



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

Flight Standards District Office  
Alabama & Northwest Florida

1500 Urban Center Drive, Ste. 250  
Vestavia Hills, AL 35242

January 28, 2015

Dear Inspection Authorization Holder:

This letter is provided to ensure your application for this year's inspection authorization renewal cycle contains sufficient evidence for your authorization renewal.

14CFR § 65.91 sets forth the eligibility requirements for obtaining an inspection authorization (IA). Among other requirements, an applicant must "have been actively engaged, for at least the two-year period before the date he applies, in maintaining aircraft certificated and maintained in accordance with [FAA regulations]." 14 CFR § 65.93(a) sets forth the eligibility requirements for renewing an IA and incorporates the requirements for obtaining one under 14 CFR § 65.91 (c) (1)-(4). Accordingly, an individual must be actively engaged, for at least the prior two-year period, in maintaining aircraft to be eligible to either obtain or renew an IA.

Current FAA guidance describes actively engaged as having an active role in exercising the privileges of an A&P mechanic certificate in the maintenance of civil aircraft. Applicants who inspect, overhaul, repair, preserve, or replace parts on aircraft, or who supervise (i.e., direct and inspect) those activities, are actively engaged. The FAA may use evidence or documentation provided by the applicant showing inspection, overhaul, repair, preservation, or replacement of parts on aircraft or supervision of these activities.

This evidence or documentation could include records showing performance or supervision of aircraft maintenance, return to service documents, and/or copies of maintenance record entries to determine the type of maintenance activity performed, considering any special expertise required. The quantity of maintenance activity demonstrates if the applicant was actively engaged. **Please note that refresher-training attendance alone does not satisfy those requirements.**

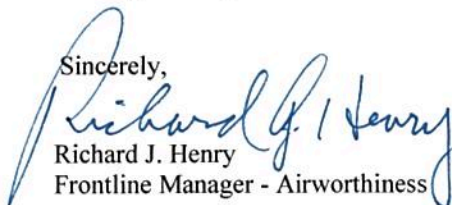
Based upon the guidance it is important that you as an IA holder describe your maintenance activity in block 11 of FAA Form 8610-1 as accurately as possible and with enough information to establish that you have been actively engaged since the last renewal period. You are welcomed and encouraged to use an activity record to supplement your application. FAA Form 8610-1, Pilot Bill of Rights (PBR) with acknowledgment, activity record, and additional resources may be found on the Alabama and Northwest Florida Flight Standards District Office web site at [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/anf/](http://www.faa.gov/about/office_org/field_offices/fsdo/anf/).

Please ensure that your renewal package is postmarked or hand delivered on or before March 31, 2015 and contains the following information:

1. Two (2) complete and signed FAA Form 8610-1 (**required**)
2. Two (2) copies of FAA approved 8-hour refresher course completion certificates, if used
3. Two (2) signed acknowledgment of receipt of PBR written notification (**required**)
4. Two copies renewal evidence (activity form), if used.
5. FAA Form 8310-5, Inspection Authorization Card (**required**)

Thank you and please feel free to contact this office at 205-876-1300 if you have any questions.

Sincerely,



Richard J. Henry  
Frontline Manager - Airworthiness



U.S. Department  
of Transportation  
**Federal Aviation  
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Alabama & Northwest Florida  
Flight Standards District Office

1500 Urban Center Drive, Ste. 250  
Vestavia Hills, AL 35242

## **PILOT'S BILL OF RIGHTS (PBR) WRITTEN NOTIFICATION OF INVESTIGATION**

*The information you submit on the attached **FAA Form 8610-1 Mechanic's Application for Inspection Authorization** will be used by the Administrator of the FAA as part of the basis for issuing an Airman Certificate, rating, or inspection authorization to you under Title 49, United States Code (USC) 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 PBR, 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 61, 63, or 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*
  - *Airmen Certification Branch, AFS760*
    - *P.O. Box 25082*
    - *Oklahoma City, OK 731250082*
- *(If you make a written request for your airman application file, please provide your full name, date of birth, or Airman Certificate number for identification purposes, and also the date of the application.)*

I acknowledge that I received the Pilot's Bill of Rights Written Notification of Investigation at the time of this application.

Airman Certificate No. \_\_\_\_\_

(if applicable)

Applicant's Date of Birth \_\_\_\_\_

DATE: \_\_\_\_\_

MM/DD/YYYY

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To Be Completed by the FAA Inspector/Designated Examiner –

FAA Inspector/Designated Examiner (Print)

FAA Office: \_\_\_\_\_

FAA Inspector/Designated Examiner (Signature)



**TEAR OFF  
BEFORE USE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**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, 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.dot.gov/privacy/privacyactnotices](http://www.dot.gov/privacy/privacyactnotices)), including:

(a) Providing basic airman certification and qualification information to the public upon request; examples of basic information include:

- 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.

(b) Using contact information to inform airmen 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 airmen 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 airmen available to their employers if the airmen use 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 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.

(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 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.

(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 airman medical certification.


(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.

(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) 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.

**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.

No certificate may be issued unless a completed application form has been received (14 CFR 65).

 <b>U.S. DEPARTMENT OF TRANSPORTATION</b> FEDERAL AVIATION ADMINISTRATION		Form Approved: OMB No. 2120-0022 Exp. 09/30/2017		
<b>MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT</b>				
1. NAME (Last, first, middle)		2. MECHANIC CERTIFICATE NO.		
3. MAILING ADDRESS (Number, Street, City, State County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)	4a. FIXED BASE OF OPERATIONS PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK		4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK	
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION?			YES NO	
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs?				
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?				
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.				
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only)				
10. BASIS FOR RENEWAL (Number Performed Per Renewal Period)				
ALTERATIONS		REPAIRS	ANNUAL INSP.	PROGRESSIVE INSP.
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)		FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)		RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE <input type="checkbox"/>
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS				
DATES		NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.		DESCRIPTION OF ACTIVITY
FROM				
TO PRESENT				
FROM				
TO				
FROM				
TO				
12. REMARKS				
13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.				
DATE		SIGNATURE OF APPLICANT		
14. RECORD OF ACTION (For FAA use only)				
<input type="checkbox"/> ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE		OFFICE IDENTIFICATION
<input type="checkbox"/> ISSUANCE	DATE	INSPECTOR'S SIGNATURE		OFFICE IDENTIFICATION
<input type="checkbox"/> RENEWAL				
<input type="checkbox"/> VOLUNTARY SURRENDER				

**INSTRUCTIONS FOR FAA FORM 8610-1**  
**Mechanic's Application for Inspection Authorization**

**Block 1 and 2:** Your name and certificate number as shown on your FAA Mechanic's Certificate.

**Block 3 thru 9:** Self-explanatory.

**Block 10, Basis for Renewal:** Enter the number of individual alterations, repairs, or inspections performed for each activity during the respective year/ renewal period.

Calendar year example of Year/ Renewal Periods:

First Year = April 1, 2009 to March 31st, 2010 (Even year)

Second Renewal = April 1, 2010 to March 31st, 2011 (Odd Year)

**Block 11, Aircraft Maintenance Activity During Last 2 Years:**

For the "Dates": Make entries in descending order.

For the "Description of Activity": Identify work performed. Do not include titles or positions.



**Inspection Authorization Activity  
Record  
Alabama Northwest Florida Flight  
Standards District Office**

**April 1, 2013 through March 31, 2015**

**NAME:** \_\_\_\_\_ **CERTIFICATE#** \_\_\_\_\_

<b>Registration # Make &amp; Model</b>	<b>Registered Owner Including Address</b>	<b>Inspection Performed (*)</b>	<b>Date &amp; Place of Inspection</b>	<b>Results (**)</b>

\* Enter Inspection Performed -

A = Annual  
P = Progressive

MR=Major Repair  
MA=Major Alteration

\*\* Enter Results -

AIRW= Airworthy      UNAIRW= UnAirworthy