

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**



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- Federal Aviation Administration -  
Integrated Airman Certification and/or Rating Application  
(IACRA)  
Instruction Manual

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**Version 7.5  
April 2010**

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### Revision Log

| Revision Date | Revised By      | Comment   |
|---------------|-----------------|---|
| 12/15/09      | Hartley Powell  | Modified to version 6. Added 135 paths.               |
| 11/13/07      | Brian Sanderson | Modified to version 5                                 |
| 11/19/07      | Brian Sanderson | Added Air Agency Administration Section               |
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### Approval Log

| Approval Date | Approved By | Comment |
|---------------|-------------|---------|
|               |             |         |
|               |             |         |

## 1. Welcome

Welcome to IACRA – a next generation web-based airman certification tool based on the popular ACRA software. IACRA allows you to register and work on airman certification applications from anywhere you have a computer with an Internet connection.

The purpose of this document is to provide initial getting started instructions to register, log-in, and complete an airman application. It will also provide guidance on what information is required for registration of certain roles.

## 2. A Next Generation Tool

ACRA was a stand-alone application that used an Access database. IACRA is a web-based system. You don't have to install or download any software to access the application. This web-based version has several advantages over the original ACRA, such as:

- You can access it anywhere you have an Internet connection (with Internet Explorer v 6.0 and higher or Firefox v 3.0 and higher).
- A single FAA tracking number (FTN) that is permanently assigned to each airman.
- Your input data is validated to reduce potential errors.
- Your data is captured, wrapped, and archived. Then, a required digital signature is applied to ensure the certification data is not changed from time of signature.
- Future feature includes improved accuracy and filing time for PTRS 1563, 3529, and 5529.

## 3. IACRA Roles

IACRA uses “roles” to determine the level of access a person has to the system. It validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and registers the information is verified against various FAA databases in order to determine currency. The breakdown of roles in IACRA appears in **Table 1**.

| <b>Role</b>  | <b>Description</b>  |
|--|---|
| Applicant  | Any person applying for an airman certification   |
| Recommending Instructor (RI)                                       | Any person who is authorized to instruct applicants and considers them ready to take a practical test   |
| Designated Examiner (DE)   | Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical test.   |
| Aviation Safety Inspector (ASI) / Aviation Safety Technician (AST) | FAA personnel who are authorized to issue specific airman certificates  |
| School Administrators  | 14 CFR part 141 school /14 CFR part 142 training center representatives authorized to complete part of student application in IACRA. This person can complete all sections of the application that student applicants can complete. The School Administrator cannot fill out the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student. |
| Chief Flight Instructors / Assistant Chief Flight Instructor       | Any person who instructs applicants and authorizes them to take a practical test. Does not include those instructors who are neither Chief Flight Instructors or Assistant Chief Flight Instructors.  |
| Airman Certification Representative (ACR)                          | Any person authorized by the Administrator to issue specific airman certificates  |
| Training Center Evaluator (TCE)                                    | A part 142 training center representative authorized by the Administrator to instruct applicants, perform evaluations, and issue specific airman certificates   |
| Flight Instructor Renewal Examiner (FIRE)                          | A Designated Examiner who can renew a Flight Instructors Certificate through Renewal by Activities and Renewal by FIRC.   |
| Aircrew Program Designee   | An Aircrew Program Designee (APD) is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's Federal Aviation Administration (FAA)—approved training program   |
| 142 Recommending Instructor  | The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.   |
| Second-in-command Administrative Officer                           | In lieu of a trainer, a qualified management official within the trainer's organization that can sign the applicant's training records or logbook and make the required endorsement.  |

**Table 1: Roles used in IACRA.**

## 4. Pre-Registration Data Requirements

This section pertains only to part 141 flight schools / part 142 training centers. If this does not apply to you, please skip to section 6, *Process Overview*.

### 4.1 Part 141 / part 142 Pre-Registration Data Identifier Requirements

If you are a registering in IACRA for part 141 flight schools / part 142 training centers, you are required to have the following information available in order to complete the IACRA registration process. If you are missing any piece of the required information, please contact your local Flight Standards District Office (FSDO).

- Airman Certificate and Date of Issuance
- School Certificate Number
- School Designation Code (This is a 4 digit alphanumeric code, usually the first four characters of your certificate number)
- If you are an ACR or TCE, a Designee Number is required

**IMPORTANT Note to Chief / Assistant Chief Flight Instructors:** It is highly recommended you contact your local FSDO and check to ascertain how you are listed in the National Vitals Information System (NVIS) before proceeding. IACRA uses NVIS to read your existing credentials. Any difference in nomenclature may result in a registration delay.

### 4.2 Pre-Registration Activities for part 141 Flight School / part 142 Training Center Representatives

If you are a school administrator, Chief Flight Instructor, Airman Certification Representative (ACR), or Training Center Evaluator (TCE), you must associate yourself with your primary school or training center during the registration process before you can log into and use IACRA.

**Note:** For supplemental part 141 flight school / part 142 training center information and general Frequently Asked Questions (FAQ) regarding IACRA, see *Appendix A* in the back of this document or visit the IACRA Web site at <http://iacra.faa.gov/iacra/faq.aspx>.

## 5. Tips for IACRA Applicants

IACRA provides the ability to electronically fill out the FAA form 8710-1, FAA form 8710-11, FAA form 8400-3, FAA form 8610-1 and FAA form 8610-2. During the registration process, it is critical that you record, in writing, the FAA Tracking Number (FTN) that will be assigned to you. IACRA uses the FTN to identify an individual and you must provide that number throughout the airman certification process.

### 5.1 General

Additionally, keep in mind the following tips as you use IACRA:

- If appropriate, have your flight times calculated and ready before starting an application.
- Have your current certificate in front of you while filling in the application. This will help you remember to list your entire certificate held information when prompted by IACRA.
- Read the instructions that appear on each screen.
- Before clicking a link, read the link text carefully. This may prevent you from spending time linking to screens you do not need to visit.
- If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all popup screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
- If reading the help file does not answer your question, then you can call AVS Support Central for help with your issue (see Section 8, *Contacting the National AVS IT Service Desk*, later in this document).

## 5.2 Deleting an application

The applicant has the ability to delete non-submitted application from the Retrieve Application page by clicking on the trashcan icon in the Delete column.

Start a new application  
 Retrieve a current application  
**Select an application from the grid below**

| Click Button to Select Row | FTN      | Last Name   | First Name | Middle Name | Certificate Type    | ApplicationID | Application Date | Delete  |
|----------------------------|----------|-------------|------------|-------------|---------------------|---------------|------------------|---|
| Select                     | C9901933 | PILOT PILOT | TEST       | NMNM        | SPORT PILOT         | 27357         | 12/14/2009       |  |
| Select                     | C9901933 | PILOT PILOT | TEST       | NMNM        | REPAIRMAN           | 27356         | 12/14/2009       |  |
| Select                     | C9901933 | PILOT PILOT | TEST       | NMNM        | AIRCRAFT DISPATCHER | 27354         | 12/14/2009       |  |
| Select                     | C9901933 | PILOT PILOT | TEST       | NMNM        | REISSUE             | 27349         | 12/10/2009       |  |
| Select                     | C9901933 | PILOT PILOT | TEST       | NMNM        | FLIGHT INSTRUCTOR   | 27347         | 12/10/2009       |  |

... 6 7 8 9 10 ...

**Click the Retrieve Application Button to continue.**

## 6. Process Overview

Please read carefully the process steps that follow. Depending upon your role, the process varies slightly.

1. **Retrieve your airman certificate** and have it available during the registration process, as you will be required to enter the information exactly as it appears on the certificate.
2. **Start** by opening Internet Explorer (version 6.0 and higher) or Firefox browser (version 3.0 and higher) and browse to <http://iacra.faa.gov/iacra/> to access the IACRA site.
3. **Choose the Role and Register.**

4. Once you have registered and have your login information, an FAA Tracking Number (FTN) is assigned to you. The FTN is a permanent and unique airman number. ***Please record and keep your FTN Number as it will be needed for future use in completing this application.***
5. If you are not a school administrator, proceed to step 6. Otherwise, if you are a school administrator, you must be validated by an ACR or TCE using IACRA or by calling AVS Support Central (see Section 8, *Contacting the National AVS IT Service Desk*, later in this document) prior to logging in.
6. **Login.** Login to IACRA using the name and password you created, and the FTN assigned to you during the Registration process.
7. Follow the on-screen instructions for your role. **Each role type has unique tasks.**
8. **Check and re-check all of the information entered** before you digitally sign/submit the application. Once the application has been signed, ***you will not be able to correct previously entered data.***
9. The **Result** of this process is that the successful applicant is issued a results document that can be printed while the application is electronically sent to the Airman Registry to be processed. The results document can be a Notice of Disapproval, Letter of Discontinuance, or a Temporary Certificate.

## 7. Online Help

For additional help while using the IACRA certification module, contextual help is always available for the page on which you are currently working. Simply click the **Help** link in the upper right corner of the application in your web browser. **Note:** Make sure you have any pop-up blocking software disabled.

## 8. Contacting the National AVS IT Service Help Desk

The National AVS IT Service Desk aids users when they have support issues with IACRA. The following information outlines AVS Support Central daily operations:

- **Hours of operations are:** 24 hours a day, 7 days a week.
- **Telephone number:** Toll-free at **877-287-6731**
- **E-mail address:** 9-NATL-AVS-IT-ServiceDesk@FAA.GOV
- The **Web address** for IACRA is <http://iacra.faa.gov/iacra>

## 9. Frequently Asked Questions and Supplemental Information

The unique nature of the IACRA web application creates situations where extra information is helpful in order to complete a registration, affiliation, etc. Additional FAQs may be found on the IACRA Web site at <http://iacra.faa.gov/iacra/faq.aspx>. The following topics are provided here for your information:

### **Part 141 Flight School / part 142 Training Center Information**

#### **How do I add multiple student records for part 141 schools without exiting the Student Affiliation screen?**

It is possible to add multiple students in a single session without having to exit the Student Affiliation for part 141 Flight Schools (Search) screen by doing the following:

1. Enter the student's FAA Tracking Number (FTN) in the *Enter Student's FTN* field.
2. Enter the student's last name in the *Enter Student's Last Name* field.
3. Next, click the *Search* button on the upper right side of the screen.
4. The student's information is displayed. Click the *Affiliate Student* button to affiliate the student with the school and the respective curriculum. This creates the student record.
5. To create a new student record without logging out of IACRA, repeat the process from step 1 for the next student.

#### **Can both Students and School Administrators Start an Application?**

It is permissible for either students or school administrators to start a FAA form 8710-1 application. Students can fill out a new application after registering. School Administrators can initiate multiple student applications. They must make the affiliation between the student and school, and then affiliate the school's curriculum with the student's application.

#### **What is a Designation Code and how do I locate it?**

A designation code is a 4-digit alphanumeric code that flight schools use in several ways to make associations between the school, the school curriculums, and flight school representatives (School Administrators, Airman Certification Representatives, Training Center Evaluators, etc.)

The designation code with which an application is started must be the same one with which the application is finished. Therefore, a participant in the application process (school administrator, Chief Flight Instructor, Recommending Instructor, Airman Certification Representative, etc.) must be assigned to and use initial designation code.

**IMPORTANT:** If you do not know the school's designation code, you must contact your local Flight Standard District Office (FSDO) and ask for the designation code as it appears in the National Vitals Information System (NVIS).

**How do I determine which curriculums have type ratings associated with them?**

As a TCE or School Administrator you must select a curriculum/type rating and affiliate it with the student's application. The student cannot do this. The individual schools will know what their courses require as far as curriculum and type ratings that they use. Contact your school for more information.

**General**

**Does the Close Browser Button Save My Information?**

When you use the Close Browser link to exit IACRA, the information you have entered into the application is saved before the browser closes. The browser closes to ensure that your session to the IACRA web server is properly terminated. This occurs to ensure security for your application particularly if you are using a computer other than your own, such as in a public library or cyber café.

**Does entering incorrect data cause that data to appear on the results document?**

If you enter incorrect information into IACRA, that same incorrect data will appear on the results document, such as the temporary certificate. Although IACRA performs many checks against FAA databases, some fields are comprised of basic text and they will appear as entered on the temporary certificate. It is strongly recommended that you completely review your application prior to submission.

## 10. Applicant Process Overview

### Airworthiness

#### Step 1 – Select certificate

#### Inspection Authorization

##### FAR 65.91 – Endorsement/Issuance

#### Step 1 – (continue)

Enter Aircraft Maintenance Experience

#### Step 2 – Personal Information

Fill in any missing or incomplete personal information

Enter your Address Information

#### Step 3 –Certificate(s)

Mechanic Certification Number

Mechanic Certificate Date of Issuance

#### Step 4 – Review and Submit

#### Renewal By – Activities

#### Step 1 – (continue)

Enter Aircraft Maintenance Experience

Enter Basis For Renewal Information

#### Step 2 – Personal Information

Fill in any missing or incomplete personal information

Enter your Address Information

#### Step 3 –Certificate(s)

Mechanic Certification Number

Mechanic Certificate Date of Issuance

Additional Questions

#### Step 4 – Review and Submit

#### Renewal By – Refresher Course

#### Step 1 – (continue)

Enter Aircraft Maintenance Experience

#### Step 2 – Personal Information

Fill in any missing or incomplete personal information

Enter your Address Information

#### Step 3 –Certificate(s)

Mechanic Certification Number

Mechanic Certificate Date of Issuance

Additional Questions

#### Step 4 – Review and Submit

Renewal By – Oral Test

**Step 1 – (continue)**

Enter Aircraft Maintenance Experience

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

Mechanic Certification Number

Mechanic Certificate Date of Issuance

Additional Questions

**Step 4 – Review and Submit**

Renewal By – Recent Issuance

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

Mechanic Certification Number

Mechanic Certificate Date of Issuance

Additional Questions

**Step 4 – Review and Submit**

Repairman

Experimental Aircraft Builder

**Step 1 – (continue)**

Enter Experimental Builder Aircraft Information

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

FAA Airman Certificate

Airman Certificate Suspensions

Airman Certificate Revoked

Drug Convictions

Language

**Step 4 – Review and Submit**

Repairman Light Sport Aircraft

Inspection

Original Issuance

**Step 1 – (continue)**

Enter Training Course Information

Enter Aircraft Information

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information

Enter your Address Information

**Step 3 –Certificate(s)**

FAA Airman Certificate  
Airman Certificate Suspensions  
Airman Certificate Revoked  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Added Class Rating

**Step 1 – (continue)**

Enter Training Course Information  
Enter Aircraft Information

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information  
Enter your Address Information

**Step 3 –Certificate(s)**

FAA Airman Certificate  
Airman Certificate Suspensions  
Airman Certificate Revoked  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Maintenance

Original Issuance

**Step 1 – (continue)**

Enter Training Course Information  
Select an Aircraft Class

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information  
Enter your Address Information

**Step 3 –Certificate(s)**

FAA Airman Certificate  
Airman Certificate Suspensions  
Airman Certificate Revoked  
Drug Convictions  
Language

**Step 4 – Review and Submit**

Added Class Rating

**Step 1 – (continue)**

Enter Training Course Information  
Select an Aircraft Class

**Step 2 – Personal Information**

Fill in any missing or incomplete personal information  
Enter your Address Information

**Step 3 –Certificate(s)**

- FAA Airman Certificate
- Airman Certificate Suspensions
- Airman Certificate Revoked
- Drug Convictions
- Language

**Step 4 – Review and Submit**

**11. Airworthiness Application Steps**

**Step 1 – Certificate Sought Data**

Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airworthiness

Note: Required fields are marked with an asterisk(\*)

Certificate Sought

Certificate Type or

Level:\* INSPECTION AUTHORIZATION

Rating:\* N/A

Basis:\*

Issuance Type:\*

Previous Next

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The Certificate Sought Data screen allows you to select the type of certificate for which you are applying. Make selections from the drop-down lists. The selections in remaining drop-down lists can change or become active/inactive based on each selection made.

**Select the type of Certificate you are applying for**

Select from the following choices:

- Inspection Authorization

- Repairman
- Repairman Light Sport Aircraft

Based on the selection type you make, IACRA indicates the rest of the selections that you need to make from the remaining drop-down lists by adding "**\* Required Field**" in red or IACRA fills in the required drop-down lists automatically.

For example, selecting repairman makes the **Select the Rating** drop-down list active because this choice is necessary when seeking a repairman certification. However, if you selected Repairman then select experimental aircraft builder as the rating type, the Certificate Basis and Issuance Type drop-down lists are filled in automatically with 'Primary Builder of Aircraft' and 'Original Issuance' because these are the only options for a Repairman Experimental Aircraft Builder.

### **Select the Rating**

This drop-down list becomes active if you are required to select a certificate rating. The rating may have different designations depending on the type of certificate chosen. For example, a Repairman can have an Experimental Aircraft Builder rating while a Repairman Light Sport Aircraft can choose from either an Inspection or a Maintenance rating. N/A is automatically selected for Inspection Authorization. Depending on the path the following designations may be chosen:

- Experimental Aircraft Builder
- Inspection
- Maintenance
- N/A

### **Select the Certificate Basis**

The **Certificate Basis** drop-down list becomes active when IACRA indicates that you need to select the basis by which the certificate was obtained. Like the other drop-down lists, this list changes based on previous selections. For example, while a Repairman can select Primary Builder of Aircraft; a Repairman Light Sport Aircraft can select FAR 65 - Graduate of Accepted Course; likewise Inspection Authorization may select Far 65.91 or Renewal By - Activities, Refresher Course, Oral Test, or Recent Issuance. Depending on the path the following designations may be chosen:

- FAR 65 - Graduate of Accepted Course
- Primary Builder of Aircraft
- FAR 65.91
- Renewal By - Activities
- Renewal By - Refresher Course
- Renewal By - Oral Test
- Renewal By - Recent Issuance

### **Select the Type of Issuance**

The **Type of Issuance** drop-down list is where you indicate whether the certificate is an original issuance or is an additional issuance/type rating to an existing certificate. Based on the selections made in previous drop-down lists, the options here can be any of the following:

- Original Issuance
- Added Class Rating
- Issuance

- Renewal

## Links

Based on selections made in the drop-down lists above, different links appear that require you to click them in order to input additional information regarding a specific option. You must fill in information for each link that appears in order for your application to be considered complete.

- **Click here to enter the Additional Basis Information** - This link allows you enter addition basis information. Enter the required information and click OK to continue.
- **Select the Type Ratings** - Access this link to make the **Rating Type** screen appear. Select the item you want and click the ADD > button to add it to the field at the right. When you have entered all of the type ratings or aircraft you need, click OK to continue.
- **Click here to enter Training Course Information** - Access this link to make the **Training Course Information** screen appear. Enter the required information and click OK to continue.
- **Select an Aircraft Class** - Use this drop down list to select the Aircraft Class for which you are applying. Choose from Airplane, Glider, Lighter-Than-Air, Powered Parachute, or Weight-Shift-Control.
- **Click here to enter Aircraft Information** - Access this link to make the **Aircraft Information** screen appear, for Light Sport Aircraft. Enter the required information and click OK to continue.
- **Click here to enter Experimental Aircraft Builder Information** - This link activates the **Experimental Builder Aircraft Information** screen where you select the type of experimental aircraft that you are seeking to add. Enter the required information and click OK to continue.
- **Click here to enter Aircraft Maintenance Experience** - Access this link to make the **Aircraft Maintenance Experience** screen appear. Enter a period of maintenance experience then click ADD EXPERIENCE to add that period to the grid. When the past two years of experience have been entered click OK to continue.
- **Click here to enter Basis for Renewal Information** - Access this link to make the **Basis of Renewal** screen appear. Enter the number of each category performed for each of the four quarters. Data must be entered into at least one of the fields. When the required information has been entered click OK to continue.

## Aircraft Maintenance Experience

Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airwo

### Aircraft Maintenance Experience

Note

Cer

From and To Dates for Maintenance Experience

From: \*

To: \*

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

Name: \*

Street Address: \*

City: \*

State: \*

Country: \*

Postal Code: \*

Description of Activity: \*

Add Cancel

FAA.gov He

Readers & Viewers: [PDF Reader](#)

This screen allows you to enter aircraft maintenance activities for the last 2 years onto your application.

1. **Enter the dates of the maintenance Activity.** Enter the date the maintenance activity began into the **From** date field. Then enter the date the maintenance activity was completed into the **To** date field.
2. **Enter the name and address of the repair station, facility, manufacturer, operator, etc.**
  - **Name** - Enter the name of the repair station, facility, manufacturer, operator, etc.
  - **Street Address** - Enter the street address of the repair station, facility, manufacturer, operator, etc.
  - **City** - Enter the city in which the repair station, facility, manufacturer, operator, etc. is located.

- **State** - Enter the State, in which the facility is located, only if the maintenance facility is located in the United States of America. Otherwise, the State is not required.
  - **Country** - Enter the country in which the repair station, facility, manufacturer, operator, etc. is located.
  - **Zip Code** - Enter the zip code of the repair station, facility, manufacturer, operator, etc.
3. Enter a description of the maintenance activity into the **Description of the Activity** field.
  4. Click the **Add** button to add your maintenance activity for the past 2 year into the grid. Click **Remove** to remove an entry from the grid.
  5. When you are finished adding and removing aircraft maintenance activities you may click **OK** to save the information in the grid and exit *or* you may click **Cancel** to exit the screen without saving.

### Experimental Builder Aircraft Information

Experimental Builder Aircraft Information

Make: \*

Model: \*

Serial Number: \*

Aircraft Certification Date: \*  

This screen allows you to enter the experimental builder aircraft information.

When the information has been entered you may click **OK** to save and exit or click **Cancel** to exit the screen without saving.

### Accepted Training Course

Training Course Information

School Name: \*

Course Number: \*

Graduation Date: \*  

This screen allows you to enter the accepted training course information.

When the information has been entered you may click **OK** to save and exit or click **Cancel** to exit the screen without saving.

## Light Sport Aircraft Information

**Light Sport Aircraft**

**Class:** \*

**Registration Number:** \*

**Serial Number:** \*

This screen allows you to enter the light sport aircraft information.

1. Click on the drop down list to select the Aircraft Class.
2. Enter the Registration Number and Serial Number.

When the information has been entered you may click **OK** to save and exit or click **Cancel** to exit the screen without saving.

## Basis For Renewal

**Basis of Renewal**

|                                 | 1st                           | 2nd                           | 3rd                           | 4th                           |
|---------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <b>Alterations:</b>             | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <b>Repairs:</b>                 | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <b>Annual Inspections:</b>      | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <b>Progressive Inspections:</b> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

The Basis For Renewal screen allows you enter then number of alterations, repairs, annual inspections, and progressive inspections performed in each quarter.

- **Alterations:**  
- Enter the number of alterations performed in each of the four quarters.
- **Repairs:**  
- Enter the number of repairs performed in each of the four quarters.
- **Annual Inspections:**  
- Enter the number of annual inspections performed in each of the four quarters.
- **Progressive Inspections:**  
- Enter the number of progressive inspections performed in each of the four quarters.

When the information has been entered you may click **OK** to save and exit or click **Cancel** to exit the screen without saving.

## Step 2 – Applicant Personal Information



**Federal Aviation Administration**

[Log Out](#)  
[Help](#)

1. Personal Information | 2. Certificate Sought | 3. Supplemental Data | 4. Summary

Path: Airworthiness

**Fill in any missing or incomplete personal information.**

LastName:

First Name:

Middle:

Name Suffix (Jr, Etc):

Citizenship:

Date of Birth (mm/dd/yyyy):

Place of Birth, City or County:

Place of Birth State:

Place of Birth Country:

SSN #:   DO NOT USE  NONE

Sex:  Male  Female

Height:  Units:

Weight:  Units:

Hair Color:

Eye Color:

[Click Here to Enter your Address Information](#)

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Readers & Viewers: [PDF Reader](#)

The Applicant Personal Information screen collects information from the applicant required for the front page of the certification application form (8710-1, 8610-2, or 8400-3). Most of the information on this screen will be pre-filled with information entered during the IACRA Registration process, or with information obtained from Airman Records.

The following rules apply to any changes you may make to fields in the Personal Information screen.

1. **Name Fields.** Enter your legal name. Do not change your name on subsequent applications unless it is done in accordance with the Code of Federal Regulations [FAR Section 61.25](#). If you have an FAA pilot certificate the name on this application should be the same as the name on the certificate unless you have had it changed in accordance with FAR Section 61.25.
  - a. **Last Name.** Enter your legal last name.
  - b. **First Name.** Enter your full first name. If you have no first name, enter “NFN”.
  - c. **Middle Name.** Enter your full middle name. Use no more than one middle name for record purposes. If you have no middle name enter “NMN”. If you have a middle initial only, enter the initial and click the “Initial Only” checkbox.
  - d. **Name Suffix.** If you have a name suffix, select it from the drop down list box.
2. **Citizenship.** Select your citizenship from the drop down list box. Select USA if applicable. If not, select the country where you are a citizen. If you are a citizen of a US territory that is not listed in the drop down list box, select USA.
3. **Date of Birth.** Check for accuracy. Enter eight digits in the format mmddyyyy. Check to see that the date entered here is the same date of birth that appears on your medical certificate.
4. **Place of Birth.** If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state. If you were born outside of the USA, enter the name of the city and country where you were born.
  - a. **City or County.** Enter the City where you were born. If you don’t know the City, enter the County.
  - b. **State (US Only).** If you were born in the USA or a US Territory, select the state or territory code from the drop down list box.
  - c. **Country.** Select the country where you were born from the drop down list box. If you were born in a US territory, select USA from the drop down list box and select the territory code from the state drop down list box.
5. **Telephone.** Type in your telephone number including the area code.
6. **SSN#.** (Optional) If you don’t want to disclose your Social Security Number, leave this field blank and click the “Do Not Use” radio button. "Do Not Use" will appear on the certification application. If you do not have a Social Security Number, click the "None" radio button. If you choose to disclose your Social Security Number, use only a US SSN. Disclosure of your SSN is voluntary. Disclosure of your SSN will facilitate maintenance of your records, which are maintained in alphabetical order and cross-referenced with your SSN and Airman Certificate number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file. Social Security Numbers are not shown on airman certificates.
7. **E-Mail Address.** If you have an e-mail address, enter it here.
8. **Sex.** Select your sex by clicking on the “Male” or “Female” radio button, or use the Tab key to set focus on the Sex field. Use the arrow keys to switch focus between Male and Female, then use the Tab Key to set focus to the next field.
9. **Height.** Type in your height first, and then select the Unit of Measurement from the drop down list box. IACRA will convert height entered in centimeters or meters to inches. If you enter your height in inches, use whole inches only (no fractions).

10. **Weight.** Type in your weight first, and then select the Unit of Measurement from the drop down list box. IACRA will convert weight entered in stones or kilometers to pounds. If you enter your weight in pounds, use whole pounds only (no fractions).
11. **Hair Color.** Select your hair color from the drop down list box. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.
11. **Eye Color.** Select your eye color from the drop down list box.

## Applicant's Address

**Address Information**

Enter your Permanent address in the following fields.

Permanent Address:

Line 1 (Street Address) 311 STRAWBERRY FLD. *(Enter residence number and street, ONLY.)*

Line2  
(PO Box, rural route, or general delivery) *(Enter Post Office Box or Rural Route or General Delivery here, ONLY. A physical description is required if no street address is entered above.)*

City (and Province if applicable) NORMAN

State OK

Country USA

Zip Code 73072

Physical Address

If you want your certificate mailed to an address other than your permanent address, enter the mailing address in the following fields.

Mailing Address:

Line 1 (Street Address) 311 STRAWBERRY FLD.

Line2  
(PO Box, rural route, or general delivery)

City (and Province if applicable) NORMAN

State OK

Country USA

Zip Code 73072

OK CANCEL HELP

The Applicant's Address screen collects information from the applicant required to complete the Address block of the certification application form (8710-1, 8610-2, 8400-3).

**1. Permanent Address.** Enter your address into the fields provided. FAA policy requires that you use your permanent mailing address.

- **Street/Line1.** If you have a USA address, enter your street address into this field. If you have a foreign address, enter the first line of your foreign address into this field.

- **Line 2.** If you have a USA address, enter your PO Box, Rural Route Number, or “General Delivery” into this field. If you have a foreign address, enter the second line of your foreign address into this field.
  - **City.** Enter your city of residence. Canadian residents enter Province after City name.
  - **State.** If you have a USA address, select your state from the drop down list box.
  - **Country.** Select your country from then drop down list box.
  - **Zip Code.** Enter your zip code.
- 2. Physical Description.** If you did not enter a street address in the Street/Line 1 field, you are required to enter a [Physical Description](#) showing the location of your residence.
- 3. Mailing Address.** If you want your certificate to be mailed to an address other than your permanent address, enter the address information in the provided fields.

## Step 3 – Supplementary Data

**Federal Aviation Administration** Log Out  
Help

1. Personal Information  2. Certificate Sought  3. Supplementary Data  4. Summary

Path: Airworthiness > Repairman

**Follow the steps on this screen to enter supplementary information.**

[Click here if you now or have ever held an FAA Airman Certificate.](#)

Have you ever had an Airman Certificate suspended?  Yes  No

Have you ever had an Airman Certificate revoked?  Yes  No

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?  Yes  No

Do you read, speak, write, & understand the English language?  Yes  No

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The Supplementary Data screen consists of a series of questions that, depending on how you answer them, may or may not require more data.

- **Click here if you now or have ever held an FAA Airman Certificate.**  
Clicking - Causes the search screen to display:
  - In the top grid click on any certificates that you now or have ever held.
  - In the bottom grid click on any selected certificates you wish to remove from the list.
- **Do you currently hold a Repairman Light Sport Aircraft Certificate?**  
Answer Yes -
  - Enter your current Repairman Light Sport Aircraft Certificate number and date of issuance.
  - Click on the link to add your current Maintenance and Inspection aircraft.

- **Have you ever had an Airman Certificate Suspended?**

Answer Yes -

- Enter your information.

- **Have you ever had an Airman Certificate Revoked?**

Answer Yes -

- Enter your information.

- **Have you ever been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?**

Click on appropriate radio button. Only click "Yes" if you have actually been convicted. If you have been charged with a violation which has not been adjudicated, click the "No" radio button.

Answering Yes - Causes the following input field to display:

- Enter the date of conviction. - Enter the date in the mm/dd/yyyy format.

- **Do you read, speak, write, and understand the English language?**

Answering Yes - Proceed to the next question.

Answering No - Causes the following input field to display:

- Are there medical reasons why you are unable to read, speak, write, and understand the English language? - Answer Yes or No and proceed to the next question.

- **Have you failed a test for this certificate or rating?**

Answering Yes - Causes the following input field to display:

- Enter the number of failures. - Enter the number of times you have not passed the test for this certificate or rating in the field provided. This number can be found on your last Notice of Disapproval.

## Multiple Selection Search for FAA Airman Certificate Held

**Certificate Held**

Select search criteria      Enter 1 or more Characters and click Search

Type           

Description

**Click items below to Add to the Selected List**

| Description             |
|-------------------------|
| AIRCRAFT DISPATCHER     |
| AIRCRAFT MECHANIC       |
| AIRLINE TRANSPORT PILOT |
| COMMERCIAL PILOT        |
| CONTROL TOWER OPERATOR  |
| FLIGHT ENGINEER         |
| FLIGHT INSTRUCTOR       |
| FLIGHT NAVIGATOR        |

**Selected List**

**Click items below to Remove from the Selected List**

| Type | Description |
|------|-------------|
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |

http://172.25.68.106/test/iacra/AW\_MultiSelectionSearch.aspx?fieldName=document.frmCrewmemberSupplementaryData.IacrH

The Multiple Selection Search screen for FAA Airman Certificate Held allows you to select multiple airman certificates to add to your certification data.

**Note:** You cannot select the search criteria by which to locate different airman certificates or click on the Search button, because all applicable certificates are automatically displayed in the Retrieval List.

1. **Click items below to Add to the Selected List.** Click on items in this grid that you want to add to your certification application. When you select an item it will appear in the Selected List. Continue to click on items from the grid until you have selected all data required.

2. **Click items below to Remove from the Selected List.** Click on items in the Selected List to remove them from the list.

Click OK to add the items from the Selected List to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

## Step 4 – Summary Page

The screenshot shows the IACRA Summary Page interface. At the top left is the Federal Aviation Administration logo. To its right is the text "Federal Aviation Administration". In the top right corner, there are links for "Log Out" and "Help". Below the header is a progress bar with four steps: "1. Personal Information", "2. Certificate Sought", "3. Supplemental Data", and "4. Summary". The first three steps have green checkmarks, and the fourth step is highlighted. Below the progress bar is a breadcrumb trail: "Path: Airworthiness > Repairman". The main content area contains the instruction: "Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button." Below this instruction are three buttons: "Review Applicant's Certificate Summary", "REVIEW APPLICATION", and "SUBMIT APPLICATION". At the bottom right of the main content area is a "Previous" button. Below the main content area is a yellow box titled "Tips for IACRA Applicants" containing four numbered tips. Below the tips is contact information for AVS Support Central, including an email address and two phone numbers. At the bottom of the page is a footer with links for "FAA.gov Home", "Privacy Policy", "Web Policies & Notices", and "Contact Us", and a link for "Readers & Viewers: PDF Reader".

Federal Aviation Administration

Log Out  
Help

1. Personal Information 2. Certificate Sought 3. Supplemental Data 4. Summary

Path: Airworthiness > Repairman

Click the Review Applicant's Certificate Summary button to make sure all the data you have entered is correct, then click the Submit Application button.

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT APPLICATION

Previous

**Tips for IACRA Applicants**

1. Your application will be validated and any error messages will be displayed above.
2. Your application will not be accepted until all validation errors are corrected.
3. **You will not be able to access your application to make changes after the application clears validation and has been submitted.** So, be sure to thoroughly review the certificate summary and application then make appropriate corrections before clicking the Submit Application button. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Examiner/Evaluator.**
4. If you have questions about how to enter data into IACRA, contact AVS Support Central. (See Below).

Email: [9-AMC-AVS-Support-Central@faa.gov](mailto:9-AMC-AVS-Support-Central@faa.gov)

Public Customers call 1-866-285-4942  
or  
Government Employees call 1-405-954-7272

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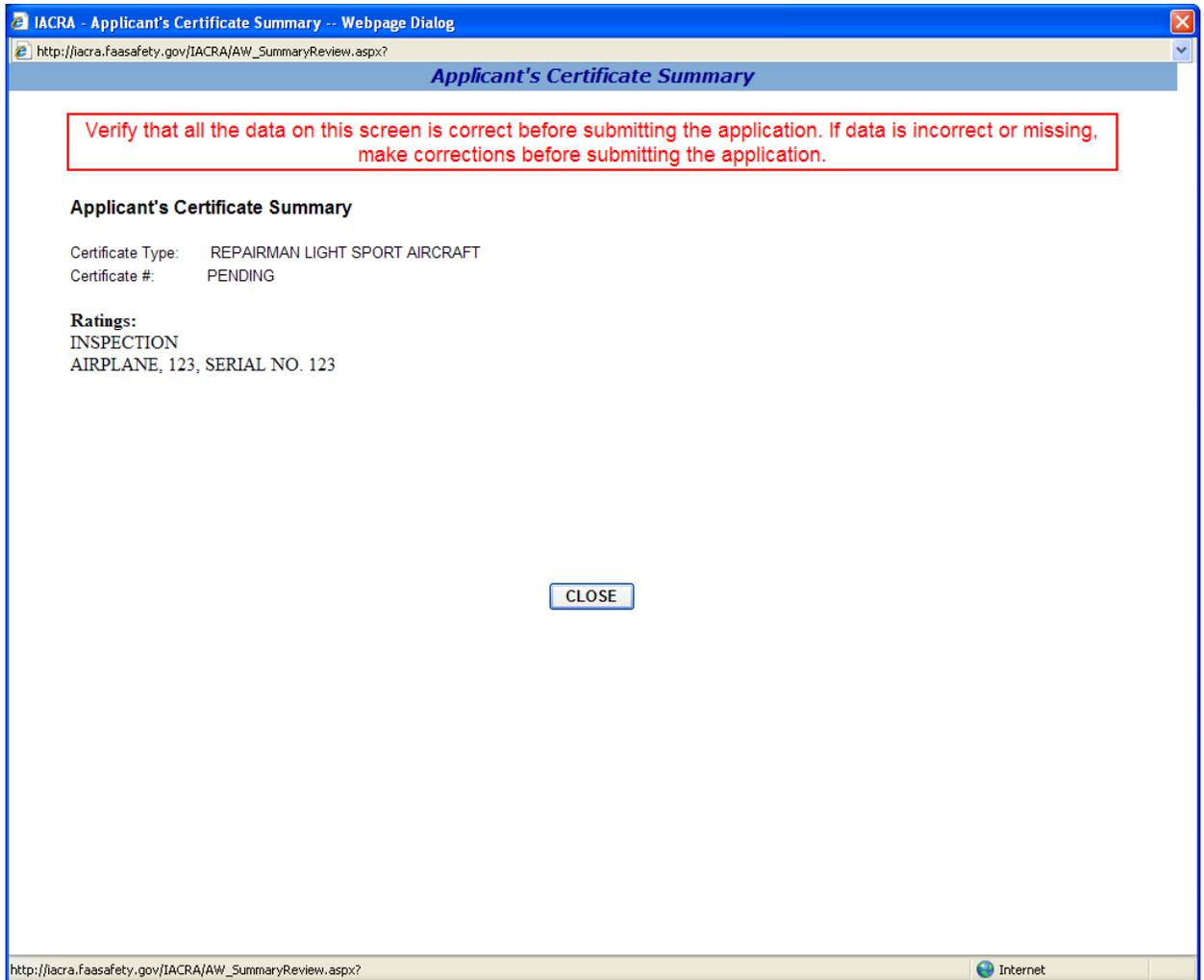
Readers & Viewers: [PDF Reader](#)

The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

1. Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the problems then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.

Look at each step on the navigation bar to ensure that you have completed all required information for each program step. A green check mark on the step tab indicates that you have provided all required information. A yellow question mark on the step tab indicates that you have not provided all information required for that program step. A red "x" on the step tab indicates that you have not accessed that program step. If you get a validation error message saying that you have not completed all information required, look on the steps on the navigation bar for a step that has a yellow question mark icon. Click on this step to complete any missing information, and then click Step 6 to return to the summary page. You may have to repeat this process several times until all validation errors have been resolved.

2. Click the **Review Applicant's Certificate Summary** button. This will display a summary of your certificate information. Before you may review or submit your application you must first review the certificate summary to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Applicant's Certificate Summary button will not be enabled until validations have been successful.



3. Click the **Review Application** button. This will display an unofficial copy of your application. You will not be able to print an unofficial copy of your application until after your application has been submitted. Before you may submit your application you must review your application to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing. The Review Application button will not be enabled until the applicant's certificate summary has been reviewed.

- Click the **Submit Application** button to submit your application. You will not be able to access your application to make changes after the application has been submitted. So, be sure to review the certificate summary and unofficial copy of your application then make any necessary corrections before clicking the Submit Application button. If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator. The Submit Application button will not be enabled until after both the applicant's certificate summary and application have been reviewed.

The image shows a screenshot of the FAA Airmen Certificate and/or Rating Application form. The form is titled "AIRMAN CERTIFICATE AND/OR RATING APPLICATION" and includes sections for applicant information, certificate type, and experience. The form is marked as an "UNOFFICIAL COPY".

**Form Approved OMB No: 2120-0022**

**US Department of Transportation Federal Aviation Administration**

**AIRMAN CERTIFICATE AND/OR RATING APPLICATION**

MECHANIC  
 AIRFRAME  
 POWERPLANT

REPAIRMAN  
 LIGHT SPORT INSPECTION (Specify Rating)

PARACHUTE RIGGER  
 SENIOR  
 SEAT  
 BACK  
 MASTER  
 CHEST  
 LAP

APPLICATION FOR:  ORIGINAL ISSUANCE  ADDED RATING

**I. APPLICANT INFORMATION**

A. NAME (First, Middle, Last) JONATHAN MIKE COOK  
 B. SOCIAL SECURITY NO. 734576215  
 C. DOB (Mo., Day, Yr.) 2/24/1968  
 D. HEIGHT 74.0 IN  
 E. WEIGHT 145.0  
 F. HAIR RED  
 G. EYES BROWN  
 H. SEX M  
 I. NATIONALITY (Citizenship) USA  
 J. PLACE OF BIRTH NORMAN OK USA  
 K. PERMANENT MAILING ADDRESS 311 STRAWBERRY FLD, NORMAN, OK 73072  
 L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?  NO  
 M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?  NO  YES  
 N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?  NO  YES

**II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF**

A. CIVIL EXPERIENCE  B. MILITARY EXPERIENCE  C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

D. GRADUATE OF APPROVED COURSE (1) NAME AND LOCATION OF SCHOOL (2) SCHOOL NO. (3) CURRICULUM FROM WHICH GRADUATED (4) DATE

E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.09) (1) SCHOOL NAME (2) SCHOOL OFFICIAL'S SIGNATURE

F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.09) (1) DATE AUTH. (2) DATE AUTH. EXPIRES (3) FAA INSPECTOR SIGNATURE (4) FAA DIST OFF.

**Important Notice!!! Make sure all your information is entered correctly and you are ready to submit your application before you click the Submit Application button. Once your application has been submitted you will not be able to access the application file again. If you need to make a correction to your application once it has been submitted, your application will need to be reset by your Recommending Instructor or Examiner/Evaluator.**

You will be able to view and print an Unofficial Copy of your application after your application has been submitted.