

IA Renewal Instructions

OPTION #1

1. Fill out 2 each FAA Form 8610-1 complete and signed (see examples below 8610-1)
2. Fill out Pilots Bill of Rights (PBR See below)
3. Provide evidence that you meet the requirements of § 65.93(a) for both the first and second year (Example):
 - An activity sheet or log;
 - Training certificates; and/or
 - Oral test results.
4. Provide FAA Form 8310-5
5. Mail these items to: Houston Flight Standards District Office
12650 N. Featherwood Dr. STE 230
Houston, TX 77034

OPTION #2 Scan and Email

1. Fill out 2 each FAA Form 8610-1 complete and signed (see examples below 8610-1)
2. Fill out Pilots Bill of Rights (PBR See below)
3. Provide evidence that you meet the requirements of § 65.93(a) for both the first and second year (Example):
 - An activity sheet or log;
 - Training certificates; and/or
 - Oral test results.
4. Provide FAA Form 8310-5
5. In lieu of a signed returned FAA Form 8310-5 you will receive a letter from the local FSDO stating renewal is complete. Please keep this letter of renewal for two years.

EMAIL: 7-ASW-HOU-FSDO@FAA.Gov

Examples of filing out FAA 8610-1 renewal based on activity

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

U.S. DEPARTMENT OF TRANSPORTATION <small>FEDERAL AVIATION ADMINISTRATION</small>						<i>Form Approved:</i> OMB No. 2120-0022 Exp. 09/30/2017			
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT									
1. NAME <i>(Last, first, middle)</i> Masterson, Michael Brent						2. MECHANIC CERTIFICATE NO. 7777777			
3. MAILING ADDRESS <i>(Number, Street, City, State/County, Zip Code)</i> <i>(Place at which you desire to receive Airworthiness Directives, etc.)</i> 310 Dunbey Dr. Oklahoma City, OK 73170				4a. FIXED BASE OF OPERATIONS		4b. TELEPHONE NO.			
				PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK 2001 Aero Space Ave. Midway, OK 74501				PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK (555) 555-0000	
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION?						YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>		
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?						<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?						<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.						<input type="checkbox"/>	<input checked="" type="checkbox"/>		
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? <i>(For Renewal Only)</i>						<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10. BASIS FOR RENEWAL <i>(Number Performed Per Renewal Period)</i>									
ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE <input type="checkbox"/>	
<small>First Year Period</small>	<small>Second Renewal Period</small>	<small>First Year Period</small>	<small>Second Renewal Period</small>	<small>First Year Period</small>	<small>Second Renewal Period</small>	<small>First Year Period</small>	<small>Second Renewal Period</small>		
				4	4				
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE <i>(First Year Period)</i>				FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE <i>(Second Renewal Period)</i>					
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS									
DATES		NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.				DESCRIPTION OF ACTIVITY			
FROM 01/1999		Aircraft Experts 2001 Aero Space Ave. Midway, OK 74501				Inspection and repair of helicopters and single engine aircraft			
TO PRESENT									
FROM									
TO									
FROM									
TO									
12. REMARKS									
13. CERTIFICATION: <i>I certify that the statements made above and in all attachments hereto are correct and true.</i>									
DATE 03/22/2017				SIGNATURE OF APPLICANT /s/ Michael Brent Masterson					
14. RECORD OF ACTION <i>(For FAA use only)</i>									
<input type="checkbox"/> ENDORSEMENT		DATE		INSPECTOR'S SIGNATURE				OFFICE IDENTIFICATION	
<input type="checkbox"/> ISSUANCE		DATE		INSPECTOR'S SIGNATURE				OFFICE IDENTIFICATION	
<input checked="" type="checkbox"/> RENEWAL		03/22/2017		/s/ James J. Jolly				SW-00	
<input type="checkbox"/> VOLUNTARY SURRENDER									

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

 U.S. DEPARTMENT OF TRANSPORTATION <small>FEDERAL AVIATION ADMINISTRATION</small> MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT						<i>Form Approved:</i> OMB No. 2120-0022 Exp. 09/30/2017		
1. NAME (Last, first, middle) Masterson, Michael Brent					2. MECHANIC CERTIFICATE NO. 777777			
3. MAILING ADDRESS (Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.) 310 Dunbey Dr. Oklahoma City, OK 73170				4a. FIXED BASE OF OPERATIONS PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK 2001 Aero Space Ave. Midway, OK 74501		4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK (555) 555-0000		
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION?						YES	NO	
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?						<input checked="" type="checkbox"/>		
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?							<input checked="" type="checkbox"/>	
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.							<input checked="" type="checkbox"/>	
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only)						<input checked="" type="checkbox"/>		
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 <input type="checkbox"/>
<i>First Year Period</i>	<i>Second Renewal Period</i>	<i>First Year Period</i>	<i>Second Renewal Period</i>	<i>First Year Period</i>	<i>Second Renewal Period</i>	<i>First Year Period</i>	<i>Second Renewal Period</i>	
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period) ABC Helicopter Maint & Oper Conf Atlanta, GA 10/22/2015-10/23/2015 (11.5 hrs)				FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period) SW-15 04/24/2016 (8.0 hrs)				
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS								
DATES		NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.			DESCRIPTION OF ACTIVITY			
FROM 01/1999		Aircraft Experts 2001 Aero Space Ave. Midway, OK 74501			Inspection and repair of helicopters and single engine aircraft			
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 03/22/2017				SIGNATURE OF APPLICANT /s/ Michael Brent Masterson				
14. RECORD OF ACTION (For FAA use only)								
<input type="checkbox"/> ENDORSEMENT	DATE		INSPECTOR'S SIGNATURE			OFFICE IDENTIFICATION		
<input type="checkbox"/> ISSUANCE								
<input checked="" type="checkbox"/> RENEWAL	03/22/2017		/s/ James J. Jolly			SW-00		
<input type="checkbox"/> VOLUNTARY SURRENDER								

PILOT’S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION

The information you submit on the attached FAA Form 8610-1, Mechanic’s Application for Inspection Authorization will be used by the Administrator of the FAA as part of the basis for issuing an Airman Certificate, rating, or inspection authorization to you under Title 49, United States Code (U.S.C.) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the PBR, the Administrator is providing you with this written notification of investigation of your qualifications for an Airman Certificate, rating, or inspection authorization:

- *The nature of the Administrator’s investigation, which is precipitated by your submission of this application, is to determine whether you meet the qualifications for the Airman Certificate, rating, or inspection authorization you are applying for under Title 14 Code of Federal Regulations (CFR) part [61](#), [63](#), or [65](#).*
- *Any response to an inquiry by a representative of the Administrator by you in connection with this investigation of your qualifications for an Airman Certificate, rating, or inspection authorization may be used as evidence against you.*
- *A copy of your airman application file for this date is available to you upon your written request addressed to:*

Federal Aviation Administration Airmen Certification Branch, AFS-760 P.O. Box 25082 Oklahoma City, OK 73125-0082

(If you make a written request for your airman application file, please provide your full name, date of birth, or Airman Certificate number for identification purposes, and also the date of the application.)

Applicant retains this portion

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Separate and Attach to FAA Application Form*

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.

JOHN DOE Airman Certificate No. XXXXXXXXXXXXXXXX
Applicant’s Name (Print)

Applicant’s Date of Birth 12-15-1958 DATE: 03-31-2021

Signature of Applicant: JOHN DOE