



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

Aviation Safety

Flight Standards Service  
General Aviation Safety Assurance  
General Aviation H (AFG-800)  
Orlando FSDO-15  
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February 18, 2021

**SUBJECT: Inspection Authorization Renewal**

To: All Orlando Flight Standards Division Office (FSDO) Mechanics with Inspection Authorizations (IA)

Due to the COVID-19 pandemic, the Orlando FSDO has made the decision to suspend Inspector participation at all in-person IA events until further notice. This includes participation in traditional seminars, in-person renewals at seminar, alternate renewal sites or at the FSDO.

In the previous years of in-person annual IA Renewal Maintenance Seminars, the Orlando FSDO has made the decision to suspend participation for all in-person IA events until further notice due to COVID-19. This includes participation in traditional seminars, in-person renewals at either a seminar or the FSDO.

Since the seminars are not available to everyone requiring training; as an option for renewal, we recommend checking for courses posted on FAASAFETY.gov and other related sites. Go to <https://www.faasafety.gov/> for the online courses today and create an account. Please note; other alternative renewal options may have additional costs associated with them and you must have an account to access these courses. The following link provides access to additional IA information at: <https://www.faasafety.gov/WINGS/pub/IATrainingProviders/default.aspx>

The current inspection authorizations are set to expire on March 31, 2021, in accordance with CFR Part 65.92(a). The FSDO will not be doing this year's renewal process in-person, the process this year will consist of the following **three (3)** options:

**NOTE-Regardless of which of the three (3) options you choose to renew your IA certificate, you must provide a valid email address.**

**NOTE- OPTION ONE IS HIGHLY RECOMMEND, the office is not staffed on a daily basis and using option 2 and 3 may significantly delay the processing of your application and you receiving your renewal authorization.**

1. **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 the on screen instructions to register and apply online.

**The Orlando and Tampa FSDO will host a webinar for additional questions, clarification on IA renewal for IACRA, Mail and Email. Please register for our online Webinar scheduled for Thursday, February 25 at 10 am EST.**

**Click on the link below to register.**

**Registration URL:**

<https://attendee.gotowebinar.com/register/5289183506311369741>

**2. EMAIL RENEWAL:**

Email IA Renewal package to: 9-AVS-AFG-ORL-FSDO-183@faa.gov

**Please ensure that the email has “IA Renewal” in the message Subject.**

**3. UNITED STATES POSTAL SERVICE (USPS)**

Send completed IA package to:

Orlando FSDO  
8427 Southpark Circle  
STE 500 Attention IA Renewal.  
Orlando Florida, 32812

**Please ensure that the mail has “IA Renewal” on the envelope.**

**NOTE: Due to the COVID-19 Pandemic, the Inspection Authorization cards (FAA Form 8310-5), will not require an endorsement this renewal cycle. In place of the endorsement, you will receive an emailed letter to use in conjunction with your current IA card, validating your successful renewal for the 2021 cycle.**

**DOCUMENTS REQUIRED FOR THE RENEW PROCESS:**

- 2 ea. completed original signed FAA Form 8610-1  
[http://www.faa.gov/documentLibrary/media/Form/FAA\\_Form\\_8610-1.pdf](http://www.faa.gov/documentLibrary/media/Form/FAA_Form_8610-1.pdf)
- 1 ea. completed Pilots Bill of Rights  
[https://www.faa.gov/about/office\\_org/field\\_offices/fsdo/grr/local\\_more/MEDIA/Pilots\\_Bill\\_of\\_Rights\\_Ack\\_8610-1.pdf](https://www.faa.gov/about/office_org/field_offices/fsdo/grr/local_more/MEDIA/Pilots_Bill_of_Rights_Ack_8610-1.pdf)
- Positive proof of identification (Example, Drivers License)
- Complete Renewal Training and print required certificates with 2019, 2020 and 2021 dates (as required) or, if renewing based on activity, provide evidence of the activity in the form of an activity sheet or log as per 14 CFR 65.92(a), If renewing by oral exam, 1<sup>st</sup> or 2<sup>nd</sup> year exam results.  
[https://www.faa.gov/about/office\\_org/field\\_offices/fsdo/mke/local\\_more/media/IA\\_Activity\\_Tracking\\_Sheet.pdf](https://www.faa.gov/about/office_org/field_offices/fsdo/mke/local_more/media/IA_Activity_Tracking_Sheet.pdf)

**Ensure you have your documents postmarked or sent electronically by no later than 3/31/2021 or earlier, so we can process your renewal.**

For any additional and current information, please use the office email at: 9-AVS-AFG-ORL-FSDO-183@faa.gov

Sincerely,

James G McConnell  
Aviation Safety  
Manager, Orlando FSDO