



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

Aviation Safety

Tampa FSDO SO-35
5601 Mariner Street, Suite 310
Tampa, FL 3360
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February 18, 2021

SUBJECT: Inspection Authorization Renewal

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

Due to the COVID-19 pandemic, the Tampa 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.

Since the seminars are not available to everyone requiring training; as an option for renewal, we recommend checking for courses posted on [FAASAFETY.gov](https://www.faa.gov/faasafety) and other related sites. Go to <https://www.faa.gov/faasafety> 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.faa.gov/faasafety/WINGS/pub/IATrainingProviders/default.aspx>

The current inspection authorizations are set to expire on March 31, 2021, in accordance with 14 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 to apply online.

The Orlando and Tampa FSDO will host a webinar for additional questions, clarification on IA renewal for IACRA, Mail, and Email on Thursday, February 25, 2021 at 10 am EST. Please register here for our online Webinar.

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

2. EMAIL RENEWAL:

Email IA Renewal package to: 7-ASO-TPA-FSDO@faa.gov

Please ensure that “IA Renewal” is included in the message Subject line of your email.

3. UNITED STATES POSTAL SERVICE (USPS)

Send completed IA package to:

Tampa FSDO SO-35
Attn: IA Renewal
5601 Mariner Street, Suite 310
Tampa, FL 33609

Please ensure that the envelope 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:

- Two (2) completed original signed FAA Form 8610-1_
http://www.faa.gov/documentLibrary/media/Form/FAA_Form_8610-1.pdf
- One (1) 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
- Positive proof of photo identification (i.e, Driver’s License, other government issued identification)
- 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, 1st or 2nd year exam results._
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: 7-ASO-TPA-FSDO@faa.gov

Sincerely,

James G McConnell
Aviation Safety
Acting Manager, Tampa FSDO