

Integrated Airman Certification and Rating Application (IACRA)

Inspection Authorization Renewal User Guide

(March 2023)

User Guide Contents:

Introduction: Notable changes

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Introduction:

One of the options for the upcoming Inspection Authorization (IA) renewals in March 2023, is the functionality within Integrated Airman Certification and Rating Application (IACRA). This system will allow IAs to submit electronically their entire renewal package to the FAA and the FAA will have the ability to renew the Inspection Authorization remotely. Once the FAA has processed and approved the application the IA is notified by email to login to IACRA and retrieve the renewal letter.

Numerous enhancements have been made to the IACRA IA renewal program since March 2021.

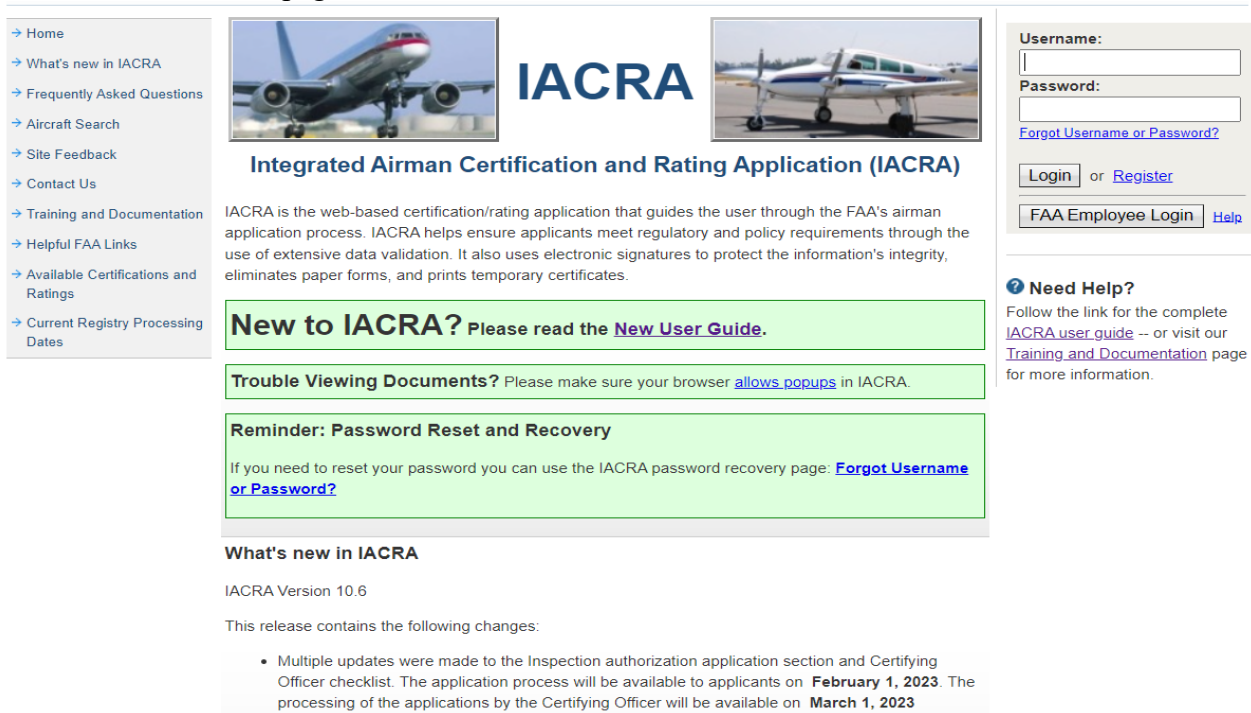
- IA renewal applications will open in IACRA on February 1, 2023 but will not be processed until the month of March.
- Update of FAA Form 8610-1 application to the newest version which includes embedded Pilot's Bill of Rights (PBR) and Privacy Act Notifications and acknowledgement.
- Updated the Personal Information tab block 4b to include email address or to indicate "None".
- Moved the Supplemental Data tab from Step 5 to Step 3 to match the flow of Form 8610-1.
- Updated the questions on the Supplemental Data tab to match the questions on the updated Form 8610-1.
- Updated the Basis of Renewal tab to request a date of issuance if the applicant answers "Yes" to an issuance within 90 days of March 31st.
- Updated the Basis of Renewal tab requirements for Oral Test to only show the date tested.
- Updated the wording on the Summary tab to reflect the wording on the updated Form 8610-1.

Section 1: Inspection Authorization Renewal in IACRA

IACRA is an FAA website that allows individuals to apply for new Airman Certificates, renew, or upgrade their existing certificates. At this time, IACRA only is active for IA renewals. The entire application process takes place on the website, including electronic signing of applications, and at the end of the process all necessary documents will be sent electronically to the Airman Registry.

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

This is the IACRA Home page:



The screenshot shows the IACRA Home page. On the left is a navigation menu with links: Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, Available Certifications and Ratings, and Current Registry Processing Dates. The main content area features the IACRA logo, a description of the application process, and several informational boxes: 'New to IACRA?' with a link to the New User Guide, 'Trouble Viewing Documents?' with a link to allow popups, and a 'Reminder: Password Reset and Recovery' with a link to the forgot username or password page. On the right is a login section with fields for Username and Password, and buttons for Login, Register, and FAA Employee Login. Below the login section is a 'Need Help?' section with a link to the IACRA user guide and a link to the Training and Documentation page.

→ Home
→ What's new in IACRA
→ Frequently Asked Questions
→ Aircraft Search
→ Site Feedback
→ Contact Us
→ Training and Documentation
→ Helpful FAA Links
→ Available Certifications and Ratings
→ Current Registry Processing Dates

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.

New to IACRA? Please read the [New User Guide](#).

Trouble Viewing Documents? Please make sure your browser [allows popups](#) in IACRA.

Reminder: Password Reset and Recovery
If you need to reset your password you can use the IACRA password recovery page: [Forgot Username or Password?](#)

What's new in IACRA
IACRA Version 10.6
This release contains the following changes:

- Multiple updates were made to the Inspection authorization application section and Certifying Officer checklist. The application process will be available to applicants on **February 1, 2023**. The processing of the applications by the Certifying Officer will be available on **March 1, 2023**

Username:

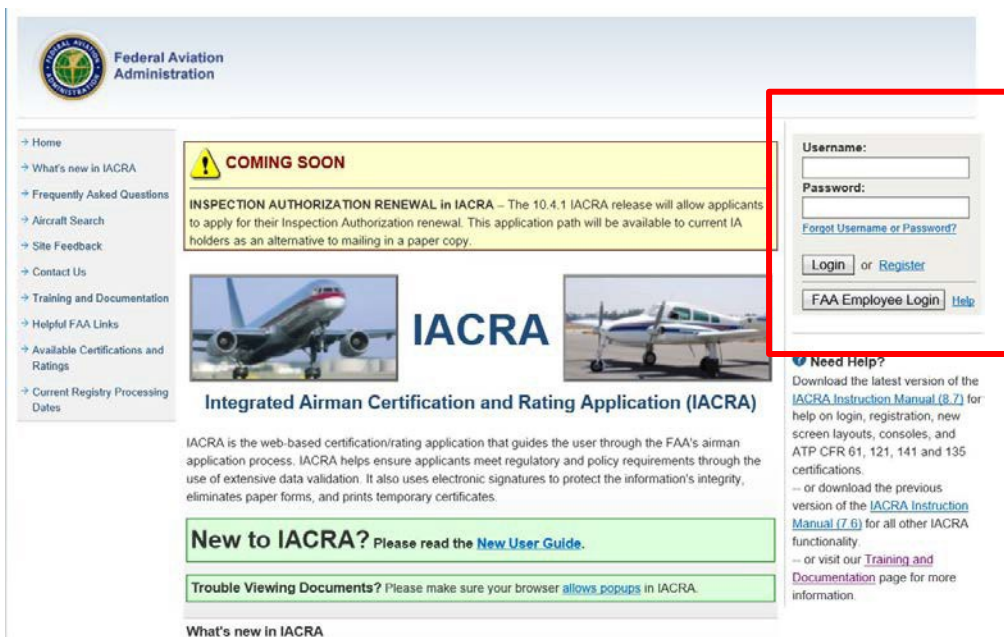
Password:

[Forgot Username or Password?](#)
 or
 [Help](#)

Need Help?
Follow the link for the complete [IACRA user guide](#) -- or visit our [Training and Documentation](#) page for more information.

On the left side of the home page there are a series of links to other functionality within IACRA and on the right side a link for the IACRA User Guide.

Also on the right side of the page is where the IACRA login section is located:



This screenshot is similar to the previous one but includes a red rectangular box highlighting the login section on the right side of the page. The login section contains fields for Username and Password, a 'Forgot Username or Password?' link, and buttons for 'Login', 'Register', and 'FAA Employee Login' with a 'Help' link. The rest of the page layout, including the navigation menu and main content area, is identical to the previous screenshot.

COMING SOON
INSPECTION AUTHORIZATION RENEWAL in IACRA – The 10.4.1 IACRA release will allow applicants to apply for their Inspection Authorization renewal. This application path will be available to current IA holders as an alternative to mailing in a paper copy.

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New to IACRA? Please read the [New User Guide](#).

Trouble Viewing Documents? Please make sure your browser [allows popups](#) in IACRA.

What's new in IACRA

Username:

Password:

[Forgot Username or Password?](#)
 or
 [Help](#)

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.

Individuals with an existing IACRA account (Username and password) may enter that information in the applicable fields and select “**Login**”.

Section 2: Registering for an IACRA account

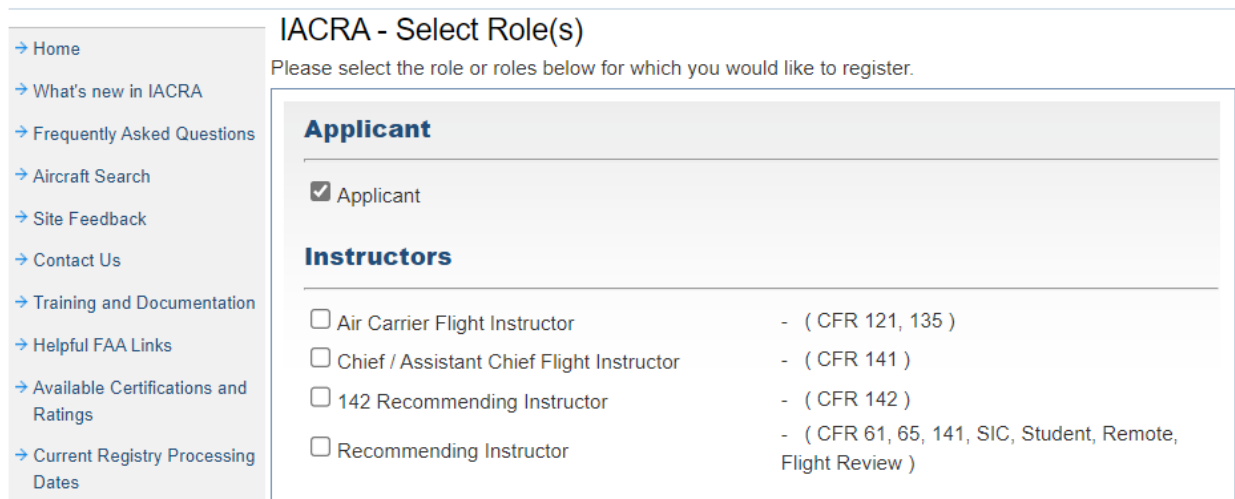
Individuals who do not have an IACRA account, must register prior to utilizing IACRA. To register, begin by selecting the “**Register**” link.

A screenshot of the IACRA login and registration form. It features two input fields for 'Username:' and 'Password:'. Below these is a blue link that says 'Forgot Username or Password?'. At the bottom, there are three buttons: 'Login', 'Register' (which is highlighted with a red square), and 'FAA Employee Login'. A blue 'Help' link is located to the right of the 'FAA Employee Login' button.

Registering as an Applicant in IACRA

There are many different roles in IACRA, but individuals must use the “Applicant” role to apply for a new certificate, renew, or to modify an existing certificate.

Check the 'Applicant' box,

A screenshot of the 'IACRA - Select Role(s)' form. On the left is a sidebar with navigation links: Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, Available Certifications and Ratings, and Current Registry Processing Dates. The main content area is titled 'IACRA - Select Role(s)' and includes the instruction 'Please select the role or roles below for which you would like to register.' There are two sections: 'Applicant' and 'Instructors'. The 'Applicant' section has a checked checkbox next to the word 'Applicant'. The 'Instructors' section has four unchecked checkboxes: 'Air Carrier Flight Instructor' (with a note '- (CFR 121, 135)'), 'Chief / Assistant Chief Flight Instructor' (with a note '- (CFR 141)'), '142 Recommending Instructor' (with a note '- (CFR 142)'), and 'Recommending Instructor' (with a note '- (CFR 61, 65, 141, SIC, Student, Remote, Flight Review)').

Then, agree to the Terms of Service (TOS) and continue.

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Agree to TOS and Continue >>

On the IACRA User Profile Information page, please enter all the information.

- Use your name, as it appears on your FAA issued certificate
- Please enter a valid email address. IACRA will use it for important notifications.
- If there is any required information missing, there will be error messages.

Throughout the IACRA website, there will be small blue circles with a question mark inside. These are help features to provide assistance when the applicant is asked to provide information.

→ Home

→ What's new in IACRA

→ Frequently Asked Questions

→ Aircraft Search

→ Site Feedback

→ Contact Us

→ Training and Documentation

→ Helpful FAA Links

→ Available Certifications and Ratings

→ Current Registry Processing Dates

IACRA - User Profile Information

Certificate Information

If you do not have an existing FAA certificate number and date of issuance, please skip to the next section. Please note, some IACRA roles will require FAA certificate information before the user profile can be completed.

Airman Certificate Number

Date of Issuance

Personal Information

Please Note: The total length of name (including first, middle, last and any suffix) must be less than 50 characters.

First Name ☐ No First Name

Middle Name ☐ No Middle Name

Last Name

Name Suffix Only Required if Part of Legal Name

Date of Birth

Sex ☐ Male ☐ Female

Email Address

Select Security questions

Create a username and strong password, click “Register”

Note: A copy of the Privacy Act Statement is posted at the bottom of the screen.

Security Questions

Security Question 1
[Dropdown menu] ?
Answer
[Text field]

Security Question 2
[Dropdown menu] ?
Answer
[Text field]

User Name / Password

Create Your Unique IACRA Login

User Name [Text field] ?
Password [Text field] ?
Confirm Password [Text field]
Your Unique IACRA Login
User Name

[Privacy Act Statement](#)

Privacy Act Statement (5 U.S.C. § 552a, as amended).

After registering, IACRA will display the applicant’s FTN (FAA Tracking Number). Please write this number down; it will also be emailed to applicant. This number is a unique identifier, and for most application types the applicant must provide it to complete an application.

Section 3: Completing an Inspection Authorization renewal package in IACRA

To access IACRA functionality, applicant enters their Username and password into the login fields.

Federal Aviation Administration

This is the IACRA Training Site... The production IACRA site is iacra.faa.gov

IACRA
Integrated Airman Certification and Rating Application (IACRA)

Welcome to the IACRA Training Site

Your current username and password cannot be used for Login to the training site.
The purpose of this site is to provide you with a place to practice using IACRA.

Please note: This is NOT the production IACRA web site. This site is intended for training purposes ONLY. Applications submitted on this site are NOT submitted to the Registry. For completing actual certifications, please visit <http://iacra.faa.gov/iacra/> for the production site.

What's new in IACRA

IACRA Version 8.15

This release contains the following changes:

Registration / Application

- Users may now apply for ATP certificates with Restricted Privileges (61.160). The applicant can apply for this certificate under Part 61, 142, 121 and 135 based on specific criteria to include

Need Help?

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... 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:

 or
[FAA Employee Login](#) [Help](#)

Review the Terms of Service (TOS) and select the “Accept TOS as” button. If applicant chooses not to accept the TOS, then select “Do NOT accept Terms of Service button” and they will be returned to the IACRA Home Page.

Federal Aviation Administration

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

IACRA - Terms of Service & Role Selection

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Clicking an 'Accept TOS' button below signifies your agreement to the TOS and selects that role:

I agree to the Terms of Service & select:

APPLICANT

After selecting the “Accept” button, the IACRA Applicant Console is displayed. The user’s information will be displayed in the upper left portion of the screen.

To begin an Inspection Authorization Renewal package, select the “Start Inspection Authorization Renewal” button.

Federal Aviation Administration

This is the IACRA Training Site...The production IACRA site is iacra.faa.gov

IACRA Home > Console

IACRA - Applicant Console

Start New Application

Start a new pilot, instructor, airworthiness, or crewmember application.

Start a new inspection authorization renewal application.

Start the foreign verification process.

Your Existing Applications

There are no applications available for processing.

Airman Information

Airman Certificate

Certificate Number	Certificate Type	Issued	Expires
801275312		01/14/1972	06/06/2079

Along the top portion of subsequent screens, the process steps (tabs) can be monitored by the applicant. A Red X indicates that section stills needs to be completed. A Green check mark indicates the section is complete. An applicant can maneuver through the process by selecting one of the sections or by using the “Next” or “Previous” buttons.

The Inspection Authorization renewal automation in IACRA will generate a completed FAA Form 8610-1 at the end of the process. The process steps begin by collecting personal information. The applicant must fill in any missing or incomplete information.

NOTE: Some fields are marked with an asterisk signifying a required field.

After all fields are complete, select the “Next” button.

Note: The information collected is used to complete blocks 1-4 on FAA Form 8610-1:

Note: The Green check mark for the completed “Personal Information” section.

After selecting the “Next” button, the succeeding screen displays the certificate action being sought by the applicant. These fields are auto generated and not editable. Review the information and select “Next” button.

Federal Aviation Administration

Log Out
Console
Help

1. Personal Information 2. **Certificate Sought** 3. Supplemental Data 4. Basis of Renewal 5. Maintenance Activity 6. Summary

Path: Airworthiness > Inspection Authorization

Note: This section can't be edited. Click Next to continue.

Certificate Sought

Certificate Type or

Level: * INSPECTION AUTHORIZATION

Rating: * N/A

Basis: * RENEWAL

Issuance Type: * RENEWAL

Previous Next

The following screen in the process has two sections.

The first is a drop down list for the FAA Office that IACRA will direct the applicant's renewal package. The default FAA office displayed is the office where the applicant's last renewal was performed.

NOTE: It is very important for the applicant to verify that the office in the drop down field is the one that will be approving the renewal application.

The second section of the screen displays a series of questions for the applicant to answer.

Federal Aviation Administration

Log Out
Console
Help

1. Personal Information 2. Certificate Sought 3. **Supplemental Data** 4. Basis of Renewal 5. Maintenance Activity 6. Summary

Path: Airworthiness > Inspection Authorization

Follow the steps on this screen to enter certificate information.

Mechanic Certificate Number: 801450859

FSDO / IFO to Process the Renewal: FS00 - WASHINGTON NAT. HQ.

Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? §65.91(c)(1) ☒ Yes ☐ No

Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? §65.91(c)(2) ☒ Yes ☐ No

Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? §65.91(c)(4) ☒ Yes ☐ No

Have you attempted the Inspection Authorization written test within 90 days previous to making this application? §65.91 ☐ Yes ☒ No

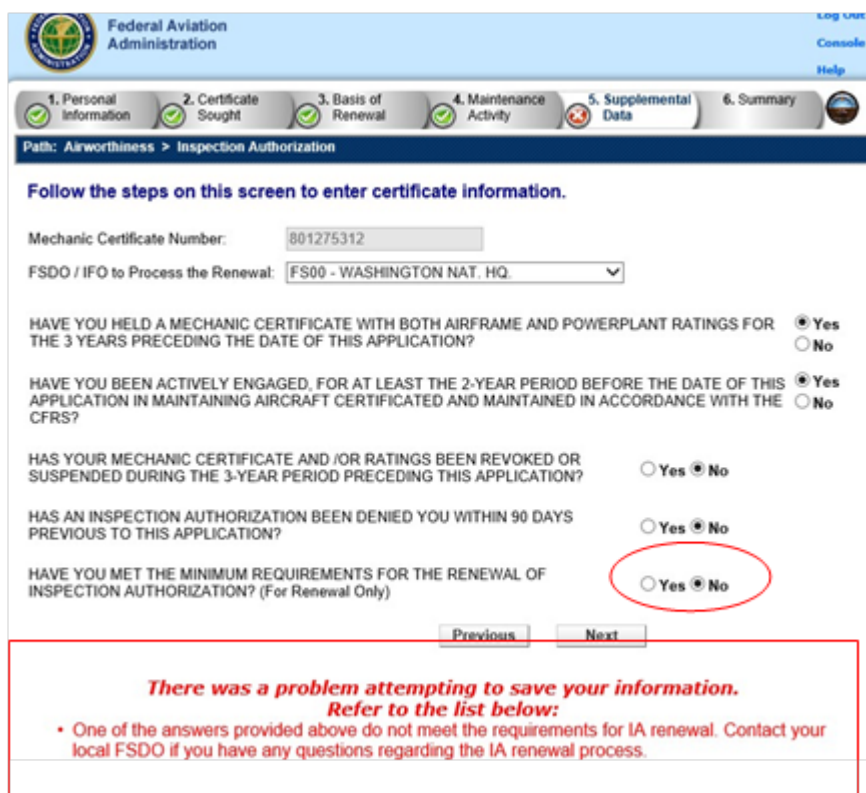
Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10? (FOR RENEWAL ONLY) ☒ Yes ☐ No

Previous Next

Answering these questions completes blocks 5-9 of Form 8610-1.

IACRA has been programmed to accept certain answers for each of the questions. If an applicant answers a question in a different manner, the system will display a message notifying them that there's a problem.

In the example below, the last question was answered in a manner that would preclude IACRA renewal and the message is displayed.



Federal Aviation Administration

Log Out Console Help

1. Personal Information 2. Certificate Sought 3. Basis of Renewal 4. Maintenance Activity 5. Supplemental Data 6. Summary

Path: Airworthiness > Inspection Authorization

Follow the steps on this screen to enter certificate information.

Mechanic Certificate Number: 801275312

FSDO / IFO to Process the Renewal: FSDO - WASHINGTON NAT. HQ.

HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION? ☒ Yes ☐ No

HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF THIS APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs? ☒ Yes ☐ No

HAS YOUR MECHANIC CERTIFICATE AND /OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION? ☐ Yes ☒ No

HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION? ☐ Yes ☒ No


HAVE YOU MET THE MINIMUM REQUIREMENTS FOR THE RENEWAL OF INSPECTION AUTHORIZATION? (For Renewal Only) ☐ Yes ☒ No

Previous Next

There was a problem attempting to save your information.
Refer to the list below:
• One of the answers provided above do not meet the requirements for IA renewal. Contact your local FSDO if you have any questions regarding the IA renewal process.

When the questions are responded to appropriately, the system allows the process to move forward. The applicant selects the “Next” button.

TYPE OR PRINT ALL ENTRIES IN DARK INK


 Mechanic's Application for Inspection Authorization (14 CFR Part 65)																																		
1. NAME (Last, First, Middle) Martin, Haley, Anita				2. MECHANIC CERTIFICATE NO. 1234567																														
3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code) 456 Rose Crest Circle Oklahoma City, OK 73170			4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week) 11204 Facility Way Oklahoma City, OK, 74501		4a. TELEPHONE NUMBER (At which you may be contacted during a normal working week) 555-555-5555																													
					4b. EMAIL ADDRESS (Enter email address or NONE) ham@email.com																													
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? §65.91(c)(1)					YES	NO																												
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? §65.91(c)(2)					<input checked="" type="checkbox"/>	<input type="checkbox"/>																												
7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? §65.91(c)(4)					<input checked="" type="checkbox"/>	<input type="checkbox"/>																												
8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? §65.91					<input type="checkbox"/>	<input checked="" type="checkbox"/>																												
9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. (FOR RENEWAL ONLY)					<input checked="" type="checkbox"/>	<input type="checkbox"/>																												
10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.																																		
<table border="1"> <thead> <tr> <th colspan="2">RECENT ISSUANCE. Enter Date of Issuance</th> <th colspan="5">Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 instructions.</th> </tr> <tr> <th>Instructions: Enter the # of each type of activity per renewal period.</th> <th>§65.93(a)(1) ANNUAL INSP.</th> <th>§65.93(a)(2) MAJOR REPAIRS</th> <th>§65.93(a)(3) MAJOR ALTERS.</th> <th>§65.93(a)(3) PROG. INSP.</th> <th>§65.93(a)(4) REFRESHER COURSE FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed.</th> <th>§65.93(a)(5) ORAL TEST Enter date tested</th> </tr> </thead> <tbody> <tr> <td>1st Year Renewal Period (Apr 1st odd – Mar 31st even)</td> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd Year Renewal Period (Apr 1st even – Mar 31st odd)</td> <td></td> <td>2</td> <td>6</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							RECENT ISSUANCE. Enter Date of Issuance		Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 instructions.					Instructions: Enter the # of each type of activity per renewal period.	§65.93(a)(1) ANNUAL INSP.	§65.93(a)(2) MAJOR REPAIRS	§65.93(a)(3) MAJOR ALTERS.	§65.93(a)(3) PROG. INSP.	§65.93(a)(4) REFRESHER COURSE FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed.	§65.93(a)(5) ORAL TEST Enter date tested	1 st Year Renewal Period (Apr 1 st odd – Mar 31 st even)	4						2 nd Year Renewal Period (Apr 1 st even – Mar 31 st odd)		2	6			
RECENT ISSUANCE. Enter Date of Issuance		Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 instructions.																																
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2 nd Year Renewal Period (Apr 1 st even – Mar 31 st odd)		2	6																															
11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS Continue activity on a separate sheet if needed.																																		
DATES (MM/YYYY)		FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State)			DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)																													
FROM: 04/2016		Fixaplane LLC, 11204 Facility Way Oklahoma City, OK, 74501			Conduct aircraft maintenance and inspections on single and multi-engine general aviation aircraft.																													
TO: PRESENT																																		
FROM:																																		
TO:																																		
FROM:																																		
TO:																																		

The next screen addresses block 10.
The first being the question regarding recency of IA issuance.

The next section addresses the basis of IA renewal. IACRA has been programmed to accept the appropriate quantities for annual inspections, major repairs and alterations, and progressive inspections in accordance with 14 CFR 65.93.

There is no requirement to list all activities, just those activities being used for renewal. The applicant must meet the requirement for both the first and second year.

TYPE OR PRINT ALL ENTRIES IN DARK INK

 Mechanic's Application for Inspection Authorization (14 CFR Part 65)																																		
1. NAME (Last, First, Middle)				2. MECHANIC CERTIFICATE NO.																														
3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code)		4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week)		4a. TELEPHONE NUMBER (At which you may be contacted during a normal working week)																														
				4b. EMAIL ADDRESS (Enter email address or NONE)																														
				<table border="1"> <tr> <td></td> <td>YES</td> <td>NO</td> </tr> </table>				YES	NO																									
	YES	NO																																
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? §65.91(c)(1)																																		
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? §65.91(c)(2)																																		
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Oral test information can be recorded, if applicable.

10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.																																		
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After entering the information for the basis of renewal, the applicant will need to upload the appropriate/applicable supporting documentation. Follow instructions in "Upload Documents" text box. The system will accept multiple uploaded documents.

Upload Documents

If necessary, show evidence that the applicant meets the requirements of §65.93(a) for both the first and second year (as applicable). Examples of acceptable evidence include:

- An activity sheet or log;
- Training certificates;
- Oral test results.

IACRA only accepts image files (.jpg, .tif, .png) and PDFs.

1) Click 'Choose File'. Locate and select the scanned/photographed document. Click 'Open'.

2) Click 'Upload/Save'. Document will be uploaded, converted to black & white, then displayed for verification.

3) If text quality is acceptable, repeat steps 1 & 2 to upload as many documents as needed.

4) If text quality is **unacceptable**, click on the document in the Uploaded Documents list, then click 'Remove'. Try photographing/scanning the document again. Refer to the [help](#) for tips on improving image quality.

Choose File

No file chosen

Upload/Save

Remove

View

Previous


Next

Note: IACRA will only accept image files in .jpg, .tif, .png, and .PDF.

After uploading the documents, applicants may view and verify the image quality before moving forward in the process. By selecting the “View” button, uploaded document quality may be verified.

After all documentation has been loaded and verified, select the “Next” button.

The next screen in the process is where the applicant provides their maintenance activity during the last two-year period.



Federal Aviation
Administration

Log Out
Console
Help

1. Personal Information

2. Certificate Sought

3. Supplemental Data

4. Basis of Renewal

5. Maintenance Activity

6. Summary

Path: Airworthiness > Inspection Authorization

Record of Maintenance Activity during last 2 years

Enter information to validate the IA has been actively engaged in maintaining aircraft per 14 CFR 65.91, for at least the 2-year period before the application date.

[Add Maintenance Activity...](#)

Previous

Next


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Readers & Viewers: [PDF Reader](#)

By selecting the “Add Maintenance Activity” button, the applicant will be able to enter their maintenance activity during the last two-year period. Applicants will be able to make multiple entries, if needed. Select the “Add” button when all applicable information is entered.

Aircraft Maintenance Activity

From and To Dates for Maintenance Activity

From: 

To:  ☐ Present

Name/Address of repair station, facility, manufacturer, operator, etc.

Name:

Street Address:

City:

State:

Country:

ZIP Code:

Description of Activity:

Add

Cancel

1. Personal Information

2. Certificate Sought

3. Supplemental Data

4. Basis of Renewal

5. Maintenance Activity

6. Summary

Path: Airworthiness > Inspection Authorization

Record of Maintenance Activity during last 2 years

Enter information to validate the IA has been actively engaged in maintaining aircraft per 14 CFR 65.91, for at least the 2-year period before the application date.

Add Maintenance Activity...

Date From	Date To	Name/Address of repair station, facility, manufacturer, operator, etc.	Description of Activity
10/1/2020	Present	FIXEM LLC 321 SERTY FLAT TOP, AK 02144, USA	SINGLE ENGINE AND MULTI-ENGINE AIRPLANE GENERAL AVIATION MAINTENANCE AND INSPECTION.

Previous

Next

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Readers & Viewers: [PDF Reader](#)

After all entries for the required two-year period have been made, select “Next”. The information collected in this section completes block 11 of the IACRA generated FAA Form 8610-1.

IACRA Generated Copy

TYPE OR PRINT ALL ENTRIES IN DARK INK

OMB No. 2120-0022 Exp 03/31/2025



Mechanic's Application for Inspection Authorization (14 CFR Part 65)

1. NAME (Last, First, Middle) YOUNG, DEAN NMN				2. MECHANIC CERTIFICATE NO. 801449194																			
3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code) 311 STRAWBERRY FLD. NORMAN OK 73072		4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week) 321 DFRT ERT DEC AK 23111		4a. TELEPHONE NUMBER (At which you may be contacted during a normal working week) 800-867-5309 4b. EMAIL ADDRESS (Enter email address or NONE) DYOUNG008@IACRATRAIN.GOV																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> </tr> <tr> <td>5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? <i>65.91(c)(1)</i></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? <i>65.91(c)(2)</i></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? <i>65.91(c)(4)</i></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? <i>65.91</i></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. (FOR RENEWAL ONLY)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>							YES	NO	5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? <i>65.91(c)(1)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? <i>65.91(c)(2)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? <i>65.91(c)(4)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? <i>65.91</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. (FOR RENEWAL ONLY)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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2 nd Year Renewal Period (Apr 1 st even – Mar 31 st odd)		2	6																				
11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS Continue activity on a separate sheet if needed.																							
DATES (MM/YYYY)	FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State)			DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)																			
FROM: 10/2020	FIXEM LLC; 321 SERTY; FLAT TOP, AK 02144, USA			SINGLE ENGINE AND MULTI-ENGINE AIRPLANE GENERAL AVIATION MAINTENANCE AND INSPECTION.																			
TO: PRESENT																							
FROM:																							
TO:																							
FROM:																							
TO:																							
12. REMARKS.																							
13. APPLICANT'S CERTIFICATION. I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate, rating or inspection authorization to me. I have received the <u>Pilot's Bill of Rights Written Notification of Investigation</u> that accompanies this form. I have also read and understand the <u>Privacy Act statement</u> that accompanies this form.																							
Applicant's Signature DEAN NMN YOUNG					Date (MM/DD/YYYY)																		
14. RECORD OF ACTION																							
<input type="checkbox"/> ENDORSEMENT (Expires in 30 Days)	FAA Signature (Print Name and Sign)			Date (MM/DD/YYYY)	FAA Office/Designation No.																		
<input type="checkbox"/> ISSUANCE <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> VOLUNTARY SURRENDER	FAA Signature (Print Name and Sign)			Date (MM/DD/YYYY)	FAA Office/Designation No.																		

The final step in the applicant's renewal package is the review and signing of two documents. The first is the Pilot's Bill of Rights. The applicant selects the "Review Pilot's Bill of Rights" button.

The screenshot shows a web application interface for reviewing documents. At the top, there is a progress bar with six steps: 1. Personal Information, 2. Certificate Sought, 3. Supplemental Data, 4. Basis of Renewal, 5. Maintenance Activity, and 6. Summary. Steps 1 through 5 are marked with green checkmarks, and step 6 is highlighted. Below the progress bar, a blue header bar displays the path: "Path: Airworthiness > Inspection Authorization". The main content area has a white background. It begins with a red instruction: "Please click the 'REVIEW PILOT'S BILL OF RIGHTS' button, below, to review the Pilot's Bill of Rights." Below this is a button labeled "REVIEW PILOT'S BILL OF RIGHTS". A horizontal line separates this from the next section, which has another red instruction: "Please click the 'REVIEW PRIVACY ACT' button, below, to review the privacy act." Below this is a button labeled "REVIEW PRIVACY ACT". Another horizontal line follows. The next section has a red instruction: "Applicants are required to review their applications before signing." Below this, it says "By electronically signing this document:" followed by a paragraph of certification text: "I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis of issuance for any FAA certificate, rating, or inspection authorization to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form." At the bottom of this section are two buttons: "REVIEW APPLICATION" and "SIGN AND SUBMIT".

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Basis of Renewal 5. Maintenance Activity 6. Summary

Path: Airworthiness > Inspection Authorization

Please click the "REVIEW PILOT'S BILL OF RIGHTS" button, below, to review the Pilot's Bill of Rights.

REVIEW PILOT'S BILL OF RIGHTS

Please click the "REVIEW PRIVACY ACT" button, below, to review the privacy act.

REVIEW PRIVACY ACT

Applicants are required to review their applications before signing.

By electronically signing this document:

I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis of issuance for any FAA certificate, rating, or inspection authorization to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.

REVIEW APPLICATION SIGN AND SUBMIT

A copy of the Pilot's Bill of Rights is displayed for review.

The applicant then selects "Close" to return to the previous screen.



**FAA Form 8610-1, Mechanic's Application for Inspection Authorization (14 CFR Part 65),
Supplemental Information**

***Your signature on FAA Form 8610-1 acknowledges that you received the Pilot's Bill of Rights
Written Notification of Investigation at the time of your application.***

PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION

The information you submit on the attached FAA form 8610-1, Mechanics Application For Inspection Authorization (14 CFR Part 65), will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, rating, or inspection authorization to you under Title 49, United States Code (U.S.C.) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the Pilot's Bill of Rights, the Administrator is providing you with this written notification of investigation of your qualifications for an airman certificate, rating, or inspection authorization:

- The nature of the Administrator's investigation, which is precipitated by your submission of this application, is to determine whether you meet the qualifications for the airman certificate, rating, or inspection authorization you are applying for under Title 14, Code of Federal Regulations (CFR) part 65.
- Any response to an inquiry by a representative of the Administrator by you in connection with this investigation of your qualifications for an airman certificate, rating, or inspection authorization may be used as evidence against you.
- A copy of your airman application file for this date is available to you upon your written request addressed to:

Federal Aviation Administration
Airman Certification Branch
P.O. Box 25082
Oklahoma City, OK 73125-0082

If you make a written request for your airman application file, please provide the following information in your request:

- Full name
- Date of birth or airman certificate number
- Date of the application

The screen displays a document acknowledging receipt of the Pilot's Bill of Rights.

The applicant is then returned to the previous screen. The applicant now must review the Privacy Act.

The applicant selects “Review Privacy Act” button.

The screenshot shows a web application interface for reviewing a pilot's application. At the top, there is a progress bar with six steps: 1. Personal Information, 2. Certificate Sought, 3. Supplemental Data, 4. Basis of Renewal, 5. Maintenance Activity, and 6. Summary. Steps 1 through 5 are marked with green checkmarks, indicating they are completed. Below the progress bar, a dark blue banner displays the path: "Path: Airworthiness > Inspection Authorization".

The main content area contains three sections:

- First Section:** A red instruction: "Please click the 'REVIEW PILOT'S BILL OF RIGHTS' button, below, to review the Pilot's Bill of Rights." Below this is a button labeled "REVIEW PILOT'S BILL OF RIGHTS".
- Second Section:** A red instruction: "Please click the 'REVIEW PRIVACY ACT' button, below, to review the privacy act." Below this is a button labeled "REVIEW PRIVACY ACT".
- Third Section:** A red instruction: "Applicants are required to review their applications before signing." Below this, it says "By electronically signing this document:" followed by a certification statement: "I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis of issuance for any FAA certificate, rating, or inspection authorization to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form." Below the statement are two buttons: "REVIEW APPLICATION" and "SIGN AND SUBMIT".

The Privacy Act is displayed for review. After reviewing, the applicant selects the “Close” button.

TEAR OFF BEFORE USE	U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION	SUPPLEMENTAL INFORMATION
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION		
<p>PRIVACY ACT STATEMENT: This statement is provided pursuant to the Privacy Act of 1974, 5 USC § 552a. The authority for collecting this information is contained in 49 USC §§ 40113, 44702, 44703, 44709 and 14 CFR Part 65. The principal purpose for which the information is intended to be used is to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Submission for the data is mandatory, except for the Social Security Number, which is voluntary. Failure to provide all required information will result in our being unable to issue you a certificate and/or rating. The information collected on this form will be included in a Privacy Act System of Records Notice (SORN) for DOT/FAA 847 (see www.dhs.gov/privacy/privacyact/sorn/847), including:</p> <p>(a) Providing basic airman certification and qualification information to the public upon request, examples of basic information include:</p> <ul style="list-style-type: none"> • The type of certificates and rating held, limitations, date of issuance and certificate number; • The status of the airman's certificate (i.e., whether it is current or has been amended, modified, suspended or revoked for any reason); • The airman's home address, unless requested by the airman to be withheld from public disclosure per 49 USC 44703(c); • Information relating to an airman's physical status or condition used to determine statistically the validity of FAA medical standards; and the date, class, and restrictions of the latest physical; • Information relating to an individual's eligibility for medical certification, requests for exemption from medical requirements, and requests for review of certificate denials. <p>(b) Using contact information to inform airmen of meetings and seminars conducted by the FAA regarding aviation safety.</p> <p>(c) Disclosing information to the National Transportation Safety Board (NTSB) in connection with its investigation responsibilities.</p> <p>(d) Providing information about airmen to Federal, State, local and tribal law enforcement agencies when engaged in an official investigation in which an airman is involved.</p> <p>(e) Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request.</p> <p>(f) Making records of delinquent civil penalties owed to the FAA available to the U.S. Department of the Treasury and the U.S. Department of Justice (DOJ) for collection pursuant to 31 USC 3711(g).</p> <p>(g) Making records of effective orders against the certificates of airmen available to their employers if the airmen use the affected certificates to perform job responsibilities for those employers.</p> <p>(h) Making airmen records available to users of FAA's Safety Performance Analysis System (SPAS), including the Department of Defense Commercial Airlift Division's Air Carrier Analysis Support System (ACAS) for its use in identifying safety hazards and risk areas, targeting inspection efforts for certificate holders of greatest risk, and monitoring the effectiveness of targeted oversight actions.</p> <p>(i) Making records of an individual's positive drug test result, alcohol test result of 0.04 or greater breath alcohol concentration, or refusal to submit to testing required under a DOT-required testing program, available to third parties, including current and prospective employers of such individuals. Such records also contain the names and titles of individuals who, in their commercial capacity, administer the drug and alcohol testing programs of aviation entities.</p> <p>(j) Providing information about airmen through the Civil Aviation Registry's Comprehensive Airmen Information System to the Department of Health and Human Services, Office to the Child Support Enforcement, and the Federal Parent Locator Service that locates noncustodial parents who owe child support. Records in this system are used to identify airmen to the child support agencies nationwide in enforcing child support obligations, establishing paternity, establishing and modifying support orders and location of obligors. Records listed within the section on Categories of Records are retrieved using Connect. Direct through the Social Security Administration's secure environment.</p> <p>(k) Making personally identifiable information about airmen available to other Federal agencies for the purpose of verifying the accuracy and completeness of medical information provided to FAA in connection with applications for airmen medical certification.</p> <p>(l) Making records of past airman medical history data available to Aviation Medical Examiners (AMEs) on a routine basis so that AMEs may render the best medical certification decision.</p> <p>(m) Making airman, aircraft, and operator record elements available to users of FAA's Skywatch system, including the Department of Defense (DoD), the Department of Homeland Security (DHS), DOJ and other authorized Federal agencies, for their use in managing, tracking and reporting aviation related security events.</p> <p>(n) Other possible routine uses published in the Federal Register (see Prefatory Statement of General Uses for additional uses (65 FR 19477-78). For example, a record from this system records may be disclosed to the United States Coast Guard (Coast Guard) and to the Transportation Safety Administration (TSA) if information from this system was shared with either agency when that agency was a component of the Department of Transportation (DOT) before its transfer to DHS and such disclosure is necessary to accomplish a DOT, TSA or Coast Guard function related to this system of records.</p> <p>PAPERWORK REDUCTION ACT STATEMENT: A federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subjected to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB control number for this information collection is 2120-0022. Public reporting for this collection of information is estimated to be approximately 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain or retain a benefit by 14 CFR part 65. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.</p>		

FAA Form 8610-1 (07-10) SUPERSEDES PREVIOUS EDITION

Detach this part before using form below

Next, the applicant must review the completed IACRA generated FAA Form 8610-1 renewal application. The applicant selects the "Review Application" button.

IACRA Generate Form 8610-1

TYPE OR PRINT ALL ENTRIES IN DARK INK

OMB No. 2120-0022 Exp 03/31/2025

U.S. Department of Transportation Federal Aviation Administration		Mechanic's Application for Inspection Authorization (14 CFR Part 65)																						
1. NAME (Last, First, Middle) DOE, JOHN DAVID		2. MECHANIC CERTIFICATE NO. 801459673																						
3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code) 311 STRAWBERRY FLD. NORMAN OK 73072		4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week) 123456 MAIN STREET OKLAHOMA CITY OK 73107																						
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<input type="checkbox"/> VOLUNTARY SURRENDER																								

If there are corrections that needed to be made to the application at this point, the applicant can select the applicable section from the top menu items or choose the “Previous” button.

After changes are made, another review will be required.

If no corrections are needed, the applicant selects “Sign and Submit” button.

The screenshot shows a web-based application review interface. At the top, there is a horizontal menu with six items: "1. Personal Information", "2. Certificate Sought", "3. Supplemental Data", "4. Basis of Renewal", "5. Maintenance Activity", and "6. Summary". Each item has a green checkmark icon to its left. Below the menu, a dark blue bar displays the path "Path: Airworthiness > Inspection Authorization". The main content area has a white background. It contains three red text prompts: "Please click the 'REVIEW PILOT'S BILL OF RIGHTS' button, below, to review the Pilot's Bill of Rights.", "Please click the 'REVIEW PRIVACY ACT' button, below, to review the privacy act.", and "Applicants are required to review their applications before signing." Below each prompt is a button with the corresponding text: "REVIEW PILOT'S BILL OF RIGHTS", "REVIEW PRIVACY ACT", and "REVIEW APPLICATION". Below the "REVIEW APPLICATION" button is a text block containing a certification statement: "I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis of issuance for any FAA certificate, rating, or inspection authorization to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form." Below this statement are two buttons: "REVIEW APPLICATION" and "SIGN AND SUBMIT".

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Basis of Renewal 5. Maintenance Activity 6. Summary

Path: Airworthiness > Inspection Authorization

Please click the "REVIEW PILOT'S BILL OF RIGHTS" button, below, to review the Pilot's Bill of Rights.

REVIEW PILOT'S BILL OF RIGHTS

Please click the "REVIEW PRIVACY ACT" button, below, to review the privacy act.

REVIEW PRIVACY ACT

Applicants are required to review their applications before signing.

By electronically signing this document:

I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis of issuance for any FAA certificate, rating, or inspection authorization to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.

REVIEW APPLICATION SIGN AND SUBMIT

The system displays the completed FAA Form 8610-1. The applicant selects “Click to Sign” button.

U.S. Department of Transportation Federal Aviation Administration		Mechanic's Application for Inspection Authorization (14 CFR Part 65)																						
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After signing the application, the applicant is returned to a screen indicating the renewal package has been submitted to the previously identified Flight Standards office. The applicant is also provided an Application ID for tracking purposes. The applicant is reminded NOT to send their IA card (FAA Form 8310-5) to the office. An email notification that the letter is waiting for them in IACRA is emailed to the applicant. A renewal letter will be available in IACRA after the FAA has processed and approved their application.

The applicant is also provided the opportunity to review the signed FAA Form 8610-1 by selecting the “Review 8610-1” button.

The screenshot shows the FAA user console interface. At the top, the Federal Aviation Administration logo and 'Console' link are visible. The main content area contains the following text:

Your Inspection Authorization application has been submitted to your selected FSDO / IFO for review. Your Application ID is 210008. Once the FSDO / IFO has approved your application you will be able to print your authorization letter from your user console.

Do not send your IA card to your FSDO / IFO. Once the ASI has processed your application you will be notified by email to login to IACRA and retrieve your renewal document.

Below the text are two buttons: 'Review 8610-1' (circled in red) and 'Return To Login'. At the bottom, there is a footer with links: 'FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us' and 'Readers & Viewers: PDF Reader'.

The FAA Form 8610-1 is signed and date stamped.

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Applicant's Signature JOHN DAVID DOE E-SIGN		Date (MM/DD/YYYY) 01/24/2023 09:34:12 AM	
14. RECORD OF ACTION			
FAA Signature (Print Name and Sign)		Date (MM/DD/YYYY)	FAA Office/Designation No.

As soon as the Flight Standards office processes the applicant's renewal package, the applicant will receive an email (per the email address provided) informing them that the renewal application has been processed and that a renewal letter is now available for them to download/print. The email message will have a link to the IACRA home page.

The applicant accesses IACRA and logs into their account to see their application. The applicant selects the “Print Renewal Letter” button.

The screenshot shows the IACRA - Applicant Console interface. At the top, there is a banner stating "This is the IACRA Training Site...The production IACRA site is iacra.faa.gov". Below this, the "User Information" section displays the user's FTN (C1075942), User (jherman003), and Role (Applicant). The "Applicant Options" section includes links for Console, Start New Application, User Profile, Add Role, Edit Preferences, and Change Password. The "Information & Help" section includes links for Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, Available Certifications and Ratings, and Current Registry Processing Dates. The "Your Existing Applications" section contains a table with columns: Application, Start Date, Certificate type, Status, Status Date, and Available Actions. The first row shows Application 210008, Start Date 02/08/2021, Certificate type Inspection Authorization > Renewal by Activities, Test or Course, Status Completed, Status Date 02/08/2021, and Available Actions View/Print and Go. The "Print Renewal Letter" button is circled in red. Below this, the "Airman Information" section shows the Airman Certificate table with columns: Certificate Number, Certificate Type, Issued, and Expires. The first row shows Certificate Number 801275312, Certificate Type, Issued 01/14/1972, and Expires 06/06/2079. At the bottom, there is a footer with the U.S. Department of Transportation Federal Aviation Administration logo and contact information, Readers & Viewers section, and Government Sites section.

The Inspection Authorization renewal letter is displayed and the applicant can save/print the document. The applicant selects “Close” when complete.

The screenshot shows the document controls at the bottom of the page. The controls include buttons for Print, Close, Save as Tiff, View/Print PDF, and a Zoom dropdown menu set to 100%. The "Close" button is circled in red. Below the buttons, a note states: "Note: For printing, please click the 'View/Print PDF' button."



U.S. Department
of Transportation
Federal Aviation
Administration

Aviation Safety

800 Independence Ave
Washington, DC 20591

February 08, 2021

JONATHAN NMN HERMAN
311 STRAWBERRY FLD.
NORMAN OK 73072

Dear JONATHAN NMN HERMAN

This letter is to inform you the FAA has renewed your Inspection Authorization (IA) for a two-year period to March 31, 2023, per 14 CFR 65.93. This letter serves as an alternative to the endorsement (FAA Inspector signature and date) normally placed on the back of your FAA Form 8310-5 (IA Card).

To remain in effect you must show evidence of completion of one of the activities prescribed in section 65.93(a) (1) through (5) by March 31 of the first year; AND completion of one of the five activities during the second year of the two year period as prescribed in section 65.93.

You are required to keep this letter with your FAA Form 8310-5 while exercising the privileges and limitations of an Inspection Authorization as prescribed in 14 CFR 65.95. Additionally, your FAA Form 8310-5 and this letter must be available for inspection as required by 14 CFR 65.95.

You will be required to present this letter and your FAA Form 8310-5 at your next renewal in March 2023.

If you have any questions, contact JASON NMN CONRAD
at the FS00 Flight Standards District Office or Flight Standards International Field Office. Contact information for Flight Standards District Offices may be found by visiting https://www.faa.gov/about/office_org/field_offices/fsdo/.

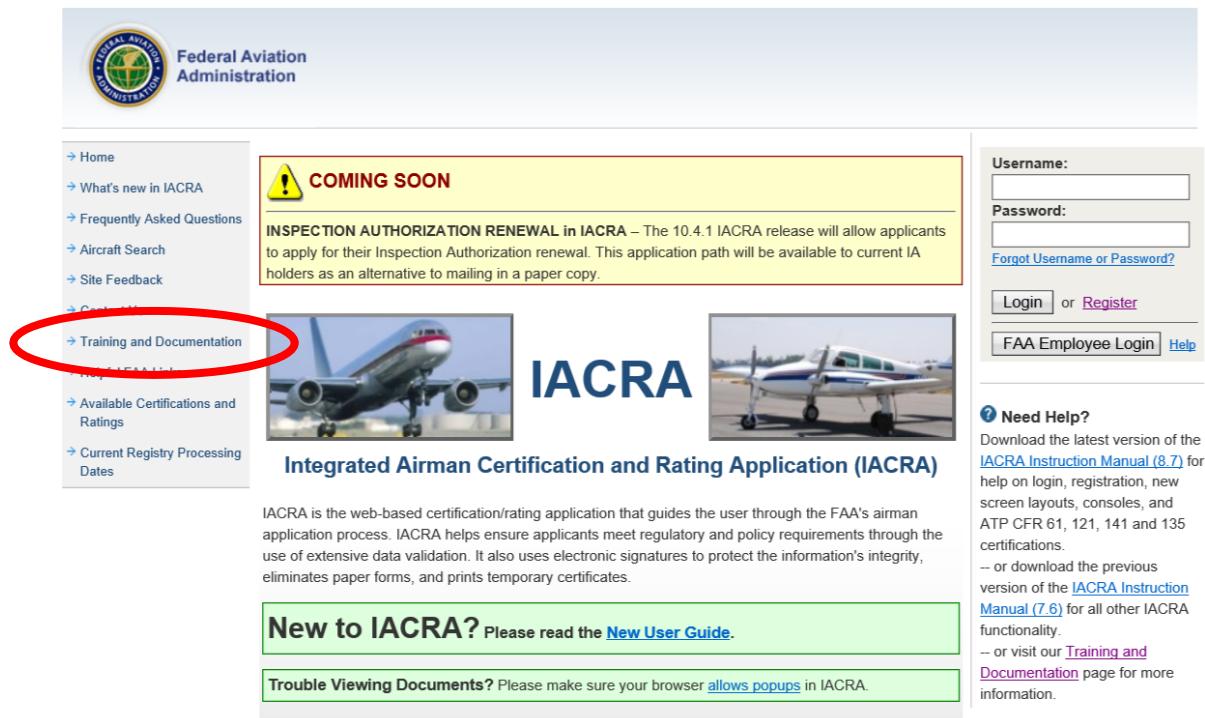
Sincerely,

JASON NMN CONRAD
Aviation Safety Inspector / Aviation Safety Technician

Section 4: IACRA Training site

The training site provides the user with all 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 certifying officers. Applicants can utilize the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.

To access the IACRA Training site from the Home page, select "Training and Documentation".



Federal Aviation Administration

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- **Training and Documentation**
- Helpful FAA Links
- Available Certifications and Ratings
- Current Registry Processing Dates

COMING SOON

INSPECTION AUTHORIZATION RENEWAL in IACRA – The 10.4.1 IACRA release will allow applicants to apply for their Inspection Authorization renewal. This application path will be available to current IA holders as an alternative to mailing in a paper copy.

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.

New to IACRA? Please read the [New User Guide](#).

Trouble Viewing Documents? Please make sure your browser [allows popups](#) in IACRA.

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:

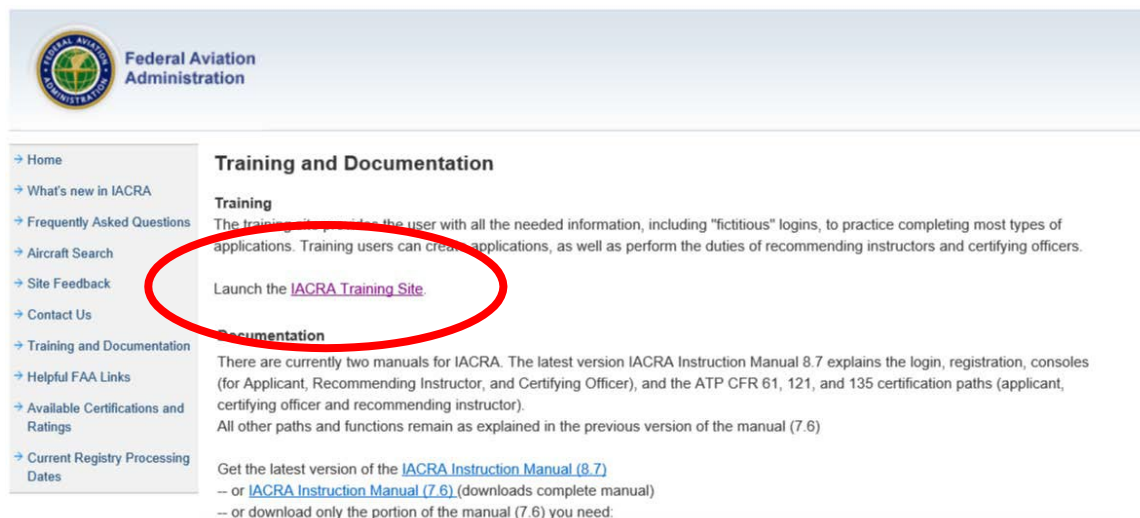
Password:

[Forgot Username or Password?](#)

[Login](#) or [Register](#)

[FAA Employee Login](#) [Help](#)

Select the "IACRA Training site" link.



Federal Aviation Administration

- Home
- What's new in IACRA
- Frequently Asked Questions
- Aircraft Search
- Site Feedback
- Contact Us
- **Training and Documentation**
- Helpful FAA Links
- Available Certifications and Ratings
- Current Registry Processing Dates

Training and Documentation

Training

The training site provides the user with all 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 recommending instructors and certifying officers.

Launch the [IACRA Training Site](#).

Documentation

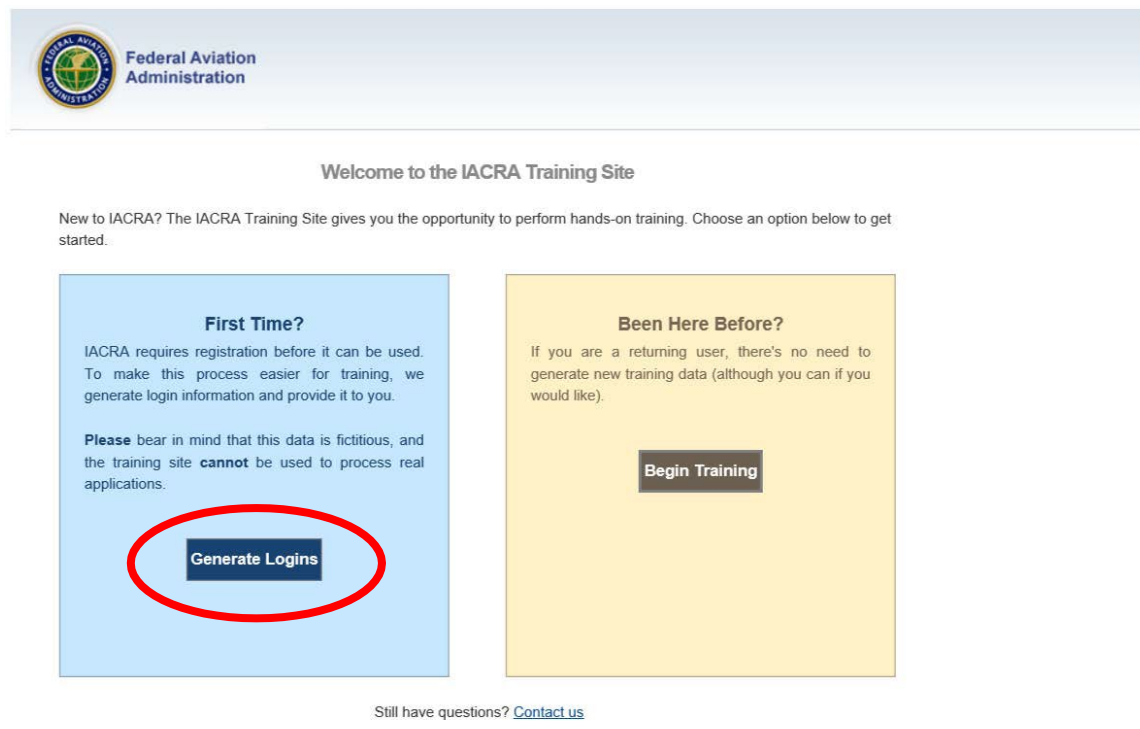
There are currently two manuals for IACRA. The latest version IACRA Instruction Manual 8.7 explains the login, registration, consoles (for Applicant, Recommending Instructor, and Certifying Officer), and the ATP CFR 61, 121, and 135 certification paths (applicant, certifying officer and recommending instructor). All other paths and functions remain as explained in the previous version of the manual (7.6)

Get the latest version of the [IACRA Instruction Manual \(8.7\)](#)

-- or [IACRA Instruction Manual \(7.6\)](#) (downloads complete manual)

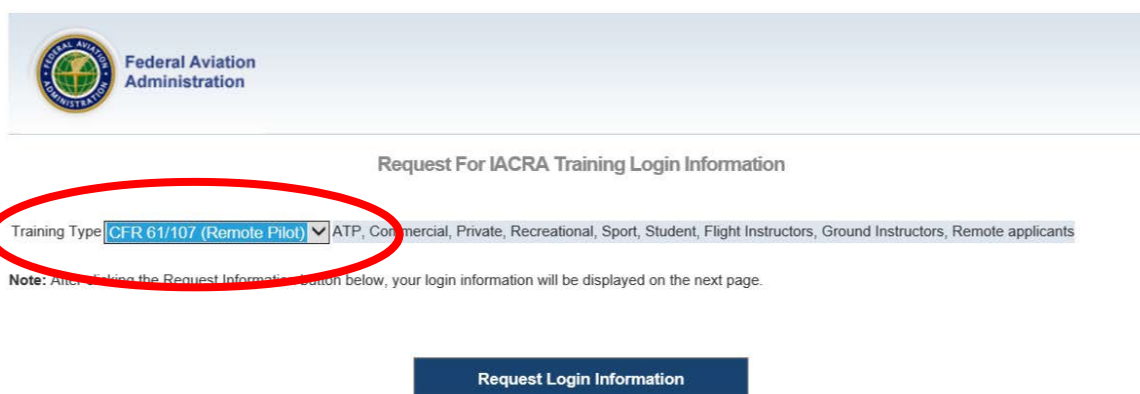
-- or download only the portion of the manual (7.6) you need:

If you are new to the training site, you'll need "training" user names and passwords. Select the "Generate Logins" link under "First Time". If you are returning user and already have training site usernames and passwords, you can select "Begin Training" under "Been Here Before?"



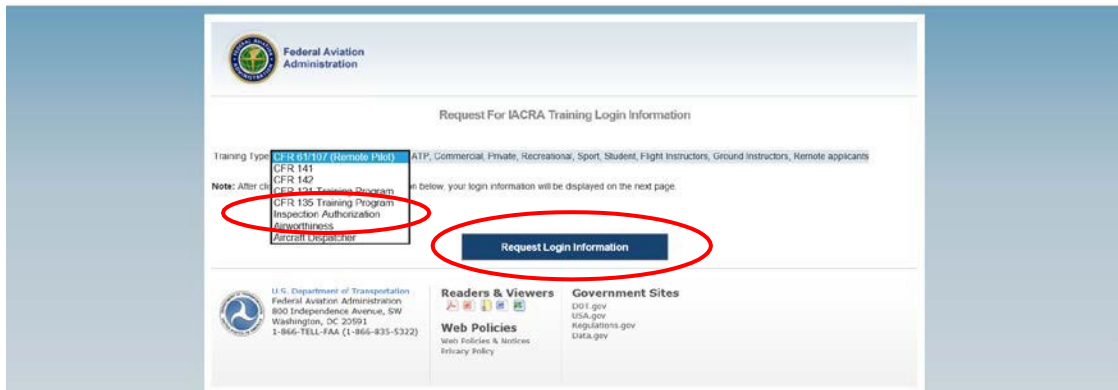
The screenshot shows the Federal Aviation Administration logo and the text "Federal Aviation Administration". Below this is the heading "Welcome to the IACRA Training Site". A message states: "New to IACRA? The IACRA Training Site gives you the opportunity to perform hands-on training. Choose an option below to get started." There are two main sections: "First Time?" and "Been Here Before?". The "First Time?" section contains the text: "IACRA requires registration before it can be used. To make this process easier for training, we generate login information and provide it to you." and "Please bear in mind that this data is fictitious, and the training site cannot be used to process real applications." Below this text is a button labeled "Generate Logins", which is circled in red. The "Been Here Before?" section contains the text: "If you are a returning user, there's no need to generate new training data (although you can if you would like)." and a button labeled "Begin Training". At the bottom, there is a link: "Still have questions? [Contact us](#)".

IACRA will require the type of training you are searching for within the site. Select the dropdown arrow.

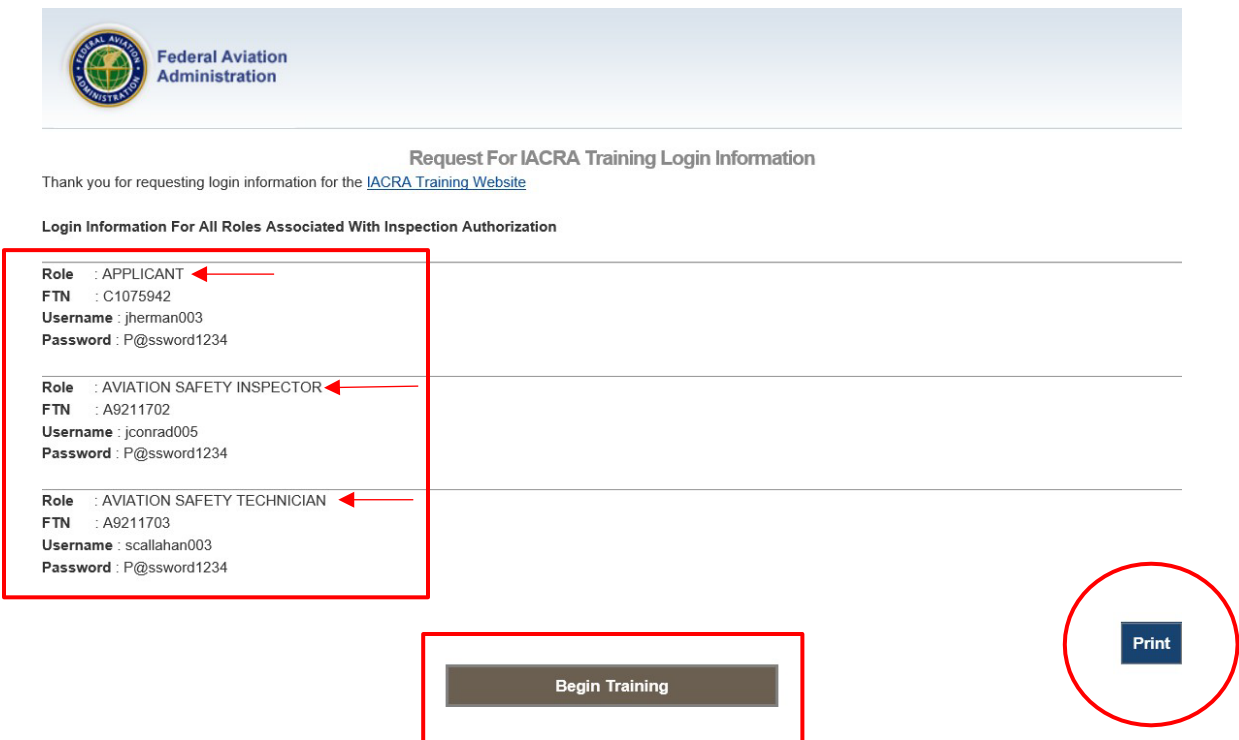


The screenshot shows the Federal Aviation Administration logo and the text "Federal Aviation Administration". Below this is the heading "Request For IACRA Training Login Information". There is a dropdown menu labeled "Training Type" with the selected option "CFR 61/107 (Remote Pilot)". The dropdown menu is circled in red. To the right of the dropdown menu, the text "ATP, Commercial, Private, Recreational, Sport, Student, Flight Instructors, Ground Instructors, Remote applicants" is visible. Below the dropdown menu, there is a note: "Note: After clicking the Request Information button below, your login information will be displayed on the next page." At the bottom, there is a button labeled "Request Login Information".

From the dropdown list, select “Inspection Authorization”. Then, select “Request Login Information” to generate the training usernames and passwords.



The system will generate usernames and passwords for the applicant and the approving officials (both Aviation Safety Inspector and Aviation Safety Technician). Some individuals may want to print this page for ease of use during the training. If so, select the “Print” button in the lower right portion of the page.



Again, IACRA users can follow the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.