IACRA INSTRUCTION

Register at http://iacra.faa.gov/iacra/ to get an FTN, user name and password. Disable pop up blockers on your web browser (IACRA uses Internet Explorer or Firefox on a PC only).

Tips for IACRA Applicants

1. Have your current certificate (if you have one) in front of you while filling in the application. This will help you remember to list all of your certificates held information when prompted by IACRA.

2. Read the instructions that appear on each screen.

3. Before clicking on a link, read the link text carefully. This may prevent you from wasting time by linking to screens you do not need to visit.

4. If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all pop-up screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.

Register as an applicant. Note: If you received an FAA medical certificate during flight screening you have a Student Pilot certificate. The combined medical/student pilot certificate is usually taped in the back of your civilian log book. The certificate is tan in color; the certificate number is in the upper right hand corner and is 2 letters followed by numbers. When entering the certificate number on IACRA just use the letters and numbers, no spaces or dashes. The issue date is the date of examination.

After registration, log in as an applicant. Click on start or retrieve new application. Select the type of application PILOTS. **You will complete steps 1 thru 4 and 6. You do not need to fill out Step 5, the flight hour section.**

Step One: This is mostly filled out when you registered. You will need to add your city and state of birth, DOB, citizenship etc. I recommend selecting **DO NOT USE** for social security number. Check the address. **Your pilot's certificate will be mailed to the address provided in about 120 days.** You have the option of sending the certificate to an address other than the address of record if you choose or if you use a post office box. If your address of record does not have a physical address (you live in the country at a rural route address or you have a P.O. Box in other words you don't have a 911 address) you will need to provide directions to your residence. (Give directions as if you are telling a friend how to drive to your home i.e. go east on hwy. 123, it is the 2 story red brick house on the left one mile past the intersection of hwy. 456.)

Step Two:

Select the type of Certificate you are applying for: **Commercial**
Select Restricted or Standard: **Standard**
Select the certificate Basis: **Military Competency**
Select the type of Issuance: **Original**
Note: If you have a commercial or ATP certificate and are adding and additional category or rating select added category/class rating.

Click on the applicable links below to enter data about the certificate you are seeking.

Click here to enter the Military Service Information
Date rated = Winging date for initial certificate or NATOPS PIC check date if an added rating
Service number = leave blank
Answer yes to the 3 questions. List the military aircraft in which you have at least 10 hours of pilot time (single and/or multiengine, rotorcraft-helicopter) i.e. T-44 & T-34, T-44 & T-45, T-34 & **TC-12B** & TH-57, T-6& T44, F-18, T-45, P-3, C-130, MH-53, TH-57 not T-34& T-45. ***TC12 guys the FAA Does not recognize the TC-12 for the BE-200 Type rating.**

Click here to select the Category/Class Ratings

Click items below to add to the selected list:
Airplane Multiengine Land T-44, TC-12B, F-18, F-14
Airplane Single Engine Land T-34, T-6 ,T45
Rotorcraft Helicopter TH-57, MH-53
Instrument Airplane or Helicopter All types if NATOPS instrument check passed (you have to scroll down the list to select instrument airplane)

Click here to select a type rating
E-6, C-130, P-3, to add the type rating you have to select Multiengine Land in the Category/Class section. When you click on the link for the type rating use the search function to locate the correct type. B707 B720, L188, L382 etc.

Step 3:

Do you now hold or have you ever held an FAA pilot Certificate?
Note a student pilot certificate is an FAA pilot certificate.

Enter certificate number and date of issuance.
Select the certificate type and enter ratings from the drop down box.
Note: IACRA should fill in this information if you registered using you pilot certificate number or if you are just adding a type rating.

Step 4:
Do you hold a Medical Certificate? If yes enter date of examination, class of medial and examiners name as typed on certificate. Include all letters after the examiner's name (M.D., D.O., etc.). I you select Military Medical **Just put the date of issuance and leave the class and physician name blank.**
Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Self explanatory.
Do you read, speak, write, & understand the English language? Self explanatory.
Have you failed a test for this certificate or rating? NO.

Step 5: NO need to add flight time
Step 6:
Review applicant's certificate summary. Review application. Check for accuracy. If OK, then submit application. Note: I can process your certificate 48 hours after you take the test.