

Integrated Airman Certification and Rating Application (IACRA)

Inspection Authorization Renewal User Guide

(March 2025)

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Introduction:

One of the options for the upcoming Inspection Authorization (IA) renewals in March 2025, 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 2023.

- IA renewal applications will open in IACRA on February 18, 2025 but will not be processed until the month of March.
- Section 10 – Recent Issuance now allows the Basis of Issuance to be entered for all users.
- Section 10 – Refresher Course now has each required element as a separate data field.
- Fixed an issue occurring when Oral Test was selected in conjunction with a different Basis of Issuance.

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 layout. On the left is a vertical 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 a central banner with two airplane images and the text "IACRA Integrated Airman Certification and Rating Application (IACRA)". Below the banner is a paragraph describing IACRA as a web-based certification/rating application. Three green boxes contain messages: "New to IACRA? Please read the New User Guide.", "Trouble Viewing Documents? Please make sure your browser allows popups in IACRA.", and "Reminder: Password Reset and Recovery" with a link to "Forgot Username or Password?". Below these is a "What's new in IACRA" section for version 10.6, listing updates effective February 1, 2023, and March 1, 2023. On the right side, there is a login section with fields for Username and Password, a "Forgot Username or Password?" link, and buttons for "Login" or "Register", and "FAA Employee Login" with a "Help" link. 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.

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 is a more detailed screenshot of the IACRA Home page. It includes the FAA logo and "Federal Aviation Administration" text in the top left. The navigation menu is on the left. A yellow banner with a warning icon and "COMING SOON" text is present. Below it is a paragraph about the "INSPECTION AUTHORIZATION RENEWAL in IACRA" and the 10.4.1 release. The central banner and description of IACRA are also visible. The login section on the right is highlighted with a red box, showing the "Username:" and "Password:" fields, the "Forgot Username or Password?" link, and the "Login" or "Register" buttons. Below the login section is the "Need Help?" section with links to the "IACRA Instruction Manual (8.7)", "IACRA Instruction Manual (7.6)", and "Training and Documentation" pages.

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.



Username:

Password:

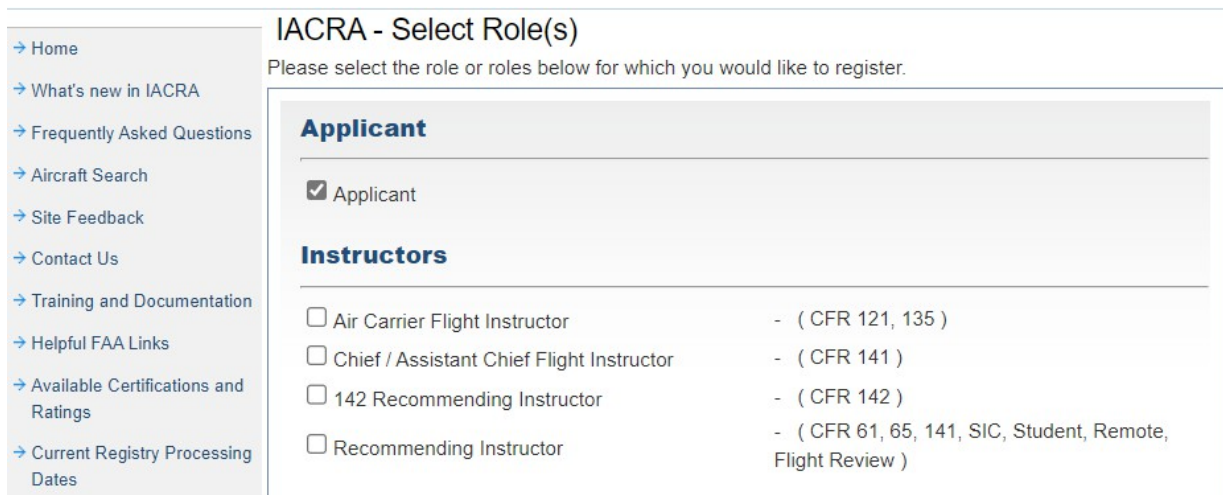
[Forgot Username or Password?](#)

 [Help](#)

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,



IACRA - Select Role(s)
Please select the role or roles below for which you would like to register.

Applicant

Applicant

Instructors

<input type="checkbox"/> Air Carrier Flight Instructor	- (CFR 121, 135)
<input type="checkbox"/> Chief / Assistant Chief Flight Instructor	- (CFR 141)
<input type="checkbox"/> 142 Recommending Instructor	- (CFR 142)
<input type="checkbox"/> Recommending Instructor	- (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.

The screenshot shows a registration form with two main sections. The top section, titled "Security Questions", contains two dropdown menus for "Security Question 1" and "Security Question 2", each with an adjacent "Answer" text input field. The bottom section, titled "User Name / Password", includes fields for "User Name", "Password", and "Confirm Password". Below these fields is a label "Your Unique IACRA Login" followed by a "User Name" input field. At the bottom of this section are "Cancel" and "Register" buttons, with the "Register" button highlighted by a red box. Below the form, a "Privacy Act Statement" link is circled in red. At the very bottom, the text "Privacy Act Statement (5 U.S.C. § 552a, as amended)." is visible.

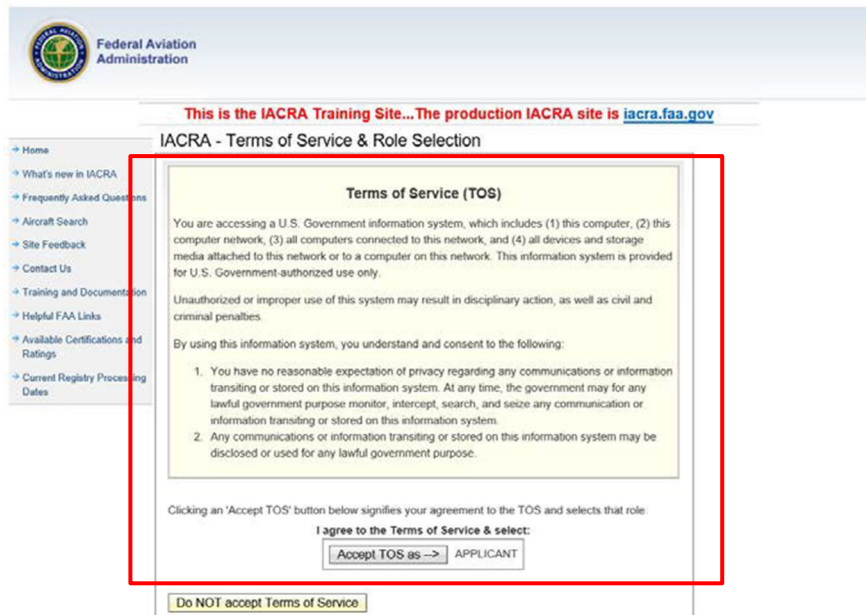
After registering, IACRA will display the applicant’s FTN (FAA Tracking Number). Please write this number down; it will also be emailed to applicant. This number is a unique identifier, and for most application types the applicant must provide it to complete an application.

Section 3: Completing an Inspection Authorization renewal package in IACRA

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

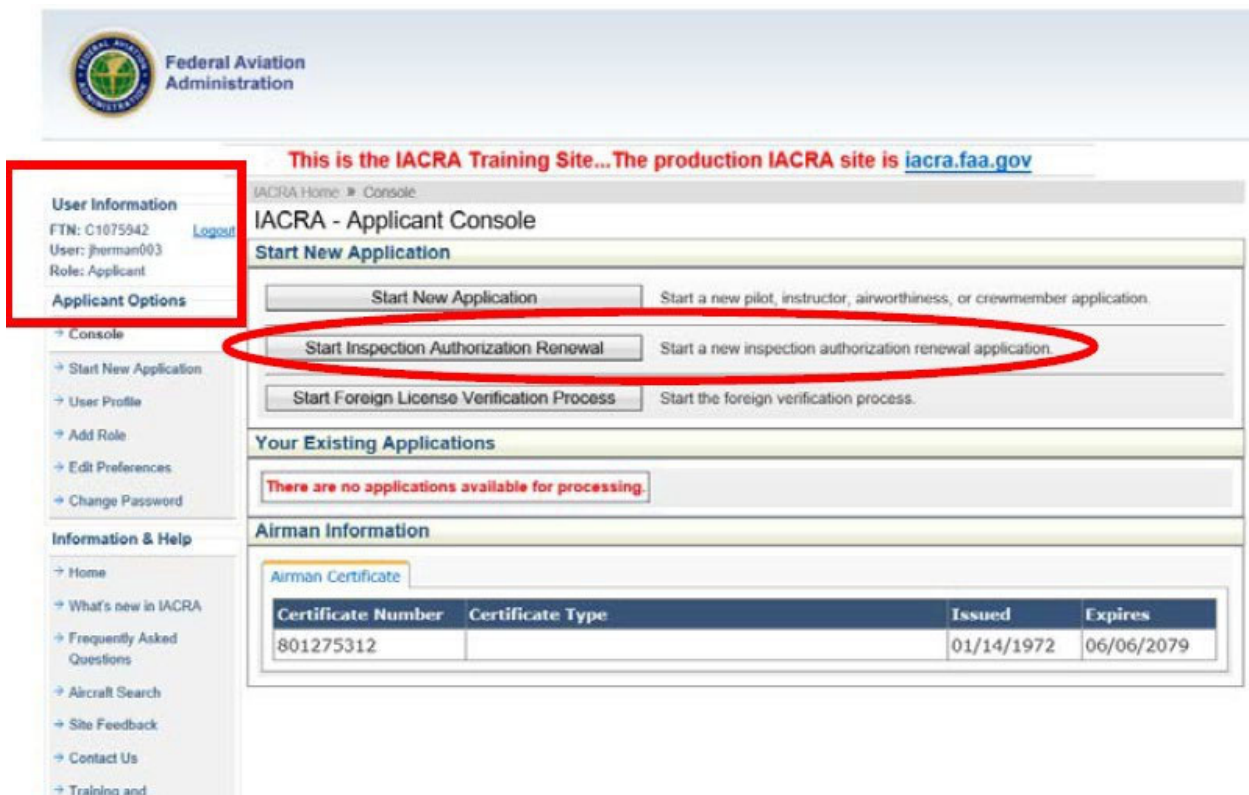
The screenshot shows the IACRA Training Site login page. At the top left is the Federal Aviation Administration logo. A banner reads "This is the IACRA Training Site... The production IACRA site is iacra.faa.gov". Below the banner is the IACRA logo and the text "Integrated Airman Certification and Rating Application (IACRA)". A red box highlights the login fields: "Username:" with the value "jherman003", "Password:" with a masked field, and "Forgot Username or Password?" link. Below these are "Login" and "Register" buttons, and a link for "FAA Employee Login". The page also features a "Need Help?" section with links to manuals and a "What's new in IACRA" section with version information.

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.



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.



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.

TAB 1: The information collected in this section is used to complete blocks 1-4 on FAA Form 8610-1:

The screenshot displays the FAA IACRA interface for the 'Personal Information' section. At the top, the Federal Aviation Administration logo and name are visible, along with 'Log Out', 'Console', and 'Help' links. A navigation bar shows six tabs: '1. Personal Information' (with a green checkmark), '2. Certificate Sought', '3. Supplemental Data', '4. Basis of Renewal', '5. Maintenance Activity', and '6. Summary' (all with red X marks). Below the navigation bar, the path 'Airworthiness > Inspection Authorization' is shown. The main heading reads 'Fill in any missing or incomplete personal information.' The form includes the following fields: Last Name (COOLEY), First Name (JOHN), Middle Name (NMN), and a Suffix dropdown menu. Under the 'Mailing Address:' section, there is a sub-heading 'Enter the address you wish to receive Airworthiness Directives.' followed by Address Line 1 (311 STRAWBERRY FLD.), Address Line 2 (empty), Country (UNITED STATES), City (NORMAN), State (OK), and ZIP Code (73072).

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

TAB 2: 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.

TAB 3: The following screen in the process has two sections.

1. 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.

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

The FSDO / IFO shown above is where your previous IA was processed. It can be updated if necessary.

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

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

The FSDO / IFO shown above is where your previous IA was processed. It can be updated if necessary.

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

**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.

TAB 4: The next screen addresses block 10.

The first being the question regarding recency of IA issuance. If “YES” is selected, enter the date.

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

Path: Airworthiness > Inspection Authorization

Was your previous Inspection Authorization issued within 90 days of March 31st? No Yes

Date of Issuance: 03/02/2025 * Date must be today or in the past.

Enter the # of each type of activity per renewal period.	§65.93(a)(1) ANNUAL INSP.	§65.93(a)(2)		§65.93(a)(3) PROG. INSP.	Refresher Course §65.93(a)(4) Number or Name, Location, Date and Hours ?	
		MAJOR REPAIRS	MAJOR ALTERS.			
					Number/Name: <input type="text"/>	



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.

Enter the # of each type of activity per renewal period.	§65.93(a)(1) ANNUAL INSP.	§65.93(a)(2)		§65.93(a)(3) PROG. INSP.	Refresher Course §65.93(a)(4) Number or Name, Location, Date and Hours ?	
		MAJOR REPAIRS	MAJOR ALTERS.			
FIRST YEAR					Number/Name: <input type="text"/>	
					Location: <input type="text"/>	
					Date: mm/dd/yyyy <input type="text"/>	
					Hours: <input type="text"/>	
SECOND YEAR					Number/Name: <input type="text"/>	
					Location: <input type="text"/>	
					Date: mm/dd/yyyy <input type="text"/>	
					Hours: <input type="text"/>	

Oral test information can be recorded, if applicable.

Oral Test §65.93(a)(5) Enter date tested	
FIRST YEAR	<input type="text"/> 
SECOND YEAR	<input type="text"/> 

Upload Documents

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.

No file chosen

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.

TAB 5: The next screen in the process is where the applicant provides their maintenance activity during the last two-year period.

The screenshot shows the FAA website interface for the Inspection Authorization application. At the top left is the FAA logo and the text "Federal Aviation Administration". On the top right are links for "Log Out", "Console", and "Help". A progress bar below the header shows six steps: 1. Personal Information, 2. Certificate Sought, 3. Supplemental Data, 4. Basis of Renewal, 5. Maintenance Activity (highlighted with a red 'X'), and 6. Summary. Below the progress bar, the path is "Airworthiness > Inspection Authorization". The main content area is titled "Record of Maintenance Activity during last 2 years" and contains a text box with the instruction: "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." Below this text box is a blue link "Add Maintenance Activity...". At the bottom of the main content area are "Previous" and "Next" buttons. The footer contains links for "FAA.gov Home", "Privacy Policy", "Web Policies & Notices", and "Contact Us", along with "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.

The screenshot shows the "Aircraft Maintenance Activity" form. It is divided into two main sections. The first section is titled "From and To Dates for Maintenance Activity" and contains two date input fields: "From:" and "To:". The "To:" field has a "Present" checkbox next to it. The second section is titled "Name/Address of repair station, facility, manufacturer, operator, etc." and contains several input fields: "Name:", "Street Address:", "City:", "State:" (a dropdown menu), "Country:" (a dropdown menu), and "ZIP Code:". Below these fields is a large text area for "Description of Activity:" with a help icon. At the bottom of the form are "Add" and "Cancel" buttons.

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.

[Edit](#)

[Previous](#) [Next](#)

[FAA.gov Home](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Contact Us](#)

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.

TAB 6: The final step in the applicant’s renewal package is the review the Pilot’s Bill of Rights, Privacy Act, Application and then sign the document.

The screenshot shows a progress bar at the top with six steps: 1. Personal Information, 2. Certificate Sought, 3. Supplemental Data, 4. Basis of Renewal, 5. Maintenance Activity, and 6. Summary. Below the progress bar, the path is indicated as "Airworthiness > Inspection Authorization". The main content area contains three sections, each with a red instruction and a button:

- Section 1:** "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".
- Section 2:** "Please click the 'REVIEW PRIVACY ACT' button, below, to review the privacy act." Below this is a button labeled "REVIEW PRIVACY ACT".
- Section 3:** "Applicants are required to review their applications before signing." Below this is the text "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".

When clicking “Review Pilot’s Bill of Rights,” A copy of the Pilot’s Bill of Rights is displayed for review.

The screenshot shows the FAA Form 8610-1, Supplemental Information. At the top left is the FAA logo and the text "U.S. Department of Transportation Federal Aviation Administration". To the right of the logo is the title "FAA Form 8610-1, Mechanic's Application for Inspection Authorization (14 CFR Part 65), Supplemental Information". Below the title is the text "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." Below this is the heading "PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION". The main body of the form contains the following text: "The information you submit on the attached FAA form 8610-1, Mechanic's 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 applicant then selects “Close” to return to the previous screen.

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



TEAR OFF BEFORE USE **SUPPLEMENTAL INFORMATION**

MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION

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, 44708 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 (FOIA/EOPAC #247) (see www.faa.gov/privacy/foia/eopac247/), including:

- (a) Providing basic airman certification and qualification information to the public upon request; examples of basic information include:
 - The type of certificate 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(i);
 - 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 details.

(b) Using contact information to inform airman of meetings and seminars conducted by the FAA regarding aviation safety

(c) Disclosing information to the National Transportation Safety Board (NTSB) in connection with its investigation responsibilities.

(d) Providing information about airman to Federal, State, local and tribal law enforcement agencies when engaged in an official investigation in which an airman is involved.

(e) Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request.

(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).

(g) Making records of effective orders against the certificates of airman available to their employers if the airman used the affected certificates to perform job responsibilities for those employers.

(h) Making airman records available to users of FAA's Safety Performance Analysis System (SPAS), including the Department of Defense Commercial Airfield 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.

(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.

(j) Providing information about airman through the Civil Aviation Registry's Comprehensive Airman Information System to the Department of Health and Human Services, Office of 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 airman to the child support agencies nationwide in enforcing child support obligations, establishing paternity, establishing and modifying support orders and location of children. Records listed within the sections on Categories of Records are released using Centralized Child Support Administration's secure environment.

(k) Making personally identifiable information about airman 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 airman medical certificates.

(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 possible.

(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.

(n) Making records of security-related events published in the Federal Register (see Preliminary 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.

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 average 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. Also: Information Collection Clearance Officer, ASP-110.

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 Generated Copy

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

1. NAME (Last, first, middle initial) **2. MECHANIC IDENTIFICATION No.**

3. MAILING ADDRESS (Home/office/other, list, then street) **4. HOME BASE OF OPERATIONS** **5. TELEPHONE NUMBER** (on office use only)
1234 MAIN STREET
887 AIRPORT BLVD
4055001234

OKLAHOMA CITY OK 73112 OKLAHOMA CITY OK 73112

6. HAVE YOU EVER BEEN ISSUED A CIVIL PENALTY FOR VIOLATION OF FEDERAL AVIATION REGULATIONS (FAR) OR FEDERAL AIRCRAFT REGULATIONS (FAR)? YES NO

7. DO YOU HOLD A CURRENTLY EFFECTIVE MECHANIC CERTIFICATE WITH BOTH PRIME AND POWERPLANT RATINGS, AND HAVE EACH OF THESE RATINGS BEEN IN EFFECT FOR A PERIOD OF AT LEAST 1 YEAR? (See 65.81) YES NO

8. HAVE YOU EVER BEEN REQUESTED TO RE-TEST THE 1 YEAR PERIOD BEFORE THE DATE OF APPLICATION, IN MAINTAINING CERTIFICATED AIRCRAFT IN COMPLIANCE WITH TITLE 14 CFR PART 65.81(b)? YES NO

9. DO YOU HAVE EVER BEEN ISSUED A STOP WORK ORDER, SUSPENSION, OR REVOCATION OF ANY RATED PART OR EQUIPMENT? (See 65.81) YES NO

10. HAVE YOU ATTEMPTED TO REGISTER THIS APPLICATION WITHIN 90 DAYS PREVIOUS TO MAKING THIS APPLICATION? (See 65.81) YES NO

11. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION AND DOCUMENTED YOUR RENEWAL BASIS IN BOOK 20 (FORM 8610-10)? YES NO

12. BASIS FOR RENEWAL BASIS (See Instructions for IACRA Renewal Requirements for Renewal of Inspection Authorization)

<input type="checkbox"/> RECENT ISSUANCE: Date Date of issuance	Enter date any (A) recent issuance expiration of 90 (90) days, refer to Book 20 (Instructions for Renewal of Inspection Authorization)	DATE ISSUED
<input type="checkbox"/> RECENT RENEWAL: Date Date of renewal	Enter date any (A) recent issuance expiration of 90 (90) days, refer to Book 20 (Instructions for Renewal of Inspection Authorization)	DATE ISSUED
<input type="checkbox"/> RECENT RENEWAL: Date Date of renewal	Enter date any (A) recent issuance expiration of 90 (90) days, refer to Book 20 (Instructions for Renewal of Inspection Authorization)	DATE ISSUED
<input type="checkbox"/> RECENT RENEWAL: Date Date of renewal	Enter date any (A) recent issuance expiration of 90 (90) days, refer to Book 20 (Instructions for Renewal of Inspection Authorization)	DATE ISSUED
<input type="checkbox"/> RECENT RENEWAL: Date Date of renewal	Enter date any (A) recent issuance expiration of 90 (90) days, refer to Book 20 (Instructions for Renewal of Inspection Authorization)	DATE ISSUED
<input type="checkbox"/> RECENT RENEWAL: Date Date of renewal	Enter date any (A) recent issuance expiration of 90 (90) days, refer to Book 20 (Instructions for Renewal of Inspection Authorization)	DATE ISSUED

13. IMPORTANT MAINTENANCE ACTIVITY DURING THE LAST 7 YEARS (Include activity on all categories that apply)

DATE (MM/YYYY)	FACILITY (NAME, ADDRESS, CITY, STATE)	DESCRIPTION OF ACTIVITY (Specify with sufficient detail)
FROM: 05/2023	TESTING, TESTING, TESTING, AIR 1234, USA	TESTING
TO: PRESENT		
FROM:		
TO:		
FROM:		
TO:		

14. REMARKS:

15. APPLICANT'S DECLARATION: 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 belief, and that I am a resident of the United States of America, and I am qualified to perform the duties of an FAA certificate holder. I agree to accept the terms, conditions, and restrictions of the Federal Aviation Regulations (FAR) and the Federal Air Regulations (FAR) that apply to my certificate, and I agree to accept the terms, conditions, and restrictions of the Federal Aviation Regulations (FAR) and the Federal Air Regulations (FAR) that apply to my certificate.

Applicant's Signature: _____ Date: _____

16. RECORD OF ACTION

<input type="checkbox"/> ENDORSEMENT (Specify in 16.100)	FAA Signature (Print Name and Sign)	Date (MM/DD/YYYY)	FAA Office/Designation No.
<input type="checkbox"/> RENEWAL	FAA Signature (Print Name and Sign)	Date (MM/DD/YYYY)	FAA Office/Designation No.
<input type="checkbox"/> DISCONTINUED SUBSIDOR			


FAA Form 8610-1 (07-10) SUPERSEDES PREVIOUS EDITION IACRA Expansion Page 1 of 1

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



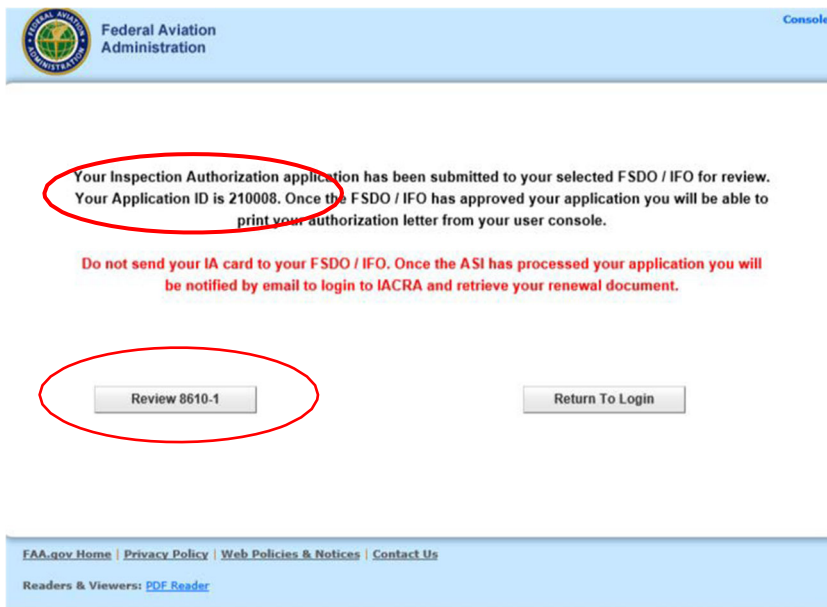
13. APPLICANT'S CERTIFICATION. I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate, rating or inspection authorization to me. I have received the 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.			
Applicant's Signature [Redacted]		Date (MM/DD/YYYY)	
		Click to Sign Cancel	
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.

FAA Form 8610-1 (09/20) SUPERSEDES PREVIOUS EDITION IACRA Equivalent Page 1 of 1
Application ID: 2412348

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.

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



Federal Aviation Administration Console

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.

[Review 8610-1](#) [Return To Login](#)

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Readers & Viewers: PDF Reader

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, it says "This is the IACRA Training Site... The production IACRA site is iacra.faa.gov". The user is logged in as J. Herman. The main area is titled "IACRA - Applicant Console" and contains sections for "Start New Application", "Your Existing Applications", and "Airman Information". In the "Your Existing Applications" table, the row for application 210008 is highlighted, and the "Print Renewal Letter" button is circled in red.

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
210008	02/08/2021	Inspection Authorization > Renewal by Activities, Test or Course	Completed	02/08/2021	View/Print <input type="button" value="Go"/>

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

The screenshot shows a printed document with a header containing "Print", "Close", "Save as Tiff", "View/Print PDF", and "Zoom: 100%". Below the header is the FAA logo and contact information for the Federal Aviation Administration. The letter is dated February 08, 2021, and is addressed to JONATHAN NMN HERMAN at 311 STRAWBERRY FLD, NORMAN OK 73072. The body of the letter informs the recipient that their Inspection Authorization (IA) has been renewed for a two-year period to March 31, 2023, and provides instructions on how to maintain the IA and when to present it for renewal.

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591
1-866-TELL-FAA (1-866-835-5322)

Readers & Viewers
Web Policies

Government Sites
DOT.gov
USA.gov
Regulations.gov
Data.gov

Print Close Save as Tiff View/Print PDF Zoom: 100%

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/fds/.

Sincerely,

JASON NMN CONRAD
Aviation Safety Inspector / Aviation Safety Technician