



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

Aviation Safety
Helena Flight Standards District Office

2725 Skyway Drive, Suite 1
Helena, Montana 59602
Phone: (406) 441-5240
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TO: Inspection Authorization Holders
SUBJECT: Inspection Authorization Renewal

It is once again time to begin the process of Inspection Authorization (IA) renewal. The 40th Annual Montana Aviation Conference is being held Thursday, February 27 – Saturday, March 1, 2025, at the Hilton Garden Inn, 3720 N Reserve St., Missoula, Montana. Personnel from the Helena FSDO will be present at the annual Aviation Conference to collect and assist with renewals. For more conference information, visit [Montana Aviation Conference | Montana Department of Transportation \(MDT\)](#). There are additional options for refresher courses on the FAA Safety Team site [Maintenance Hangar - IA Renewal Course List - FAA - FAASafety.gov](#) and other industry websites, some of which may have a cost associated.

We encourage you to make your IA application for renewal online. The preferred method is to use the Integrated Airmen Certification and Rating Application (IACRA) website:
<https://iacra.faa.gov/IACRA/Default.aspx>. Be advised, the IACRA website will not accept applications until approximately February 18, according to their front page.

IA renewals will be processed March 1 - 31, 2025, at the IACRA website [IACRA - Federal Aviation Administration](#). Also, you may mail your application to Helena FSDO (address below), or via email to 7-ANM-HLN-FSDO@faa.gov.

They will NOT be processed on Friday, February 28 at the Montana Aviation Conference, but WILL be processed beginning Saturday, March 1 at the conference.

To make application to renew your IA for a two-year period, evidence must be presented during the month of March of each odd-numbered year at an FAA Flight Standards District Office (FSDO), which shows that the applicant still meets the requirements of 14 CFR § 65.91(c)(1) through (4). FAA Order 8900.1, Volume 5, Chapter 5, Section 8, provides guidance for meeting the requirements of 65.91(c)(1) through (4). This order can be found on the Dynamic Regulatory System (DRS) website at <https://drs.faa.gov/browse>.

To make application to renew your IA for the two-year period in-person, by email, or by mail, submit:

- a. Two (2) completed and signed FAA Forms 8610-1, “Mechanic’s Application for Inspection Authorization,”
- b. Your Activity Sheet or log for the first and second year, **or**
- c. Training Certificates from an FAA-approved IA Refresher Course, **or**
- d. Oral Test Results

If you choose to **email** your IA renewal package to the Helena FSDO, please email to: 7-ANM-HLN-FSDO@faa.gov.

Or, by **mail** to:

Helena Flight Standards District Office
2725 Skyway Drive, Suite 1
Helena, MT 59602-1213

If you have any questions pertaining to the IA renewal, please contact your assigned Principal Inspector. If you do not know who your assigned Principal Inspector is, call Susanne Shultz at (406) 441-5240 from 7:30 a.m. to 4:00 p.m., Monday through Friday.