

Dear PHL FSDO IA holders:

The purpose of this email is to remind you all that this is a renewal year, and to reiterate renewal requirements for Inspection Authorization.

There are two options for IA renewal package submission being offered this year:

- Integrated Airman Certification and Rating Application (IACRA) - Preferred
- Mail

See the below sections for details.

IACRA

You will be required to register as a user in IACRA to use this method.

<https://iacra.faa.gov/IACRA/Default.aspx>

Also, see the attached User Guide for instructions.

All supporting documents will be required to be uploaded, to include:

- Pilot's Bill of Rights notification form
- Any pertinent Activity logs, training certificates etc.

You do not need to upload an 8610-1 application, or your IA card.

Submit your application in IACRA **in the month of March 2021 (14 cfr 65.93(a))**.

If renewing via IACRA, you will not have the reverse side of your IA card signed. You will receive a renewal letter instead.

You are required to have this letter available while exercising the privileges and limitations of an IA.

MAIL

The following documents must be submitted (by mail or delivered in person) and **received by this office in the month of March 2021 (14 cfr 65.93(a))**:

- Two original FAA form 8610-1 applications, filled out completely in accordance with form instructions.
- Inspection Authorization card, FAA form 8310-5 – Optional. You will receive a renewal letter if you do not submit the IA card.
- Pilot’s Bill of Rights notification form.
- Any pertinent Activity logs, training certificates etc.

If sending by mail, we recommend sending renewal packages, certified, with tracking, due to the recent delays in mail processing by certain carriers.

All submitted applications must be typed or legibly printed. Unreadable/incomplete applications will be rejected.

Upon successful renewal by mail, the PHL FSDO will mail the IA cards back to the IA holders

Applicable to both renewal methods:

In the near future, required documents can be found at the below web page, under “Mechanics – Renewal Application Package”.

https://www.faa.gov/about/office_org/field_offices/fsdo/phl/local_more/

Note that some relief has been provided for the FIRST YEAR activity requirements only, via an extension to the March 31, 2020 deadline (through June 30, 2020). Second year requirements must still be met by March 31, 2021. See below amendment to SFAR 118.

<https://www.federalregister.gov/documents/2020/10/06/2020-22004/second-limited-extension-of-relief-for-certain-persons-and-operations-during-the-coronavirus-disease>

Finally, the annual PAMA IA renewal symposium has been canceled, due to COVID-19. If you were depending on this “activity” to meet the second year requirements, you will need to pursue other options to meet the activity requirements for the second year renewal period. Attached you will find a Concorde Battery Training option, for your information. Additionally, other on-line offerings are available; Gleim, Blue Tuna, etc., through those vendors – Not FAA provided.

See the below link for Accepted online renewal courses, from the FAAST team website.

<https://www.faasafety.gov/WINGS/pub/IATrainingProviders/IaUnderMaint.aspx>

Contact this office with any questions.