

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



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

**Version 7.5
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Table 1: Roles used in IACRA.2

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
12/28/07	Brian Sanderson	Updated from QA review (pilots) and added 6.0 changes

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**.

Role	Description
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

Crew Members

Step 1 – Personal Information

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

Step 2 – Select certificate

Flight Engineer

Standard

Practical Experience

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Added Category/Class Rating

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Graduate Specialized Training

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Added Category/Class Rating

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

University or School Degree

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Added Category/Class Rating

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Commercial Pilot Certificate

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Added Category/Class Rating

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Flight Time as PIC

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions
Language

Step 4 – Review and Submit

Added Category/Class Rating

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Flight Time as Flight Engineer

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Added Category/Class Rating

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Flight Engineer Training Course

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Added Category/Class Rating

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Restricted (Foreign Based – FAR 63.42)

FAR 63

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Renewal

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Restricted (Special Purpose – FAR 63.23)

FAR 63

Original Issuance

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Renewal

Step 2 — (continue)

Select Category/Class Ratings

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Aircraft Dispatcher

Standard

Experience

Original Issuance

Step 3 –Supplementary Information

FAA Airman Certification

Drug Convictions

Language

Step 4 – Review and Submit

Graduate Certificate

Original Issuance

Step 3 –Supplementary Information

FAA Airman Certification


Drug Convictions

Language

Step 4 – Review and Submit

11. Crew Members Application Steps

Step 1 – Applicant Personal Information



Federal Aviation Administration

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

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

Path: Crewmembers

Note: Required fields are marked with an asterisk(*) ? IACRA Tips: [Turn On](#) [Turn Off](#)


Personal Information

First Name: *

Middle: * No Middle Name

LastName: *

Name Suffix:

Date of Birth: * 

Citizenship: *

Birth Country: *

Birth City: *

Birth State: *

SSN: * Do Not Use None

Gender: * Male Female

Height: *

Weight: *

Hair Color: *

Eye Color: *

Contact Information

Telephone:

Email:

The top half of 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.
12. **Eye Color.** Select your eye color from the drop down list box.

Applicant's Addresses

Permanent Address

Address Line 1: (Street Address Only)

Address Line 2: (PO Box, Rural Route)

Physical Address:

Country * ▼

City * (Province if applicable)

State * ▼

Zip Code *

Mailing Address

Address Line 1: (Street Address Only)

Address Line 2: (PO Box, Rural Route)

Country: ▼

City: (Province if applicable)

State: ▼

Zip Code:

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Readers & Viewers: [PDF Reader](#)

The Applicant's Address portion of the Personal Information 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 2 – Certificate Sought Data

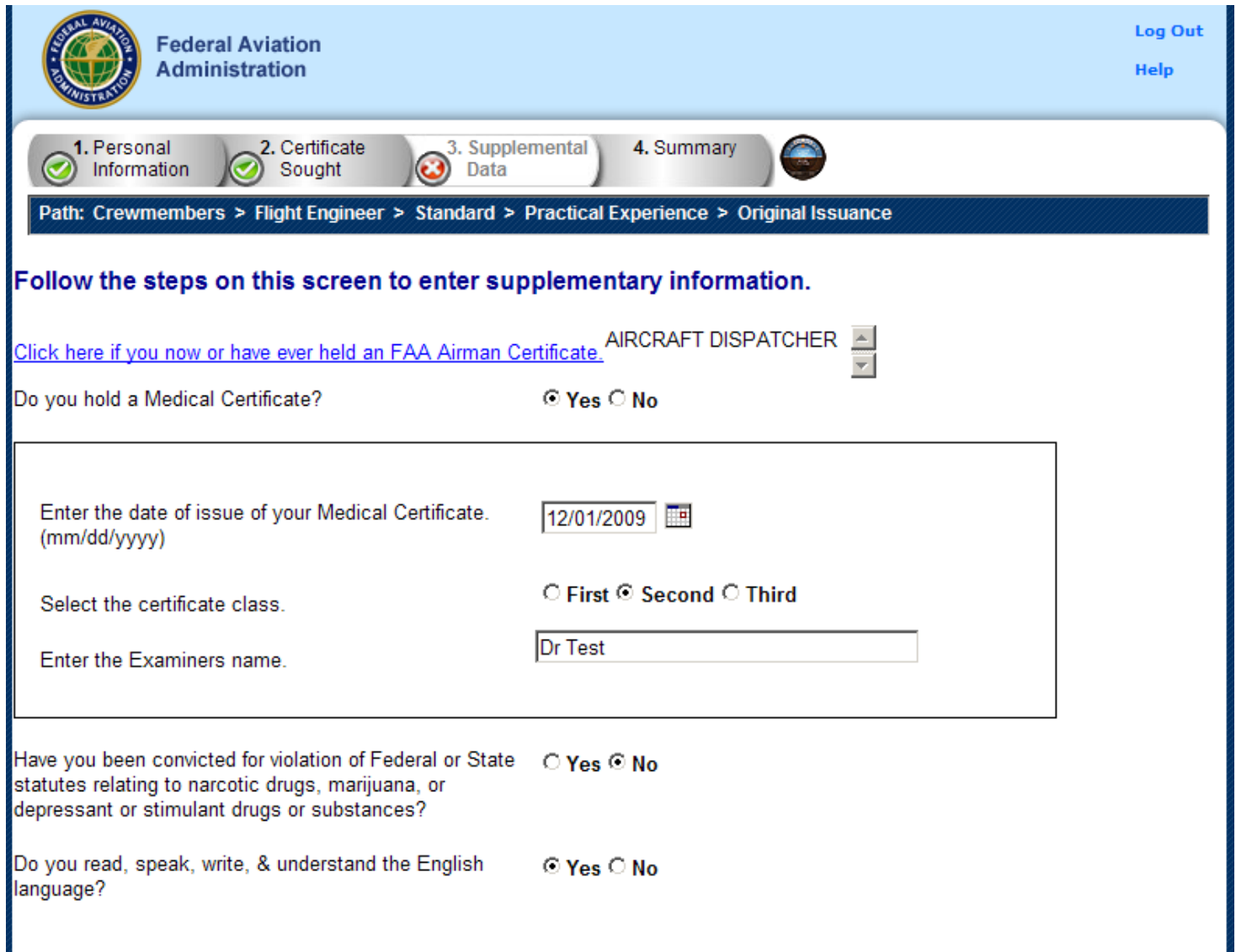
The screenshot shows the FAA website interface. At the top left is the Federal Aviation Administration logo. To its right is the text 'Federal Aviation Administration'. In the top right corner, there are links for 'Log Out' and 'Help'. Below the header is a navigation bar with four steps: '1. Personal Information' (with a green checkmark), '2. Certificate Sought' (with a red X), '3. Supplemental Data' (with a red X), and '4. Summary' (with a globe icon). Below the navigation bar is a breadcrumb trail: 'Path: Crewmembers > Aircraft Dispatcher > Standard > Graduate Certificate'. The main content area has a heading: 'Follow the steps on this screen to enter information about the certificate you are seeking.' Below this heading are four numbered instructions, each followed by a dropdown menu:

- 1) Select the type of Certificate you are applying for: AIRCRAFT DISPATCHER
- 2) Select Restricted or Standard: STANDARD
- 3) Select the certificate Basis: GRADUATE CERTIFICATE
- 4) Select the type of Issuance: ORIGINAL ISSUANCE

At the bottom of the main content area are two buttons: 'Previous' and 'Next'. At the very bottom of the page is a footer with links: 'FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us' and 'Readers & Viewers: PDF Reader'.

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.

Step 3 – Flight Engineer Supplementary Data



Federal Aviation Administration Log Out
Help

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

Path: Crewmembers > Flight Engineer > Standard > Practical Experience > Original Issuance

Follow the steps on this screen to enter supplementary information.

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

Do you hold a Medical Certificate? Yes No

Enter the date of issue of your Medical Certificate. (mm/dd/yyyy)

Select the certificate class. First Second Third

Enter the Examiners name.

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

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

- **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 hold a medical certificate?**

Answering **Yes** - Causes the following input fields to display:

- Enter the date of issue of your medical certificate.- Enter the date that your medical certificate was issued to you.
- Select the certificate class. - Your choices are First, Second, or Third.
- Enter the Examiner's name. - In the field provided, enter the full name of the person who acted as your Examiner. Enter the name as shown on your medical certificate.

Answering **No** - Proceed to next question.

- **Have you 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 following format: mm/dd/yyyy.

Answering **No** - Proceed to the next question.

- **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 then proceed.

Step 3 – Aircraft Dispatcher Supplementary Data

Federal Aviation Administration

Log Out
Help

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

Path: Crewmembers > Aircraft Dispatcher > Standard > Experience > Original Issuance

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

- Click here if you now or have ever held an FAA Airman Certificate.**
Clicking - Causes the a 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.
- Have you 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 following format: mm/dd/yyyy.

Answering No - Proceed to the next question.


- **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 then proceed.

Step 4 – Summary Page



Federal Aviation Administration

Log Out
Help

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Path: Crewmembers > Aircraft Dispatcher > Standard > Experience > Original Issuance

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.

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

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

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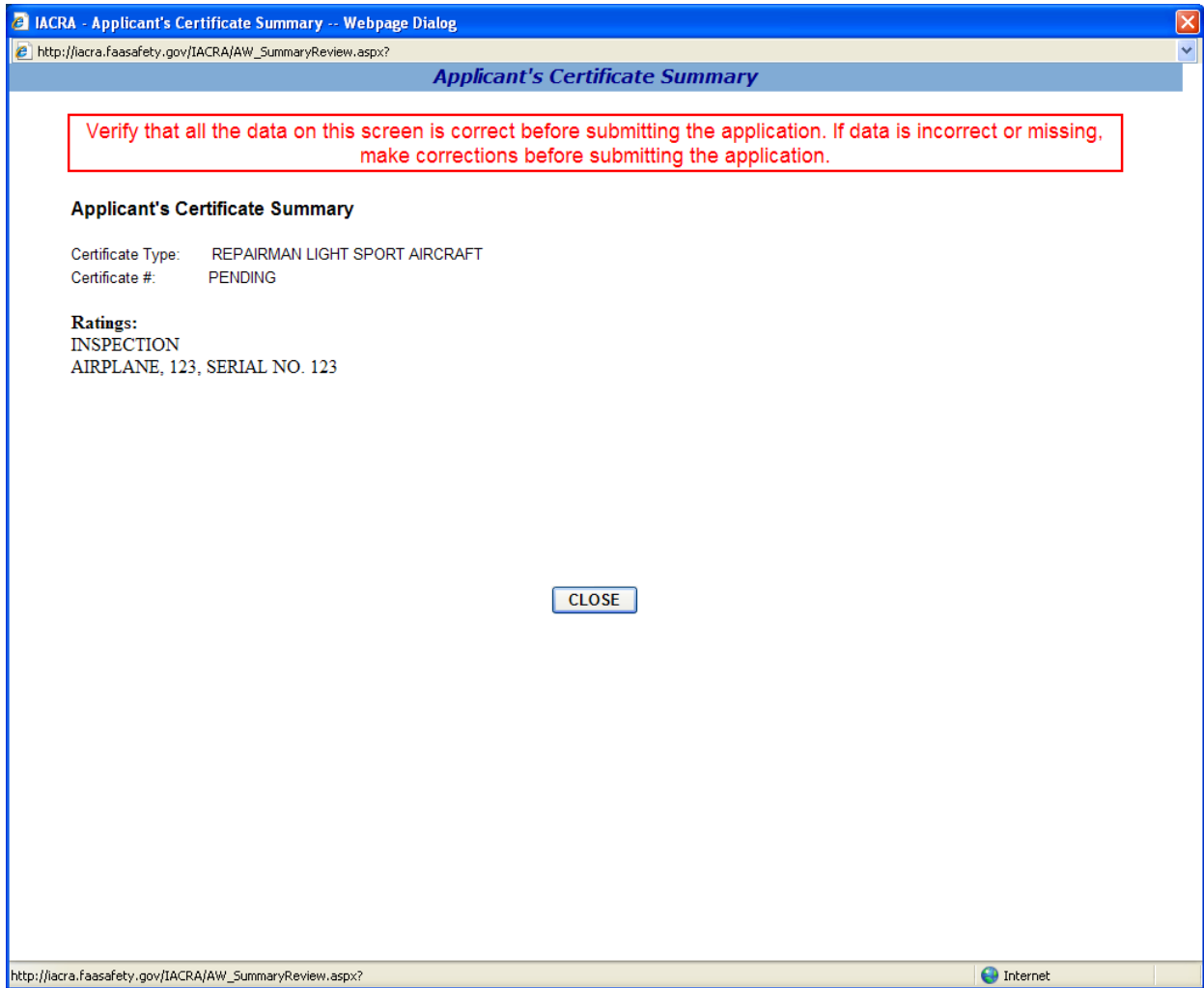
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The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

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.

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.



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.

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**US Department of Transportation
Federal Aviation Administration**

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

MECHANIC REPAIRMAN PARACHUTE RIGGER
 AIRFRAME LIGHT SPORT INSPECTION SENIOR MASTER
 POWERPLANT (Specify Rating) SEAT CHEST
 BACK LAP

APPLICATION FOR: ORIGINAL ISSUANCE ADDED RATING

I. APPLICANT INFORMATION

<p>A. NAME (First, Middle, Last) JONATHAN MIKE COOK</p> <p>B. SOCIAL SECURITY NO. 73457-6215</p> <p>C. DOB (Mo., Day, Yr.) 3/24/1968</p> <p>D. HEIGHT E. WEIGHT 74.0 IN 145.0</p> <p>F. HAIR G. EYES H. SEX I. NATIONALITY (Citizenship) RED BROWN M USA</p> <p>J. PLACE OF BIRTH NORMAN OK USA</p> <p>L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (If "Yes," explain on an attached sheet keying to appropriate item number) </p> <p>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? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES DATE OF FINAL CONVICTION: </p>	<p>K. PERMANENT MAILING ADDRESS</p> <p>311 STRAWBERRY FLD NUMBER AND STREET, P.O. BOX, ETC. NORMAN CITY OK 73072 STATE ZIP CODE</p> <p>M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES SPECIFY TYPE: </p>
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II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF -

<input type="checkbox"/> A. CIVIL EXPERIENCE	<input type="checkbox"/> B. MILITARY EXPERIENCE	<input type="checkbox"/> C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)
<input type="checkbox"/> D. GRADUATE OF APPROVED COURSE	(1) NAME AND LOCATION OF SCHOOL	
	(2) SCHOOL NO.	(3) CURRICULUM FROM WHICH GRADUATED
		(4) DATE
<input type="checkbox"/> E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL PRACTICAL TEST (FAR 65.09)	(1) SCHOOL NAME	NO (2) SCHOOL OFFICIAL'S SIGNATURE:
<input type="checkbox"/> F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL PRACTICAL TEST (FAR 65.60)	(1) DATE AUTH	(2) DATE AUTH. EXPIRES
	(3) FAA INSPECTOR SIGNATURE	(4) FAA DIST OFC.

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.