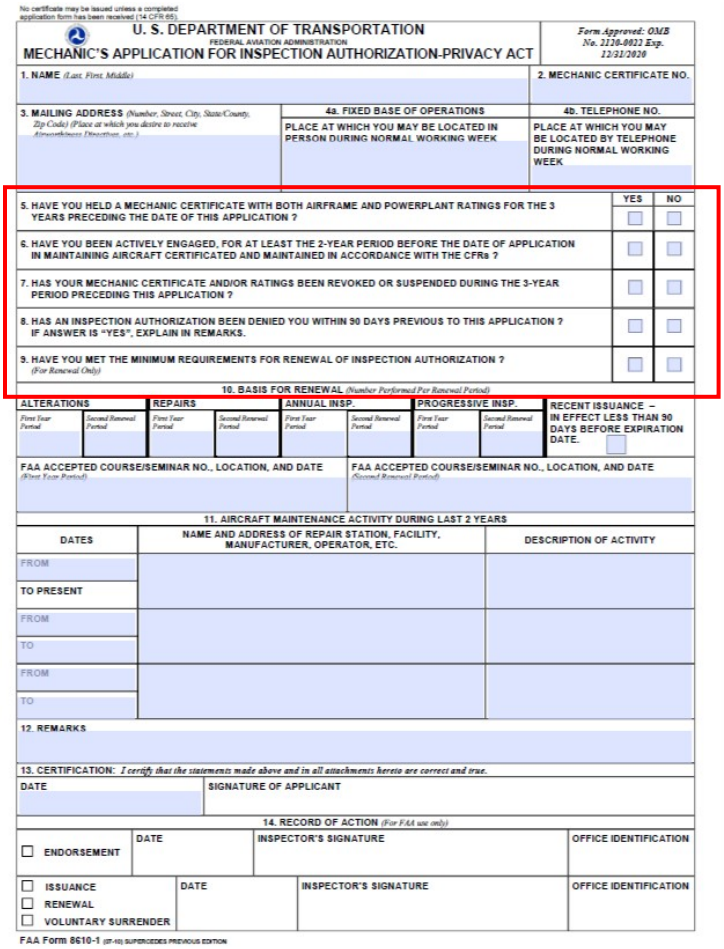
In the example below, the last question was answered in a manner that would preclude IACRA renewal and the message is displayed.



When the questions are responded to appropriately, the system allows the process to move forward. The applicant selects the "Next" button.



The information collected in this section will complete Blocks 5-9 on the IACRA FAA Form 8610-1



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4b. TELEPHONE NO. — PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK

	YES	NO
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?		
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9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only)		

10. BASIS FOR RENEWAL (Number Performed Per Renewal Period)

ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE – IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)

11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS

DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.	DESCRIPTION OF ACTIVITY
FROM / TO PRESENT		
FROM / TO		
FROM / TO		

12. REMARKS

13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.

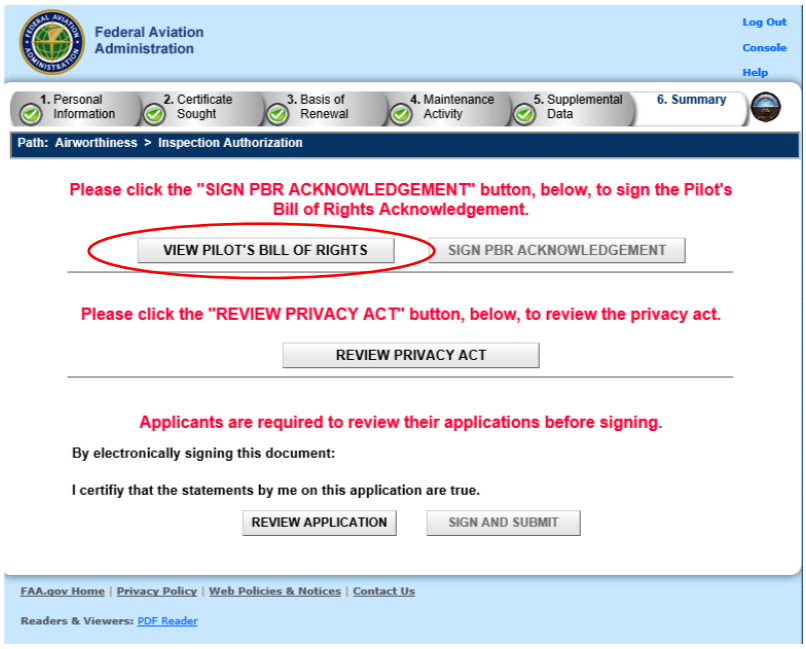
DATE | SIGNATURE OF APPLICANT

14. RECORD OF ACTION (For FAA use only)

	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ ENDORSEMENT			
☐ ISSUANCE ☐ RENEWAL ☐ VOLUNTARY SURRENDER			

FAA Form 8610-1 (07-10) SUPERSEDES PREVIOUS EDITION

The final step in the applicant's renewal package is the review and signing of a series of documents. The first is the Pilot's Bill of Rights. The applicant will select the "View Pilot's Bill of Rights" button.



Federal Aviation Administration

Log Out
Console
Help

1. Personal Information | 2. Certificate Sought | 3. Basis of Renewal | 4. Maintenance Activity | 5. Supplemental Data | 6. Summary

Path: Airworthiness > Inspection Authorization

Please click the "SIGN PBR ACKNOWLEDGEMENT" button, below, to sign the Pilot's Bill of Rights Acknowledgement.

VIEW PILOT'S BILL OF RIGHTS | SIGN PBR ACKNOWLEDGEMENT

Please click the "REVIEW PRIVACY ACT" button, below, to review the privacy act.

REVIEW PRIVACY ACT

Applicants are required to review their applications before signing.

By electronically signing this document:

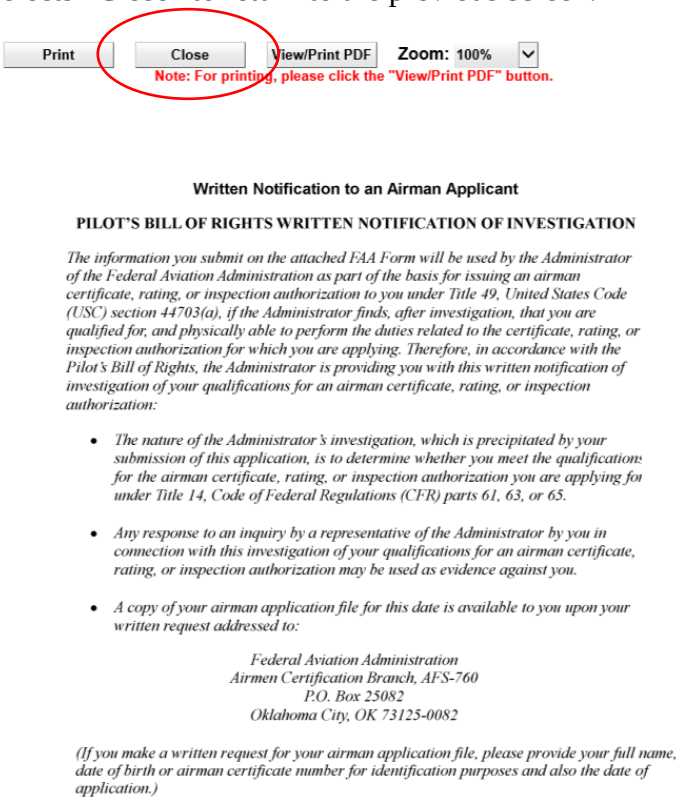
I certifiy that the statements by me on this application are true.

REVIEW APPLICATION | SIGN AND SUBMIT

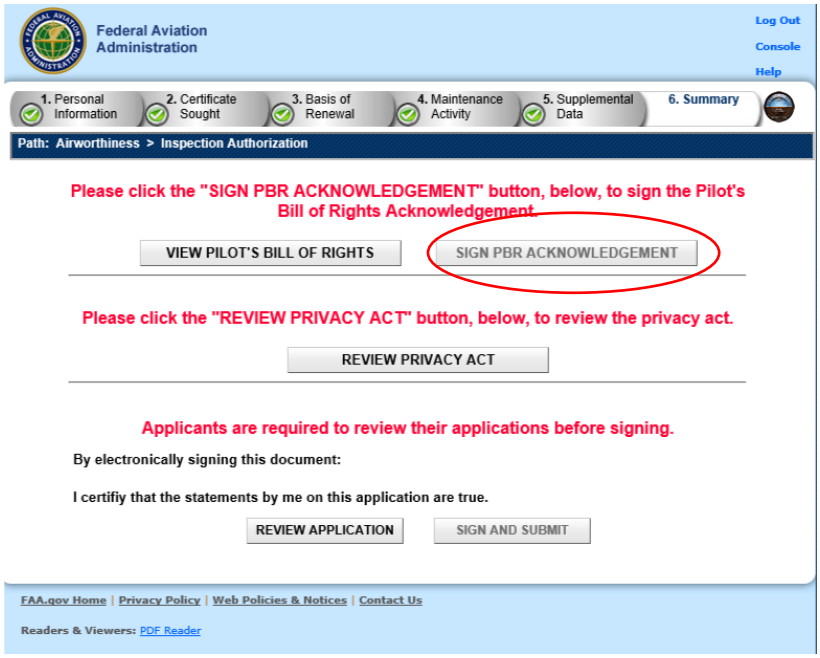
FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us

Readers & Viewers: PDF Reader

A copy of the Pilot's Bill of Rights will be displayed for review. The applicant then selects "Close" to return to the previous screen.



The applicant will then select "Sign the Pilot's Bill of Rights" button.



The screen will display a document acknowledging receipt of the Pilot's Bill of Rights. The applicant then selects "Click here to Sign".

ACKNOWLEDGMENT OF RECEIPT OF
PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION

I acknowledge that I received the Pilot's Bill of Rights Written Notification of Investigation at the time of this application.

JONATHAN NMN HERMAN	801275312	6/15/1981
Print Name of Applicant	Certificate Number	Date of Birth

Inspection Authorization > Renewal by Activities, Test or Course
Purpose of Application

JONATHAN NMN HERMAN Click to Sign Cancel DATE _____
Signature of Applicant MM/DD/YYYY
(Applicant is not required to sign)

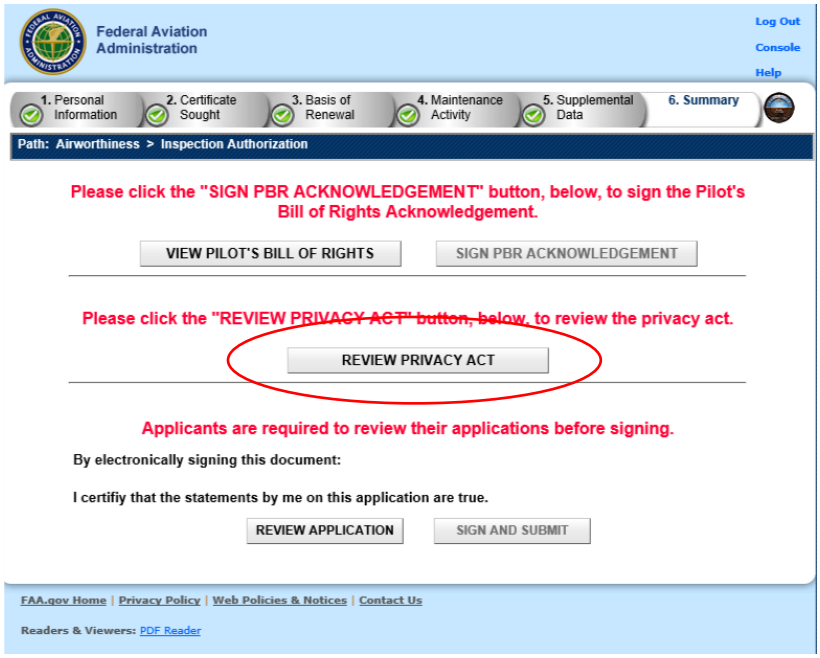
Print Name of Designee

Designee's Airman Certificate Number

Signature of Designee DATE _____ MM/DD/YYYY

(Designee's signature signifies the applicant received a written copy of the Pilot's Bill of Rights Notification)

The applicant is then returned to the previous screen. The applicant now must review the Privacy Act. The applicant selects "Review Privacy Act" button.



A copy of the Privacy Act will be displayed for review.

After reviewing, the applicant selects the “Close” button.

TEAR OFF BEFORE USE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SUPPLEMENTAL INFORMATION

MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION

PRIVACY ACT STATEMENT: This statement is provided pursuant to the Privacy Act of 1974, 5 USC § 552a:
The authority for collecting this information is contained in 49 USC §§ 40113, 44702, 44703, 44709 and 14 CFR Part 65. The principal purpose for which the information is intended to be used is to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Submission for the data is mandatory, except for the Social Security Number, which is voluntary. Failure to provide all required information will result in our being unable to issue you a certificate and/or rating. The information collected on this form will be included in a Privacy Act System of Records Notice (SORN) for DOT/FAA 847 (see www.dot.gov/privacy/privacyactnotices), including:
(a) Providing basic airmen certification and qualification information to the public upon request; examples of basic information include:

- The type of certificates and rating held, limitations, date of issuance and certificate number;
- The status of the airman's certificate (i.e., whether it is current or has been amended, modified, suspended or revoked for any reason);
- The airman's home address, unless requested by the airman to be withheld from public disclosure per 49 USC 44703(c);
- Information relating to an airman's physical status or condition used to determine statistically the validity of FAA medical standards; and the date, class, and restrictions of the latest physical;
- Information relating to an individual's eligibility for medical certification, requests for exemption from medical requirements, and requests for review of certificate denials.

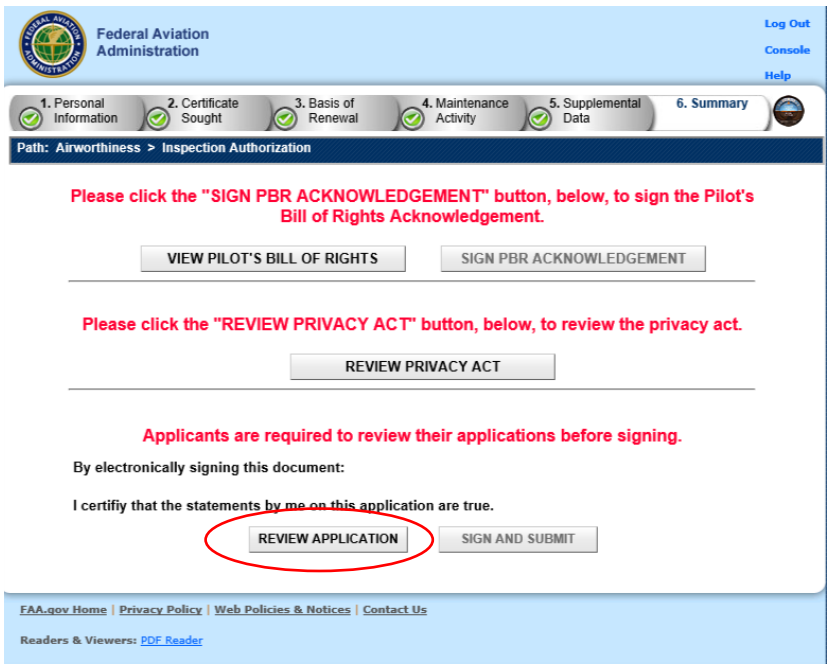
(b) Using contact information to inform airmen of meetings and seminars conducted by the FAA regarding aviation safety.
(c) Disclosing information to the National Transportation Safety Board (NTSB) in connection with its investigation responsibilities.
(d) Providing information about airmen to Federal, State, local and tribal law enforcement agencies when engaged in an official investigation in which an airman is involved.
(e) Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request.
(f) Making records of delinquent civil penalties owed to the FAA available to the U.S. Department of the Treasury and the U.S. Department of Justice (DOJ) for collection pursuant to 31 USC 3711(g).
(g) Making records of effective orders against the certificates of airmen available to their employers if the airmen use the affected certificates to perform job responsibilities for those employers.
(h) Making airmen records available to users of FAA's Safety Performance Analysis System (SPAS), including the Department of Defense Commercial Airlift Division's Air Carrier Analysis Support System (ACAS) for its use in identifying safety hazards and risk areas, targeting inspection efforts for certificate holders of greatest risk, and monitoring the effectiveness of targeted oversight actions.
(i) Making records of an individual's positive drug test result, alcohol test result of 0.04 or greater breath alcohol concentration, or refusal to submit to testing required under a DOT-required testing program, available to third parties, including current and prospective employers of such individuals. Such records also contain the names and titles of individuals who, in their commercial capacity, administer the drug and alcohol testing programs of aviation entities.
(j) Providing information about airmen through the Civil Aviation Registry's Comprehensive Airmen Information System to the Department of Health and Human Services, Office to the Child Support Enforcement, and the Federal Parent Locator Service that locates noncustodial parents who owe child support. Records in this system are used to identify airmen to the child support agencies nationwide in enforcing child support obligations, establishing paternity, establishing and modifying support orders and location of obligors. Records listed within the section on Categories of Records are retrieved using Connect: Direct through the Social Security Administration's secure environment.
(k) Making personally identifiable information about airmen available to other Federal agencies for the purpose of verifying the accuracy and completeness of medical information provided to FAA in connection with applications for airmen medical certification.
(l) Making records of past airman medical history data available to Aviation Medical Examiners (AMEs) on a routine basis so that AMEs may render the best medical certification decision.
(m) Making airman, aircraft, and operator record elements available to users of FAA's Skywatch system, including the Department of Defense (DoD), the Department of Homeland Security (DHS), DOJ and other authorized Federal agencies, for their use in managing, tracking and reporting aviation related security events.
(n) Other possible routine uses published in the Federal Register (see Prefatory Statement of General Uses for additional uses (65 FR 19477-78) For example, a record from this system records may be disclosed to the United States Coast Guard (Coast Guard) and to the Transportation Safety Administration (TSA) if information from this system was shared with either agency when that agency was a component of the Department of Transportation (DOT) before its transfer to DHS and such disclosure is necessary to accomplish a DOT, TSA or Coast Guard function related to this system of records.

PAPERWORK REDUCTION ACT STATEMENT: A federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subjected to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB control number for this information collection is 2120-0022. Public reporting for this collection of information is estimated to be approximately 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain or retain a benefit by 14 CFR part 65. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

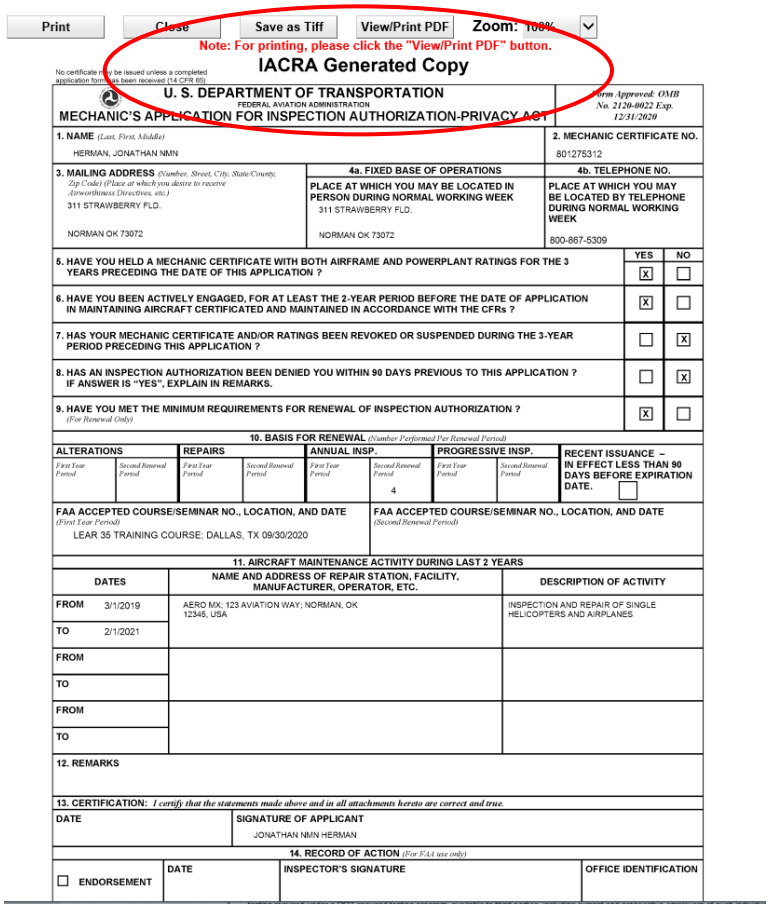
FAA Form 8610-1 (07-10) SUPERSEDES PREVIOUS EDITION

Detach this part before using form below

Next, the applicant must review their completed IACRA generated FAA Form 8610-1 renewal application. The applicant selects the “Review Application” button.



The copy of the IACRA auto generated completed FAA Form 8610-1 is displayed. The applicant reviews for application for accuracy. Then selects “Close” to return to the previous page.



Print | Close | Save as Tiff | View/Print PDF | Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.

IACRA Generated Copy

No certificate may be issued unless a completed application form has been received (14 CFR 65).

U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT

Form Approved: OMB No. 2120-0022 Exp. 12/31/2020

1. NAME *(Last, First, Middle)* HERMAN, JONATHAN NMN	**2. MECHANIC CERTIFICATE NO.** 801275312
3. MAILING ADDRESS *(Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)* 311 STRAWBERRY FLD. NORMAN OK 73072	**4a. FIXED BASE OF OPERATIONS** PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK 311 STRAWBERRY FLD. NORMAN OK 73072
	4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK 800-867-5309

	YES	NO
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?	X	
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?	X	
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?		X
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.		X
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? *(For Renewal Only)*	X	

10. BASIS FOR RENEWAL *(Number Performed Per Renewal Period)*

ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE – IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.
First Year Period	*Second Renewal Period*	*First Year Period*	*Second Renewal Period*	*First Year Period*	*Second Renewal Period* 4	*First Year Period*	*Second Renewal Period*	☐

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE *(First Year Period)*	FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE *(Second Renewal Period)*
LEAR 35 TRAINING COURSE; DALLAS, TX 09/30/2020	

11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS

DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.	DESCRIPTION OF ACTIVITY
FROM 3/1/2019 TO 2/1/2021	AERO MX; 123 AVIATION WAY; NORMAN, OK 12345, USA	INSPECTION AND REPAIR OF SINGLE HELICOPTERS AND AIRPLANES
FROM TO		
FROM TO		

12. REMARKS

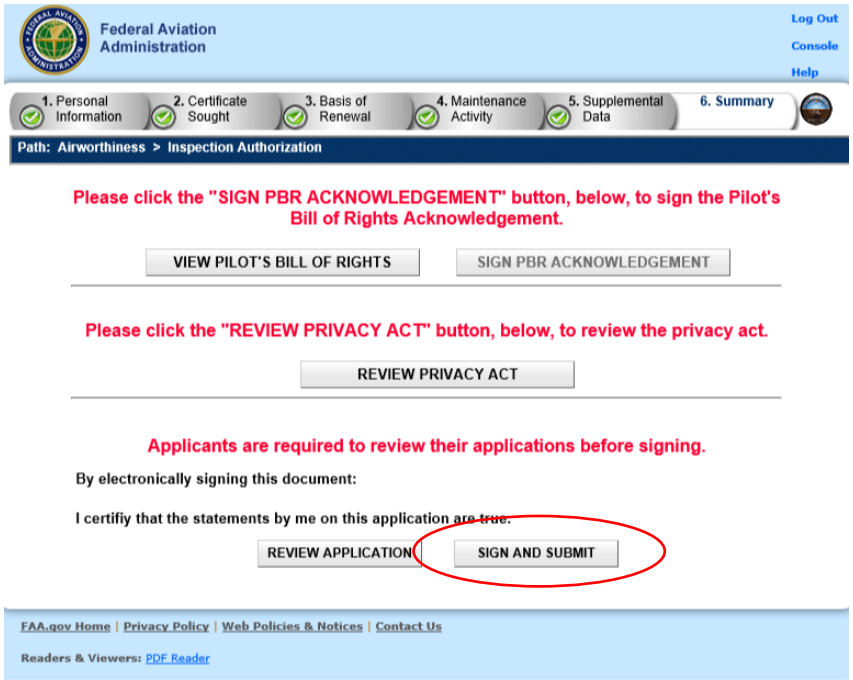
13. CERTIFICATION: *I certify that the statements made above and in all attachments hereto are correct and true.*

DATE	SIGNATURE OF APPLICANT
	JONATHAN NMN HERMAN

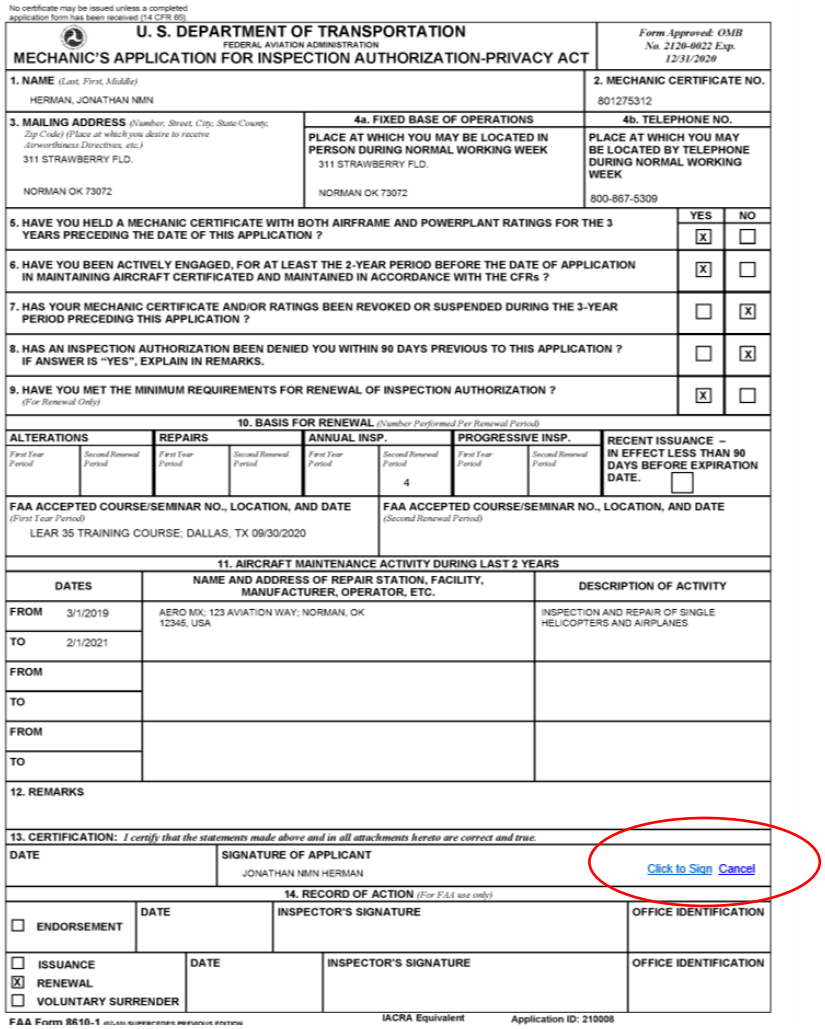
14. RECORD OF ACTION *(For FAA use only)*

☐ ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION

If there are corrections that needed to be made to the application at this point, the applicant can select the applicable section from the top menu items or choose the "Previous" button. After changes are made, another review will be required.
If no corrections are needed, the applicant selects "Sign and Submit" button.



The system will display the FAA Form 8610-1. The applicant selects "Click to Sign" button.



No certificate may be issued unless a completed application form has been received (14 CFR 65).

U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT

Form Approved: OMB No. 2120-0022 Exp. 12/31/2020

1. NAME (Last, First, Middle): HERMAN, JONATHAN NMN
2. MECHANIC CERTIFICATE NO.: 801275312
3. MAILING ADDRESS (Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.): 311 STRAWBERRY FLD. NORMAN OK 73072
4a. FIXED BASE OF OPERATIONS — PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK: 311 STRAWBERRY FLD. NORMAN OK 73072
4b. TELEPHONE NO. — PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK: 800-867-5309

	YES	NO
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?	X	
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?	X	
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?		X
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.		X
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only)	X	

10. BASIS FOR RENEWAL (Number Performed Per Renewal Period)

ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE – IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	
					4			☐

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period): LEAR 35 TRAINING COURSE; DALLAS, TX 09/30/2020
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period):

11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS

DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.	DESCRIPTION OF ACTIVITY
FROM 3/1/2019 TO 2/1/2021	AERO MX; 123 AVIATION WAY; NORMAN, OK 12345, USA	INSPECTION AND REPAIR OF SINGLE HELICOPTERS AND AIRPLANES
FROM TO		
FROM TO		

12. REMARKS

13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.

DATE
SIGNATURE OF APPLICANT: JONATHAN NMN HERMAN
Click to Sign Cancel

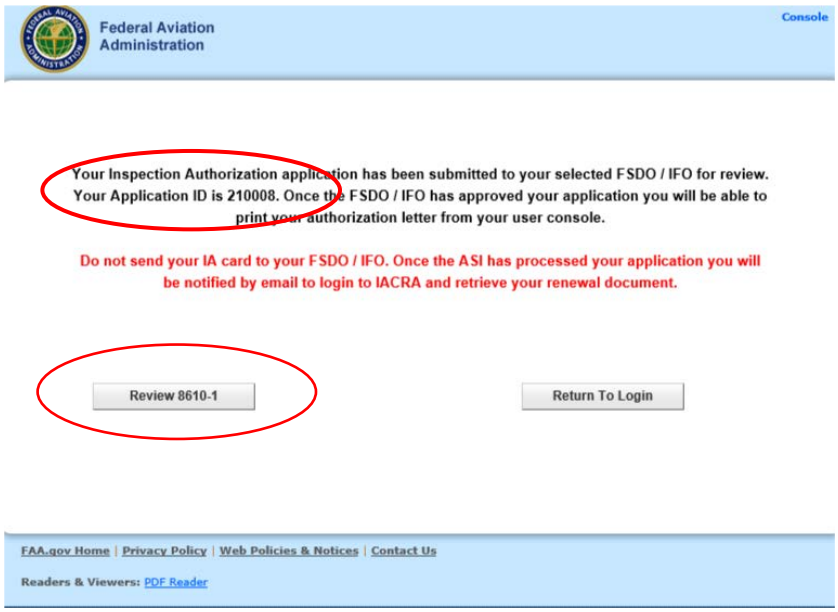
14. RECORD OF ACTION (For FAA use only)

	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ ENDORSEMENT			
☐ ISSUANCE ☒ RENEWAL ☐ VOLUNTARY SURRENDER	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION

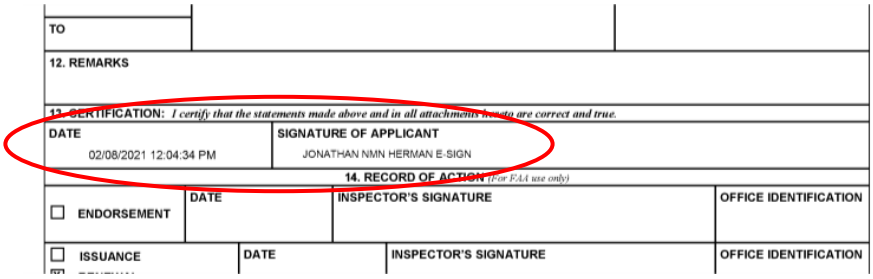
FAA Form 8610-1 IACRA Equivalent Application ID: 210008

After signing the application, the applicant is returned to a screen indicating the renewal package has been submitted to the FAA Office identified. The applicant is also provided an Application ID for tracking purposes. The applicant is also reminded NOT to send their IA card (FAA Form 8310-5) to the office and that a renewal letter will be available in IACRA after the FAA office has processed their application.

The applicant is also provided the opportunity to review the signed FAA Form 8610-1 by selecting the “Review 8610-1” button.

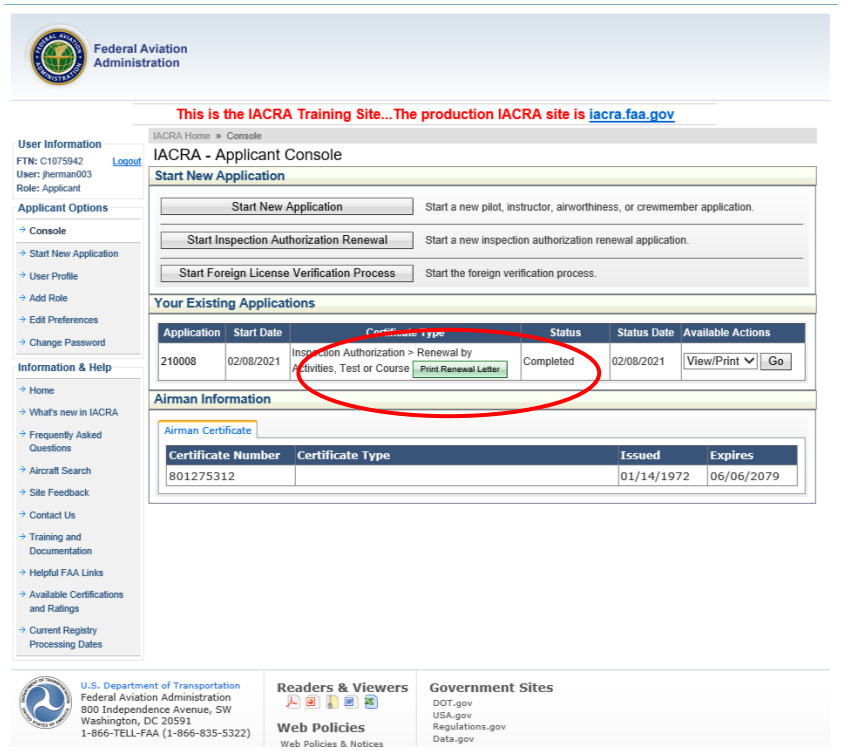


The FAA Form 8610-1 is signed and date stamped.

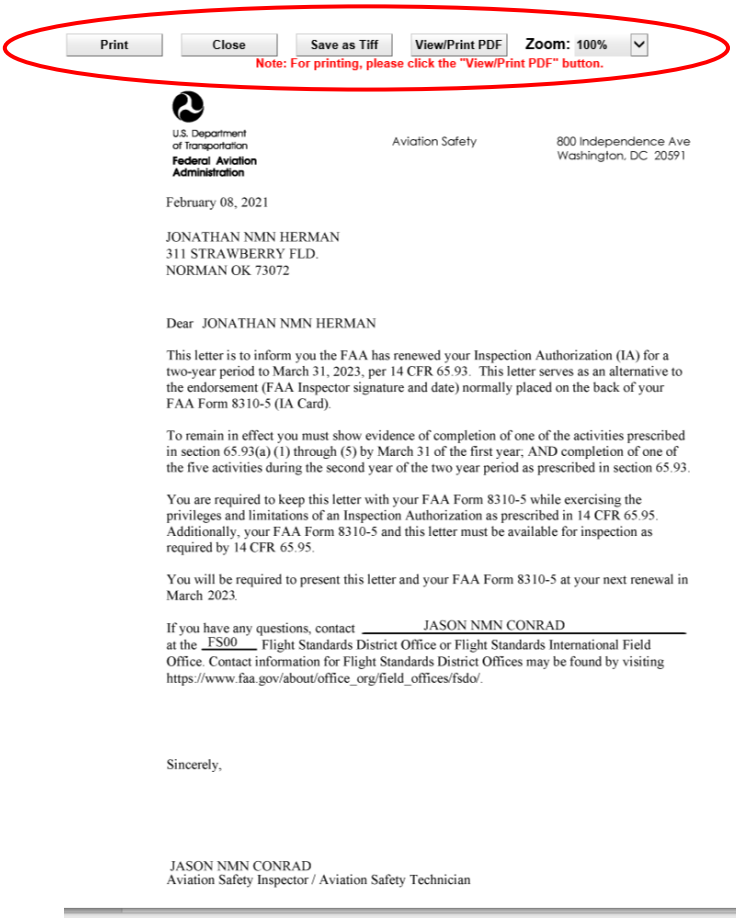


As soon as the FAA Office processes the applicant’s renewal package, the applicant will receive an email (per the email address provided) informing them that the renewal application has been processed and that a renewal letter is now available for them to download/print. The email message will have a link to the IACRA home page.

The applicant accesses IACRA and logs into their account to see their application. The applicant selects the “Print Renewal Letter” button.



The Inspection Authorization renewal letter is displayed and the applicant can save/print the document. The applicant selects “Closed” when complete.



Print | Close | Save as Tiff | View/Print PDF | Zoom: 100%

Note: For printing, please click the "View/Print PDF" button.

U.S. Department of Transportation
Federal Aviation Administration

Aviation Safety

800 Independence Ave
Washington, DC 20591

February 08, 2021

JONATHAN NMN HERMAN
311 STRAWBERRY FLD.
NORMAN OK 73072

Dear JONATHAN NMN HERMAN

This letter is to inform you the FAA has renewed your Inspection Authorization (IA) for a two-year period to March 31, 2023, per 14 CFR 65.93. This letter serves as an alternative to the endorsement (FAA Inspector signature and date) normally placed on the back of your FAA Form 8310-5 (IA Card).

To remain in effect you must show evidence of completion of one of the activities prescribed in section 65.93(a) (1) through (5) by March 31 of the first year; AND completion of one of the five activities during the second year of the two year period as prescribed in section 65.93.

You are required to keep this letter with your FAA Form 8310-5 while exercising the privileges and limitations of an Inspection Authorization as prescribed in 14 CFR 65.95. Additionally, your FAA Form 8310-5 and this letter must be available for inspection as required by 14 CFR 65.95.

You will be required to present this letter and your FAA Form 8310-5 at your next renewal in March 2023.

If you have any questions, contact JASON NMN CONRAD at the FS00 Flight Standards District Office or Flight Standards International Field Office. Contact information for Flight Standards District Offices may be found by visiting https://www.faa.gov/about/office_org/field_offices/fsdo/.

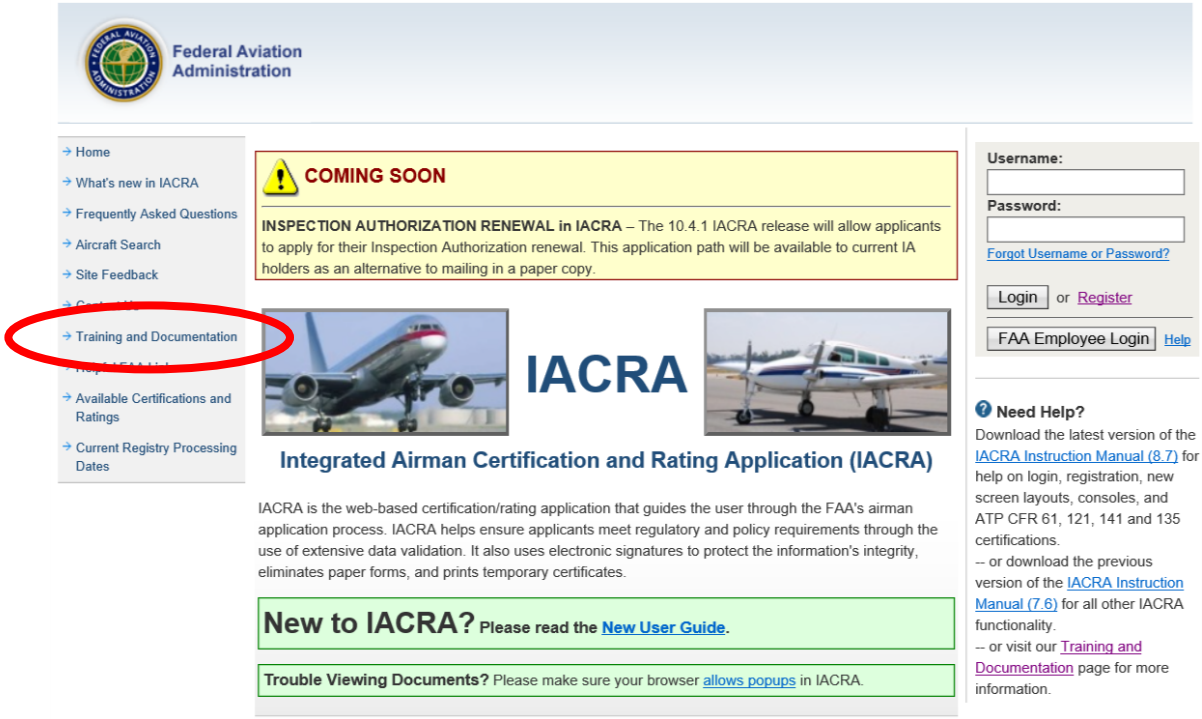
Sincerely,

JASON NMN CONRAD
Aviation Safety Inspector / Aviation Safety Technician

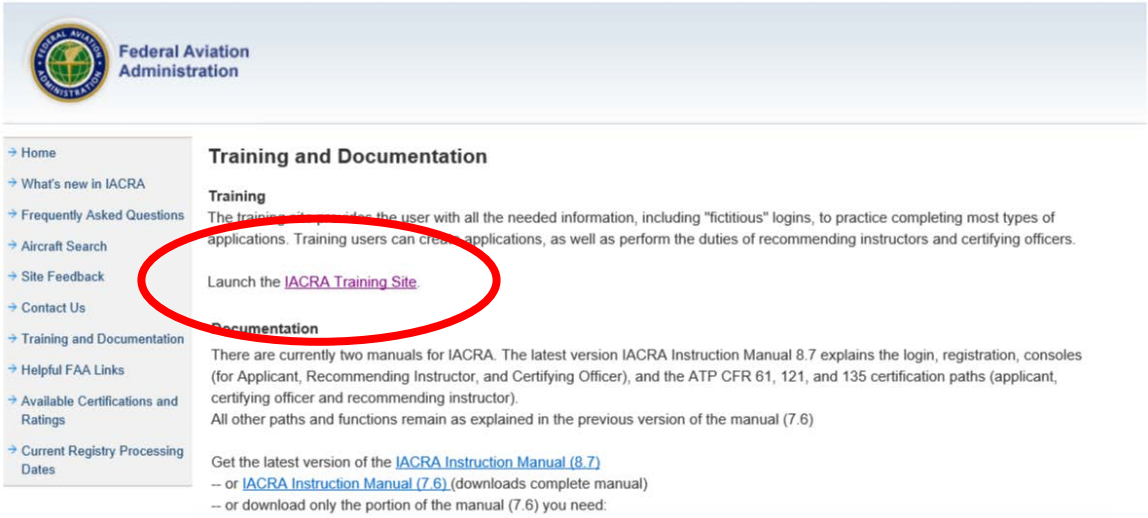
Section 4: IACRA Training site

IACRA Training site.
The training site provides the user with all the needed information, including "fictitious" logins, to practice completing most types of applications. Training users can create applications, as well as perform the duties of recommending instructors and certifying officers. Applicants can utilize the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.

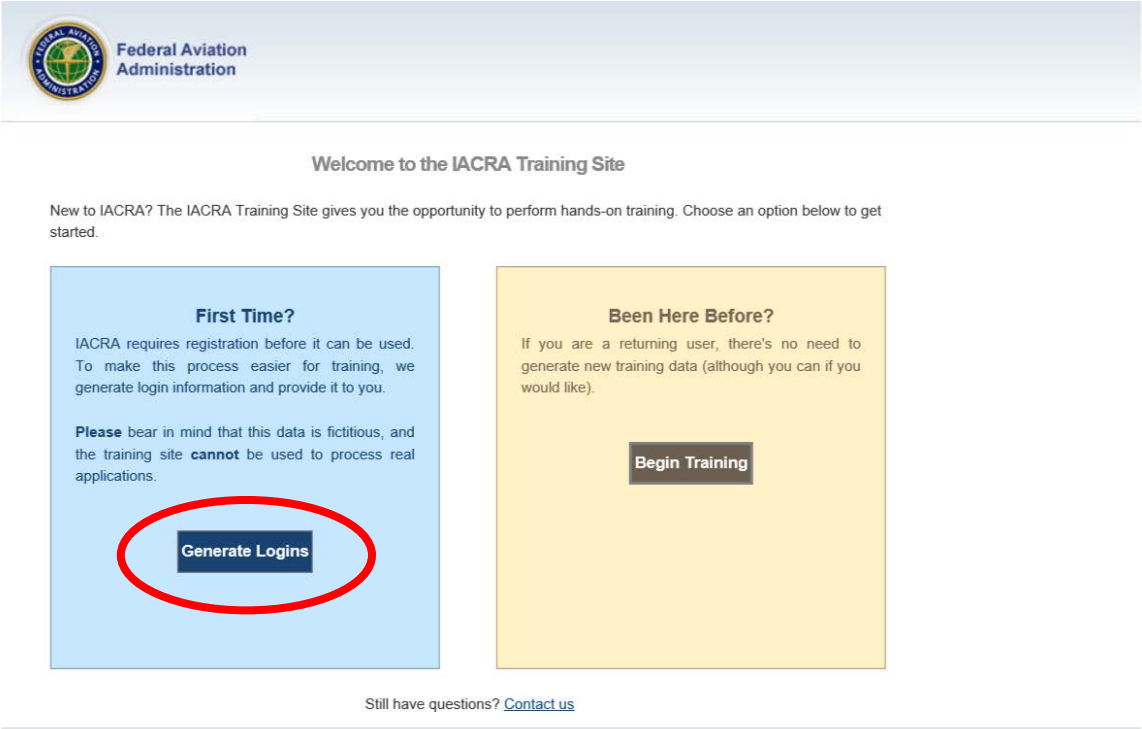
To access the IACRA Training site from the Home page, select “Training and Documentation”.



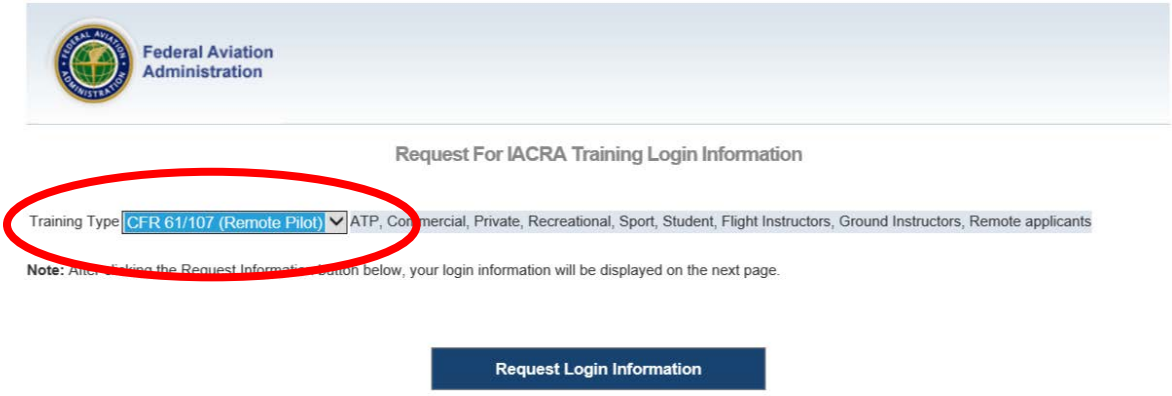
Select the “IACRA Training site” link.



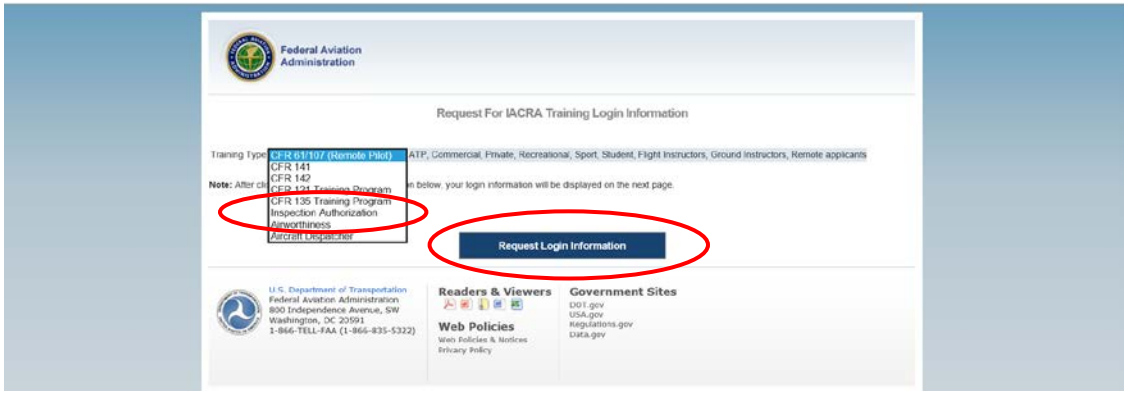
If you are new to the training site, you'll need "training" user names and passwords. Select the "Generate Logins" link under "First Time". If you are returning user and already have training site usernames and passwords, you can select "Begin Training" under "Been Here Before?"



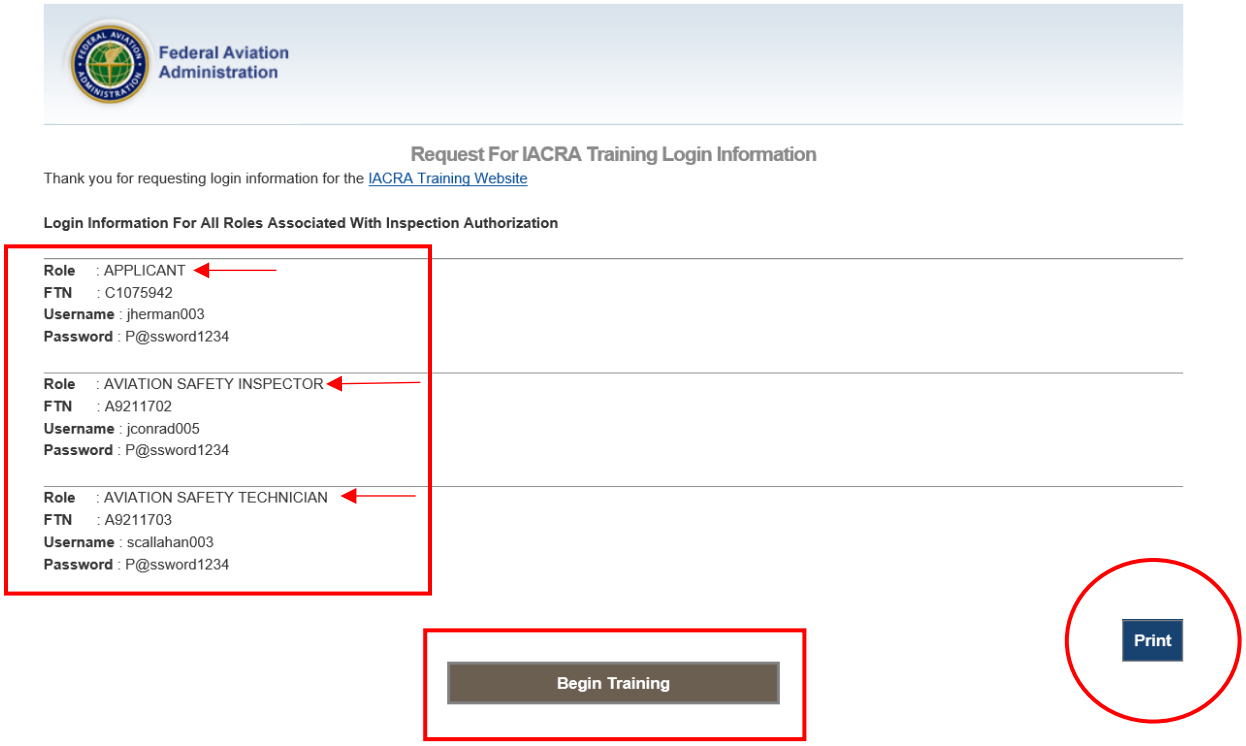
IACRA will require the type of training you are searching for within the site. Select the dropdown arrow.



From the dropdown list, select “Inspection Authorization”. Then, select “Request Login Information” to generate the training usernames and passwords.



The system will generate usernames and passwords for the applicant and the approving officials (both Aviation Safety Inspector and Aviation Safety Technician). Some individuals may want to print this page for ease of use during the training. If so, select the “Print” button in the lower right portion of the page.



Again, IACRA users can follow the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.