

Integrated Airman Certification and Rating Application (IACRA)

Inspection Authorization User Guide

(March 2021)

User Guide Contents:

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Introduction:

One of the options for the upcoming Inspection Authorization (IA) renewals in March 2021, 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. The system will also generate, autofill, and email a renewal letter back to the IA instead of endorsing FAA Form 8310-5.

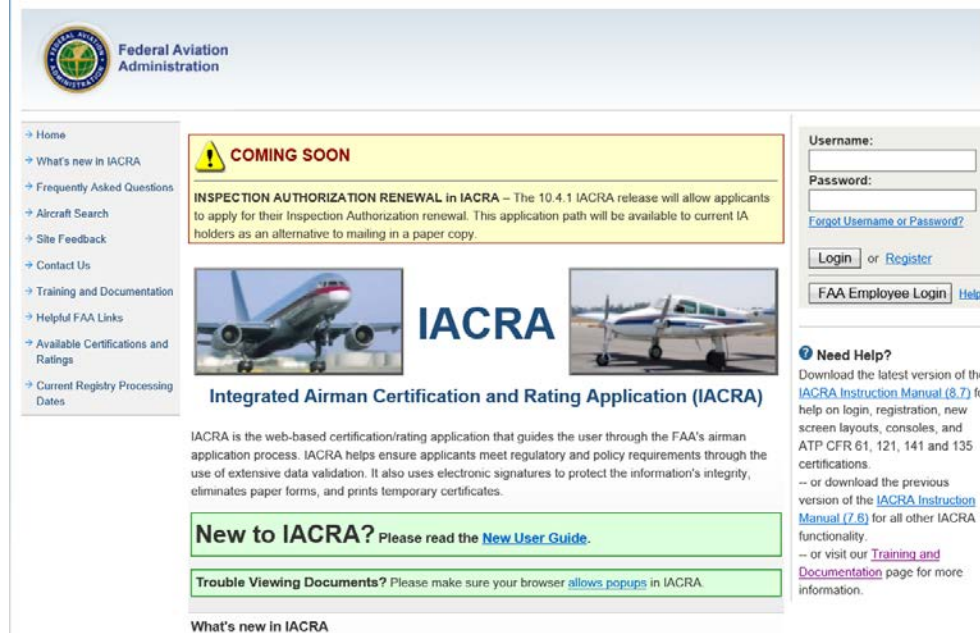
Currently, this functionality is only authorized for IA renewals, but future expansion is expected.

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. The entire application process takes place on the website, including electronic signing of applications, and at the end of the process all the necessary documents will be sent electronically to the Airman Registry.

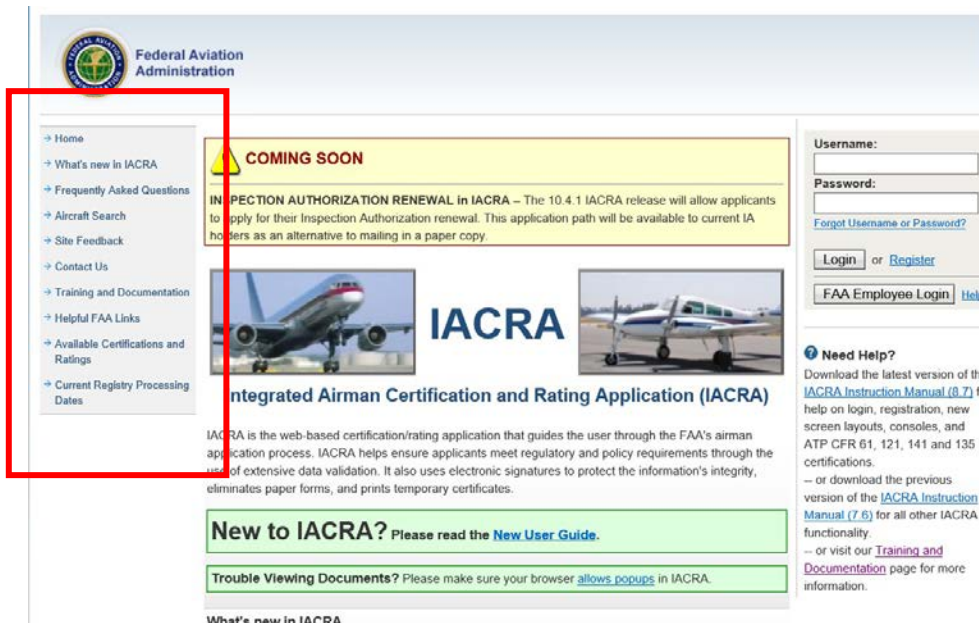
<https://iacra.faa.gov/IACRA/Default.aspx>

This is the IACRA Home page:



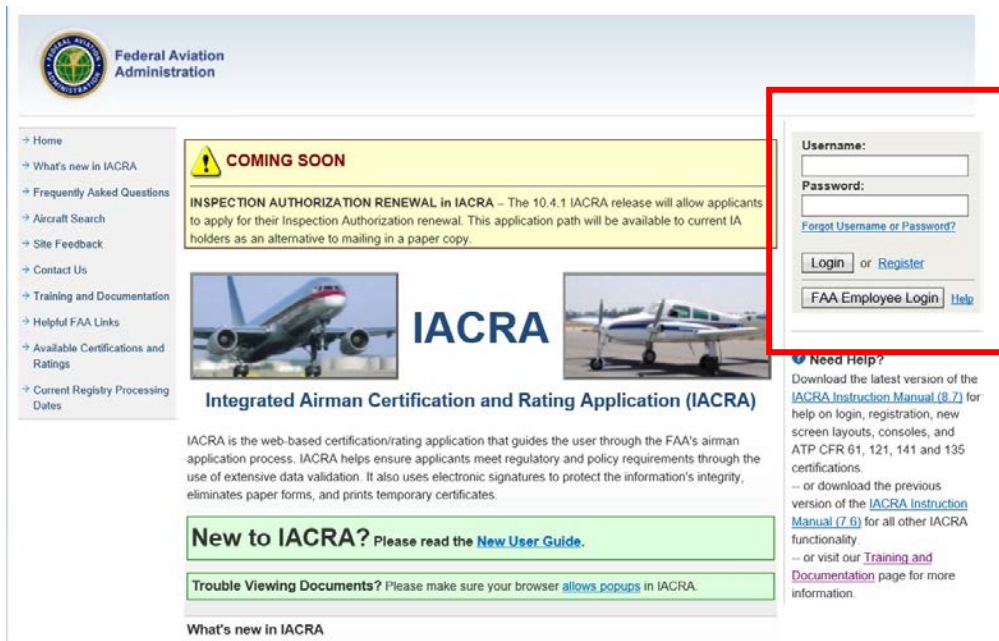
The screenshot shows the IACRA Home page with the Federal Aviation Administration logo at the top left. A navigation menu on the left lists links: Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documentation, Helpful FAA Links, Available Certifications and Ratings, and Current Registry Processing Dates. The main content area features a 'COMING SOON' banner for 'INSPECTION AUTHORIZATION RENEWAL in IACRA'. Below this is a large 'IACRA' logo with the text 'Integrated Airman Certification and Rating Application (IACRA)'. A description of IACRA follows, stating it is a web-based certification/rating application that guides users through the FAA's airman application process. Below the description are two green boxes: 'New to IACRA? Please read the [New User Guide](#).' and 'Trouble Viewing Documents? Please make sure your browser [allows popups](#) in IACRA.' At the bottom left of the main content area is a link for 'What's new in IACRA'. 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', 'Register', 'FAA Employee Login', and 'Help'. Below the login section is a 'Need Help?' section with links to the 'IACRA Instruction Manual (8.7)', 'IACRA Instruction Manual (7.6)', 'Training and Documentation', and 'Documentation' pages.

On the left portion of the site, there are a series of links to other functionality within IACRA:



This screenshot is identical to the one above, but with a red rectangular box highlighting the navigation menu on the left side of the page. The menu includes links to 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.

On the right portion of the site is where the IACRA login section is located:



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.

What's new in IACRA

Username:
Password:
[Forgot Username or Password?](#)
[Login](#) or [Register](#)
[FAA Employee Login](#) [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.



Username:
Password:
[Forgot Username or Password?](#)
[Login](#) or [Register](#)
[FAA Employee Login](#) [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,

The screenshot shows the 'IACRA - Select Role(s)' page from the Federal Aviation Administration. The page title is 'IACRA - Select Role(s)' and the subtitle is 'Please select the role or roles below for which you would like to register.' The page is divided into three main sections: 'Applicant', 'Instructors', and 'Certifying Officers'. The 'Applicant' section is highlighted with a red box and contains a single checkbox labeled 'Applicant'. The 'Instructors' section contains checkboxes for 'Air Carrier Flight Instructor', 'Chief / Assistant Chief Flight Instructor', '142 Recommending Instructor', and 'Recommending Instructor', each with associated CFR references. The 'Certifying Officers' section contains checkboxes for 'Aircrew Program Designee', 'Airman Certification Representative', 'Airman Certification Representative (FIRC only)', 'Aviation Safety Inspector', 'Aviation Safety Technician', 'Designated Examiner', and 'Training Center Evaluator', each with associated CFR references. The 'Admin' section contains a checkbox for 'School Administrator' with associated CFR references. A left sidebar contains links to Home, What's new in IACRA, Frequently Asked Questions, Aircraft Search, Site Feedback, Contact Us, Training and Documents, Helpful FAA Links, Available Certifications and Ratings, and Current Registry Processing Dates.

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

The screenshot shows the 'Terms of Service (TOS)' page. The title is 'Terms of Service (TOS)'. The text states: '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.' The 'Agree to TOS and Continue >>' button is highlighted with a red box.

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.

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

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

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 ?

Answer

Security Question 2 ?

Answer

User Name / Password

Create Your Unique IACRA Login

User Name ?

Password ?

Confirm Password

Your Unique IACRA Login

User Name

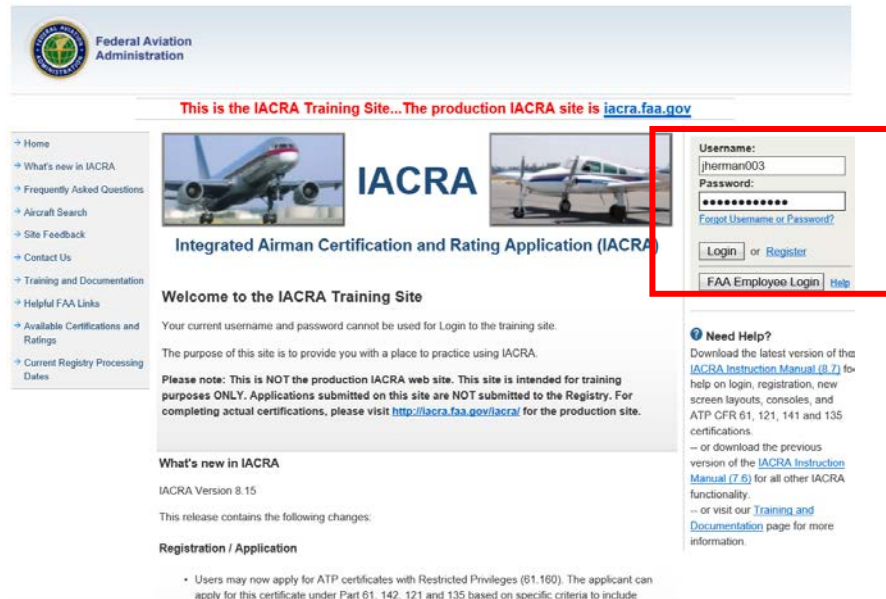
Privacy Act Statement

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

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

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 (81.160). The applicant can apply for this certificate under Part 61, 142, 121 and 135 based on specific criteria to include

Need Help?

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

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

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

Username:

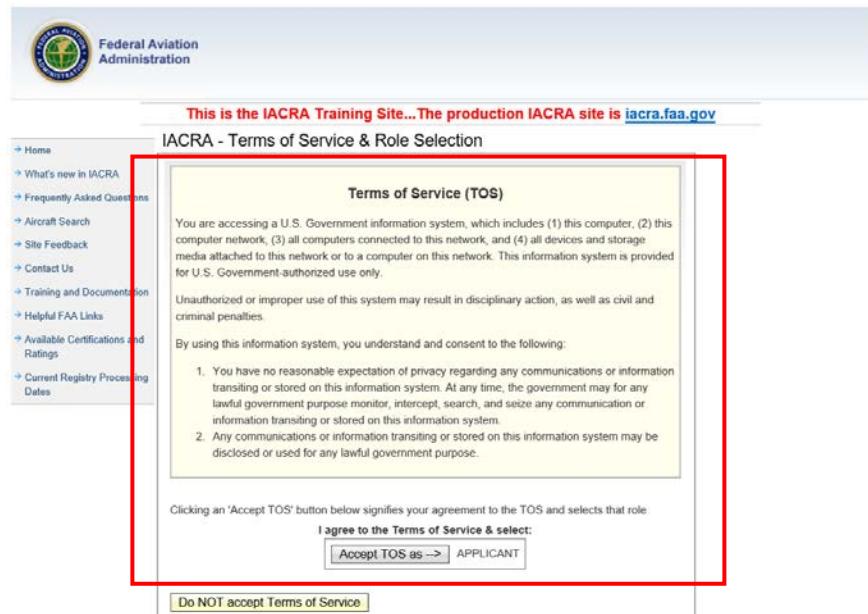
Password:

[Forgot Username or Password?](#)

or

[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 may 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

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

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:

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.

User Information
 FTN: C1075942
 User: jherman003
 Role: Applicant

Applicant Options
 Console
 Start New Application
 User Profile
 Add Role
 Edit Preferences
 Change Password

Information & Help
 Home
 What's new in IACRA
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IACRA Home » Console
IACRA - Applicant Console
Start New Application

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

Start Inspection Authorization Renewal Start a new inspection authorization renewal application.

Start Foreign License Verification Process 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 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.

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

Fill in any missing or incomplete personal information.

Last Name: HERMAN Suffix:

First Name: JONATHAN

Middle Name: NMN

Mailing Address:
 Enter the address you wish to receive Airworthiness Directives.

Address Line 1: 311 STRAWBERRY FLD.

Address Line 2:

Country: UNITED STATES

City: NORMAN

State: OK

ZIP Code: 73072

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

Mailing Address:**Enter the address you wish to receive Airworthiness Directives.**

Address Line 1: *	311 STRAWBERRY FLD.
Address Line 2:	
Country: *	UNITED STATES
City: *	NORMAN
State: *	OK
ZIP Code: *	73072

Fixed Base of Operation:**Place at which you may be located in person during the normal working week.**

Address Line 1: *		* Required Field
Address Line 2:		
Country: *		* Required Field
City: *		* Required Field
State:		
ZIP Code:		

Place at which you may be located by telephone during the normal working week.

Telephone:	800-867-5309
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Next

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

Note: The information collected in these fields is used to complete Blocks 1-4 on the FAA Form 8610-1:

U. S. DEPARTMENT OF TRANSPORTATION FAA FORM 8610-1 (10-10) SUPERSEDES PREVIOUS EDITION		Form Approved: OMB No. 2120-0022 Exp. 12/31/2020	
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT		2. MECHANIC CERTIFICATE NO.	
1. NAME (Last, First, Middle)		4b. FIXED BASE OF OPERATIONS	
3. MAILING ADDRESS (Number, Street, City, State, County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)		4b. TELEPHONE NO.	
4a. PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK		4b. 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 5-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?		☐	☐
10. BASIS FOR RENEWAL (Number Performed Per Renewal Period)			
ALTERATIONS		ANNUAL INSP.	
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period
REPAIRS		PROGRESSIVE INSP.	
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)		RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE	
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)		☐	
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS			
DATES		NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.	
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)			
☐ ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ ISSUANCE	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ RENEWAL			
☐ VOLUNTARY SURRENDER			

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.

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

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

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 next screen has two sections.

The first being the question regarding recency of issuance.

The second section addresses the basis of Inspection Authorization 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.

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

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

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)(4) PROG. INSP.	Course / Seminar \$65.93(a)(4) Number or Name, Location, and Date ?
FIRST YEAR					
SECOND YEAR					

Oral Test \$65.93(a)(5) Date, Time, and FSDO Conducting the Test ?	
FIRST YEAR	
SECOND YEAR	

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.

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

Enter the # of each type of activity per renewal period.	§65.93(a)(1) ANNUAL INSP.	§65.93(a)(2) MAJOR REPAIRS	MAJOR ALTERS.	§65.93(a)(3) PROG. INSP.	Course / Seminar §65.93(a)(4) Number or Name, Location, and Date ?
FIRST YEAR					Lear 35 Training course Dallas, TX 09/30/2020
SECOND YEAR	4				

Oral Test §65.93(a)(5) Date, Time, and FSDO Conducting the Test ?	
FIRST YEAR	
SECOND YEAR	

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 'Browse'. 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.

Browse...
Upload/Save

Training certificate.tif

Please ensure the information on the document is clearly readable.

Remove
View

Previous
Next

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



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

The information collected in this section is used to complete Block 10 on the FAA Form 8610-1. Oral test information, if entered, will be loaded in the "Remarks" section of the FAA Form 8610-1.

No certificate may be issued unless a completed application form has been received (14 CFR 65.91)

U. S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT				Form Approved: OMB No. 2128-0022 Exp. 12/31/2020	
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 Airmail/Direct Mail, 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 ?				☐	☐
10. BASIS FOR RENEWAL (Number Performed For Renewal Period)					
ALTERATIONS		REPAIRS		ANNUAL INSP.	
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)				FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)	
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)					
☐ ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE		OFFICE IDENTIFICATION	
☐ ISSUANCE	DATE	INSPECTOR'S SIGNATURE		OFFICE IDENTIFICATION	
☐ RENEWAL					
☐ VOLUNTARY SURRENDER					

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

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. Basis of Renewal  4. Maintenance Activity  5. Supplemental Data  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](#)

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: ?

After all entries for the two-year period have been made, select “Next”

 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

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	
3/1/2019	2/1/2021	AERO MX 123 AVIATION WAY NORMAN, OK 12345, USA	INSPECTION AND REPAIR OF SINGLE HELICOPTERS AND AIRPLANES	 

The information collected in the section is used to complete Block 11 on the IACRA generated FAA Form 8610-1.

No certificate may be issued unless a completed application form has been received (14 CFR 65.51).

U. S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT		Form Approved: OMB No. 2120-0022 Exp. 12/31/2020	
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 Aircraft/Engine 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 For Renewal Period)			
ALTERATIONS		REPAIRS	
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period
ANNUAL INSP.		PROGRESSIVE INSP.	
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (After Exam Period)		RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE. ☐	
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (After Exam Period)		FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (After Exam Period)	
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)			
☐ ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ ISSUANCE ☐ RENEWAL ☐ VOLUNTARY SURRENDER	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION

FAA FORM 8610-1 (07-03) SUPERSEDES PREVIOUS EDITION

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 screenshot shows the FAA IACRA interface. At the top is the Federal Aviation Administration logo and navigation links (Log Out, Console, Help). Below is a progress bar with six steps: 1. Personal Information, 2. Certificate Sought, 3. Basis of Renewal, 4. Maintenance Activity, 5. Supplemental Data (highlighted with a red 'X'), and 6. Summary. The breadcrumb path is 'Path: Airworthiness > Inspection Authorization'. A blue instruction bar says 'Follow the steps on this screen to enter certificate information.' The form contains: a 'Mechanic Certificate Number' field with the value '801275312'; a 'FSDO / IFO to Process the Renewal' dropdown menu with 'FS00 - WASHINGTON NAT. HQ.' selected; and five questions with radio button answers: '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), and 'HAVE YOU MET THE MINIMUM REQUIREMENTS FOR THE RENEWAL OF INSPECTION AUTHORIZATION? (For Renewal Only)' (Yes/No). At the bottom are 'Previous' and 'Next' buttons.

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

This screenshot is identical to the one above, showing the same FAA IACRA interface and form fields. However, a red rectangular box is drawn around the entire content area of the form, including the questions and the 'Previous'/'Next' buttons at the bottom.

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.

The screenshot shows the FAA IACRA system interface. The top navigation bar includes the FAA logo, "Federal Aviation Administration", and links for "Log Out", "Console", and "Help". Below this is a progress bar with six steps: 1. Personal Information, 2. Certificate Sought, 3. Basis of Renewal, 4. Maintenance Activity, 5. Supplemental Data, and 6. Summary. The current step is 5. Supplemental Data, which is highlighted with a red border. Below the progress bar, the path is shown as "Path: Airworthiness > Inspection Authorization".

The main content area displays the following information:

- Mechanic Certificate Number: 801275312
- FSDO / IFO to Process the Renewal: FS00 - WASHINGTON NAT. HQ.

There are five questions with radio button options:

- 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

At the bottom of the form are "Previous" and "Next" buttons. A red box highlights a message:

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.

The screenshot shows the same FAA IACRA system interface as the previous one, but with the "Next" button highlighted with a red circle. The progress bar now shows that step 5. Supplemental Data is completed, and step 6. Summary is the current step. The path remains "Path: Airworthiness > Inspection Authorization".

The main content area displays the same information as the previous screenshot:

- Mechanic Certificate Number: 801275312
- FSDO / IFO to Process the Renewal: FS00 - WASHINGTON NAT. HQ.

There are five questions with radio button options:

- 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

At the bottom of the form are "Previous" and "Next" buttons. The "Next" button is highlighted with a red circle.

The information collected in this section will complete Blocks 5-9 on the IACRA FAA Form 8610-1

No certificate may be issued unless a completed application form has been received (14 CFR 65.51)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT

Form Approved: OMB No. 2120-0022 Exp. 12/31/2026

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 Direction, 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 For Renewal Period)

ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)

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)

☐ ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ ISSUANCE	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐ RENEWAL			
☐ VOLUNTARY SURRENDER			

FAA Form 8610-1 (27-10) SUPERSEDES PREVIOUS EDITION

The final step in the applicant's renewal package is the review and signing of a series of documents. The first is the Pilot's Bill of Rights. The applicant will select the "View Pilot's Bill of Rights" button.

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

Please click the "SIGN PBR ACKNOWLEDGEMENT" button, below, to sign the Pilot's Bill of Rights Acknowledgement.

VIEW PILOT'S BILL OF RIGHTS SIGN PBR ACKNOWLEDGEMENT

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 the statements by me on this application are true.

REVIEW APPLICATION SIGN AND SUBMIT

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Readers & Viewers: PDF Reader

A copy of the Pilot's Bill of Rights will be displayed for review. The applicant then selects "Close" to return to the previous screen.



Written Notification to an Airman Applicant

PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION

The information you submit on the attached FAA Form 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 (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 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) parts 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, AFS-760
P.O. Box 25082
Oklahoma City, OK 73125-0082

(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 application.)

The applicant will then select "Sign the Pilot's Bill of Rights" button.

The screen will display a document acknowledging receipt of the Pilot's Bill of Rights. The applicant then selects "Click here to Sign".

**ACKNOWLEDGMENT OF RECEIPT OF
PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION**

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

JONATHAN NMN HERMAN 801275312 6/15/1981
Print Name of Applicant Certificate Number Date of Birth

Inspection Authorization > Renewal by Activities, Test or Course
Purpose of Application

JONATHAN NMN HERMAN [Click to Sign](#) [Cancel](#) DATE
Signature of Applicant MM/DD/YYYY
(Applicant is not required to sign)

Print Name of Designee Designee's Airman
Certificate Number

Signature of Designee DATE
MM/DD/YYYY

(Designee's signature signifies the applicant received a written copy of the Pilot's Bill of Rights Notification)

The applicant is then returned to the previous screen. The applicant now must review the Privacy Act. The applicant selects "Review Privacy Act" button.

 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

Please click the "SIGN PBR ACKNOWLEDGEMENT" button, below, to sign the Pilot's Bill of Rights Acknowledgement.

[VIEW PILOT'S BILL OF RIGHTS](#) [SIGN PBR ACKNOWLEDGEMENT](#)

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 the statements by me on this application are true.

[REVIEW APPLICATION](#) [SIGN AND SUBMIT](#)

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Readers & Viewers: [PDF Reader](#)

A copy of the Privacy Act will be 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		
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/privacyact/notice), including: (g) 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. (h) Using contact information to inform airmen of meetings and seminars conducted by the FAA regarding aviation safety. (i) Disclosing information to the National Transportation Safety Board (NTSB) in connection with its investigation responsibilities. (j) 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. (k) Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request. (l) 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). (m) 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. (n) 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. (o) 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) 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. (q) 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. (r) 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. (s) 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. (t) 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.		

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

 **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

Please click the "SIGN PBR ACKNOWLEDGEMENT" button, below, to sign the Pilot's Bill of Rights Acknowledgement.

[VIEW PILOT'S BILL OF RIGHTS](#) [SIGN PBR ACKNOWLEDGEMENT](#)

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 the statements by me on this application are true.

[REVIEW APPLICATION](#) [SIGN AND SUBMIT](#)

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Readers & Viewers: [PDF Reader](#)

The copy of the IACRA auto generated completed FAA Form 8610-1 is displayed. The applicant reviews for application for accuracy. Then selects “Close” to return to the previous page.

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

Note: For printing, please click the "View/Print PDF" button.

IACRA Generated Copy

No certificate may be issued unless a completed application form has been received (14 CFR 60).

U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT

Form Approved: OMB No. 2120-0022 Exp. 12/31/2020

1. NAME (Last, First, Middle)
HERMAN, JONATHAN NMN

2. MECHANIC CERTIFICATE NO.
801275312

3. MAILING ADDRESS (Number, Street, City, State, County, Zip Code) (Place at which you desire to receive correspondence (Directives, etc.)
311 STRAWBERRY FLD.
NORMAN OK 73072

4a. FIXED BASE OF OPERATIONS
PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK
311 STRAWBERRY FLD.
NORMAN OK 73072

4b. TELEPHONE NO.
PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK
800-867-5309

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 ? YES ☒ NO ☐

7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ? YES ☐ NO ☒

8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS. YES ☐ NO ☒

9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only) YES ☒ NO ☐

10. BASIS FOR RENEWAL (Number Performed For Renewal Period)

ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	
					4			☐

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)
LEAR 35 TRAINING COURSE, DALLAS, TX 09/30/2020

FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)

11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS

DATES	NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.	DESCRIPTION OF ACTIVITY
FROM 3/1/2019 TO 2/1/2021	AERO MX, 123 AVIATION WAY, NORMAN, OK 12345, USA	INSPECTION AND REPAIR OF SINGLE HELICOPTERS AND AIRPLANES
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
JONATHAN NMN HERMAN

14. RECORD OF ACTION (For FAA use only)

ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE	OFFICE IDENTIFICATION
☐			

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.

 **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

Please click the “SIGN PBR ACKNOWLEDGEMENT” button, below, to sign the Pilot’s Bill of Rights Acknowledgement.

[VIEW PILOT’S BILL OF RIGHTS](#) [SIGN PBR ACKNOWLEDGEMENT](#)

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 the statements by me on this application are true.

[REVIEW APPLICATION](#) [SIGN AND SUBMIT](#)

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Readers & Viewers: [PDF Reader](#)

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

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

U. S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION				Form Approved: OMB No. 2120-0022 Exp. 12/31/2020	
MECHANIC’S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT					
1. NAME (Last, First, Middle) HERMAN, JONATHAN NMN			2. MECHANIC CERTIFICATE NO. 801275312		
3. MAILING ADDRESS (Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.) 311 STRAWBERRY FLD. NORMAN OK 73072			4a. FIXED BASE OF OPERATIONS PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK 311 STRAWBERRY FLD. NORMAN OK 73072		4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK 800-867-5309
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 Per Renewal Period)					
ALTERATIONS		REPAIRS		ANNUAL INSP.	PROGRESSIVE INSP.
First Year Period	Second Renewal Period	First Year Period	Second Renewal Period	First Year Period	Second Renewal Period
				4	
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period) LEAR 35 TRAINING COURSE; DALLAS, TX 09/30/2020				FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)	
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS					
DATES		NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.		DESCRIPTION OF ACTIVITY	
FROM	3/1/2019	AERO MX; 123 AVIATION WAY; NORMAN, OK 12345, USA		INSPECTION AND REPAIR OF SINGLE HELICOPTERS AND AIRPLANES	
TO	2/1/2021				
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 JONATHAN NMN HERMAN			
		Click to Sign Cancel			
14. RECORD OF ACTION (For FAA use only)					
☐ ENDORSEMENT	DATE	INSPECTOR’S SIGNATURE			OFFICE IDENTIFICATION
☐ ISSUANCE	DATE	INSPECTOR’S SIGNATURE			OFFICE IDENTIFICATION
☒ RENEWAL					
☐ VOLUNTARY SURRENDER					

FAA Form 8610-1 (14 CFR 65.101-1) IACRA Equivalent Application ID: 210008

After signing the application, the applicant is returned to a screen indicating the renewal package has been submitted to the FAA Office identified. The applicant is also provided an Application ID for tracking purposes. The applicant is also reminded NOT to send their IA card (FAA Form 8310-5) to the office and that a renewal letter will be available in IACRA after the FAA office has processed 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 top of the FAA IACRA console. The header includes the FAA logo and the text 'Federal Aviation Administration' and 'Console'. 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' and 'Return To Login'. The 'Review 8610-1' button is circled in red. At the bottom of the page, 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.

The screenshot shows the bottom portion of the FAA Form 8610-1. The form is divided into several sections. The '12. REMARKS' section is empty. The '13. CERTIFICATION' section contains the text: 'I certify that the statements made above and in all attachments hereto are correct and true.' Below this, the 'DATE' is '02/08/2021 12:04:34 PM' and the 'SIGNATURE OF APPLICANT' is 'JONATHAN NMN HERMAN E-SIGN'. The '14. RECORD OF ACTION' section is also empty. The '15. ENDORSEMENT' section contains the text: 'ENDORSEMENT' and 'DATE'. The '16. ISSUANCE' section contains the text: 'ISSUANCE' and 'DATE'. The '17. INSPECTOR'S SIGNATURE' section contains the text: 'INSPECTOR'S SIGNATURE' and 'OFFICE IDENTIFICATION'. The '18. OFFICE IDENTIFICATION' section contains the text: 'OFFICE IDENTIFICATION'.

As soon as the FAA 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. The left sidebar contains navigation links for User Information, Applicant Options, and Information & Help. The main content area displays the 'IACRA - Applicant Console' with options to 'Start New Application', 'Start Inspection Authorization Renewal', and 'Start Foreign License Verification Process'. Below these, the 'Your Existing Applications' table lists an application with ID 210008, start date 02/08/2021, and status 'Completed'. The 'Certificate Type' column for this application is circled in red, and the 'Print Renewal Letter' button is highlighted. The 'Airman Information' section shows the airman's certificate number 801275312, issued on 01/14/1972, and expires on 06/06/2079.

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 Go

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

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

The screenshot shows the document header with a row of buttons: 'Print', 'Close', 'Save as Tiff', 'View/Print PDF', and 'Zoom: 100%'. The 'View/Print PDF' 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
800 Independence Avenue, SW
Washington, DC 20591
1-866-TELL-FAA (1-866-835-5322)

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,

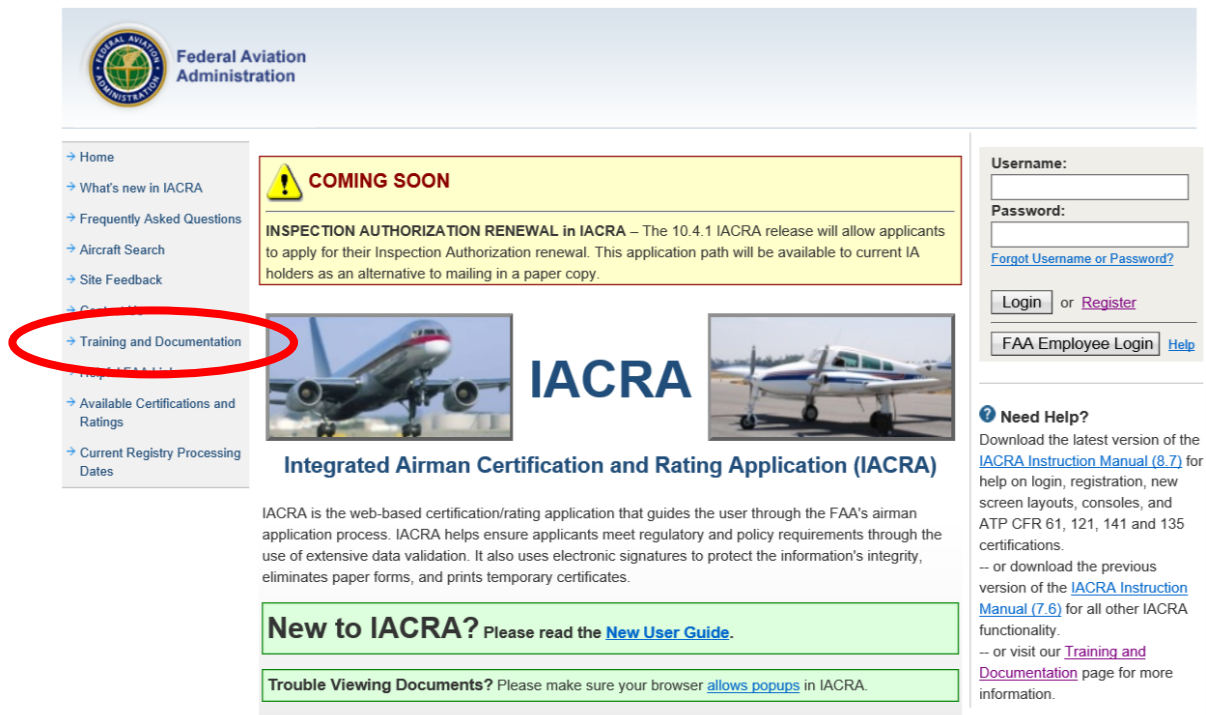
JASON NMN CONRAD
Aviation Safety Inspector / Aviation Safety Technician

Section 4: IACRA Training site

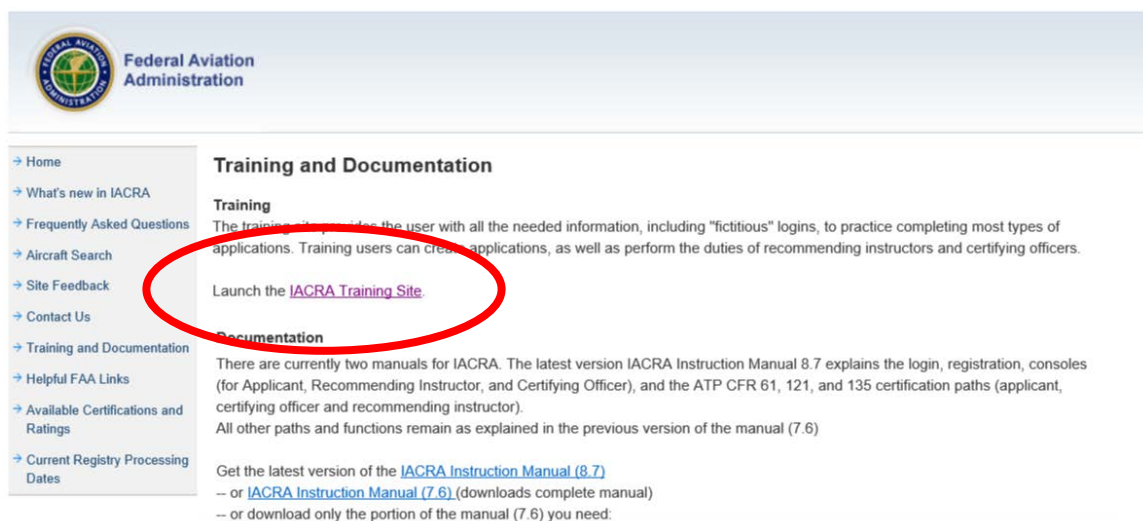
IACRA Training site.

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 recommending instructors and certifying officers. Applicants can utilize the steps outlined in the earlier sections of this User Guide to help familiarize themselves with the IACRA functionality.

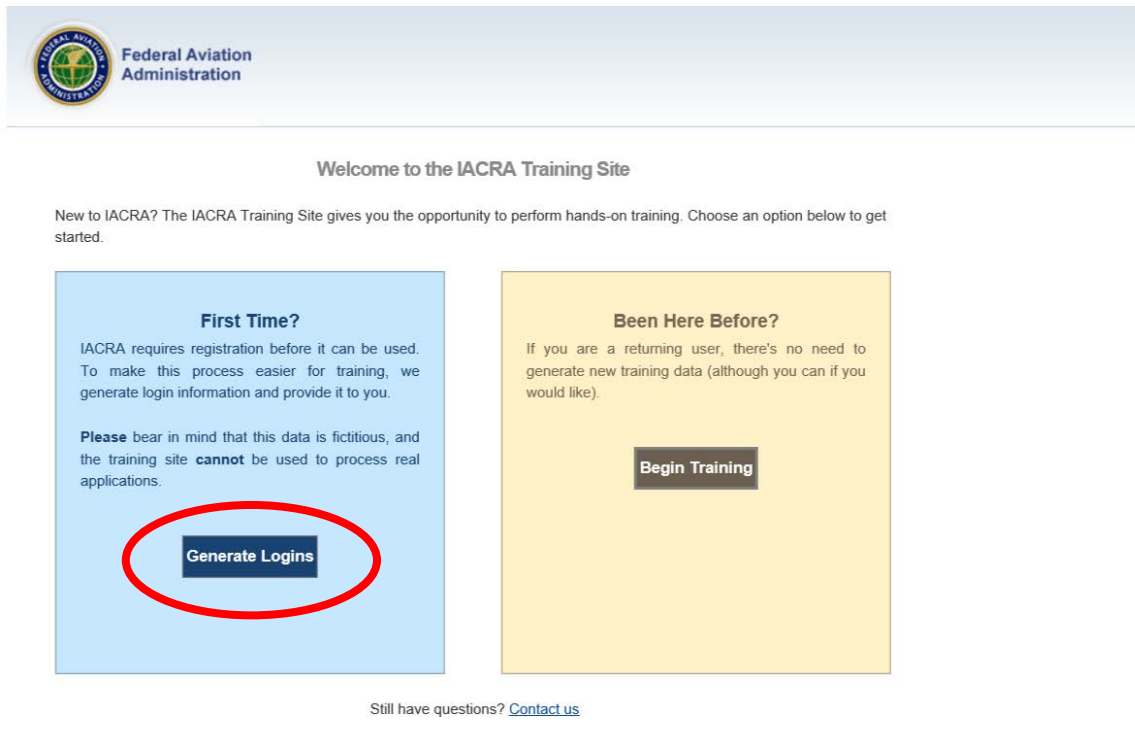
To access the IACRA Training site from the Home page, select "Training and Documentation".



Select the "IACRA Training site" link.

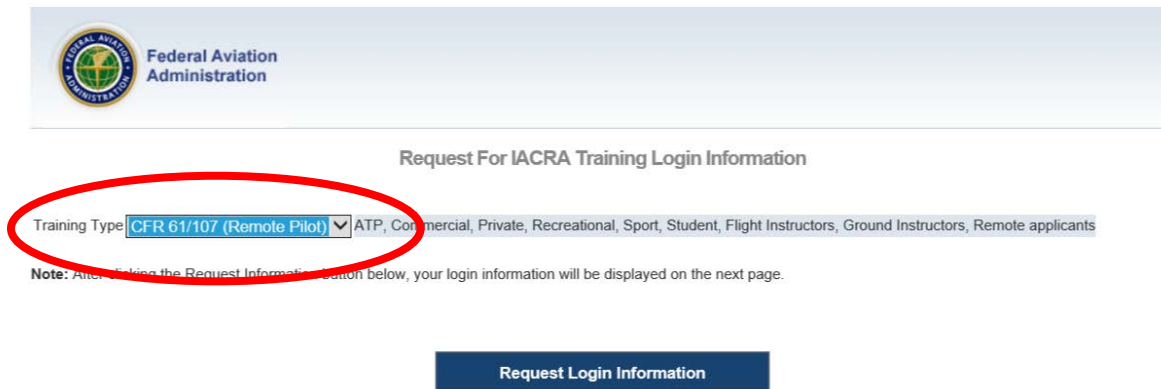


If you are new to the training site, you'll need "training" user names and passwords. Select the "Generate Logins" link under "First Time". If you are returning user and already have training site usernames and passwords, you can select "Begin Training" under "Been Here Before?"



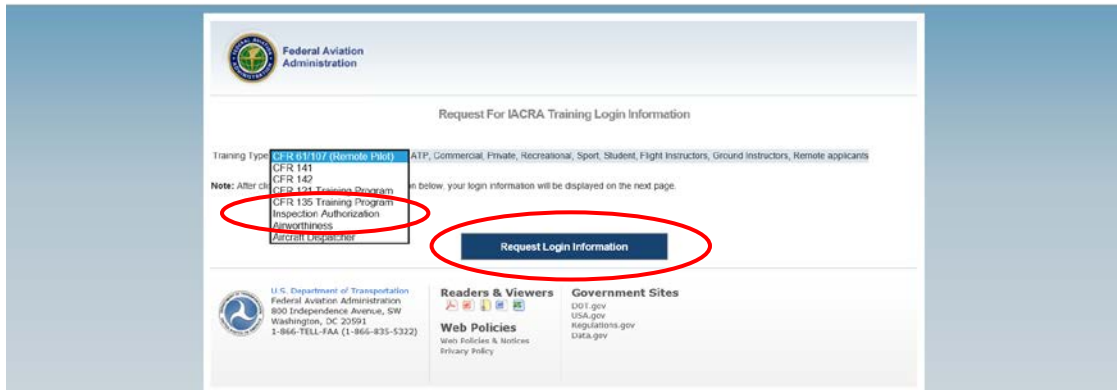
The screenshot shows the 'Welcome to the IACRA Training Site' page. At the top is the Federal Aviation Administration logo. Below the header, the text reads: 'Welcome to the IACRA Training Site' and 'New to IACRA? The IACRA Training Site gives you the opportunity to perform hands-on training. Choose an option below to get started.' There are two main sections: 'First Time?' (blue background) and 'Been Here Before?' (yellow background). The 'First Time?' section contains text about registration and a 'Generate Logins' button, which is circled in red. The 'Been Here Before?' section contains text about returning users and a 'Begin Training' button. 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.

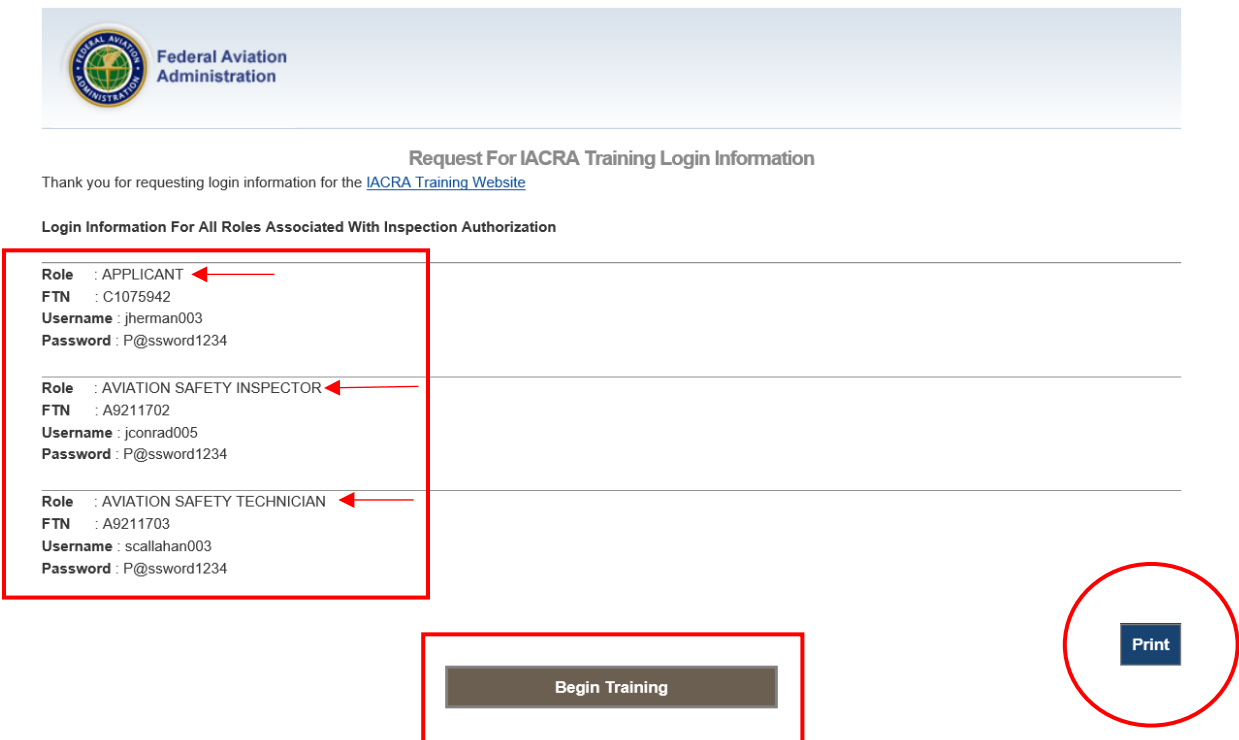


The screenshot shows the 'Request For IACRA Training Login Information' page. At the top is the Federal Aviation Administration logo. Below the header, the text reads: 'Request For IACRA Training Login Information'. There is a dropdown menu for 'Training Type' with 'CFR 61/107 (Remote Pilot)' selected, which is circled in red. Below the dropdown, the text reads: 'ATP, Commercial, Private, Recreational, Sport, Student, Flight Instructors, Ground Instructors, Remote applicants'. A note states: 'Note: After clicking the Request Information button below, your login information will be displayed on the next page.' At the bottom, there is a 'Request Login Information' button.

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.



Request For IACRA Training Login Information

Thank you for requesting login information for the [IACRA Training Website](#)

Login Information For All Roles Associated With Inspection Authorization

Role : APPLICANT	←
FTN : C1075942	
Username : jherman003	
Password : P@ssword1234	
Role : AVIATION SAFETY INSPECTOR	←
FTN : A9211702	
Username : jconrad005	
Password : P@ssword1234	
Role : AVIATION SAFETY TECHNICIAN	←
FTN : A9211703	
Username : scallahan003	
Password : P@ssword1234	

Begin Training

Print

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