

## 2021 Inspection Authorization Renewal Instructions TETERBORO FSDO

### IA Renewal During The COVID-19 Outbreak

The Novel Coronavirus (COVID-19) outbreak has been declared a Public Health Emergency of International Concern (PHEIC) by the World Health Organization (WHO). The impact of this virus has caused multiple states and cities within the United States to take action by reducing or limiting public gatherings, which includes the closure of multiple aviation facilities in various locations. These closures have affected some IA activities for renewals and FAA offices that provide IA seminars and other renewal activities.

During the pandemic, the FAA published a Special Federal Aviation Regulation (SFAR) -118, providing temporary relief to persons who have been unable to meet certain requirements during the national emergency concerning COVID-19. Please select the following link to refer to [SFAR-118](#) [Docket No.: FAA-2020-0446]

Additionally, under the extraordinary circumstances of the COVID-19 outbreak, the FAA is extending the relief granted by SFAR 100-2 by an additional three calendar months for eligible persons who returned to the U.S. from deployment in October 2019 through March 2020. This relief will enable those persons to complete the requirements of paragraph 2. (c) within nine calendar months after returning to the United States. If a person returns from deployment after March 2020, that person must comply with SFAR-100-2. Please select the following link to refer to [SFAR-100-2](#) [Docket No.: FAA-2020-22004]

In Response to COVID-19 pandemic, CDC recommendations, and Flight Standards office closures or reduced staffing, Flight Standards has provided the following options in support of the Inspection Authorization (IA) renewals for calendar year 2021.

This year, renewal letters may be issued. The renewal letter and the expired FAA Form 8310-5 establishes the renewal for an IA holder until the next renewal year of 2023 or until your FAA Form 8310-5 is endorsed and dated as prescribed in 14 CFR 65.95. The IA holder is required to have this letter available while exercising the privileges and limitations of an Inspection Authorization. Additionally, IA holders may select any of the available options to submit their IA renewal application to the FAA.

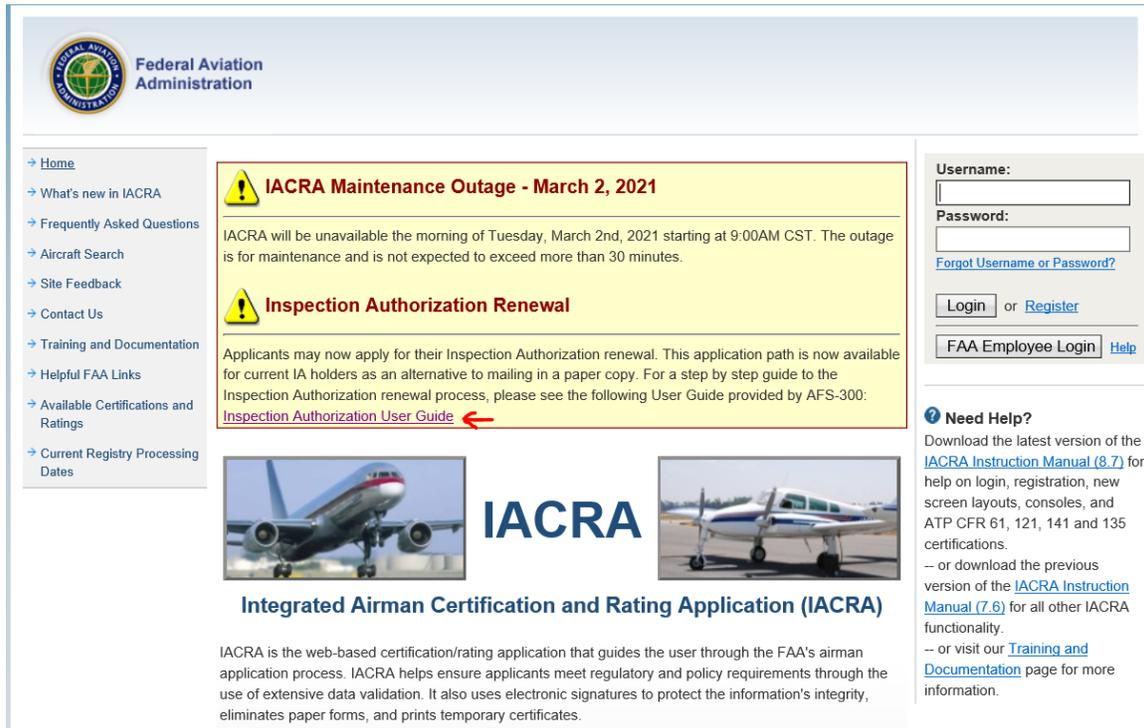
There are five options for IAs to renew:

1. In Office Renewal. Please email for an appointment: [7-AEA-TEB-FSDO@faa.gov](mailto:7-AEA-TEB-FSDO@faa.gov)
2. Renewal by [Mail](#).
3. Renewal by Electronic Mail (email). Please email: [7-AEA-TEB-FSDO@faa.gov](mailto:7-AEA-TEB-FSDO@faa.gov)
4. Renewal by Integrated Airman Certification and Rating Application ([IACRA](#)).
5. Renewal by Oral Test (virtual). Please email for an appointment: [7-AEA-TEB-FSDO@faa.gov](mailto:7-AEA-TEB-FSDO@faa.gov)

# Integrated Airman Certification and Rating Application (IACRA)

You will be required to register as a user in IACRA to use this method. Here is the IACRA website: <https://iacra.faa.gov/IACRA/Default.aspx>

Also, see the IACRA User Guide on the main page for instructions.



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**! IACRA Maintenance Outage - March 2, 2021**

IACRA will be unavailable the morning of Tuesday, March 2nd, 2021 starting at 9:00AM CST. The outage is for maintenance and is not expected to exceed more than 30 minutes.

**! Inspection Authorization Renewal**

Applicants may now apply for their Inspection Authorization renewal. This application path is now available for current IA holders as an alternative to mailing in a paper copy. For a step by step guide to the Inspection Authorization renewal process, please see the following User Guide provided by AFS-300: [Inspection Authorization User Guide](#) ←

**IACRA**

**Integrated Airman Certification and Rating Application (IACRA)**

IACRA is the web-based certification/rating application that guides the user through the FAA's airman application process. IACRA helps ensure applicants meet regulatory and policy requirements through the use of extensive data validation. It also uses electronic signatures to protect the information's integrity, eliminates paper forms, and prints temporary certificates.

**Need Help?**

Download the latest version of the [IACRA Instruction Manual \(8.7\)](#) for help on login, registration, new screen layouts, consoles, and ATP CFR 61, 121, 141 and 135 certifications.

– or download the previous version of the [IACRA Instruction Manual \(7.6\)](#) for all other IACRA functionality.

– or visit our [Training and Documentation](#) page for more information.

Username:

Password:

[Forgot Username or Password?](#)

or

[Help](#)

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

1. Pilot's Bill of Rights notification form
2. Any supporting documents: activity documents, training certificates etc.

You do not need to upload an 8610-1 application, or your IA card 8310-5.

Submit your application in IACRA **in the month of March 2021.**

If renewing via IACRA, you will not have the reverse side of your IA card signed. You will receive a renewal letter instead. You must retain this letter and keep it available.

## MAIL:

Your documents must be mailed to the Teterboro FSDO) and **received in the month of March 2021.**

**Teterboro FSDO Mailing Address:**

Flight Standards District Office  
Park 80 West, Plaza One  
250 Pehle Avenue, Suite 003  
Saddle Brook, NJ 07663

**These documents include:**

1. Inspection Authorization card, FAA form 8310-5.
2. [Pilot's Bill of Rights notification form](#).
3. Two original FAA form [8610-1](#) applications, filled out completely (refer to the form's instructions. Please type or print clearly.)
4. Any supporting documents: activity documents, training certificates etc.

Upon approval and completion of the renewal, an IA Card will be mailed back to the IA.

Should you have any questions, please contact our office via our office email:

[7-AEA-TEB-FSDO@FAA.GOV](mailto:7-AEA-TEB-FSDO@FAA.GOV)