Step by Step Process for Issuance of Student Pilot Certificates Using Updated FAA Student Pilot Certificate Procedures

New process effective April 1, 2016 and now allows CFIs along with FAA staff and DPEs to issue student pilot certificates.



www.JasonBlair.net Copyright 2016 - Diving Pilots • New procedures became effective on April 1, 2016 to require student pilot certificates to now be issued separate from FAA medical certificates.

• These certificates can now be issued by CFIs as well as the traditional sources of FAA staff and FAA Designated Pilot Examiners.

More information about the reasons for these changes can be found in an AOPA article, "**Student pilot certificate rules change April 1**" at:

<u>http://www.aopa.org/News-and-Video/All-</u> <u>News/2016/March/31/Student-pilot-certificate-application-</u> <u>rules-change-April-1</u>



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The following slides are a step by step set example of the entire process of issuing a student pilot certificate using IACRA with the updated procedures.



www.JasonBlair.net Copyright 2016 - Diving Pilots First, the applicant for the student pilot certificate will need to set up an IACRA account at: <u>iacra.faa.gov</u>

On this website, select "Register"



→ Home
→ What's new in IACRA

- → Frequently Asked Questions
- → Aircraft Search
- → Site Feedback
 → Contact Us

→ Training and Documentation

→ Helpful FAA Links

Available Certifications and Ratings





Integrated Airman Certification and Rating Application (IACRA)

IACRA is the web-based certification/rating application that guides the user through the FAA's airman application process. IACRA helps ensure applicants meet regulatory and policy requirements through the use of extensive data validation. It also uses electronic signatures to protect the information's integrity, eliminates paper forms, and prints temporary certificates.

What's new in IACRA

IACRA Version 8.13

This release contains the following changes:

Application Section

- NEW! Applicants may now use IACRA to complete Commercial 135 Second in Command applications
- IACRA was not recognizing a foreign rating at the ATP level, when applying for a private restricted 61.75 application. This issue has been corrected.
- An issue reported regarding School Administrator and applicant email address has been corrected in this release.
- IACRA was not clearing out specific fields if an applicant changed their certificate type. This issue was resolved in this release.



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O Need Help?

Download the latest version of the IACRA Instruction Manual (8.7) for help on login, registration, new screen layouts, consoles, and ATP CFR 61, 121, 141 and 135 certifications. – or download the previous version of the JACRA Instruction

Manual (7.6) for all other IACRA functionality. -- or visit our Training and

Documentation page for more information.

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After selecting, register, they will be brought to this screen where they will select "applicant".

| FR | ages collect the role of roles below a suble volumenter | ke to register | |
|------------------------------|---|---|--|
| What's new in IACRA | Applicant | | |
| Aircraft Search | | | |
| > Site Feedback | ✓ Applicant | | |
| → Contact Us | Instructors | | |
| → Training and Documentation | Air Carrier Flight Instructor | - (CFR 121, 135) | |
| > Helpful FAA Links | Chief / Assistant Chief Flight Instructor | - (CFR 141) | |
| Available Certifications and | 142 Recommending Instructor | - (CFR 142) | |
| Ratings | Recommending Instructor | - (CFR 61, 65, 141, SIC, Student Pilot) | |
| | Certifying Officers | | |
| | Aircrew Program Designee | - (CFR 121, 135) | |
| | Airman Certification Representative | - (CFR 141) | |
| | Airman Certification Representative (FIRC only) | - (FIRC) | |
| | Aviation Safety Inspector | - (FAA) | |
| | Aviation Safety Technician | - (FAA) | |
| | Designated Examiner | - (CFR 61, 141, 65) | |
| | Training Center Evaluator | - (CFR 142, 121, 135) | |
| | | | |

With "Applicant" selected, the applicant will scroll down and then click "Agree to TOS and Continue"

Admin

School Administrator

- Training Center Evaluato

- (CFR 141, 142, 121, 135)

VIIL 174, 141, 100

Terms of Service (TOS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

 You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.

Any communications or information transiting or stored on this information system m disclosed or used for any lawful government purpose.

Agree to TOS and Continue >>

U.S. Department of Transportation Federal Aviation Administration 800 Independence Avenue, SW Washington, DC 20591 1-866-TELL-FAA (1-866-835-5322) Readers & Viewers

Government Sites DOT.gov USA.gov

Web Policies & Notices Privacy Policy DOT.gov USA.gov Recovery.gov Regulations.gov Data.gov

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The next screen will capture applicant information. Fill in name, click "Do Not Use" for social security number (unless you really want to use it for some reason), and fill in personal characteristics

data.

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| > Prequently Asked Questions | Airman Certificate | Number |
| Aircrait Search | | |
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| → Contact Us | | |
| | Personal Infor | mation |
| → Helpful FAA Links | Please Note: Th | to total length of your first an iniddle names must be less than 50 characters. |
| Available Certifications and Ratings | First Name | No First Name |
| | Middle Name | □ No Middle Name |
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Scrolling down, fill in citizenship, place of birth, and address information.

Phone

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| | Email Address | | |
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| ZIP Code | | | |
| Country | UNITED STATES | | |

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Check here if your Mailing Address is different from your Residential Address and you are using the 8710-1.

Check here if your Special Mailing Address is different from your Residential Address or Mailing Address.



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A little more scrolling and you will be prompted to select a couple of "security" questions that would be used if you ever lose your login or password, and to create a login and password that you will use for IACRA. With these filled in, click "register".

| Security Question 1 | | | | |
|---------------------|---|---------------|----------------------------|-----|
| In what city were | you born? (Enter full name of city or | ıly) | ✓ Ø | |
| Answer | | | | |
| - | | | | |
| Security Question 2 | | | | |
| In what city was y | our mother born? (Enter full name o | of city only) | ✓ Ø | |
| Answer | | | • | |
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This will complete the registration process and generate a screen with an FTN number. This number is important for the applicant to keep for this and all future FAA certificate processing actions. It will also email this information to the applicant on the email address they used for the registration. With this done, click

| → Home → What's new in IACRA | | | Ridge Rich |
|--|---|--|-------------|
| → Frequently Asked Questions → Aircraft Search → Site Feedback | Thank you for reg Your FTN is: Your User Name is | istering with IACRA. | Neebish ST |
| → Contact Us → Training and Documentation → Helpful FAA Links | Please take careful note of your FTN, username and password to sign in to your IA CO or instructor when completing application | username and password. You will need your CRA account. Your FTN will be required by your ons in IACRA. If you have entered a valid email | unuscong La |
| Ratings | Please click <u>her</u> | e to Kanada Angelanda | t 562 |
| Ep Ep | ent of Transportation ion Administration Jence Avenue, SW DC 20591 XAA (1-866-835-5322) Web Policies & Notices Privacy Policy | ers Government Sites DOT.gov USA.gov Recovery.gov Regulations.gov Data.gov | Geetzvilleo |
| | | The CLICING | 1 mar |

When logged back in, click "Accept TOS as Applicant" to move forward.



Click "Start New Application" to begin a new student pilot certificate processing.

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|-------------------------------|--------------------------|-----------------------------|---------------------|---|----------|
| Iser Information | IACRA Home » Console | | | | River |
| TN:Logou | IACRA - Applican | t Console | | | |
| ole: Applicant | Start New Applicatio | on s | | | |
| pplicant Options | Start New Applicatio | | | | |
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| Start Application | | | | | - |
| User Profile | There are no application | ns available for processing | | | 1 de |
| Add Role | | aranabie for processing. | | | Richards |
| Edit Preferences | Airman Information | | | | Ren 101 |
| Change Password | Airman Certificate | | | | ISLA |
| nformation & Help | Certificate Numbe | r Certificate Type | Issued | Expires | 1 Mar |
| Home | 1386715 | STUDENT PILOT | 11/24/2009 | 11/30/2014 | |
| What's new in IACRA | | | | | ale. |
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Select "Pilot" application,

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| | IACRA Home | |
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| | - <u>Private Pilot</u> - <u>Recreational Pilot</u> - <u>Sport Pilot</u> - <u>Student Pilot</u> 3) Other Path Information | |
| What's new in IACRA Frequently Asked Questions Aircraft Search Site Feedback Contact Us Training and Documentation | 4) Start Application | |

Then select "Student Pilot". Next select "Start Application".

| → Console | 2) Certifications (Hide Details) | |
|---|---|--|
| Start Application | Pilot Certifications | Student Pilot |
| → Add Role | — <u>Airline Transport Pilot</u> — <u>Commercial Pilot</u> | For certification requirements, follow the link to the |
| → Edit Preferences | - <u>Private Pilot</u> | applicable section of the Code of Federal Regulations |
| → Change Password | - <u>Recreational Pilot</u> - Sport Pilot | <u>61.83</u> |
| Information & Help | - <u>Student Pilot</u> | |
| → Home | 3) Other Path Information | |
| → What's new in IACRA | Student Pilot | |
| Frequently Asked Questions | 4) Start Application | |
| → Aircraft Search | Student Pilot | |
| → Site Feedback | Please verify all of the information before starting the application. | |
| → Contact Us | Start Application | |
| → Training and Documentation | | |
| → Helpful FAA Links | | |
| → Available Certifications and Ratings | | |
| | | |

The next screen should "auto populate" the applicant information with the data that was entered when registration was completed, however, verity the data is correct before scrolling down.

| FTN: Logout | Applying For: Student Pilot (Change) | |
|----------------------------|--|--|
| User: | Personal Information (Section A-I) (Hide Details) | |
| Applicant Options | | |
| → Console | Personal Information | 22.80 |
| Start Application | Please Note: The information in this top section cannot be changed once it is established with the | 1-22 |
| Juser Drafile | Airman Registry. To learn how to update this information please follow this link. | In. |
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| → Add Role | Date of Birth | |
| → Edit Preferences | Sex F | icate Held |
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| → Frequently Asked | Height (inches) 66 | Application |
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| → Site Feedback | State of Birth MI | |
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| → Training and | Email Address | 582 |
| Documentation | Applica | ation ID: 1134396 |
| → Helpful FAA Links | Dease Note: If it is determined by the Airmon Registry that the address entered is a Commercial | truiller |
| → Available Certifications | address in this section, you will be issued a Correction Notice for incorrect Residential Address. | |
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| | Address Line 2 | |
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Scroll down and select, "Save & Continue".

| → Training and Documentation → Helpful FAA Links → Available Certifications and Ratings | Email Address Residential Address (E1. On 8710-1) Please Note: If it is determined by the Airmen Registry that th address in this section, you will be issued a Correction Notice | he address entered is a Commercial e for incorrect Residential Address. |
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| → Helpful FAA Links → Available Certifications and Ratings | Please Note: If it is determined by the Airmen Registry that the address in this section, you will be issued a Correction Notice | he address entered is a Commercial e for incorrect Residential Address. |
| → Available Certifications and Ratings | address in this section, you will be issued a Correction Notice | e for incorrect Residential Address. |
| | | |
| | | Application Status |
| | Address Line 1 | Personal Info |
| | Address Line 2 | |
| | to Physical | |
| | Residential Address | |
| | City | Pilot Time |
| | State MI V | O Review & Submit |
| | ZIP Code | |
| | Country UNITED STATES V | View Application |
| | Add Mailing Address | |
| | Add Maining Address | |
| | Add Special Mailing Address | Save Personal Information and Continue |
| | Add Special Mailing Address | |
| | | Save & Continue |
| | Certificate Held (Section L G & M O) | (Show Datails) (2) Application ID: 11343 |
| | Basis of Issuance (Section II) | (Show Details) |
| | Pilot Time (Section III) | (Show Details) |
| | | |
| | ○ Certificate Held (Section I, G & M-O) ○ Basis of Issuance (Section II) ○ Pilot Time (Section III) | Save & Continue (Show Details) (Show Details) (Show Details) |

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The next options will require that the applicant selects "yes" for English language proficiency and a selection of if the applicant has an FAA medical certificate. The medical certificate may be auto selected as yes, so if the applicant does not have one, "de-select" that option. Then click "Save & Continue".



The next options do not require any input, just click "Save & Continue".



This option also does not require any information to be input unless the applicant has already "logged" flight time. Entering already accumulated time here does make a record of time already logged, but it is not required for the certificate issuance. Click "Save & Continue" to move forward.



Unless the applicant has been previously "denied" a student pilot certificate for some reason, select "No" here.



IACRA will next require the applicant to "View Privacy Act". Click this. It will make a "pop-up" screen come up (make sure pop-ups are not blocked on the browser).



After reviewing the privacy statement, click close.





AIRMAN CERTIFICATE AND/OR RATING APPLICATION

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

The authority for collecting this information is contained in 49 U.S.C. §§ 40113, 44702, 44703, 44709 and 14 CFR Part 61. The principal purpose for which the information is intended to be used is to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Submission of the data is mandatory, except for the applicant's social security number, telephone number, and email address which are optional. Failure to provide all required information will result in the FAA being unable to issue you a certificate and/or rating. The information collected on this form will be included in a Privacy Act System of Records known as DOT/FAA 847, titled "Aviation Records on Individuals" and will be subject to the routine uses published in the System of Records Notice for DOT/FAA 847 (see www.dot.gov/privacy

 a) Providing basic airmen certification and qualification information to the public upon request. Examples of basic information include:

- The type of certificate(s) and/or rating(s) held, limitations, date of issuance and certificate number;
- The status of the airman's certificate (i.e., whether it has been amended, modified, suspended or revoked for any reason);
- · The airman's home address, unless requested by the airman to be withheld from public disclosure per 49 U.S.C.44703(c);
- Information relating to an airman's physical status or condition used to determine statistically the validity of FAA medical
 standards, the date, class, and restrictions of the latest physical;
- Information relating to an individual's eligibility for medical certification, requests for exemption from medical
 requirements, and requests for review of medical certificate denials.
- b) Using contact information to inform airmen of meetings and seminars conducted by the FAA regarding aviation safety.
- c) Disclosing information to the National Transportation Safety Board in connection with its investigation responsibilities.
- d) Providing information about airmen to Federal, State, local and tribal law enforcement agencies when engaged in an official investigation in which an airman is involved.
- Providing information about enforcement actions, or orders issued thereunder, to Federal agencies, the aviation industry, and the public upon request.
- Making records of delinquent civil penalties owed to the FAA available to the U.S. Department of the Treasury and the U.S. Department of Justice (DOJ) for collection pursuant to 31 U.S.C. 3711(g).
- g) Making records of effective orders against the certificates of airmen available to their employers if the airmen use the affected certificates to perform job responsibilities for those employers.
- h) Making airmen records available to users of FAA's Safety Performance Analysis System (SPAS), including the Department of Defense Commercial Airlift Division's Air Carrier Analysis Support System (ACAS) for its use in identifying safety hazards and risk areas, targeting inspection efforts for certificate holders of greatest risk, and monitoring the effectiveness of targeted oversight actions.
- i) Making records of an individual's positive drug test result, alcohol test result of 0.04 or greater breath alcohol concentration, or refusal to submit to testing required under a DOT-required testing program, available to third parties, including current and prospective employers of such individuals. Such records also contain the names and titles of individuals who, in their commercial capacity, administer the drug and alcohol testing programs of aviation entities.
- j) Providing information about airmen through the Civil Aviation Registry's Comprehensive Airmen Information System to the Department of Health and Human Services, Office of Child Support Enforcement, and the Federal Parent Locator Service that locates noncustodial parents who owe child support. Records in this system are used to identify airmen to the child support agencies nationwide in enforcing child support obligations, establishing paternity, establishing and modifying support orders and location of obligors. Records listed within the section on Categories of Records are retrieved using Connect: Direct through the Social Security Administration's secure environment.
- k) Making personally identifiable information about airmen available to other Federal agencies for the purpose of verifying the accuracy and completeness of medical information provided to FAA in connection with applications for airmen medical certification.
- Making records of past airman medical certification history data available to Aviation Medical Examiners (AMEs) on a routine basis so that AMEs may render the best medical certification decision.
- m) Making airman, aircraft and operator record elements available to users of FAA's Skywatch system, including the Department of Defense, the Dopartment of Horneland Security (DHS), DOJ and other authorized Federal agencies, for their use in managing, tracking and reportiated security events.
- n) Other possible routine uses published in the Federal Register (see Prefatory Statement of General Routine Uses for additional uses (65 FR 19477-78) For example, a record from this system of records may be disclosed to the United States Coast Guard (Coast Guard) and to the Transportation Security Administration (TSA) if information from this system was shared with either agency when that agency was a component of the Department of Transportation (DOT) before its transfer to DHS and such

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www.JasonBlair.net Copyright 2016 - Diving Pilots This will bring you to the previous window where the "Review" option is now available. Click this to bring up another "pop-up" window that will allow a review of the full application.



After reviewing the application content for accuracy, click "Close" to go back to IACRA to complete a submission.

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With the review completed, you should now be able to click the "Submit Application" button to complete the submission.



When submitted, you will be brought to this screen that confirms the application has been submitted. The FTN number will now be used by the CFI to "issue" the student pilot certificate.



The CFI can now login as "Recommending Instructor" to begin the application review and issuance process.



Federal Aviation Administration

| Frequently Asked Questions Aircraft Search | Terms of Service (TOS) You are accessing a U.S. Government information system, which includes (1) this computer, (2) this |
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| Site Feedback Contact Us | media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. |
| Training and Documentation | Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. |
| Helpful FAA Links Available Certifications and Ratings | By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose. |
| • | Clicking an 'Accept TOS' button below signifies your agreement to the TOS and selects that role I agree to the Terms of Service & select: Accept TOS as -> APPLICANT Accept TOS as -> DESIGNATED EXAMINER Accept TOS as -> RECOMMENDING INSTRUCTOR |
| | Do NOT accept Terms of Service |

The CFI will now enter the FTN number of the applicant to retrieve the application that was submitted. With the FTN number entered, click "Retrieve".

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| V M | User Information | IACRA Home » Console | | 10 m time T |
| N DO | FTN: Logout | IACRA - Instructor Console | | T2000 To EN |
| | Role: Recommending | Retrieve & Process pplications | Your Activity History | 51 |
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| | | | | (R-928) |

This should show the application to the CFI for review. Click "Go" to work with this application.



The CFI will then need to enter information from a government issued photo ID confirming they the applicant is who they say they are, verify the English language proficiency, and confirm the student is of the appropriate age for the student pilot certificate

type sought (14 years old for gliders, 16 for airplane for example).

This part is new for CFIs as it was traditionally only used by DPEs and FAA staff.

Then click "Save & Continue"



The CFI must now "review" the application.

| FTN: Logout | Instructor Checklist for Student Pilot | |
|-------------------------------|---|---------------|
| User: | Application Information | |
| Instructor | Applicant Name: | |
| Instructor Options | FTN: | |
| → Console | Application ID: 1 Application Type: Student Pilot | |
| → User Profile | | |
| ⇒ Add Role | Begin Checklist | Klist Status |
| → Change Role | Application Return/Edit - Comments - Upload Documents (Show Details) | alion Options |
| → Remove Role | Airman's ID - English Language Proficiency - Age (Show Details) | ant Signature |
| ⇒ Edit Preferences | (Hide Details) C OApplicat | and Signature |
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| Information & Help | Select 'Applicant Login' to allow the applicant to review and sign the application. | Application |
| ⇒ Home | Review Application Applicant Login | |
| → What's new in IACRA | | |
| Frequently Asked | Previous Continue | |
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After reviewing this, click close on the "pop-out" window that came

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The "Applicant Login" option should now be available and will allow the applicant to login to now sign the application the CFI has reviewed. Click "Applicant Login".

| 1 6 | - liser information | IACRA Home » Console » Certifying Officer's Checklist | | |
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| | FTN: Logout | Instructor Checklist for Student Pilot | (Hide All) | |
| 2000 | User: Role: Recommending | Application Information | | |
| | Instructor | Applicant Name: | | |
| | Instructor Options | Application ID: | | |
| | → Console | Application Type: Student Pilot | | |
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| The second | → Change Role | Application Return/Edit - Comments - Upload Documents | (Show Details) 😒 | |
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| | ⇒ Edit Preferences | O Applicant Signature | (Hide Details) 🖄 | Applicant Signature |
| | → Change Password | Check this box to verify that the applicant reviewed the Privacy View | Privacy Act | Summary Information |
| | Information & Help | Act statement prior to submitting or signing the application. | | View Application |
| | → Home | Bill of Rights to the applicant. | Pilot's Bill of Rights | |
| X Fiber | → What's new in IACRA | | | |
| | ⇒ Frequently Asked | Select 'Applicant Login' to allow the applicant to review and sign the | application. | |
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Have the applicant enter their login information and click "Accept TOS & Login".



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The applicant must now "Sign Pilot's Bill of Rights Acknowledgement" and then "Review and Sign Application".





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The Pilot's Bill of Rights Acknowledgement will create a pop-out window that will allow the applicant to "Click to Sign".

investigation at the time of this application.





This will grey out the PBR acknowledgement as completed and allow the "Review and Sign Application to be completed. Click

this.

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| | ⇒ Home |
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| Ap | plication Information |
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| 1 | APPLICANT |
| 1 | PILOT'S BILL OF RIGHTS |
| | Please click the "Sign Pilot's Bill of Rights Acknowledgment" button, below, to sign the Pilot's Bill of Rights Acknowledgment. |
| | Sign Pilot's Bill of Rights Acknowledgment |
| ľ | (The applicant is not required to sign the Pilot's Bill of Rights Acknowledgment. If the applicant chooses not to sign the Acknowledgment, the Certifying Officer will be required to sign it from the Certifying Officer Checklist.) |
| | APPLICATION |
| | Please review your application for accuracy. If changes are necessary, cancel or close the sign document to return to the certifying officer's checklist. The Certifying officer may then allow you to edit your application at that time. |
| | By electronically signing this document: |
| ł | I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. |
| | PLEASE NOTE: Once the application form is signed, the Pilot's Bill of Rights Acknowledgment will no longer be available for signing by the applicant. |
| | Review and Sign Application |

Review and Sign Application

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Another pop-out window will be generated and prompt the applicant to "Click to Sign".

Click this to move forward.

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| IV. Have | you previous | ly received a | Notice of D | isapproval or | been denied 1 | or any reaso | n for the certif | cate and/or s | ating for which | h you are ap | olying? | Yes X | No | | | | |
| V. APPL | ICANT'S | CERTIFIC | ATION | certify that all | statements an | f answers pa | relided by me o | n this applicat | ion form are c | omplete and t | ine to the best | of my knowle | dge and Lagre | e that the | y are to be | considen | d as pa |
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The CFI will now be prompted to log back in to complete the issuance process.

| Instructor | Applicant Name | |
|---|---|--|
| Instructor Options | Application ID | |
| 9 Console | Application Type: Student Pilot | |
| + User Profile | | Chocklist Status |
| + Add Role | This step must be performed by the Certifying Officer. R. Certifying Officer | Application Option |
| + Change Role | is required to log back into IACRA on this screen to continue the remaining steps on the | Airman Identificati |
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| ⇒ Home | Legin | (and particular and p |
| → What's new in IACRA | Terms (Login ce (TOS) | |
| ⇒ Frequently Asked | You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a | |
| Questions | computer on this network. This information system is provided for U.S. Government-authorized use only. | And Address of the other water o |
| Aircraft Search | Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. | |
| ⇒ Site Feedback | By using this information system, you understand and consent to the following: | |
| → Contact Us | You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, | |
| Training and Descentation | intercept, search, and seize any communication or information transiting or stored on this information system. 2. Any communications or information transiting or stored on this information system may be disclosed or used for | |
| Documentation | any lawful government purpose. | |
| Helpful FAA Links | | |
| Available Certifications and | | |
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The CFI will now be required to "Review" the application again. This will generate another pop-out window.

| User Information | IACRA Home » Console » Certifying Officer's Checklist | | |
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| FTN: Logout | Instructor Checklist for Student Pilot | (Hide All) | |
| User Role: Recommending | Application Information | | |
| Instructor | Applicant Name: | | |
| Instructor Options | FTN: | | |
| → Console | Application Type: Student Pilot | | |
| → User Profile | | | |
| ⇒ Add Role | | Begin Checklist | Checklist Sta |
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After again reviewing this, click close.



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After reviewing the application the CFI will be required to certify their FSDO and instructor information for the issuance. Click the box to confirm this.

| User Information | | | | |
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| FTN: Logout | Instructor Checklist for Student Pilot | (Hide All) |) | |
| User Role: Recommending | Application Information | | | |
| Instructor | Applicant Name: | | | |
| Instructor Options | FTN: | | | |
| → Console | Application ID: | | | |
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| Add Pole | | Begin Checklis | st | Checklist Status |
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| → Home → What's new in IACRA → Frequently Asked Questions → Aircraft Search → Site Feedback → Contact Us → Training and Documentation → Helpful FAA Links → Available Certifications and Ratings | Instructor Address / FSDO Confirmation FSDO: The address and FSDO above are correct, or I have updated the address Services. (If you you need to change your Flight Standards District Office (FSDO closest to your location. For help locating your FSDO use this FSDO | s at <u>Airman</u> D), select the one <u>locator</u> . | | |
| PAN | www.JasonBlair.net Copyright 2016 - Diving Pilots | 9 | ZR | 'sn |

With that selected, click "Sign Application".

| Role: Recommending | Application Information | | | ANTA |
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| Instructor | Applicant Name: | | | A Bes |
| ⇒ Console | Application ID: Application Type: Student Pilot | | | 1/10 |
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| → Add Role | | Begin Checklist | | 3 al-ARin |
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| → Home → What's new in IACRA → Frequently Asked Questions → Aircraft Search → Site Feedback → Contact Us → Training and Documentation → Helpful FAA Links → Available Certifications and Ratings | Instructor Address / FSDO Confirmation FSDO: The address and FSDO above are correct, or I have updated the add (If you you need to change your Flight Standards District Office (F closest to your location. For help locating your FSDO use this FSI By electronically signing this document I certify that: I have personally reviewed the applicant's information and verified this per requirements and the applicant's identification and have ACCEPTED this S | iress at <u>Airman Services.</u> SDO), select the one <u>DO locator</u> . rson meets the eligibility tudent Pilot application. | | Richard Land ST J IS SB2 Raber O Reber O |
| 1 | Previous | Sign Application | Pollow Son | - and |

The last pop-out window will now be generated and require the CFI to "Click to Sign" the application.



The student pilot certificate is now completed and a confirmation screen will be generated. No temporary certificate will be issued and the student will now wait for a plastic to arrive in the mail.

| User: | | 21/14 |
|--|---|--------------------|
| Role: Recommending | Application Information | 218 |
| Instructor | Applicant Name: | Alga ARiver |
| Instructor Options | Application ID: | |
| → Console | Application Type: Student Pilot | |
| → User Profile | | 11 |
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| → Home | Thank you. Application has been successfully signed and will be sent to the Airmen Registry. If you | Dr NISLA |
| What's now in IACRA | have any questions or concerns please contact the National AVS IT Sevice Desk and refer to the | N VN |
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| Questions | National AVS IT Service Desk | and the |
| → Aircraft Search | 1-844-FAA-MYIT (322-6948) | |
| → Site Ecodback | helpdesk@faa.gov | |
| She reedback | | X X |
| - Contact Us | Choose a Form to Review/PrintSelect Form View/Print | 1 582 |
| Training and Documentation | This is your ONLY opportunity to print the Pilot Bill of Pights | |
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Those are the new steps. Enjoy!



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