

Visit: <https://iacra.faa.gov/IACRA/Default.aspx>

1) From the home page click “register”.

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## IACRA

### 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.

Username: **Required**  
Password: **Required**  
[Forgot Username or Password?](#)  
Login or [Register](#)  
FAA Employee Login [Help](#)

**Need Help?**

2) Select “applicant” and agree to the terms of service at the bottom of the page.

### IACRA - Select Role(s)

Please select the role or roles below for which you would like to register.

- Applicant**

#### Instructors

- Air Carrier Flight Instructor - ( CFR 121, 135 )
- Chief / Assistant Chief Flight Instructor - ( CFR 141 )
- 142 Recommending Instructor - ( CFR 142 )
- Recommending Instructor - ( CFR 61, 65, 141, SIC, Student, Remote, Flight Review )

#### 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 )

#### Admin

- School Administrator - ( CFR 141, 142, 121, 135 )

- 3) You will now enter your personal information on the page below. **If you do not hold an FAA certificate of any kind, leave this space empty!** Fill out the rest of the information as accurately as possible. **Do not use any nicknames, abbreviations, etc. that do not appear on your other forms of government identification.**

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### IACRA - User Profile Information

**Certificate Information**

Airman Certificate Number  ? **Leave Empty** ←

Date of Issuance

**Personal Information**

**Please Note:** The total length of name (including first, middle, last and any suffix) must be less than 50 characters.

First Name  ?  No First Name

Middle Name  ?  No Middle Name

Last Name  ?

Name Suffix

Date of Birth

Sex  Male  Female

Email Address  ?

- 4) When the application is complete, you will be issued an FTN number, Username, and Password. **Write these down and keep in a safe, memorable location.** Changing/replacing them is very aggravating! You will need these for the rest of your career as an airman.

**The following is copied from the FAA webpage. Once you have registered with IACRA, complete the following steps to register as a student pilot:**

### **Part 1: Starting a Student Application**

- Login to IACRA with your username and password. If you don't remember them, follow the "Forgot Username or Password" link.
- Applicant Console
  - You can start a Student Pilot application once you turn 13 years old, but you can't complete it until you're within 90 days of your 14th birthday, or older.
  - From the Applicant Console, you can start new applications and view any existing applications. Click Start New Application
  - Select 'Pilot' from the Application Type dropdown list. This will now show the different types of pilot certificates IACRA has available.
  - Click on Student Pilot. There is no other information required to start a student application, so click Start Application.

### **Part 2: Student Application Process**

- The Application Process page will open, and the Personal Information section will be open. This section will be prepopulated with the information you entered when you registered. If no changes are needed, click the green Save & Continue button in the bottom of this section.
- The Certificate Held section will open. Answer the English Language and Drug Conviction questions. If you have a medical certificate enter it, but it is not required for Student pilots. Click Save & Continue.
- The Basis of Issuance section will open. There is no information needed in this section so click Save & Continue.
- The Pilot Time section will open. There is no information needed in this section so click Save & Continue.
- The Review and Submit section will open.
  - Answer the Denied Certificate question.
  - Summary information info will be displayed.
  - You must view the Privacy Act and Review your application before you can submit your application. Click Submit Application.
- Your application is NOT complete at this point. You must meet with a Certified Flight Instructor, also known as a Recommending Instructor (RI) in IACRA, to complete the process. You must bring valid photo ID to that meeting.

### **Part 3: Certifying Process**

- Once you are within 90 days of your 14th birthday, you will meet with an RI and they look you up using your FTN and they will start the Certifying Checklist.
- The RI will verify your identity and enter ID information. They will also verify your English Language Proficiency and that you meet minimum Student Age requirements.
- After reviewing the application together, the RI will verify that you have reviewed the Privacy Act and the Pilot Bill of Rights.
- You (the applicant) will enter your username and password and then electronically sign the Pilot's Bill of Rights Acknowledgement and the Student Pilot application.
- The RI will reenter their credentials to continue the Checklist.
- The RI will sign and complete your application.
- The temporary Student Pilot certificate will be available on the Applicant Console after both these conditions are met:
  - You are at least 14 years old
  - and, you have been successfully vetted by the Transportation Security Administration (TSA)
- Your application will now be electronically sent to the FAA Airman Certification branch.
- Your permanent certificate will arrive by mail.