Completing your IACRA 8710

1 Warning: Safari, IPad, and IPhone problems

Many users have experienced problems using Safari, IPads, and IPhones with IACRA.

Recommended: Firefox or Chrome on a Desktop computer (Mac or PC)

2 Turn off Pop-up Blockers on your internet browser

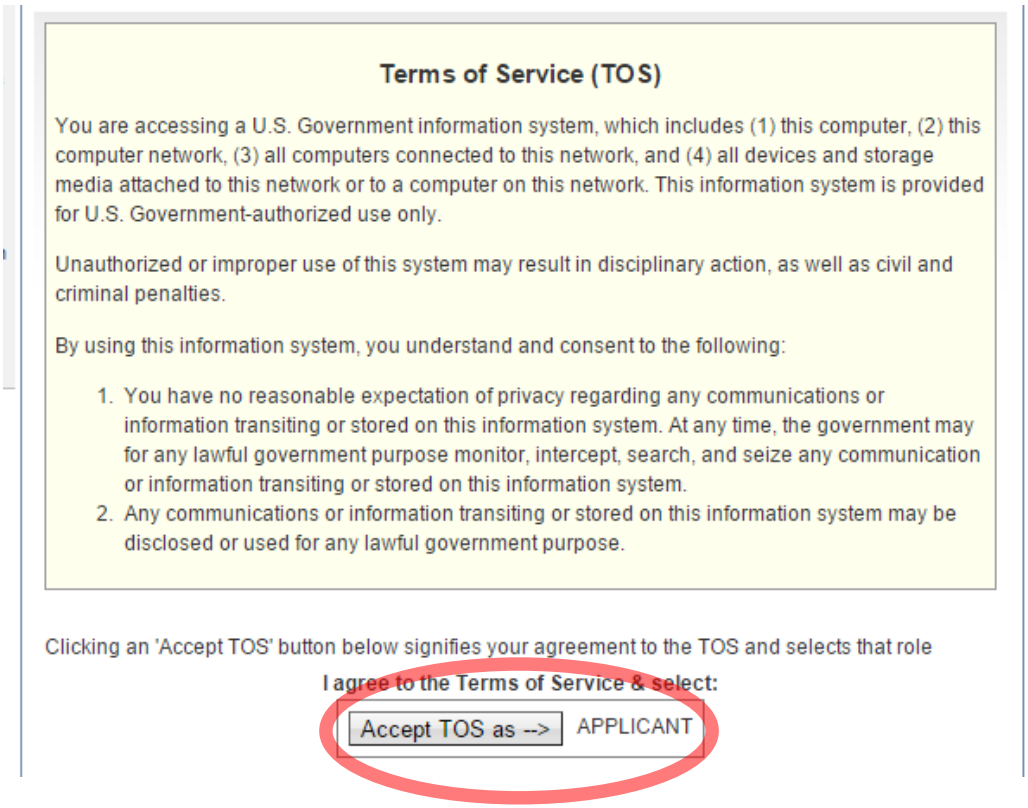
IACRA uses Pop-up windows as part of its application process.

You must enable Pop-ups (or disable Pop-up blockers) on your browser for IACRA to work.

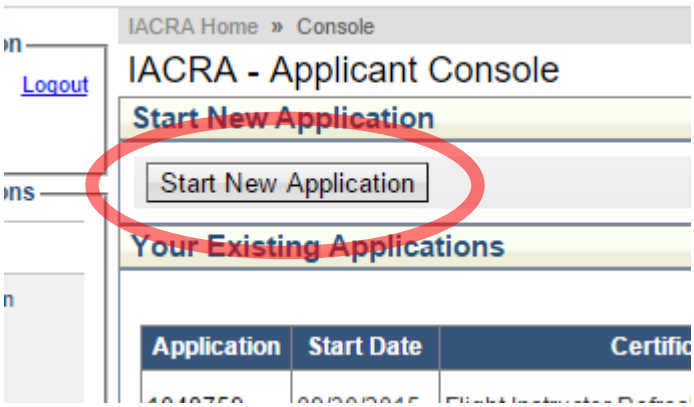
IACRA does not have any advertisements. All Pop-up windows are necessary for the process.

3 Log in to IACRA at https://iacra.faa.gov/iacra/

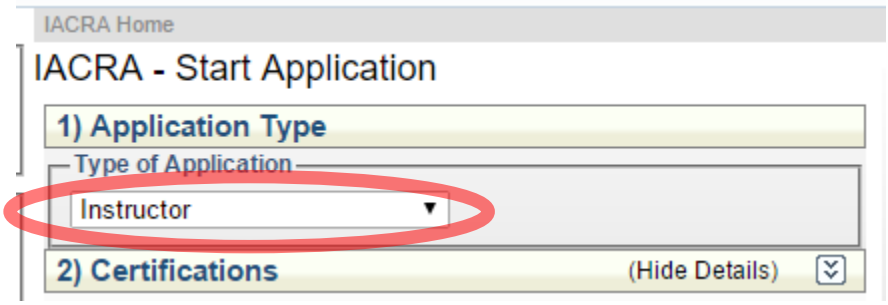
4 CLICK "ACCEPT TOS AS APPLICANT"



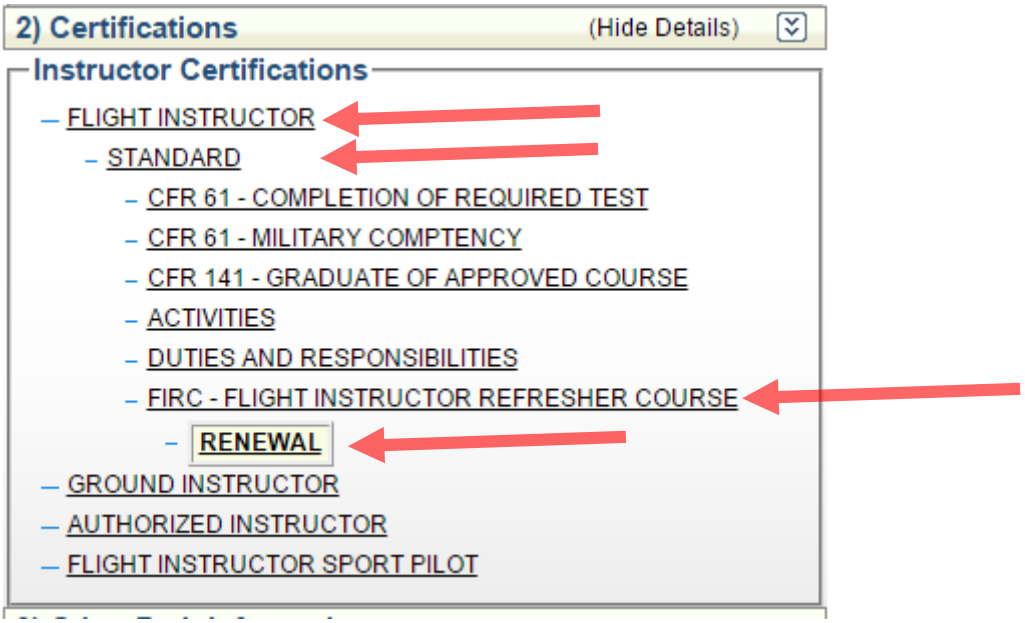
5 CLICK "START NEW APPLICATION"



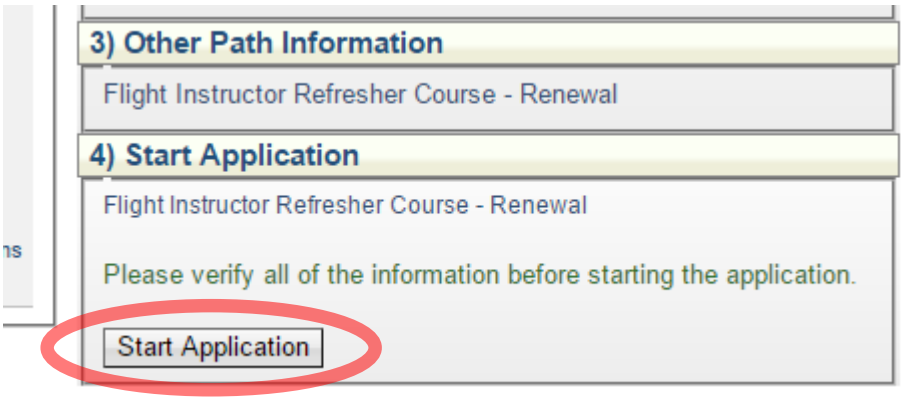
6 CHOOSE APPLICATION TYPE "INSTRUCTOR"



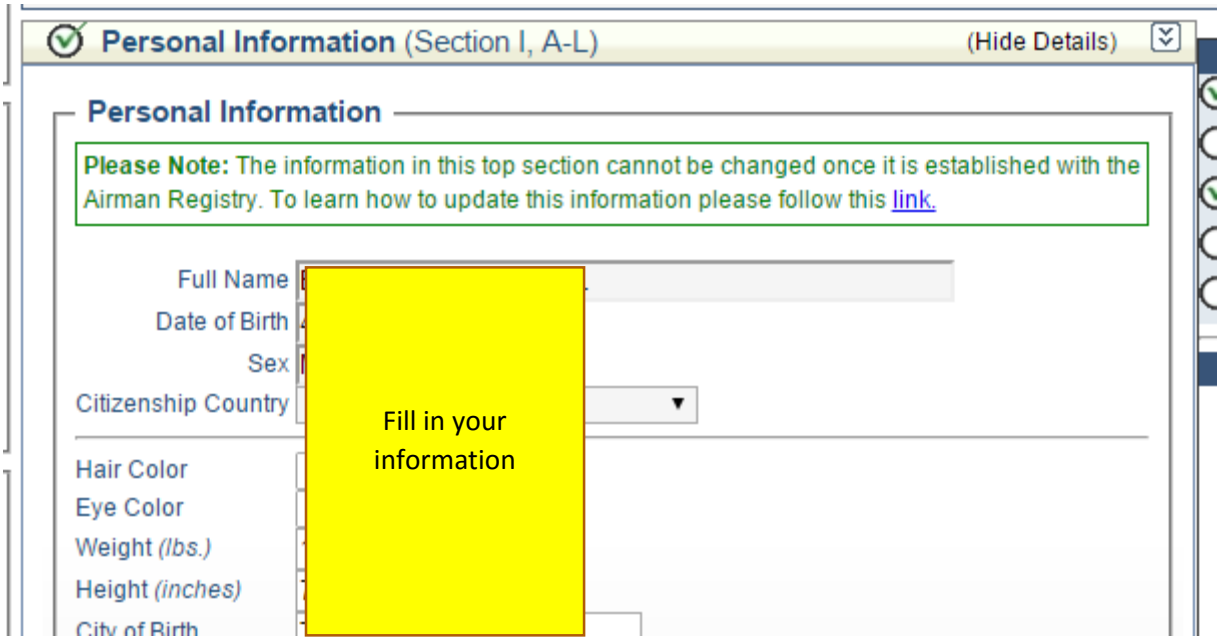
7 CLICK "FLIGHT INSTRUCTOR", "STANDARD", "FIRC", THEN "RENEWAL"



8 CLICK "START APPLICATION"

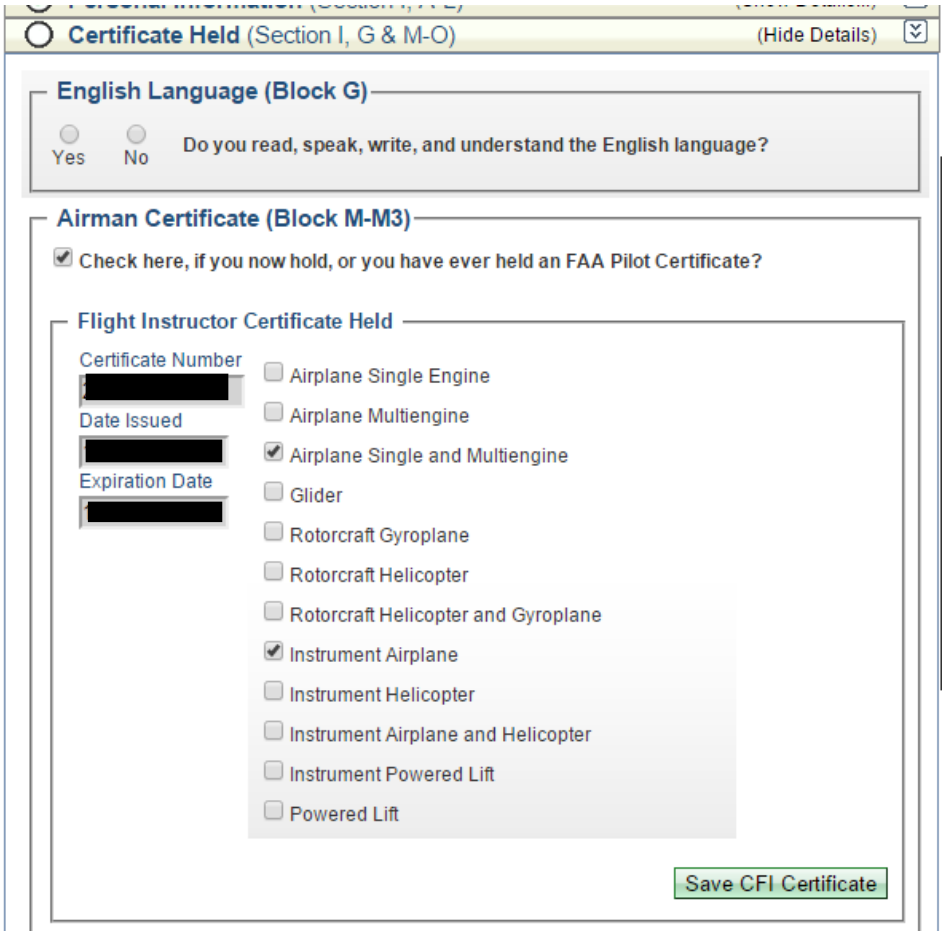


9 FILL OUT ALL PERSONAL INFORMATION



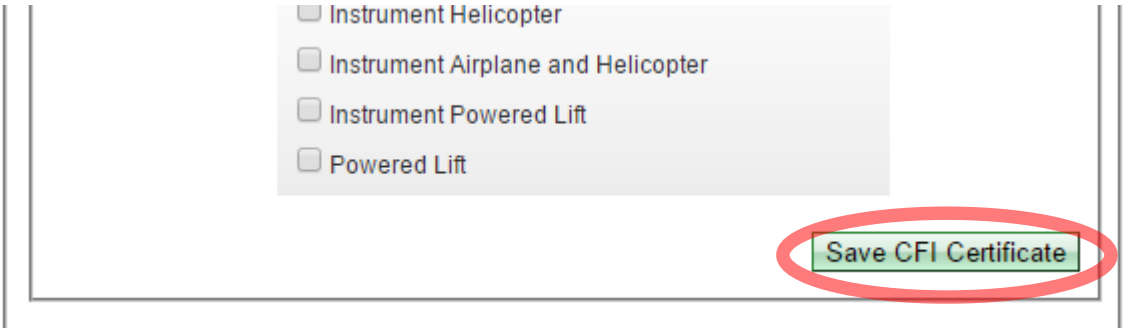
10 Click “Save & Continue”

11 Fill in Certificate Information

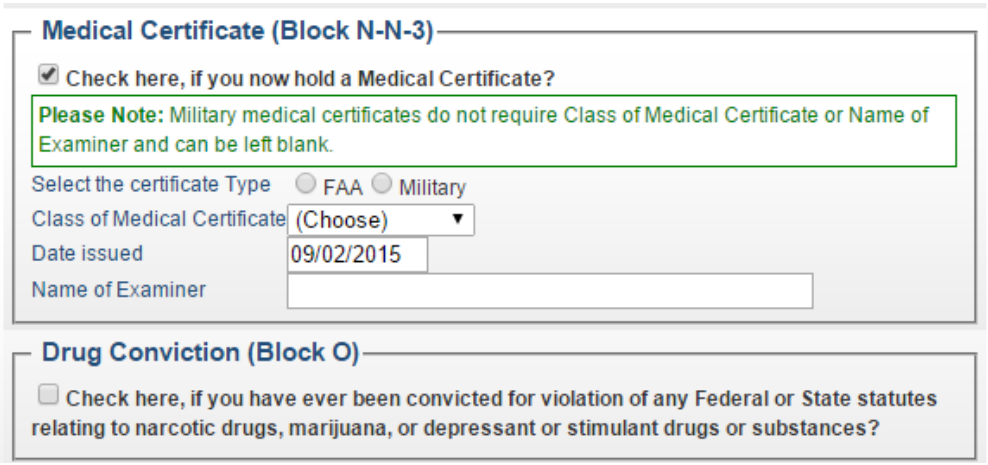


12 *IMPORTANT* - CLICK "SAVE CFI CERTIFICATE"

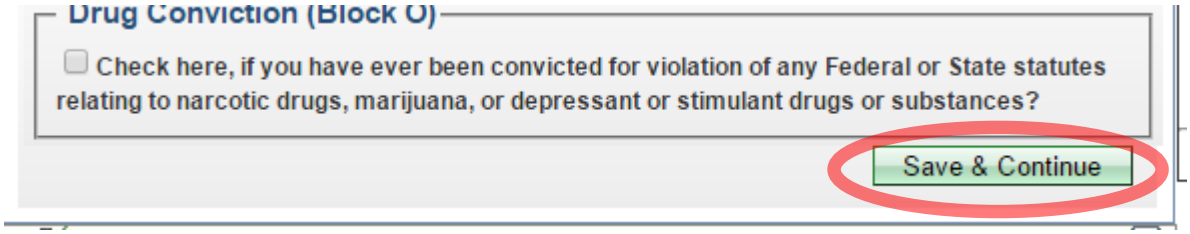
If you skip this step, your ratings will not save to your certificate



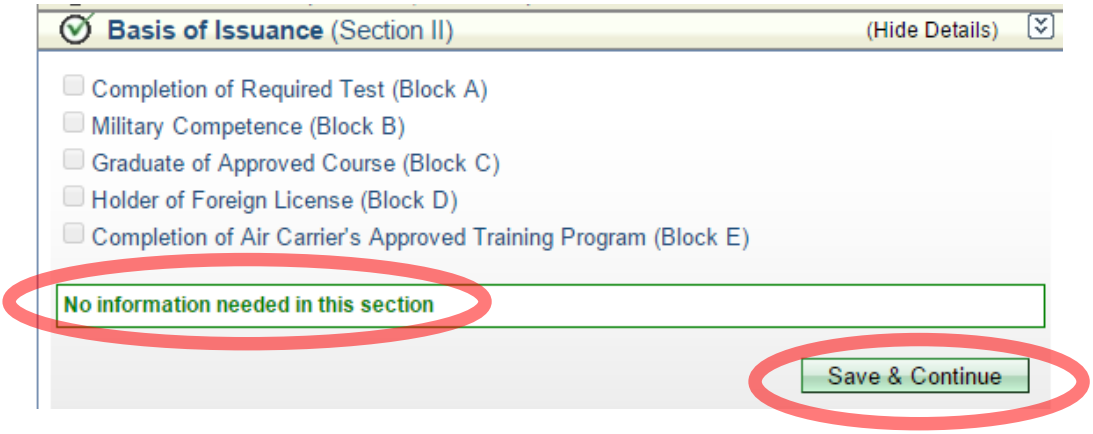
13 FILL IN THE MEDICAL AND DRUG INFORMATION



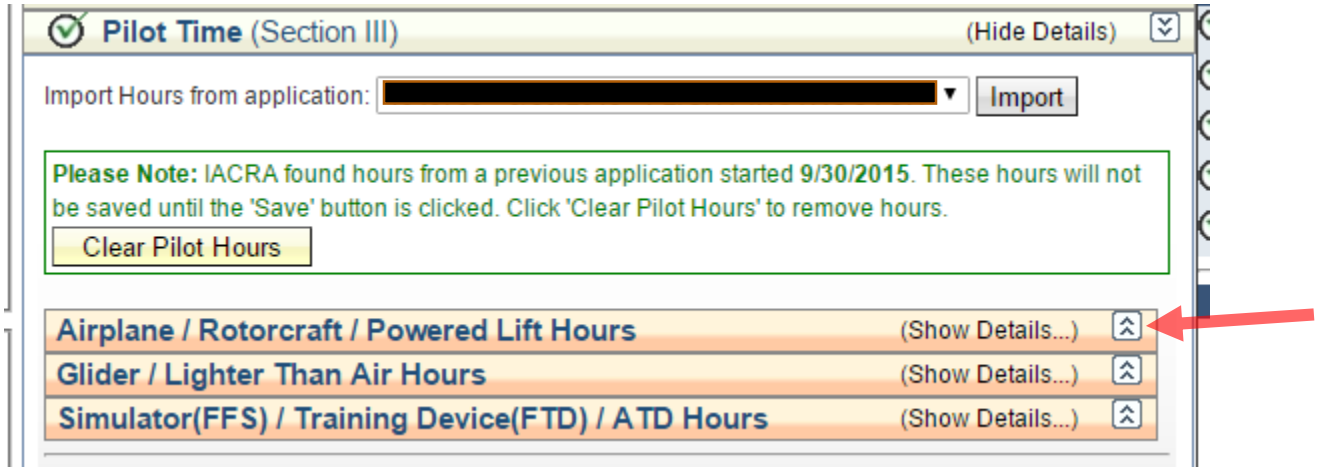
14 Click "Save & Continue"



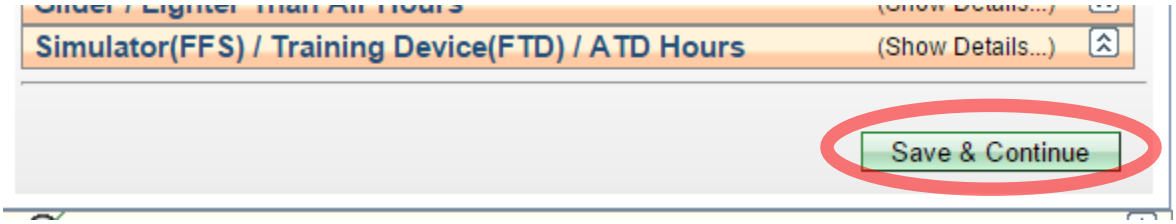
15 Click "Save & Continue" (no info needed in this section)



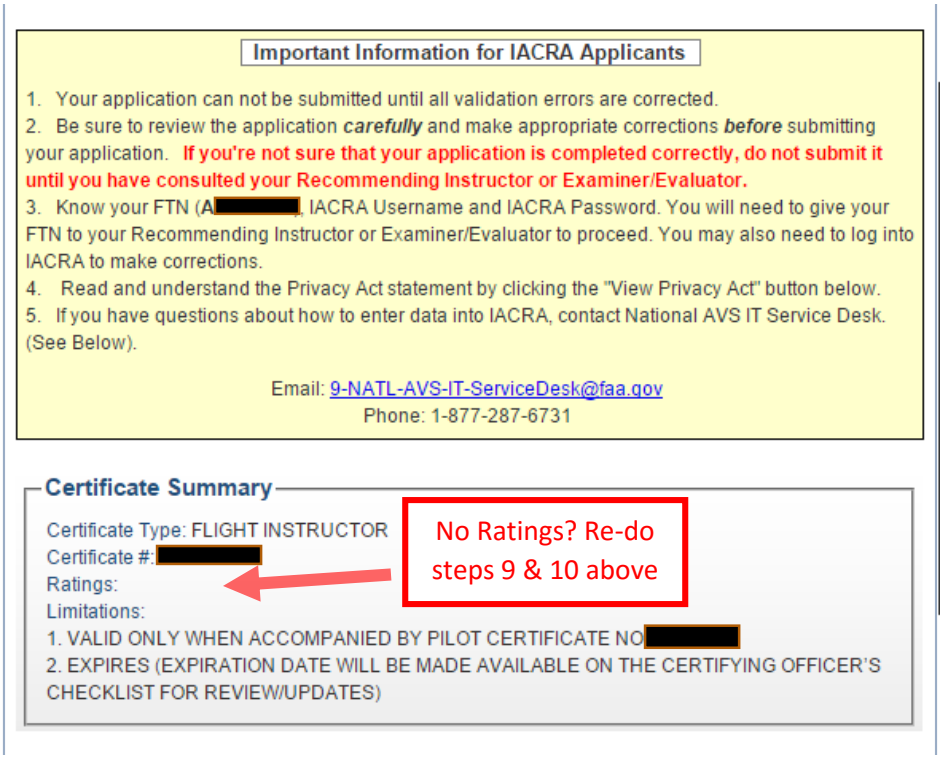
16 Fill in Pilot Time Section (Optional)



17 "SAVE & CONTINUE"

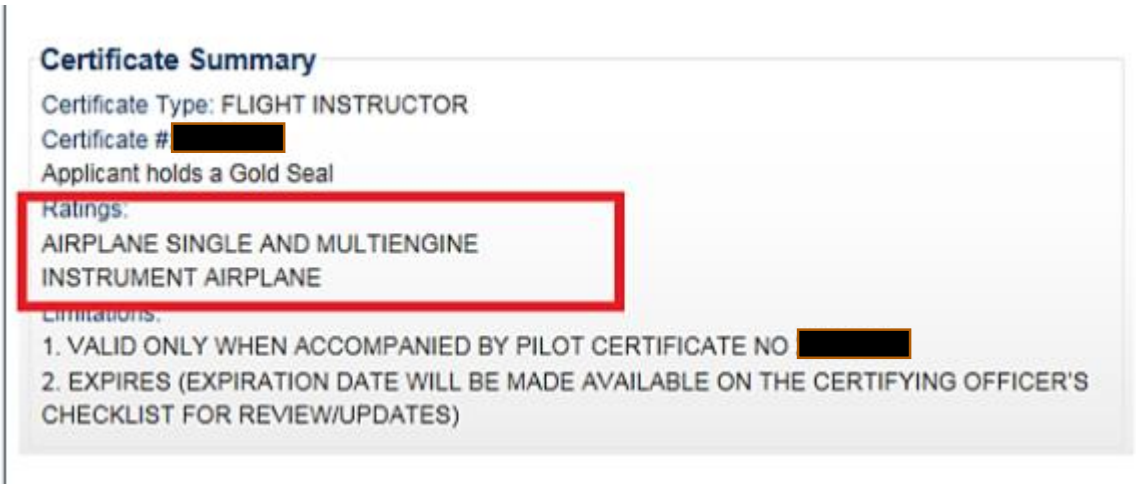


18 REVIEW THE APPLICATION INFORMATION



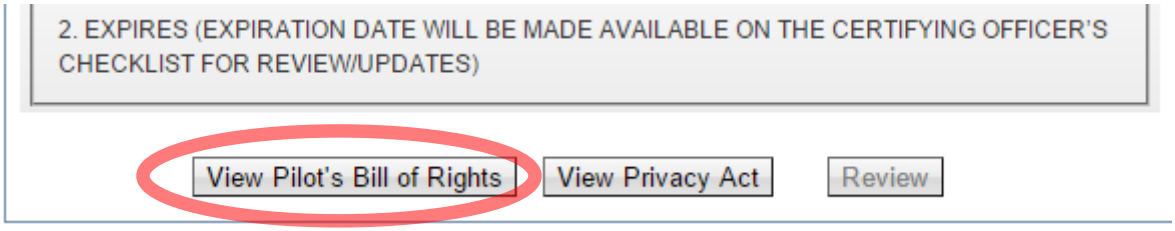
19 *IMPORTANT* ENSURE YOUR "RATINGS" ARE CORRECT

If your ratings are not listed or correct, go back and re-do steps 11 and 12 above!

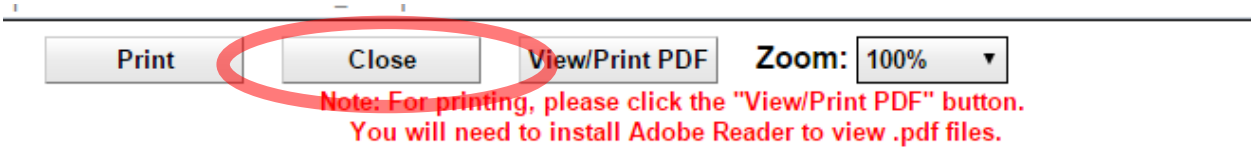


20 VIEW PILOT'S BILL OF RIGHTS

You must view the Pilot's Bill of Rights and Privacy Act before "Review" button will work



21 READ THE PILOT'S BILL OF RIGHTS, THEN CLICK "CLOSE"

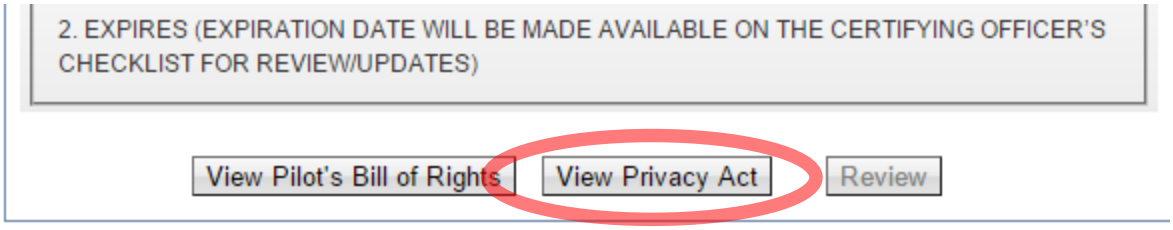


Written Notification to an Airman Applicant

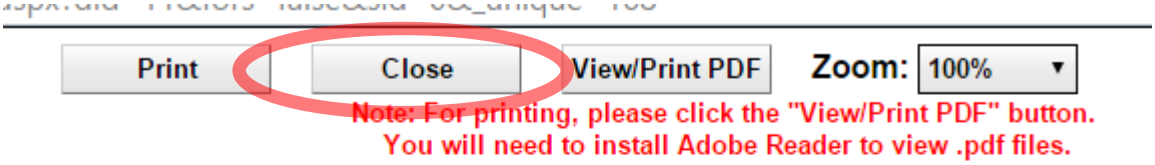
PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION

The information you submit on the attached FAA Form will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, rating, or inspection authorization to you under Title 49, United States Code (USC) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the

22 VIEW PRIVACY ACT



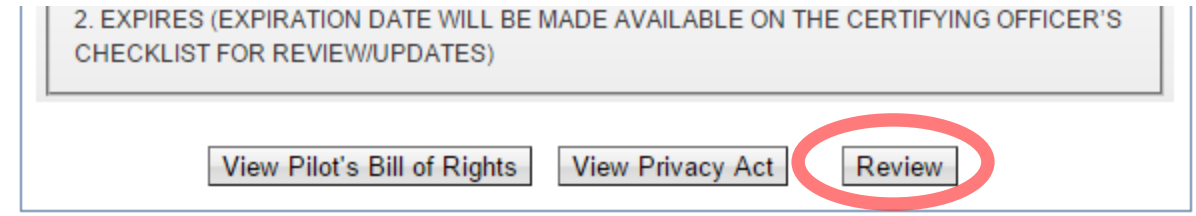
23 READ PRIVACY ACT, THEN CLICK "CLOSE"



AIRMAN CERTIFICATE AND/OR RATING APPLICATION

PRIVACY ACT STATEMENT: This statement is provided pursuant to 5 U.S.C. § 552(a):

24 CLICK "REVIEW"



25 REVIEW YOUR 8710 APPLICATION

You will need to install Adobe Reader to view .pdf files.

IACRA Generated Copy

TYPE OR PRINT ALL ENTRIES IN INK

Form approved OMB No:2120-0021

U.S. Department of Transportation
Federal Aviation Administration

Airman Certificate and/or Rating Application

I. APPLICATION INFORMATION (Mark 'X' in all the blocks applicable to the certificate or rating for which you are applying):

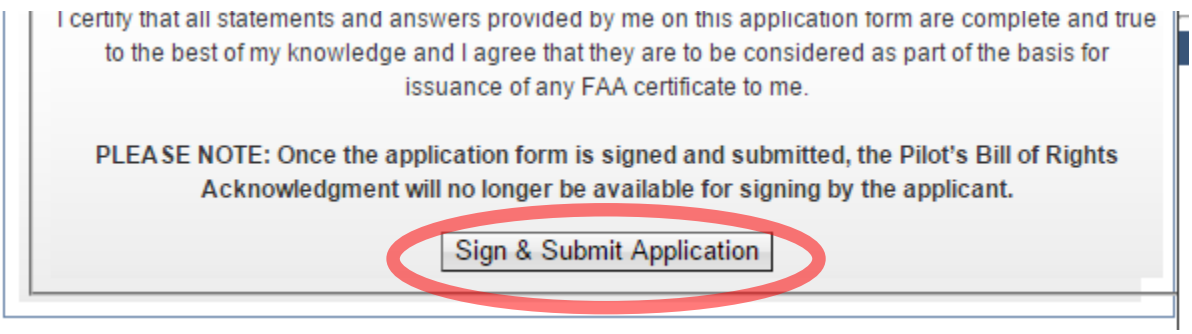
Certificates			Ratings					Other Information/Requests		
Pilot:		*Instructor:*	*Category and/or Class:*			*Instrument:*	*Ground Instructor:*			
☐ Student	☐ Recreational	☒ Flight	☐ ASE	☐ AME	☐ Land ☐ Sea	☐ Airplane	☐ Basic	☐ Initial	☐ Reexamination	☐ Instrument Proficiency Check
☐ Private	☐ Commercial	☐ Ground	☐ Helicopter	☐ Balloon	☐ Glider	☐ Helicopter	☐ Advanced	☒ Renewal	☐ Reissuance	☐ Medical Flight Test
☐ ATP-Restricted	☐ ATP		☐ Gyroplane	☐ Airship	☐ Powered-Lift	☐ Powered-Lift	☐ Instrument	☐ Reinstatement	☐ Flight Review	☐ Limitation Removal
			Type Rating:				☐ Added Rating	*Specify other:*		☐ IPL

A. Name (*Last, First, Middle*)	B. SSN (*US Only*)	C. Date of Birth	D. Place of Birth (*City and State) or (City and Country*)

26 Click "Close"

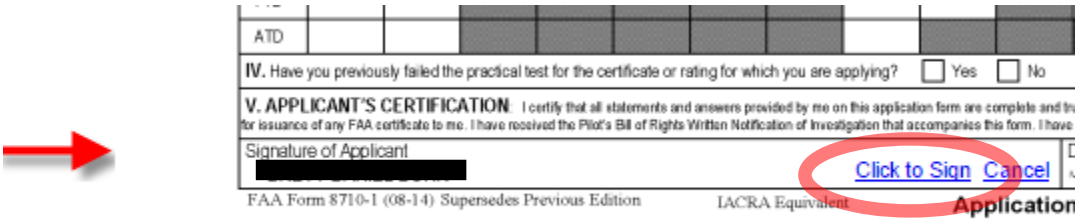
27 Sign Pilot's Bill of Rights

28 Click "Sign & Submit Application"



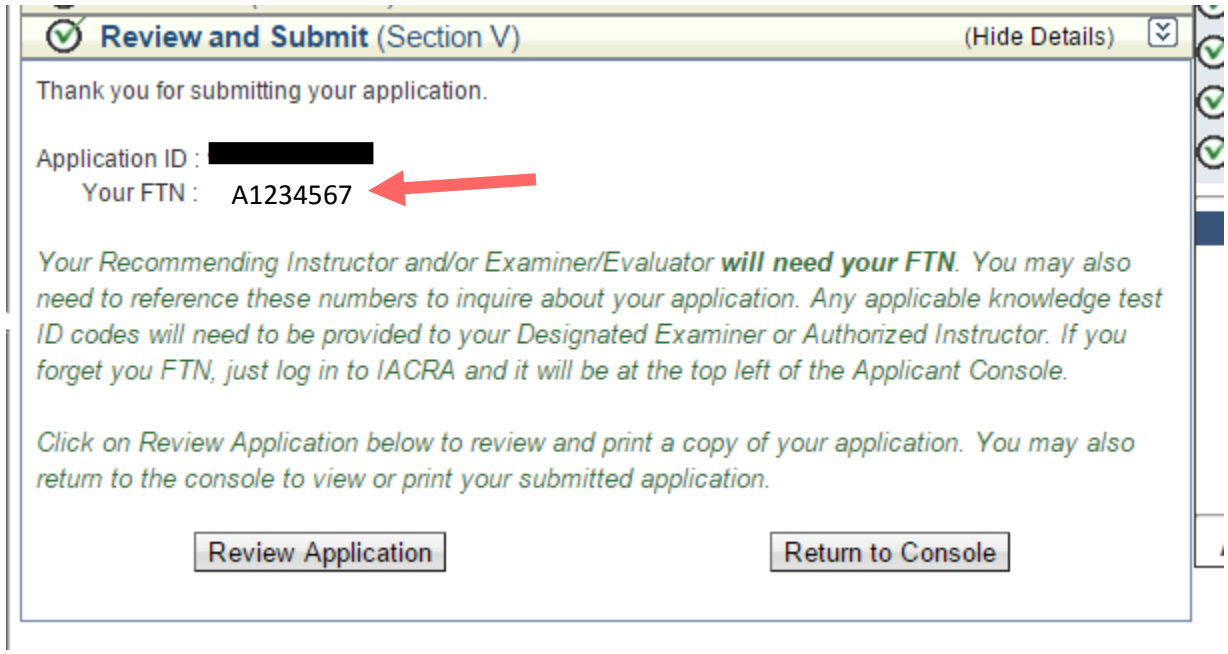
29 Click to Sign

Before you sign Ensure your ratings



30 Write Down Your "FTN"

You will need to provide this to our ACR



31 Your 8710 Application is Signed!

32 Now go to Step 3 of the AceCFI ACR Checklist