



U.S. Department
of Transportation
**Federal Aviation
Administration**

Aviation Safety

Flight Standards District Office
3196 Kraft Avenue SE, Suite 103
Grand Rapids, MI 49512-2065
(616) 954-6657, Fax: (616) 940-3140

February 17, 2021

Dear Inspection Authorization Holder:

The Grand Rapids Flight Standards District Office (FSDO) will be processing Inspection Authorization (IA) renewals during the month of March 2021.

Due to COVID-19, we will not conduct in-person renewals. The Federal Aviation Administration (FAA) has available two electronic options to renew your Inspection Authorization for the March 2021 renewal period.

The FAA has added the option to use the Integrated Airman Certification and Rating Application (IACRA) program for IA renewals. To use IACRA the IA must have an IACRA account. To open an IACRA account the IA must log on to <https://iacra.faa.gov/IACRA/Default.aspx> and select register, then follow the on-screen steps.

In addition to the IACRA program, the IA can send their IA renewal package to the Grand Rapids FSDO via e-mail. The emailed application and attachments (evidence for renewal) may be scanned, photo images, or PDF with a digitized signature. Please see the information below of what must be included in the e-mail. Please send the renewal package to the following e-mail address: 7-AGL-GRR-FSDO@faa.gov

You may mail your IA renewal package to the Grand Rapids FSDO. Please see the information below of what must be included in your renewal package.

The IA is not required to submit the IA card, FAA Form 8310-5 when they submit a renewal package during this renewal period. The FAA will issue an IA renewal letter that the IA holder must keep with the IA card until the next renewal.

The IA holder must submit their renewal request no later than March 31, 2021.

Please visit the Grand Rapids FSDO webpage to access IA renewal forms, IA renewal virtual training information, and the IACRA guide to use the automation program for your IA renewal. Please select or copy and paste the following webpage address to access the FSDO webpage:

https://www.faa.gov/about/office_org/field_offices/fsdo/grr/local_more/

The following must be submitted to renew your Inspection Authorization privileges:

1. FAA Form 8610-1, Mechanic's Application for Inspection Authorization, completed in duplicate.
2. Evidence the applicant meets the requirements of 14 CFR § 65.93(a) for both the first and second year in the form of an activity sheet, training certificates, oral test results, as applicable.
3. Signed Pilots Bill Of Rights (PBR) Acknowledgement.
4. Inspection Authorizations that have been in effect for less than 90 days prior to the March 31, 2021 expiration date must comply with items 1 and 3 above and mark the box recent issuance on FAA Form 8610-1.

Please take note of the following:

- Those who base the renewal of their IA on the performance or supervision and approval of a completed progressive inspection program must submit an activity sheet with each event completed that is part of the progressive inspection program claimed.
- The five activities in §65.93(a) cannot be combined for renewal; each item must stand on its own for the period claimed.

John Farnham

John Farnham
Office Manager
Grand Rapids FSDO