



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

Aviation Safety

Federal Aviation Administration  
Flight Standards District Office  
2725 Skyway Drive, Suite 1  
Helena, Montana 59602-1213  
Phone: (406) 441-5240  
Fax: (406) 449-5275

**TO: Mechanics with Inspection Authorization**  
**SUBJECT: Inspection Authorization Renewal**

It is once again time to begin the process of Inspection Authorization (IA) renewal. Due to constraints stemming from the COVID-19 pandemic, all IA renewals will need to be completed through the mail or email this year. If you have the capability, digital signatures will be accepted on the 8610-1 and Pilots Bill of Rights forms. The Montana Aeronautics Division has cancelled the Aviation Conference this year but is offering an online IA Refresher Seminar. There are additional options for refresher courses on the FAA Safety Team site and other Industry websites, some of which may have a cost associated. IA renewal packages will be processed **March 1, 2021 - March 31, 2021**.

Please review the following:

1. For renewal of an Inspection Authorization 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). In addition, during the time the applicant held the Inspection Authorization, the applicant must show completion of one of the activities in 14 CFR § 65.93(a)(1) through (5) by March 31 of the *first year* of the 2-year Inspection Authorization period, and completion of one of the five activities during the *second year* of the 2-year period.
2. To renew your Inspection Authorization for the two-year period, submit:
  - a. Two (2) completed and signed FAA Forms 8610-1, "Mechanic's Application for Inspection Authorization",
  - b. Two (2) completed and signed "Pilots Bill of Rights Written Notification of Investigation" forms,
  - c. Your Activity sheet or log for the first and second year, **or**
  - d. Training Certificates from an FAA-approved IA Refresher Course, **or**
  - e. Oral Test Results
  - f. Your FAA Form 8310-5, "Inspection Authorization" card. If you do not want to send in your 8310-5 we will issue you a new card. In order to expedite the process, please request a new 8310-5 in your renewal packet.
3. FAA Order 8900.1, Volume 5, Chapter 5, Section 7, provides guidance for meeting the requirements of 65.91(c)(1) through (4) including "**actively engaged**". Section 8 provides the guidance for renewal. This order can be found at <http://fsims.faa.gov>.

Please email your IA renewal package to the Helena FSDO at: [7-ANM-HLN-FSDO@faa.gov](mailto:7-ANM-HLN-FSDO@faa.gov) **or** mail it to:

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Helena, MT 59602-1213**

Should you have any questions pertaining to the IA renewal, please contact your assigned Principal Inspector or the office at (406) 441-5240 from 7:30 a.m. to 4:00 p.m., Monday through Friday.

If you do not know who your assigned Principal Inspector is contact Randy Tetrault at (406) 441-5202 from 7:30 a.m. to 4:00 p.m., Monday through Friday.