

SUBJECT: Inspection Authorization (IA) Renewal

To: Wichita Flight Standards District Office (FSDO) Mechanics with Inspection Authorization (IA)

The Wichita FSDO will not be conducting this year's renewal process in-person. This year the IA renewal process will consist of the following three alternative options:

1. IACRA RENEWAL – Integrated Airman Certification and Rating Application (IACRA):
This option will provide the most efficient and timely method for renewal.
<https://iacra.faa.gov/iacra/login.aspx>
Follow on screen instructions to register and apply online.

The IACRA platform contains a training site that is available to all IACRA users. The training site is located on the IACRA Homepage under "Training and Documentation". It provides the user with 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 applicants and certifying officials.
<https://iacra.faa.gov/IACRA/TrainingAndDocs.aspx>

The IACRA system will supply a completed IA renewal letter to the Certificated IA after FAA ASI/AST review. This letter along with your expired IA Certificate (FAA Form 8310-5) is sufficient for performing IA activities until March 2023.

2. EMAIL RENEWAL:

Email IA Renewal package to: 7-AFS-ACE-ICT-SDO-07@faa.gov
Please ensure that the email has IA Renewal in the message Subject line.
The emailed application and attachments (evidence for renewal) may be scanned, photo images, or PDF with a digitized signature. The Certificated IA is not required to include a copy or mail their IA Certificate (FAA Form 8310-5) to the FAA office. The FAA ASI/AST must mail/email a completed IA renewal letter to the Certificated IA after renewal. This letter along with your expired IA Certificate (FAA Form 8310-5) is sufficient for performing IA activities until March 2023.

3. MAIL RENEWAL:

Send completed IA package to:
Wichita Flight Standards District Office
ATTN: IA Renewal
1801 Airport Road, Suite 300
Wichita, KS 67209

Applications received by mail must include the evidence required to establish the IA holder's renewal eligibility. The Certificated IA is not required to include their IA Certificate (FAA Form 8310-5) with their renewal package. However, if included, the FAA ASI/AST must endorse, date and mail the form back to the Certificated IA. If the IA Certificate (FAA Form 8310-5) is not included, then the FAA ASI/AST must mail/email a completed IA renewal letter to the Certificated IA after renewal. This letter along with your expired IA Certificate (FAA Form 8310-5) is sufficient for performing IA activities until March 2023.

DOCUMENTS REQUIRED FOR THE RENEW PROCESS:

1. Two original, completed and signed FAA Form 8610-1 Application for Inspection Authorization. Ensure the forms are dated for March 2021.
2. A completed and signed acknowledgement that you were issued the Pilot Bill of Rights (PBR). Ensure the forms are dated for March 2021.
3. If you are renewing based on activity, submit your activity sheets or logs (copies only please).
 - a. Four annuals per year or,
 - b. Eight major repairs or alterations per year or,
 - c. Supervised or performed one progressive inspection per year.
4. If you are renewing through training activity, submit copies of your training certificates. Acceptable training is eight hours per year of:
 - a. FAA approved IA specific courses or seminars;
 - b. Courses taken on FAASafety.gov AMT Course page;
 - c. Manufacturer's provided training (certificate with hours of instruction, date, and manufacture's name required)

NOTE: Regardless of which option you choose to fulfill the IA renewal requirements, be sure to have it either emailed or mailed with a post mark dated on or before March 31, 2021. Please provide a valid email address. Ensure your mailing address is legible and accurate.

SFAR 118-2 Relief: 3 additional months (April – June 2020) to meet year one renew requirements.

ALL IA's: Ensure you have an account in FAASafety.gov to receive current IA information.

To inquire for additional information, contact the Wichita FSDO via email at [7-AFS-ACE-ICT- FSDO-07@faa.gov](mailto:7-AFS-ACE-ICT-FSDO-07@faa.gov)