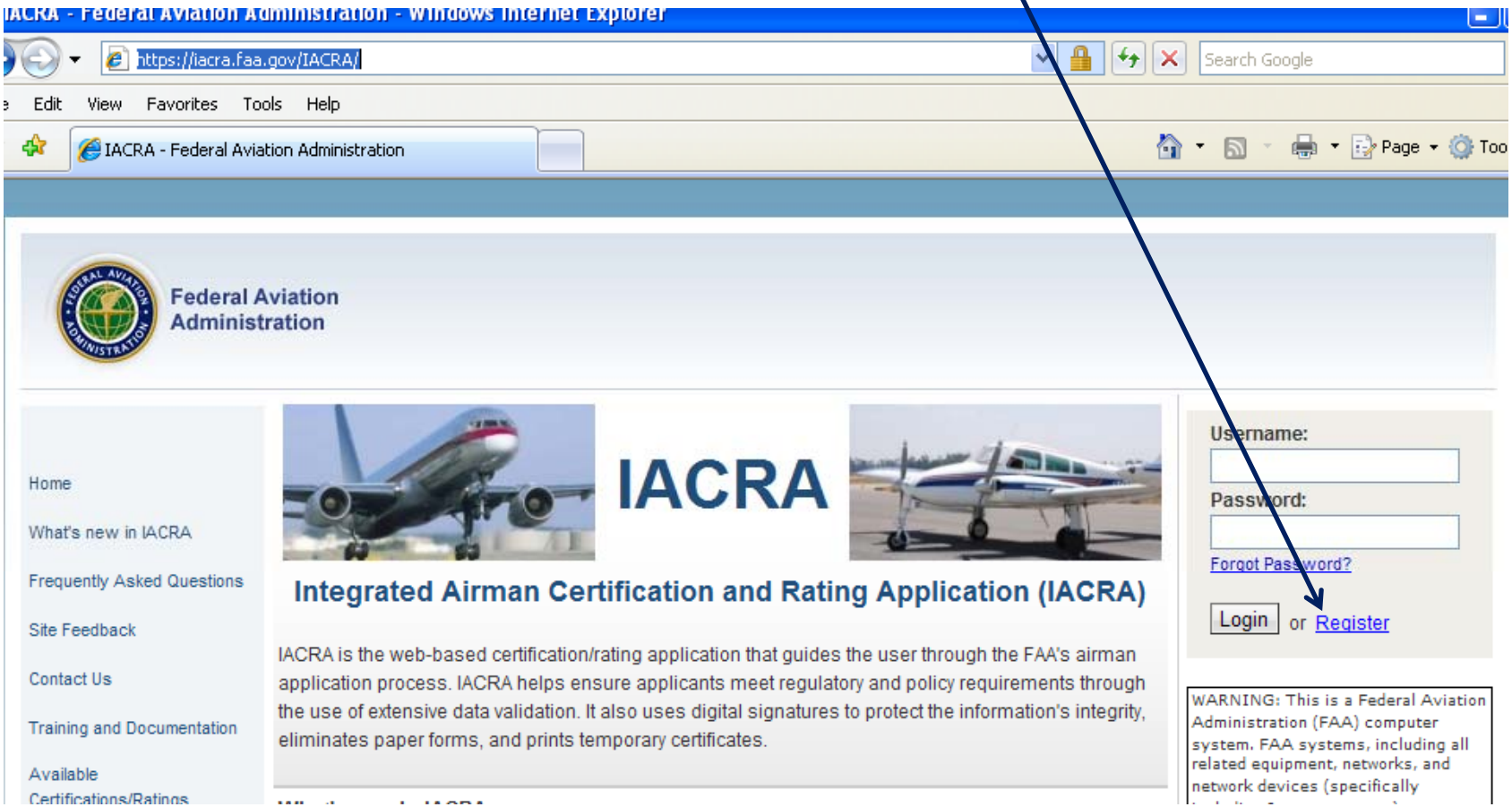
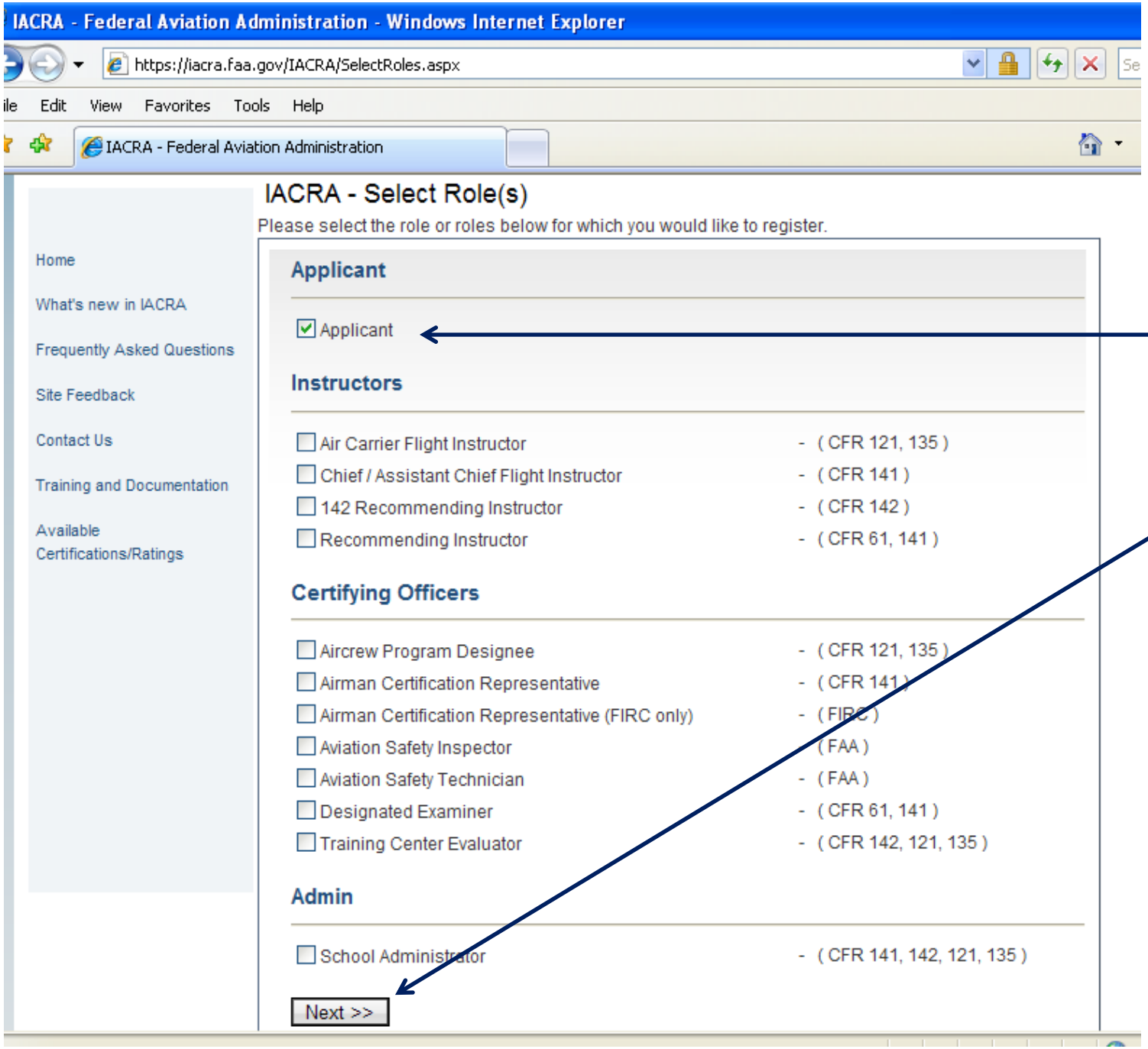
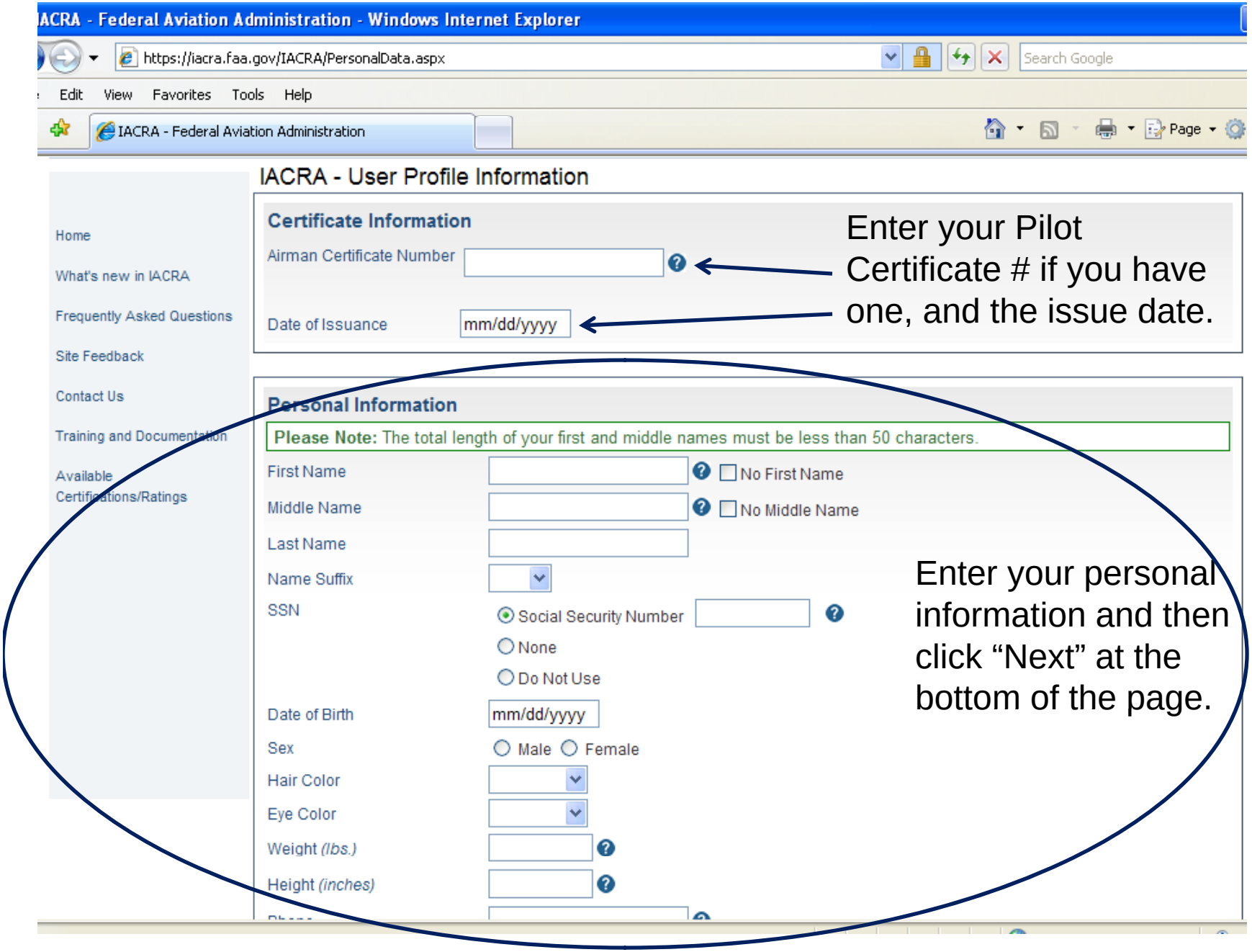
To fill in your FAA Form 8710-1 application form for Military Competency to Commercial Pilot and Instrument Rating, you must first register with IACRA. Go to: https://iacra.faa.gov/IACRA/

Start the registration process by clicking on ‘Register’.

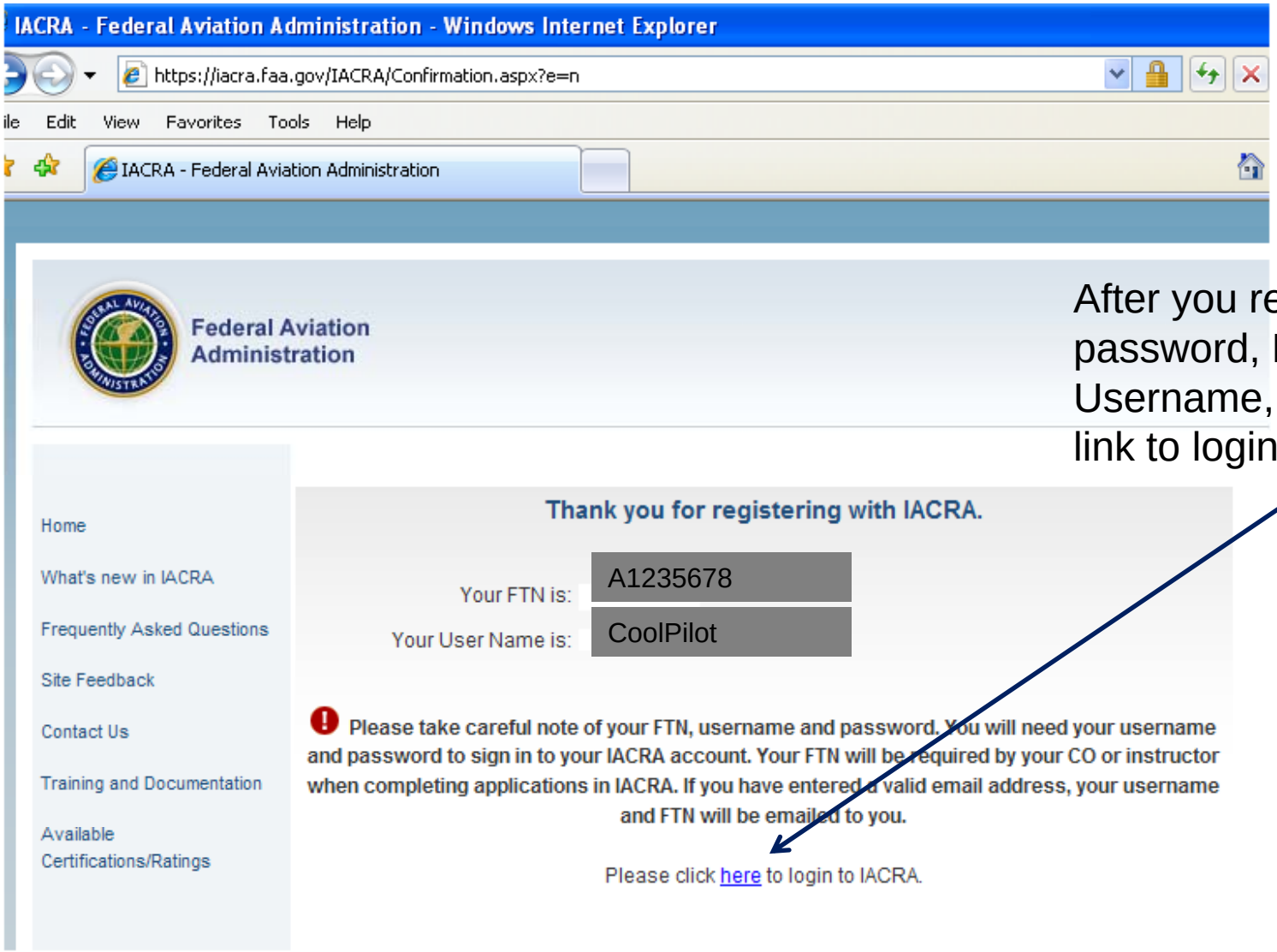




Select "Applicant" and then click 'Next'.

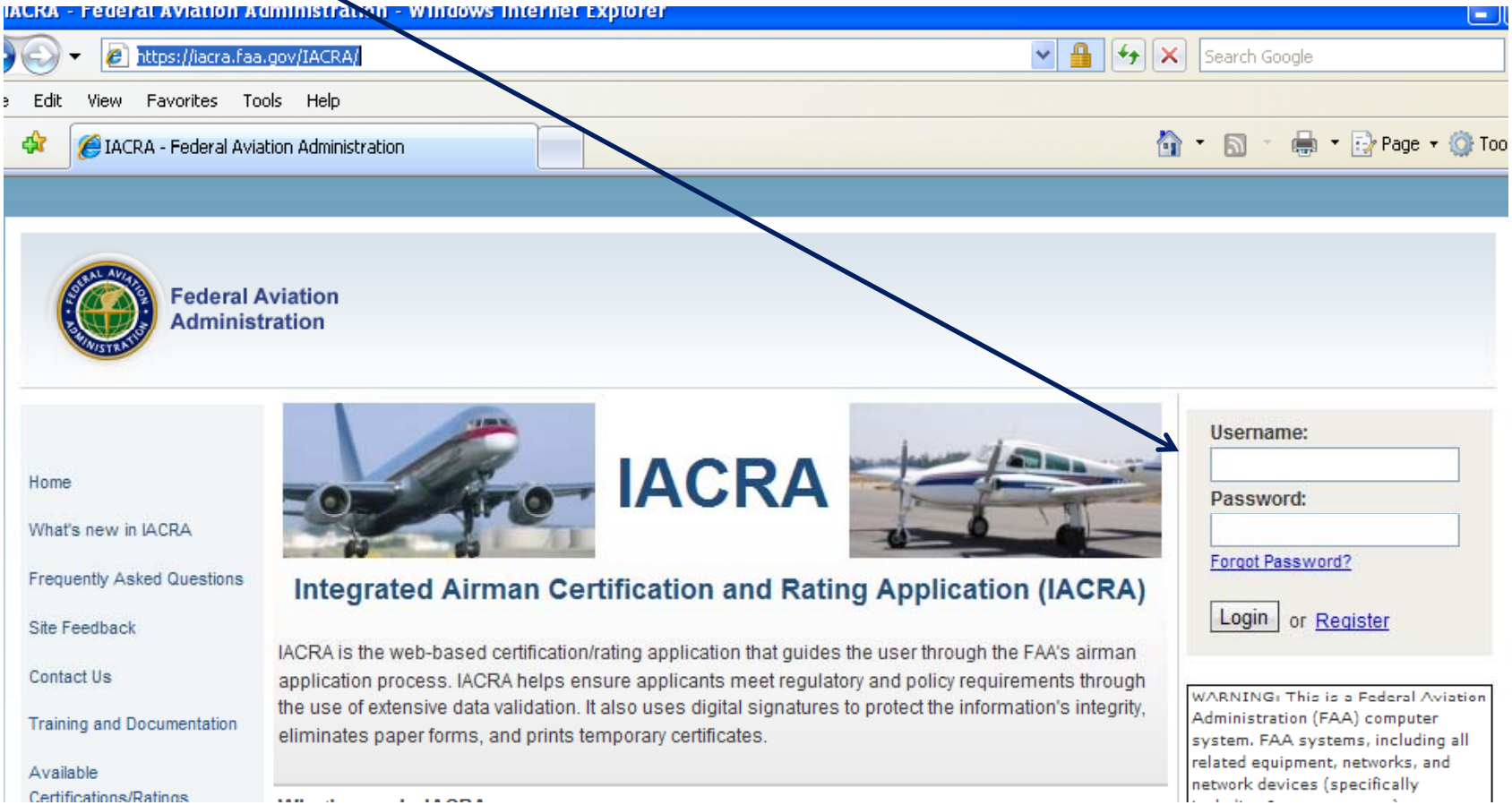

IACRA - Federal Aviation Administration - Windows Internet Explorer
https://iacra.faa.gov/IACRA/PersonalData.aspx
Search Google
Edit View Favorites Tools Help
IACRA - Federal Aviation Administration
Page
IACRA - User Profile Information
Home
What's new in IACRA
Frequently Asked Questions
Site Feedback
Contact Us
Training and Documentation
Available Certifications/Ratings
Certificate Information
Airman Certificate Number
Date of Issuance
mm/dd/yyyy
Enter your Pilot Certificate # if you have one, and the issue date.
Personal Information
Please Note: The total length of your first and middle names must be less than 50 characters.
First Name
No First Name
Middle Name
No Middle Name
Last Name
Name Suffix
SSN
Social Security Number
None
Do Not Use
Date of Birth
mm/dd/yyyy
Sex
Male
Female
Hair Color
Eye Color
Weight (lbs.)
Height (inches)
Enter your personal information and then click "Next" at the bottom of the page.

Once registered, you'll have your password, and you'll get a screen like this one with your FTN and Username. KEEP the password, FTN, and Username!! You'll need them when you meet with the FAA representative.

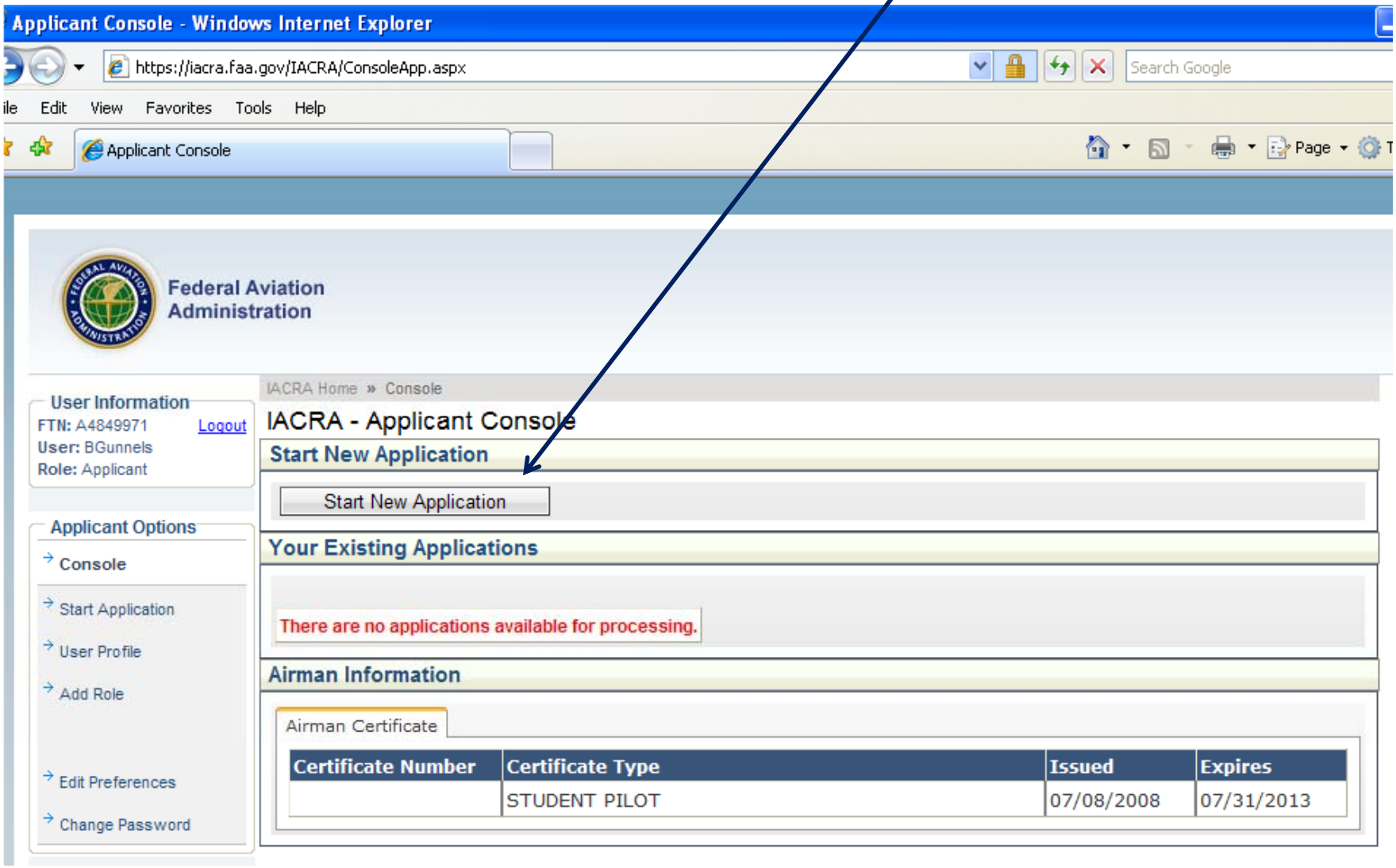


After you record your password, FTN, and Username, then click the link to login to IACRA.

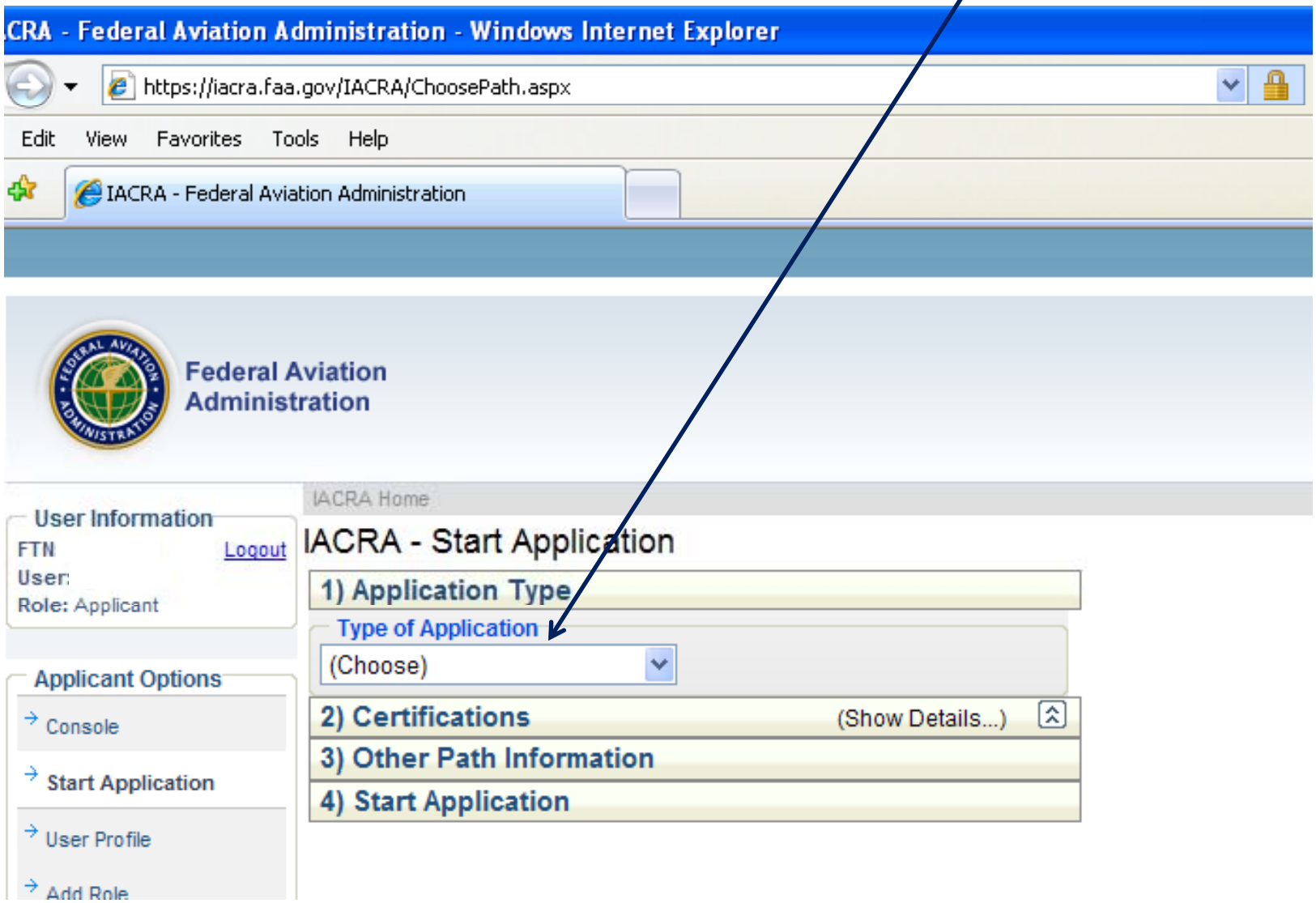
Log in to IACRA with your username and password.



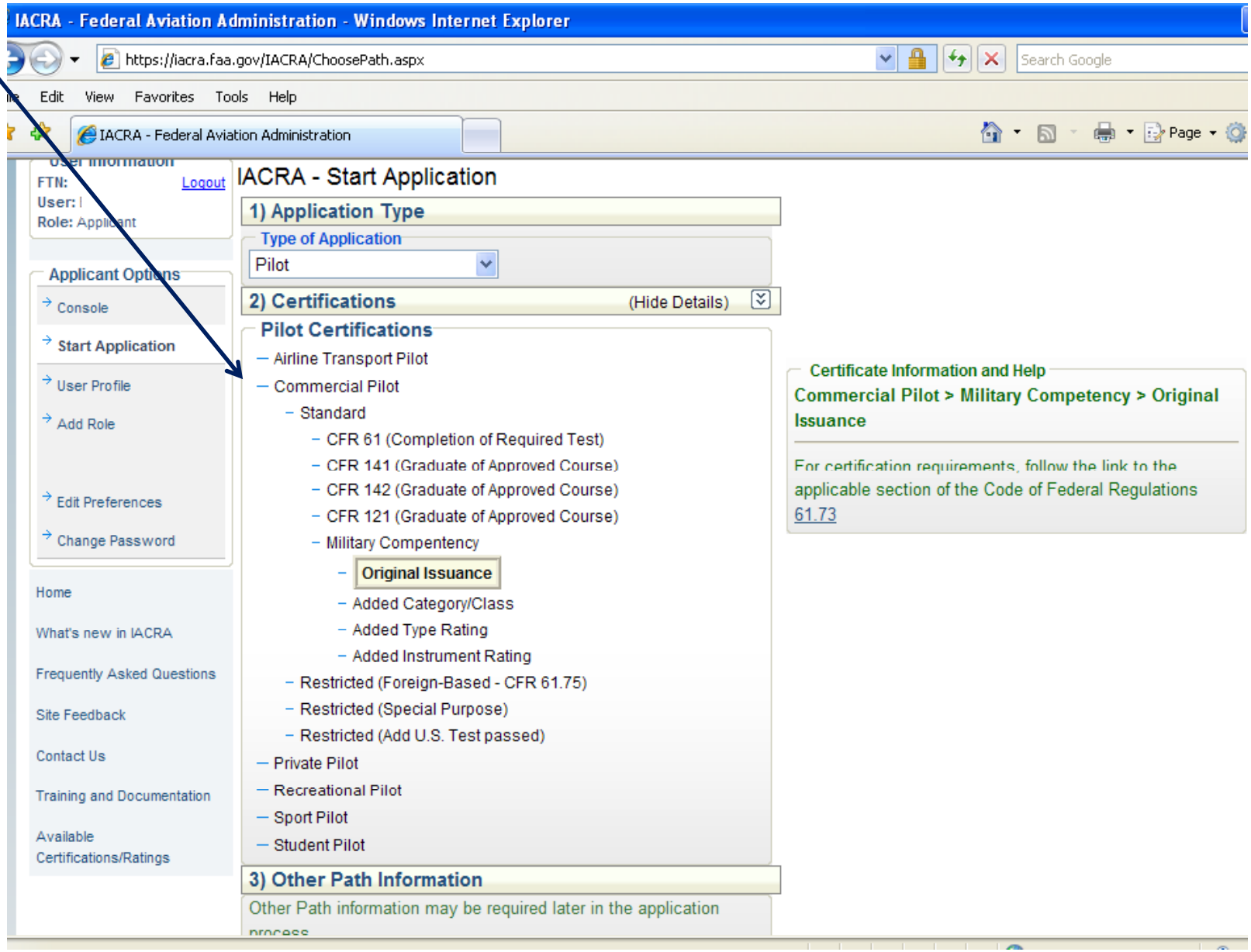
You'll see this screen after you log in. Click 'Start New Application'.

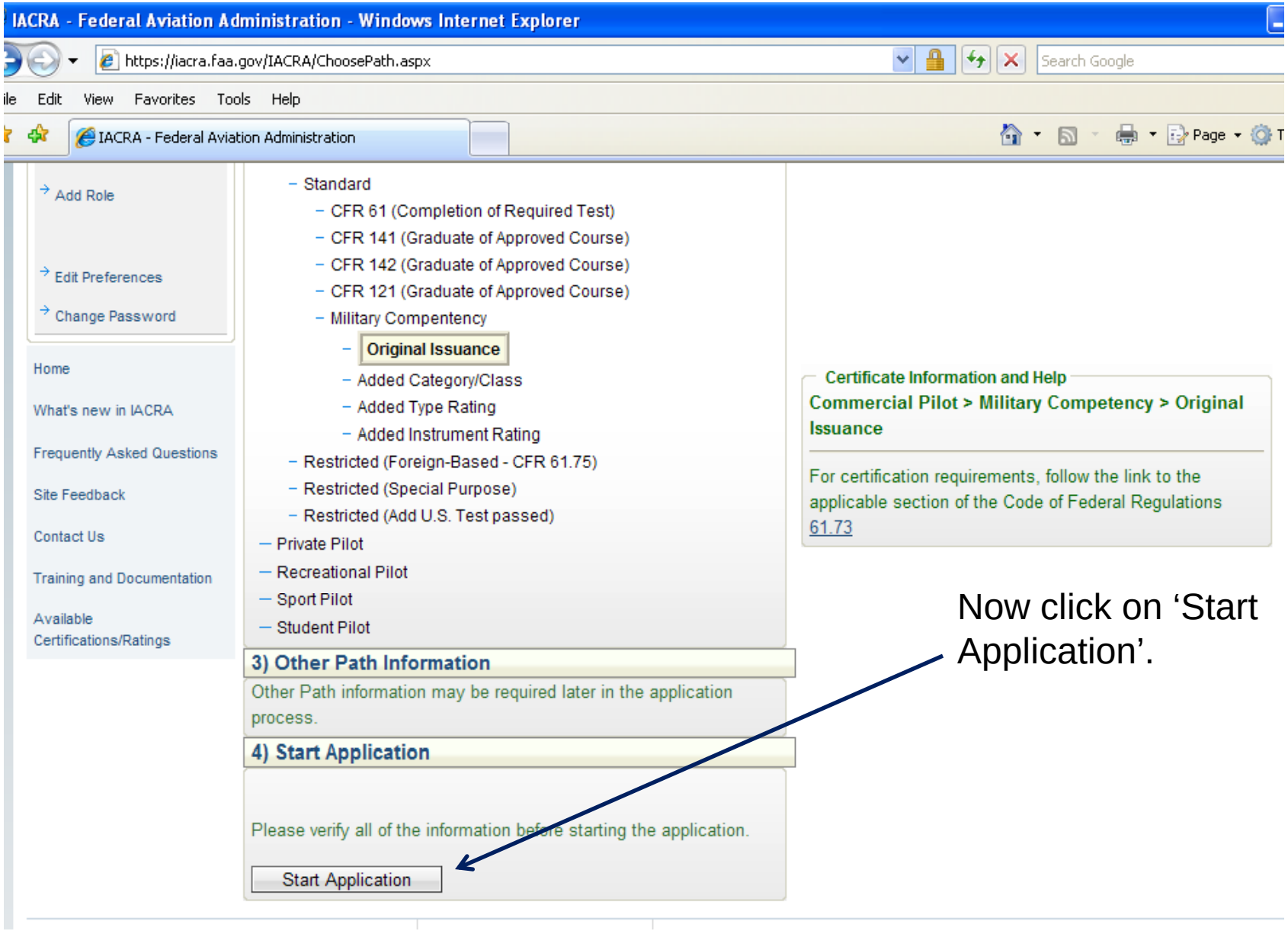


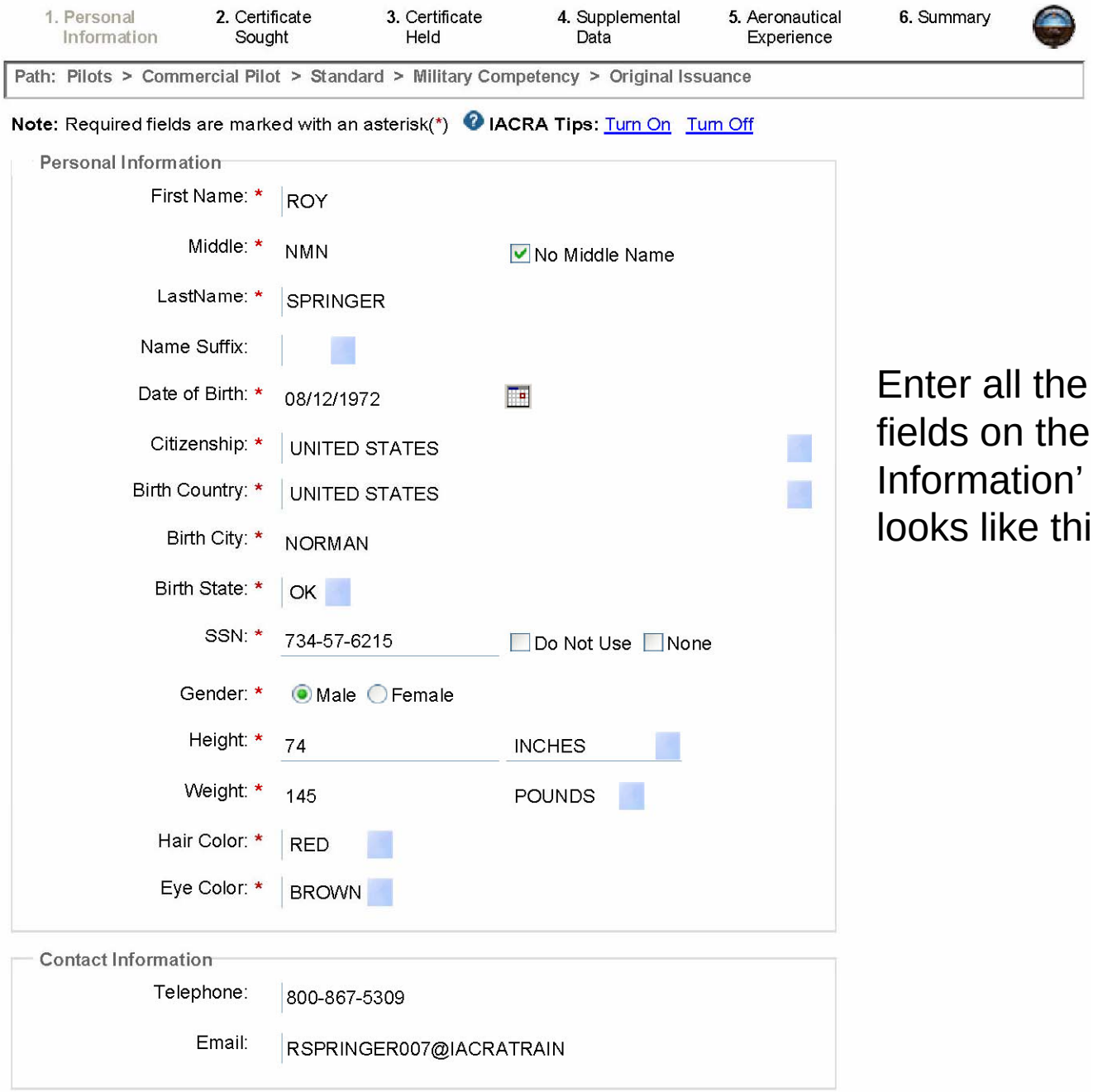
Choose ‘Pilot’ under Application Type.



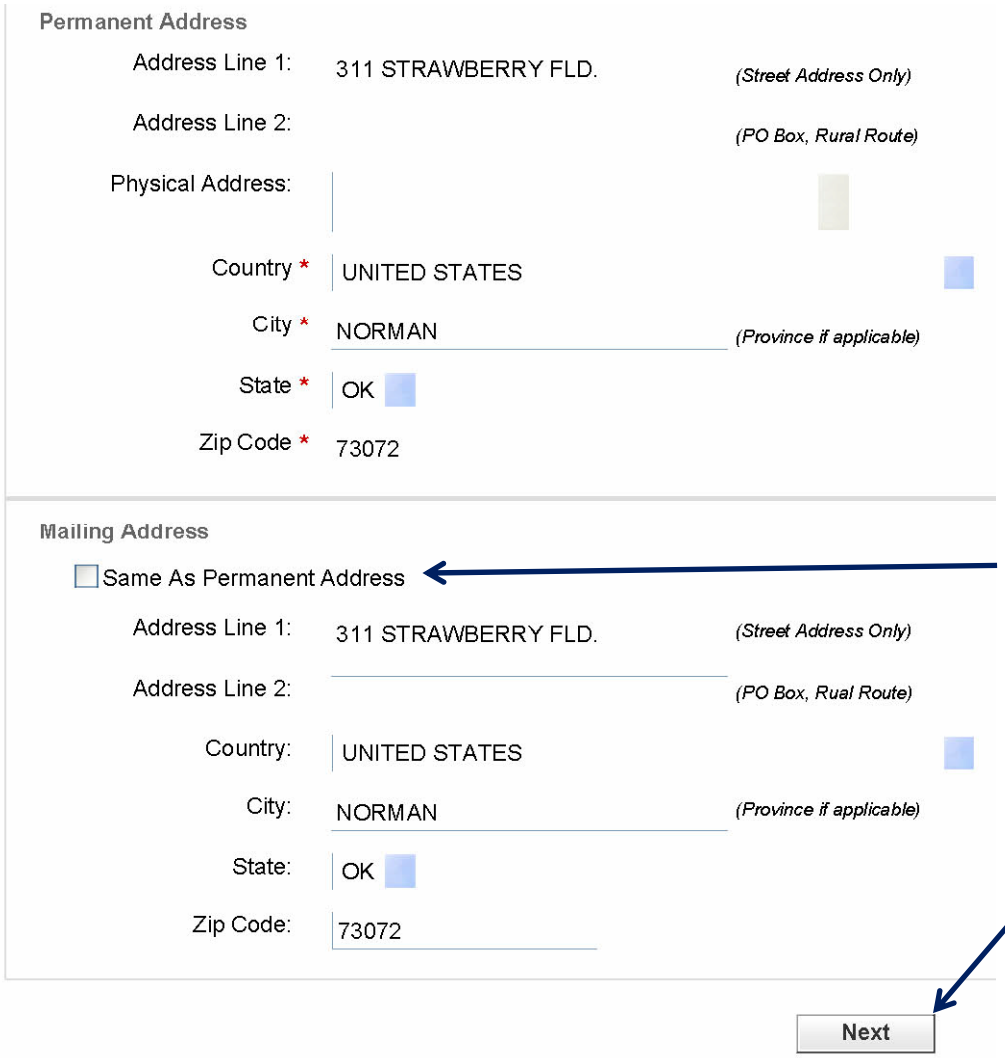
Click on ‘Commercial Pilot’, then click on ‘Standard’, then click on ‘Military Competency’, then click on ‘Original Issuance’. It will take a few seconds for the list to expand after clicking each selection.




IACRA - Federal Aviation Administration - Windows Internet Explorer
https://iacra.faa.gov/IACRA/ChoosePath.aspx
Search Google
File Edit View Favorites Tools Help
IACRA - Federal Aviation Administration
Page
Add Role
Edit Preferences
Change Password
Home
What's new in IACRA
Frequently Asked Questions
Site Feedback
Contact Us
Training and Documentation
Available Certifications/Ratings
– Standard
– CFR 61 (Completion of Required Test)
– CFR 141 (Graduate of Approved Course)
– CFR 142 (Graduate of Approved Course)
– CFR 121 (Graduate of Approved Course)
– Military Compentency
– Original Issuance
– Added Category/Class
– Added Type Rating
– Added Instrument Rating
– Restricted (Foreign-Based - CFR 61.75)
– Restricted (Special Purpose)
– Restricted (Add U.S. Test passed)
– Private Pilot
– Recreational Pilot
– Sport Pilot
– Student Pilot
3) Other Path Information
Other Path information may be required later in the application process.
4) Start Application
Please verify all of the information before starting the application.
Start Application
Certificate Information and Help
Commercial Pilot > Military Competency > Original Issuance
For certification requirements, follow the link to the applicable section of the Code of Federal Regulations
61.73
Now click on 'Start Application'.



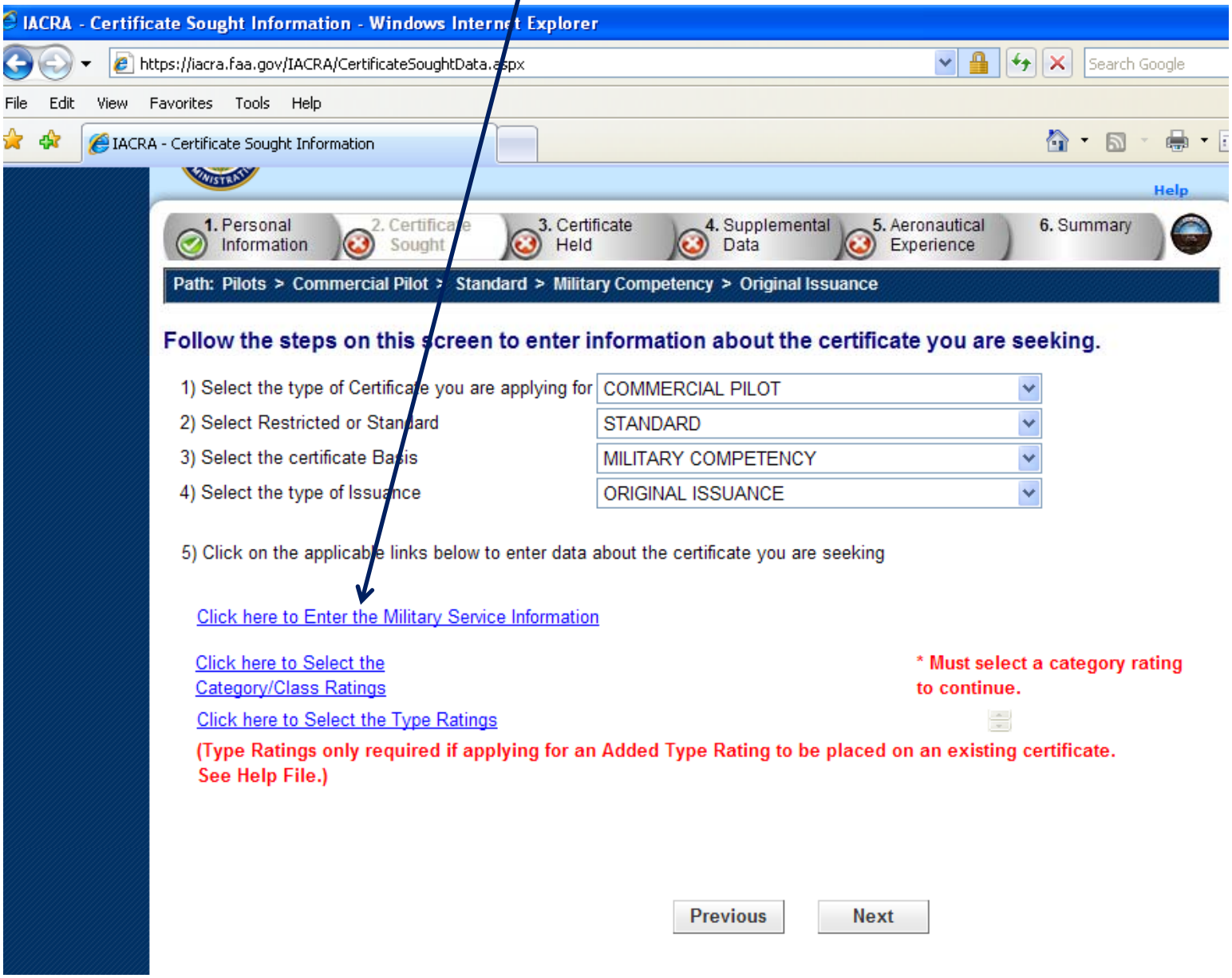
Enter all the required fields on the ‘Personal Information’ tab that looks like this.....



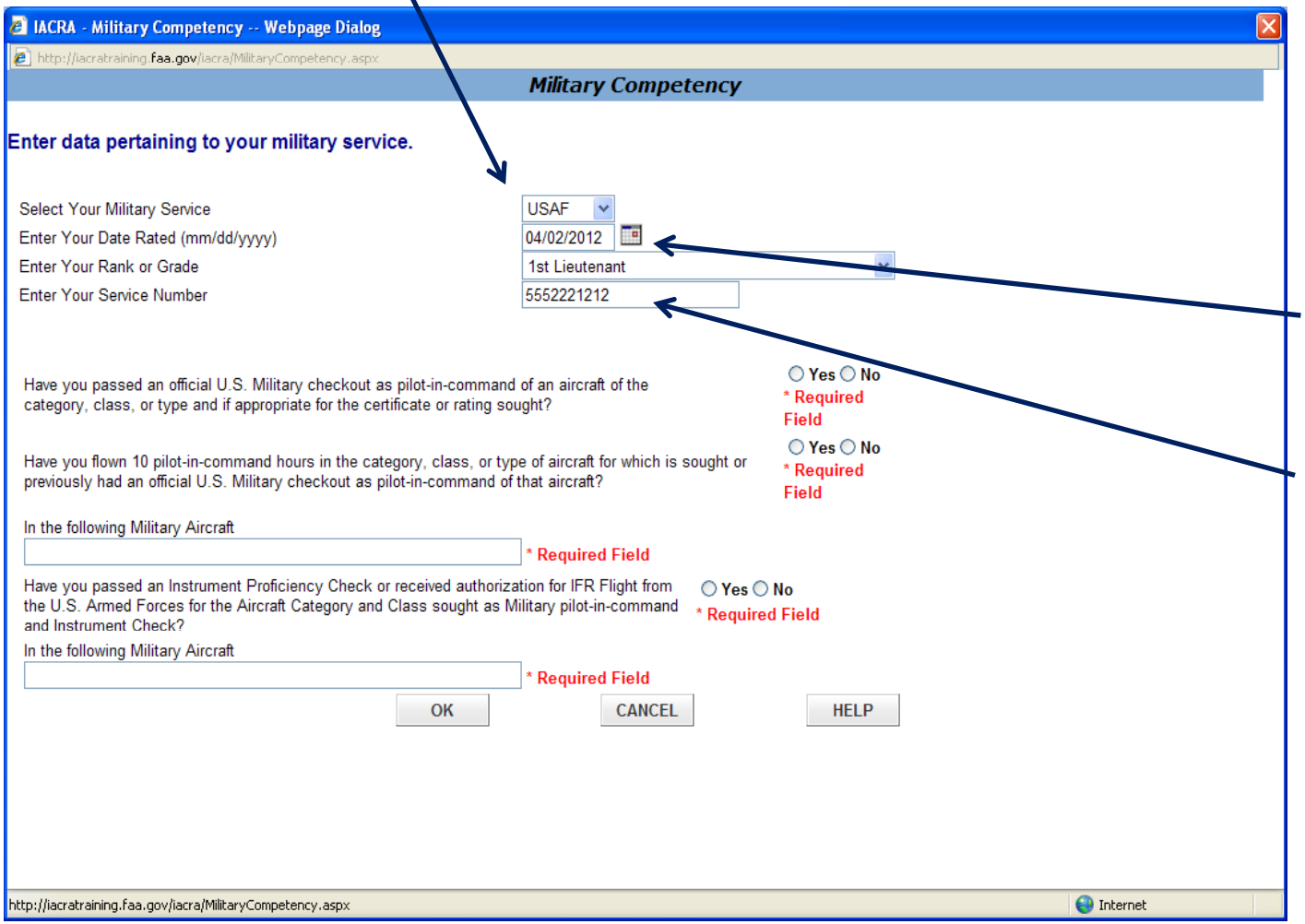
...and this. You can checkmark 'Same As Permanent Address' if that's true.

Then click 'Next' a the bottom when you're done.

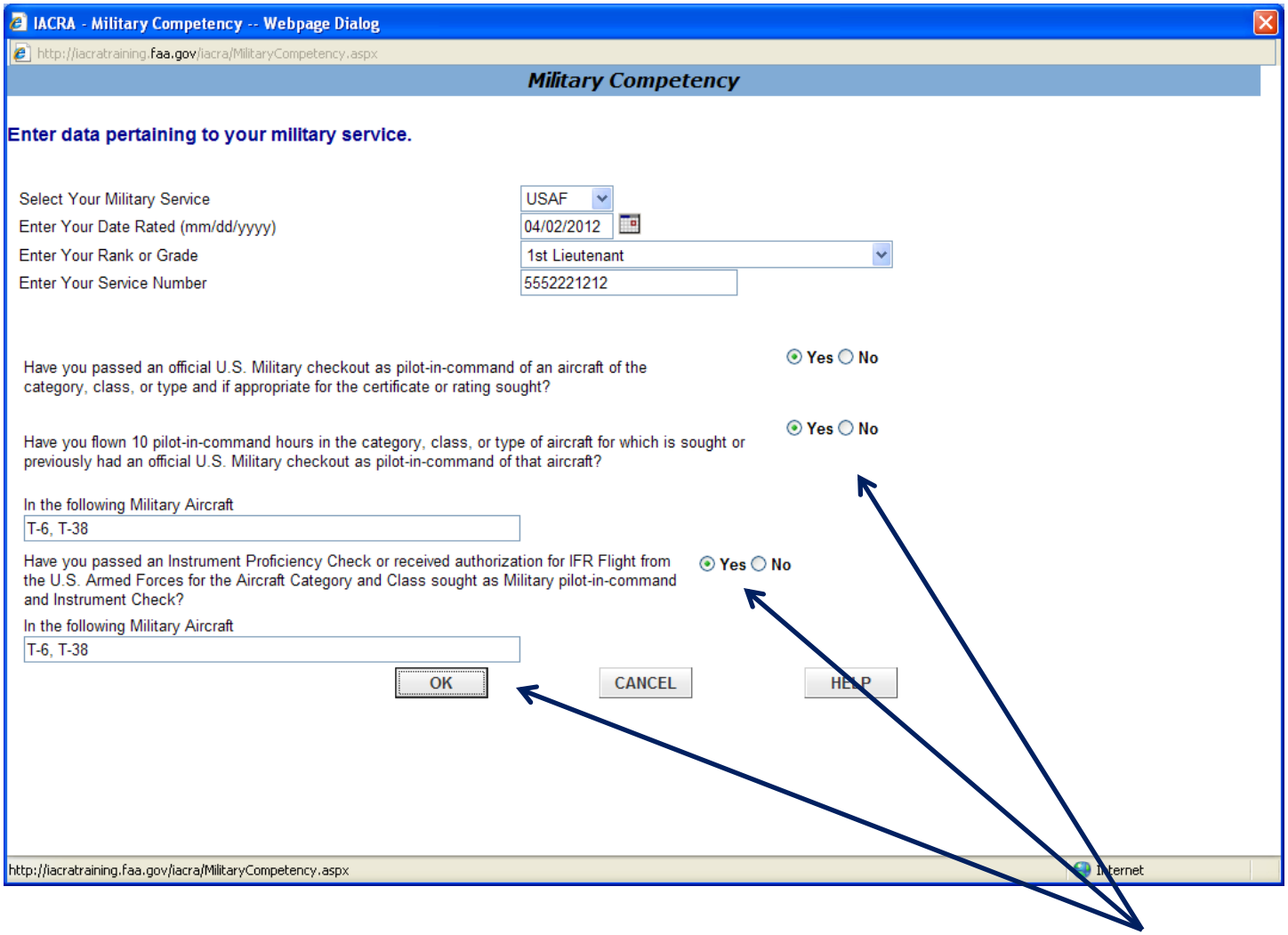
Now you'll see this screen. Click on 'Click here to Enter the Military Service Information'.



Enter your military service data at the top of the next screen...

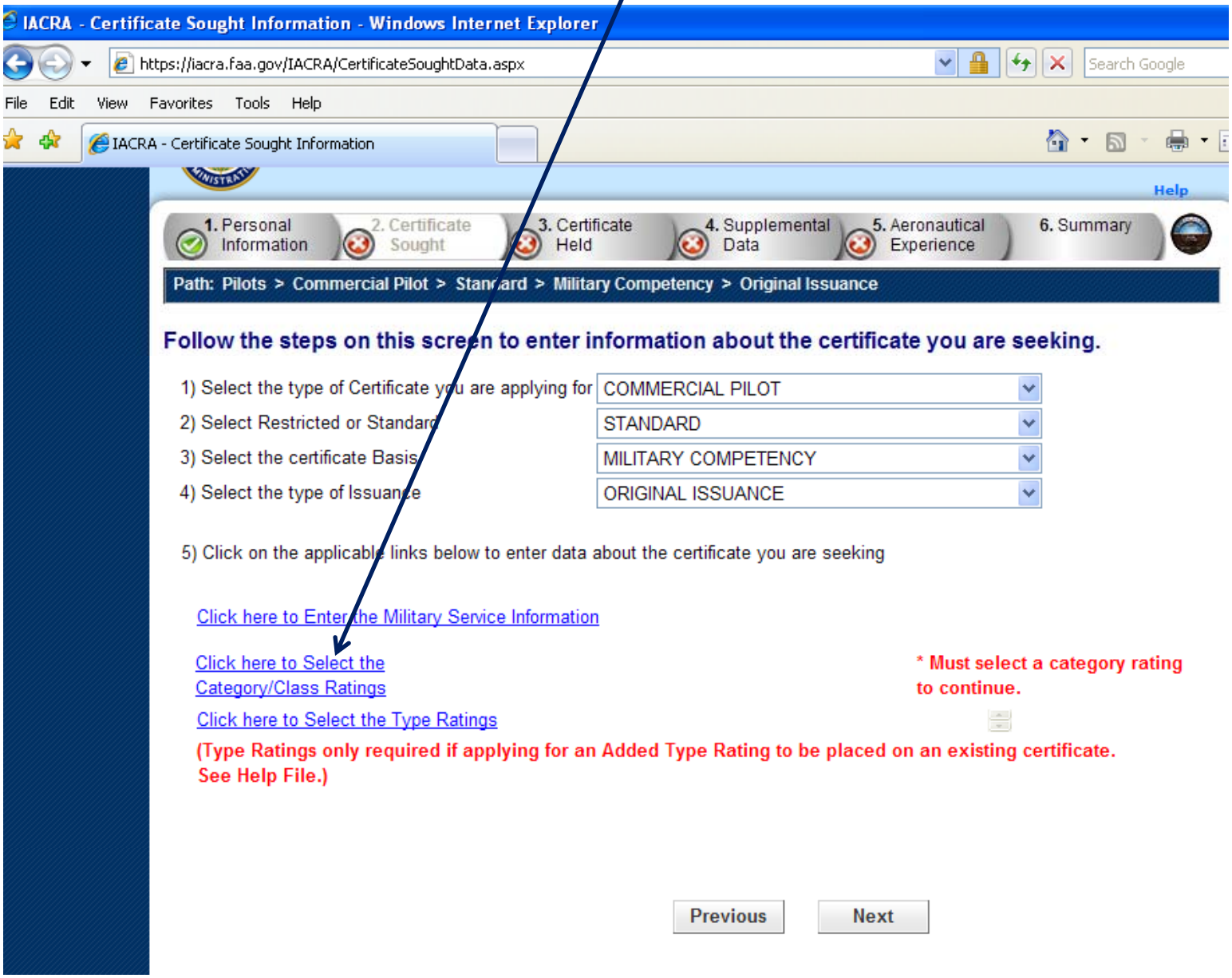


Note: If you are a recent pilot training graduate, the Date Rated will be your graduation date, and the Service Number is the number printed on the back of your military ID card.

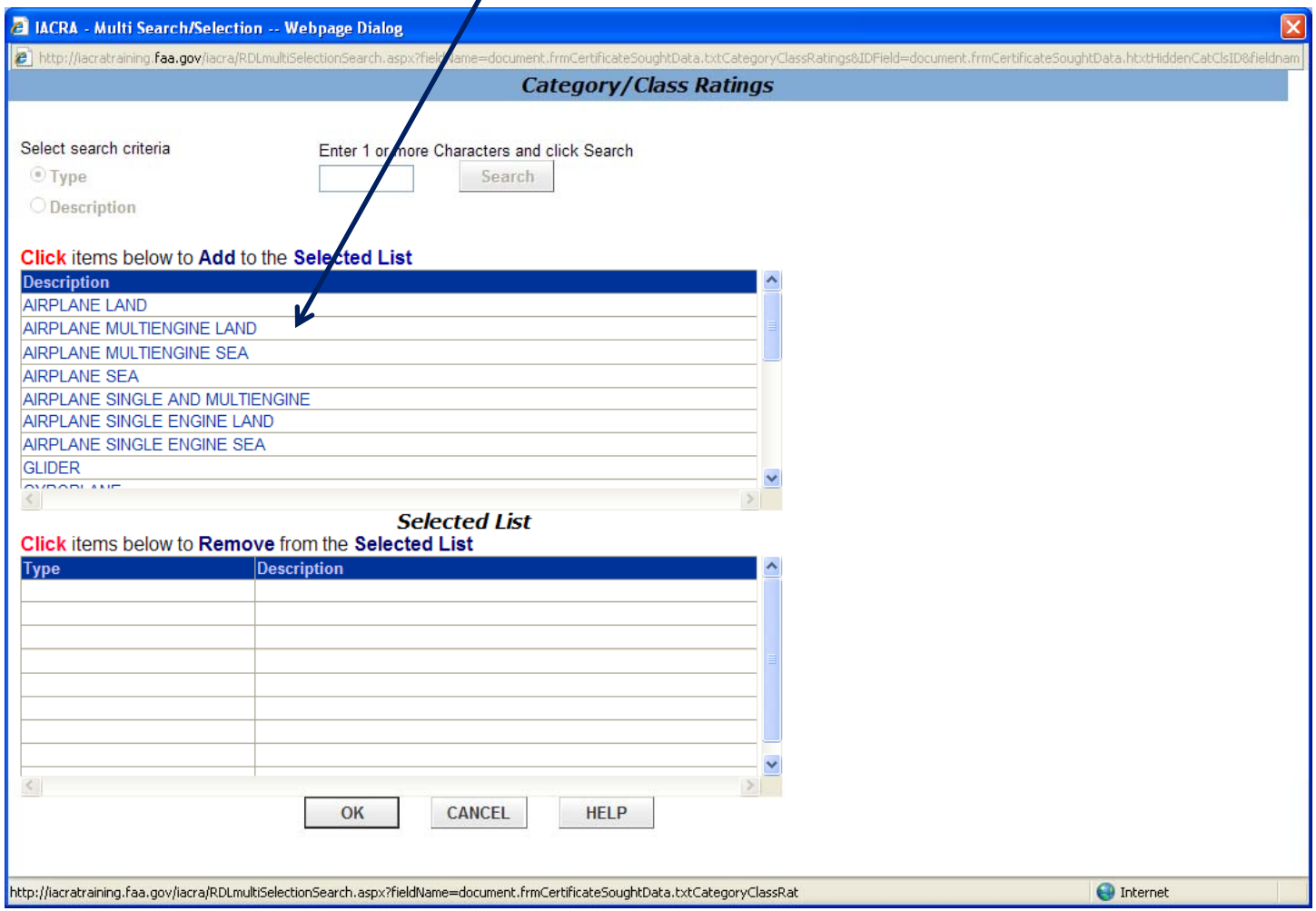


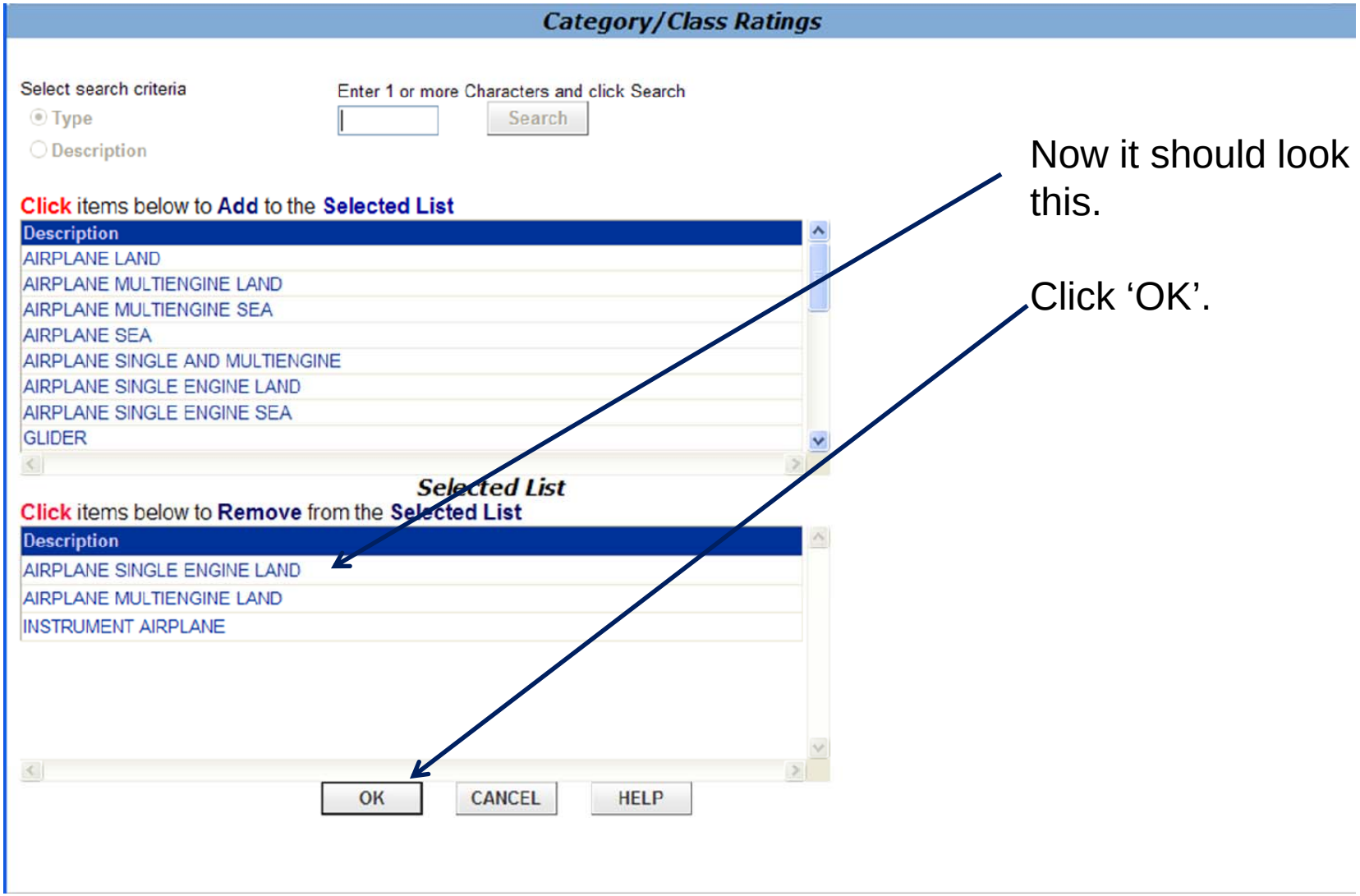
And click on the three ‘Yes’ circles, and enter the two aircraft types in the two blocks as shown. Then click ‘OK’.

Now you'll see this screen again. Click on 'Click here to Select the Category/Class Ratings.'



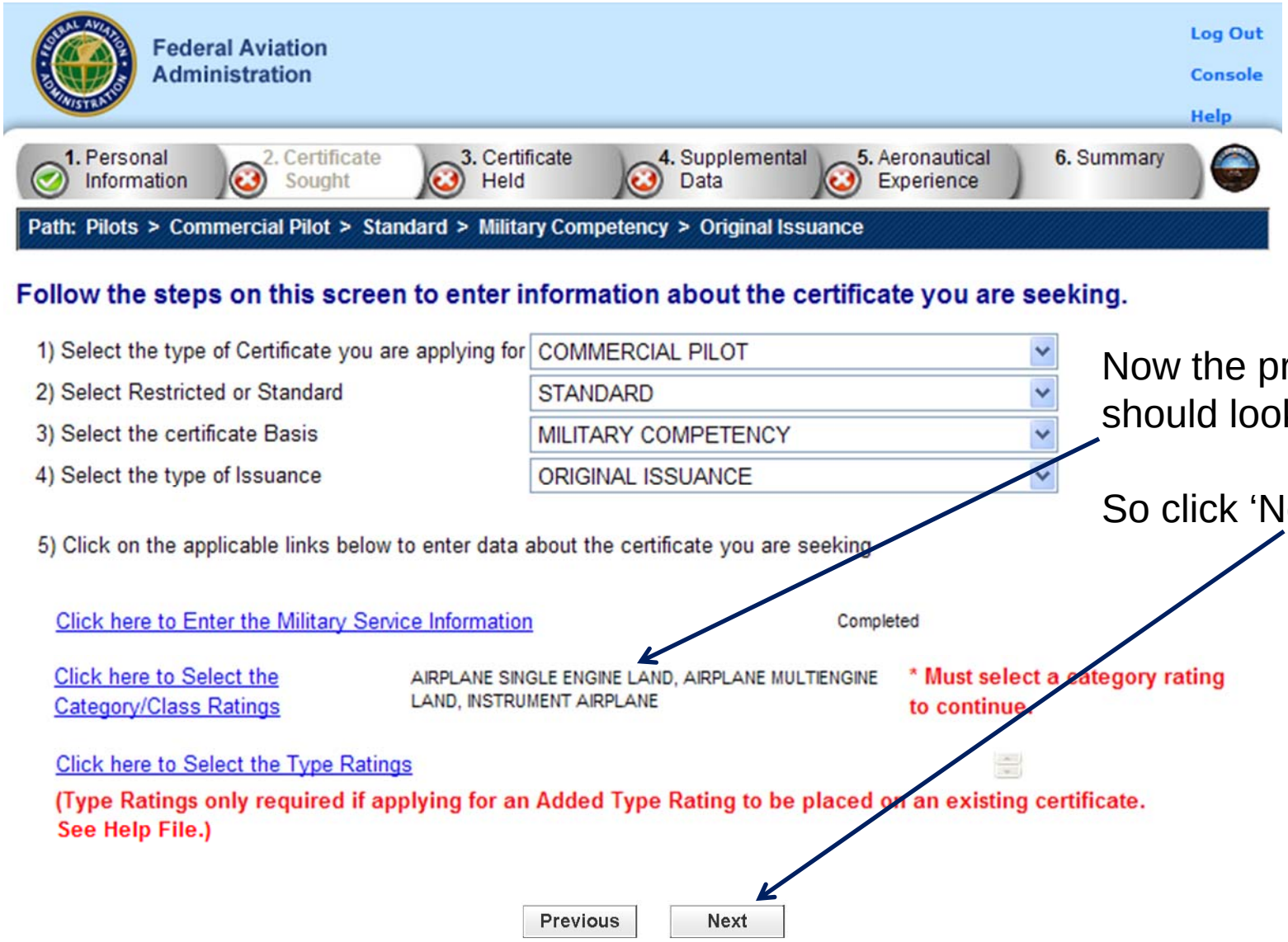
The screen that follows initially looks like this. In the upper window that talks about 'Add to the Selected List', click on the following items from the list IN THE FOLLOWING ORDER!: Airplane Single Engine Land, Airplane Multiengine Land, Instrument Airplane (you have to scroll down to see this last one).





Now it should look like this.

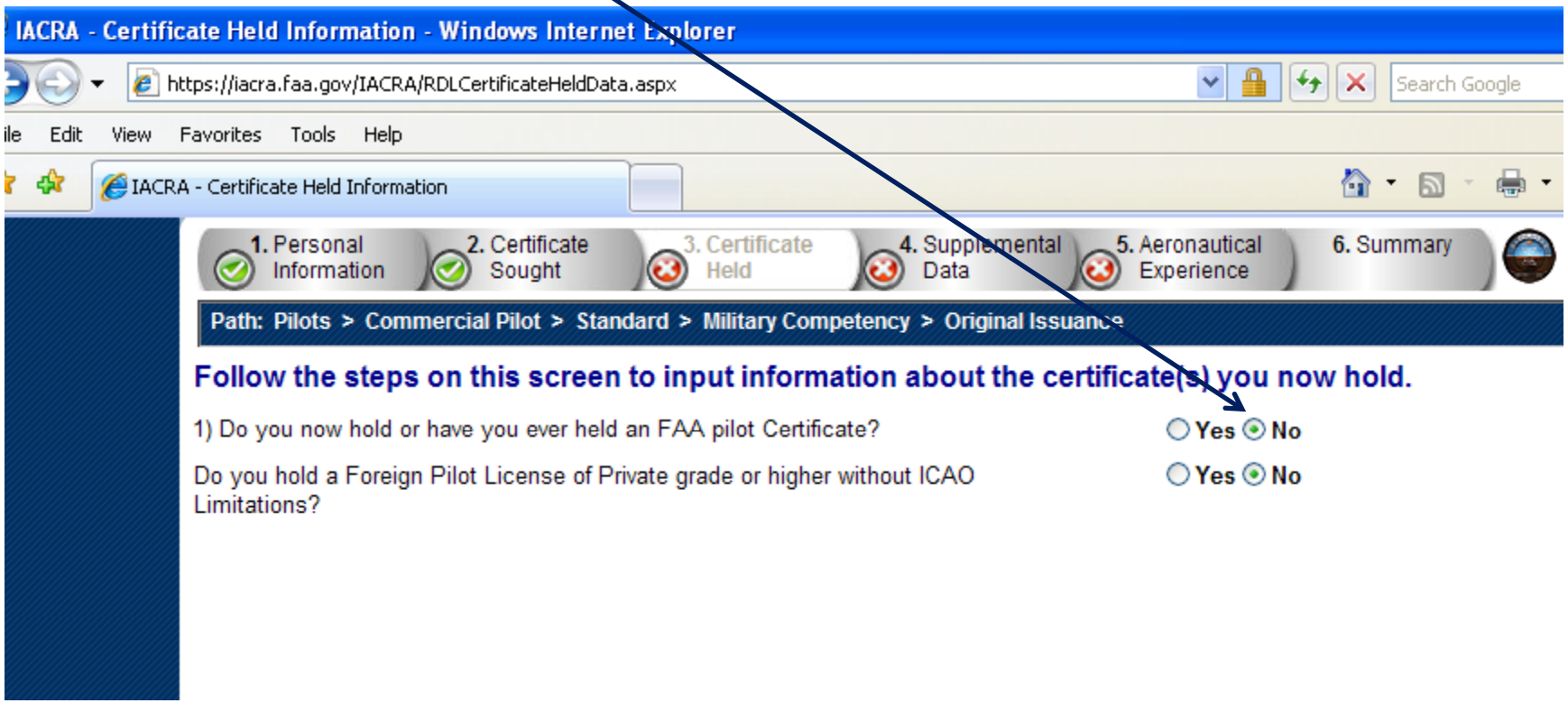
Click ‘OK’.



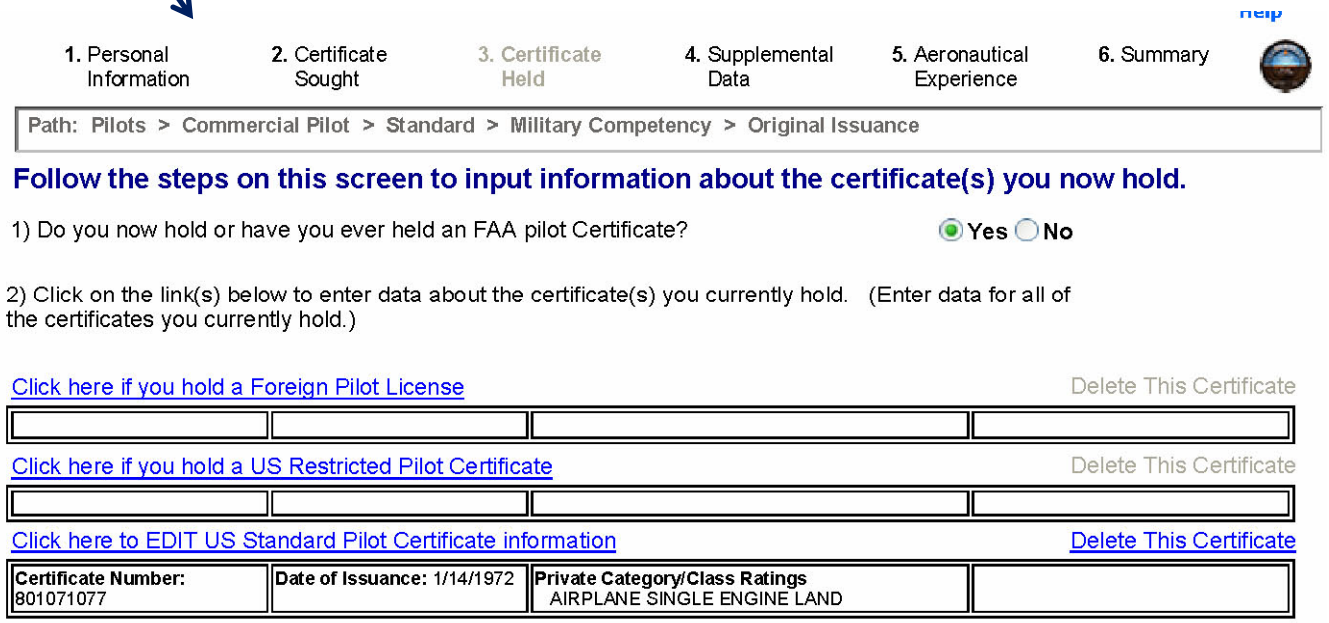
Now the previous screen should look like this.

So click ‘Next’.

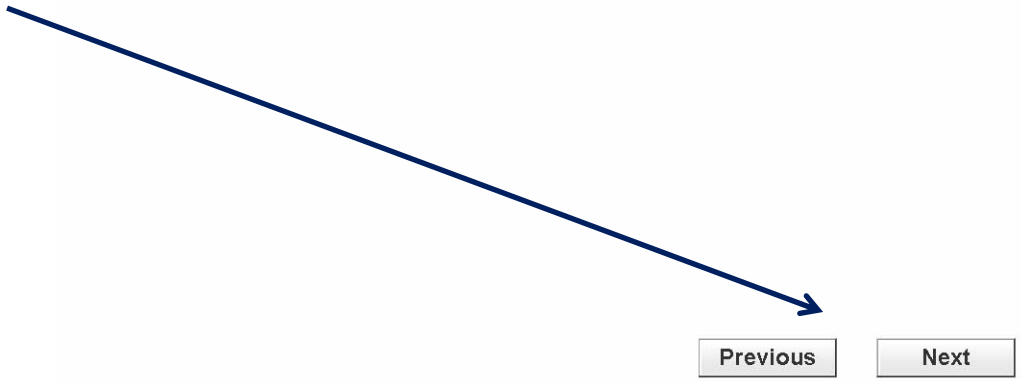
Now you should see one of two screens. If you've never had a pilot certificate in the U.S. FAA system, then you'll see the screen shown below (otherwise you'll see the screen on the next slide). Just answer the two questions as appropriate

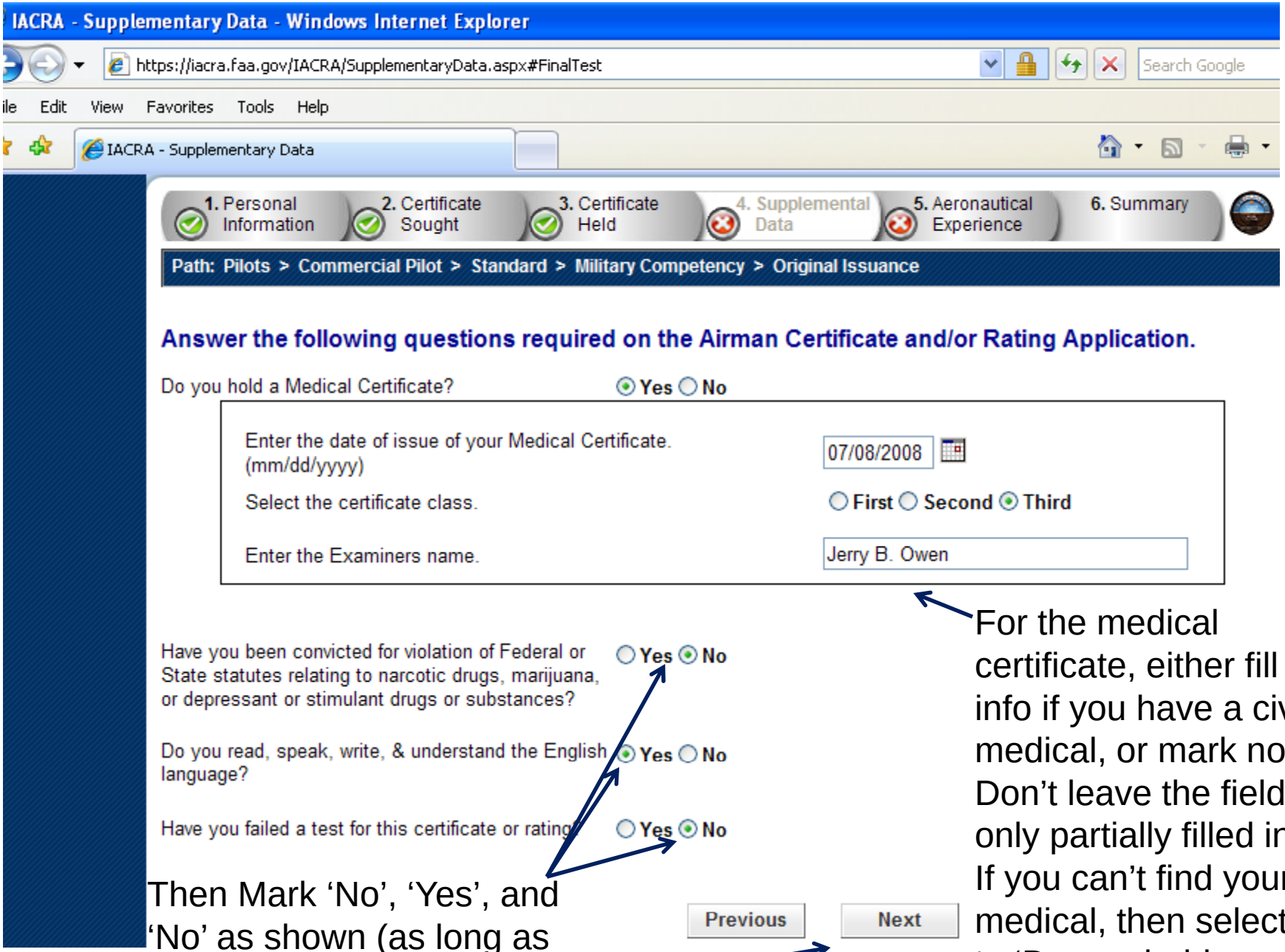


Otherwise, if you have had a U.S. pilot certificate (even just a Student Pilot/Class 3 medical certificate that you got from Flight Screening or IFS), then you'll see this screen.



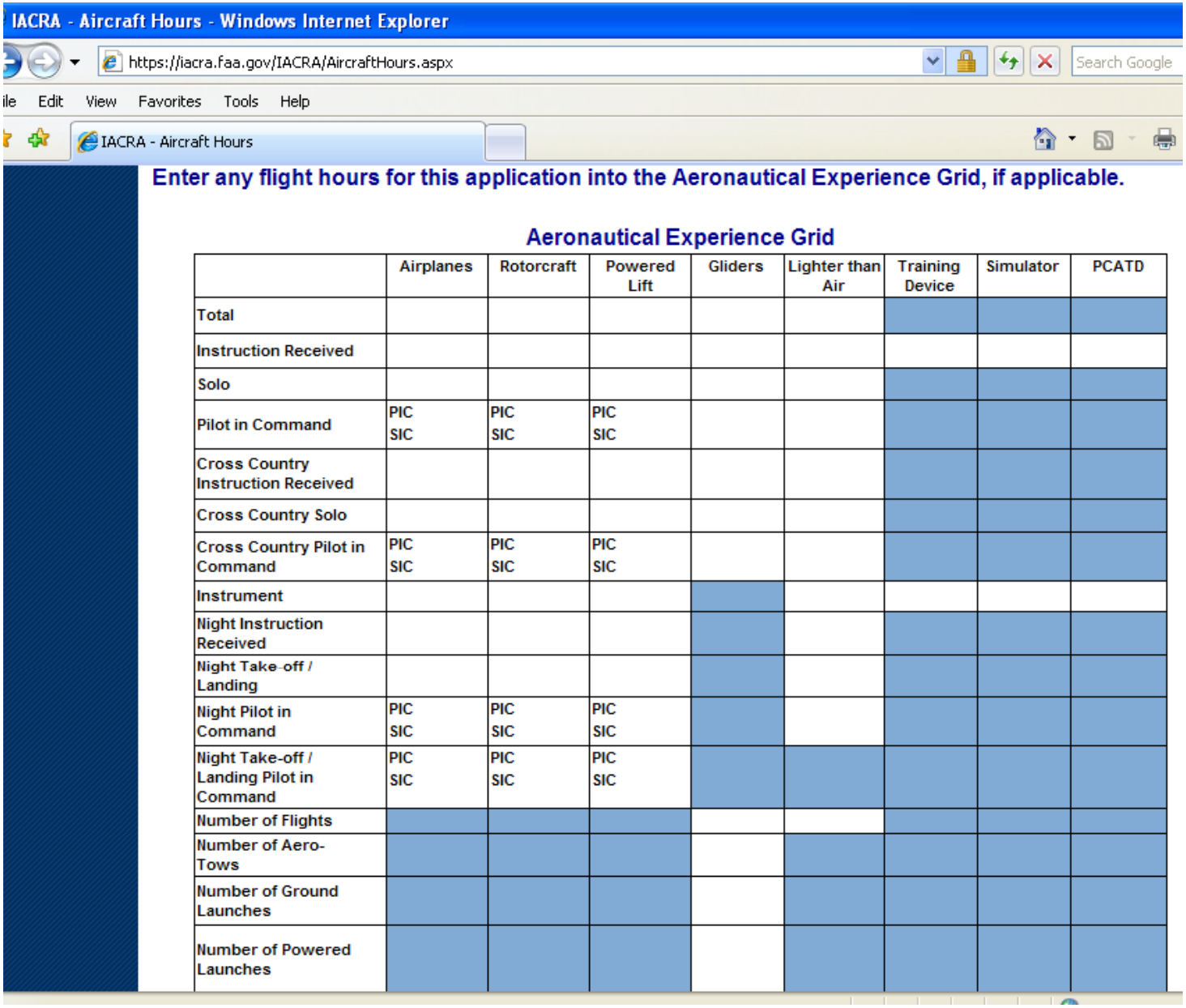
Click 'Next'.





Then Mark ‘No’, ‘Yes’, and ‘No’ as shown (as long as those answers are True), then click ‘Next’.

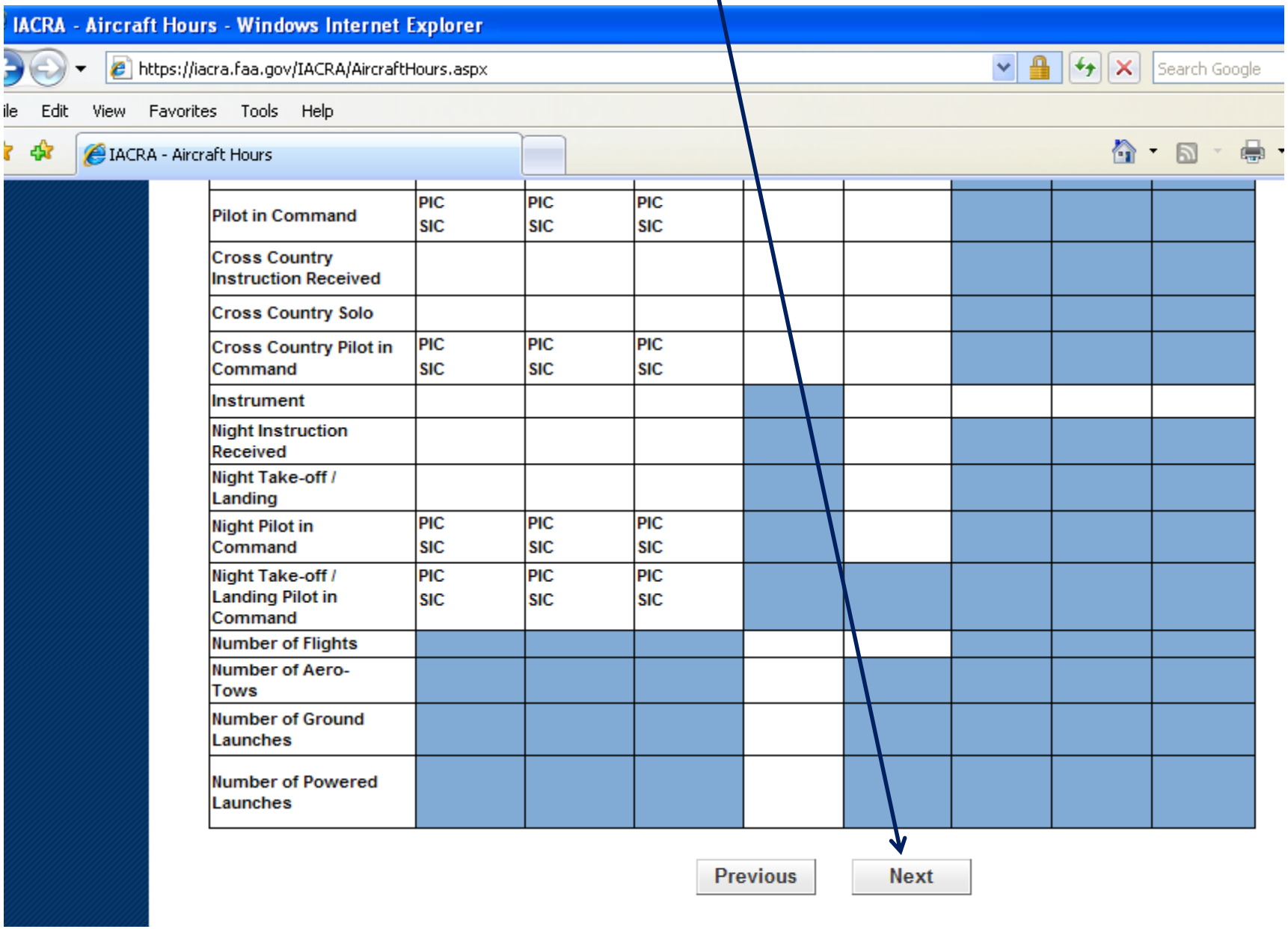
For the medical certificate, either fill in all info if you have a civilian medical, or mark no. Don’t leave the fields only partially filled in. If you can’t find your medical, then select ‘No’ to ‘Do you hold a Medical Certificate?’.

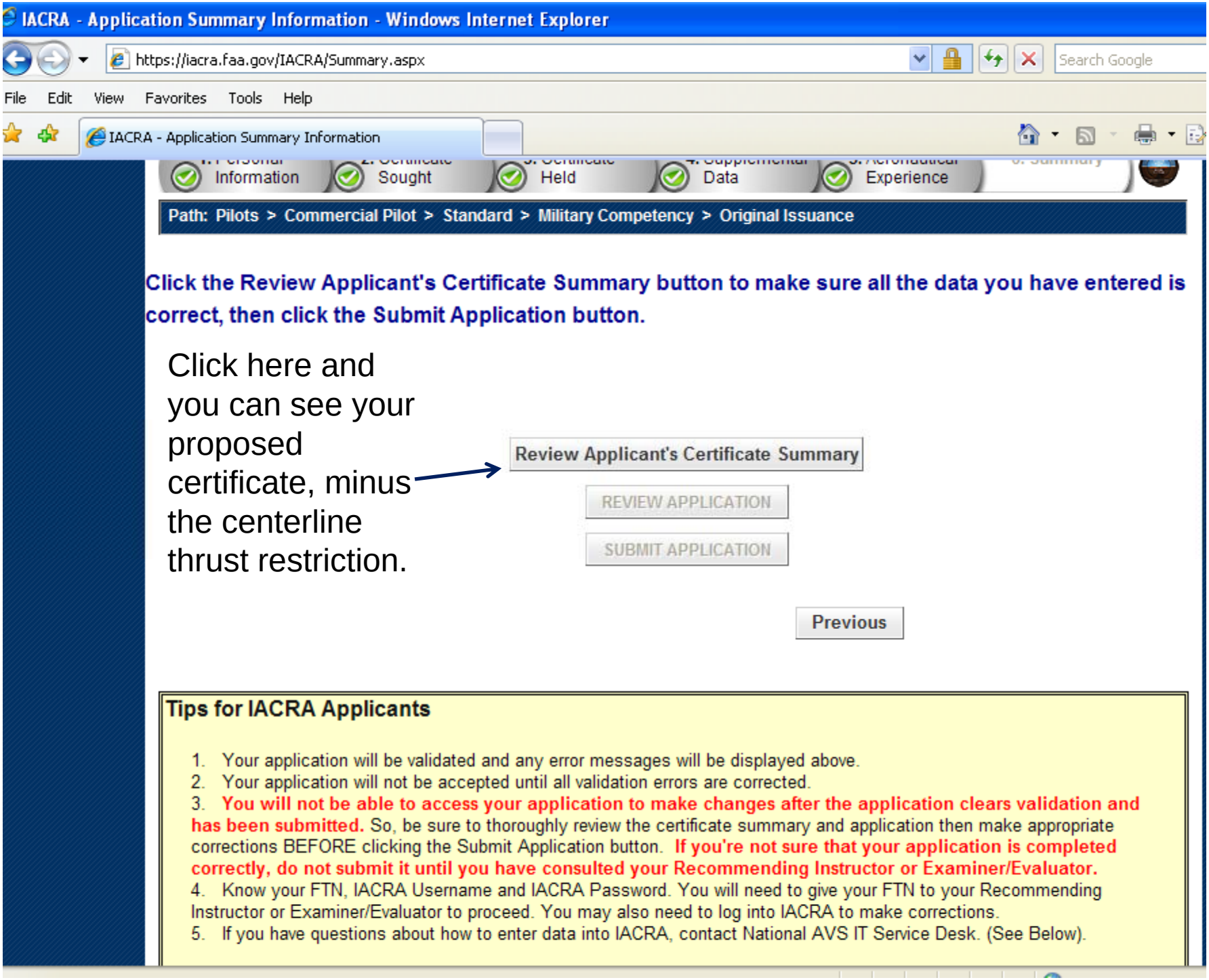


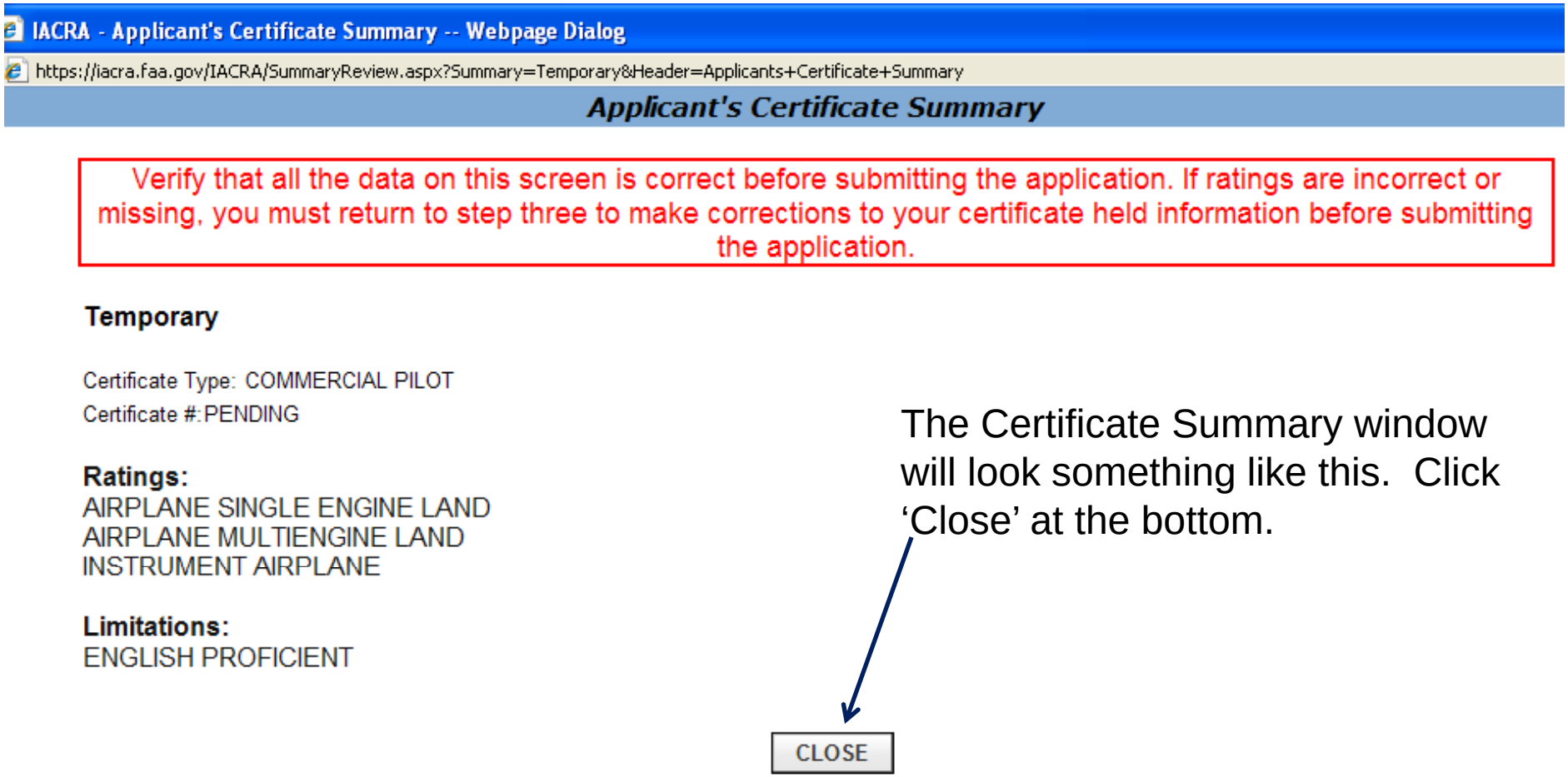
	Airplanes	Rotorcraft	Powered Lift	Gliders	Lighter than Air	Training Device	Simulator	PCATD
Total								
Instruction Received								
Solo								
Pilot in Command	PIC SIC	PIC SIC	PIC SIC					
Cross Country Instruction Received								
Cross Country Solo								
Cross Country Pilot in Command	PIC SIC	PIC SIC	PIC SIC					
Instrument								
Night Instruction Received								
Night Take-off / Landing								
Night Pilot in Command	PIC SIC	PIC SIC	PIC SIC					
Night Take-off / Landing Pilot in Command	PIC SIC	PIC SIC	PIC SIC					
Number of Flights								
Number of Aero-Tows								
Number of Ground Launches								
Number of Powered Launches								

If you have your airplane times calculated and want to include them you can, but it's not required. Just click 'Next' at the bottom of the page.

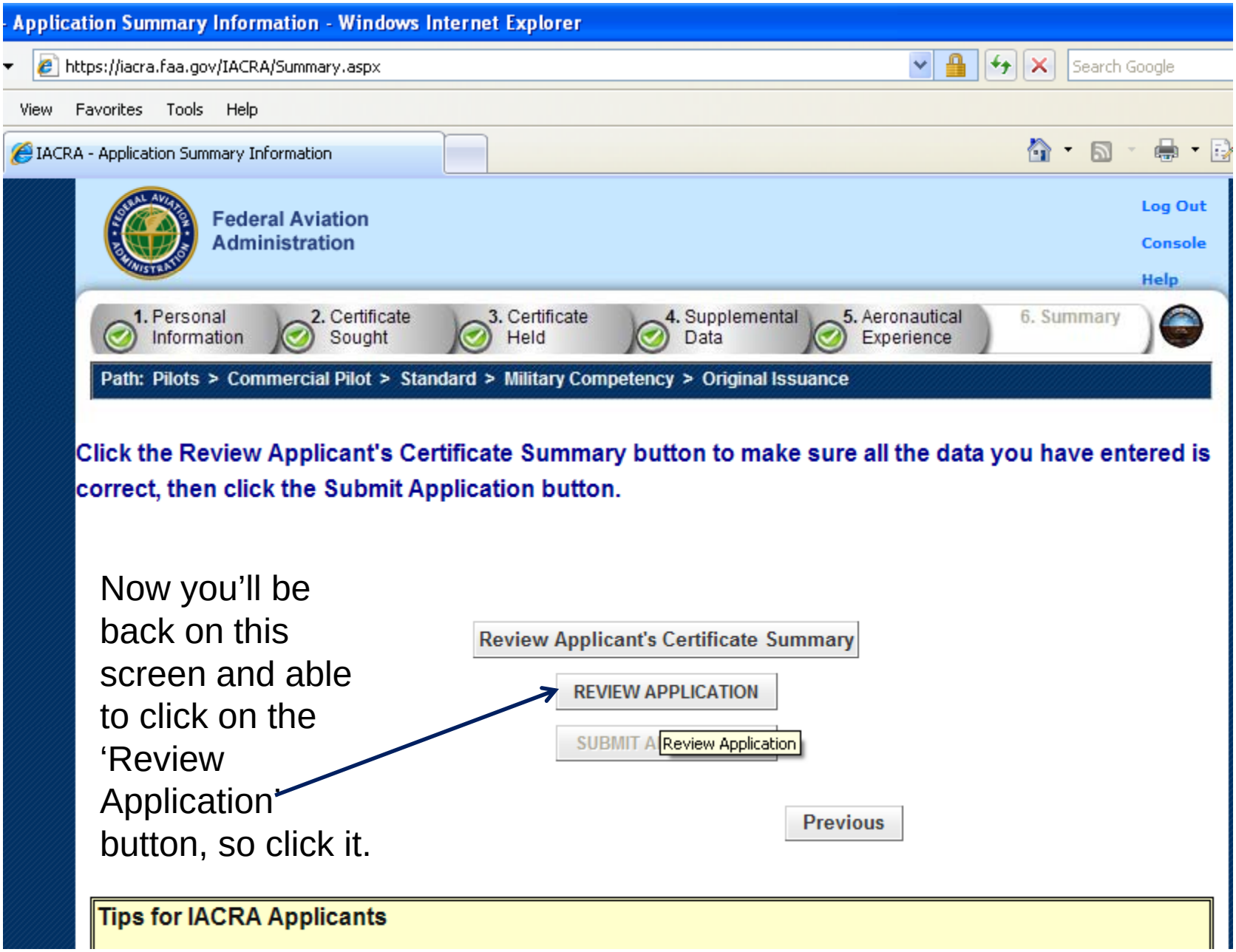
Continued from previous page... Just click ‘Next’.




IACRA - Application Summary Information - Windows Internet Explorer
https://iacra.faa.gov/IACRA/Summary.aspx
Search Google
File Edit View Favorites Tools Help
IACRA - Application Summary Information
Information
Sought
Held
Data
Experience
Path: Pilots > Commercial Pilot > Standard > Military Competency > 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.
Click here and you can see your proposed certificate, minus the centerline thrust restriction.
Review Applicant's Certificate Summary
REVIEW APPLICATION
SUBMIT APPLICATION
Previous
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 Recommending Instructor or Examiner/Evaluator.
4. Know your FTN, IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.
5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

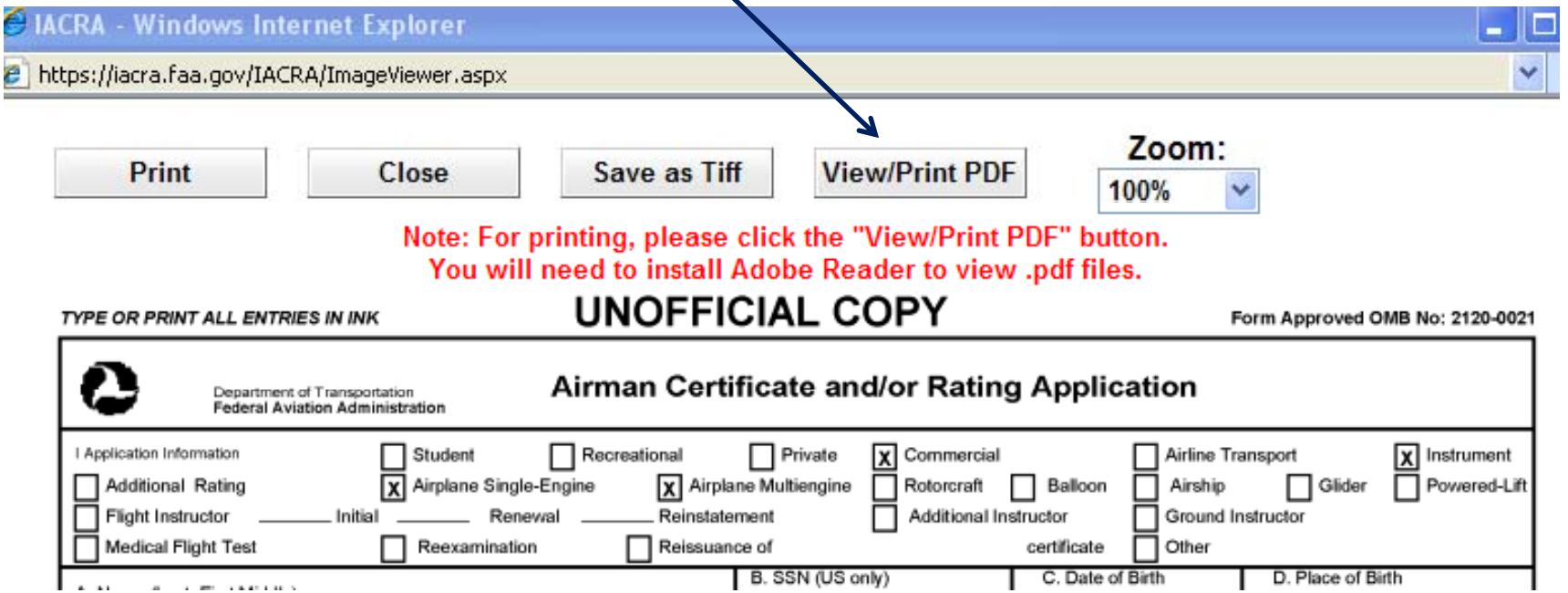


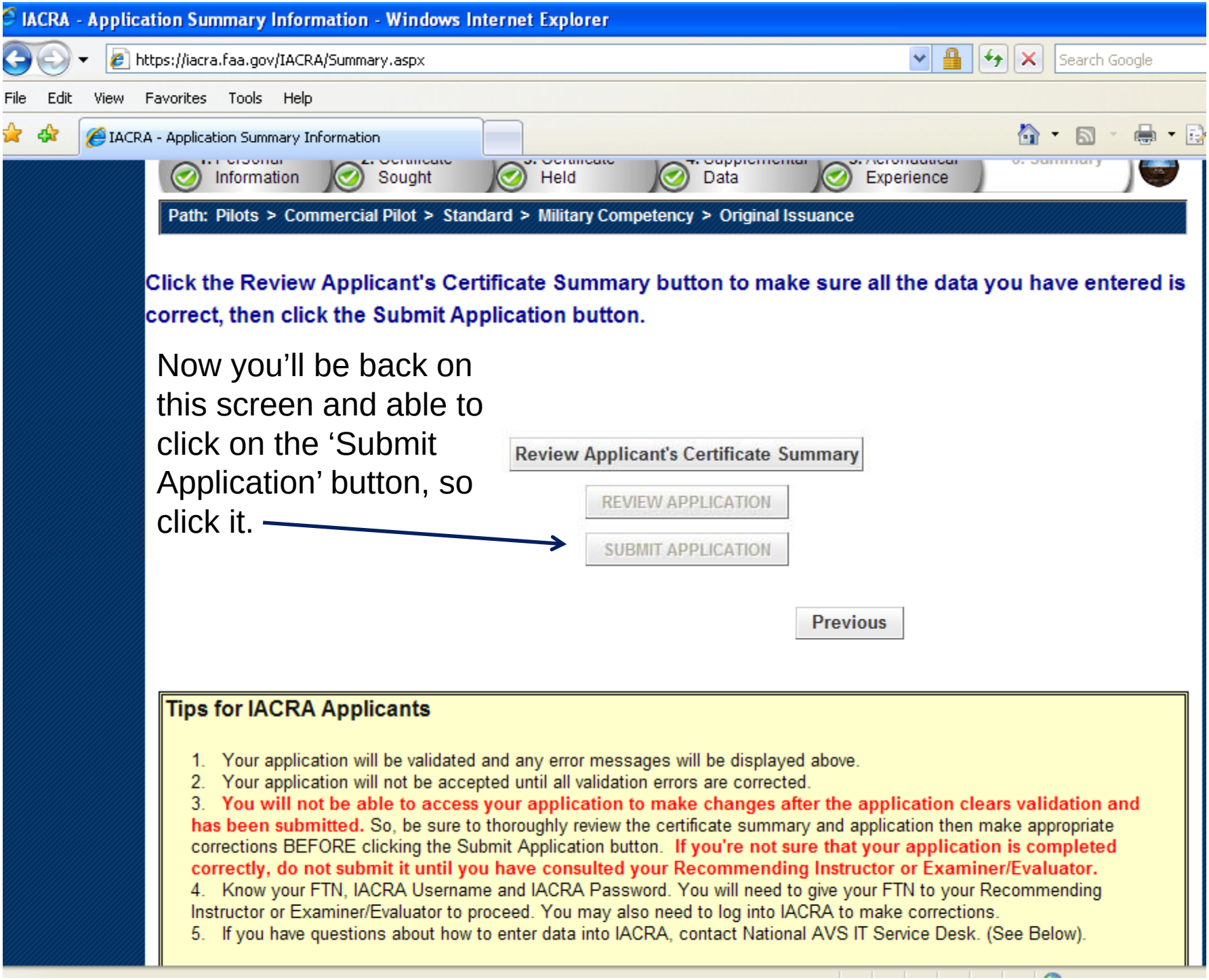
The Certificate Summary window will look something like this. Click 'Close' at the bottom.



Now you'll be back on this screen and able to click on the 'Review Application' button, so click it.

The top of the next screen looks like this (see below). At the top of the screen is a 'View/Print PDF' button. Click on that for a printable version, and be sure to print one out and take it to your meeting with the FAA representative; print it double-sided, head-to-head (flip on long edge). Then you can Close the View/Print window.




IACRA - Application Summary Information - Windows Internet Explorer
https://iacra.faa.gov/IACRA/Summary.aspx
Search Google
File Edit View Favorites Tools Help
IACRA - Application Summary Information
Information
Sought
Held
Data
Experience
Path: Pilots > Commercial Pilot > Standard > Military Competency > 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.
Now you'll be back on this screen and able to click on the 'Submit Application' button, so click it.
Review Applicant's Certificate Summary
REVIEW APPLICATION
SUBMIT APPLICATION
Previous
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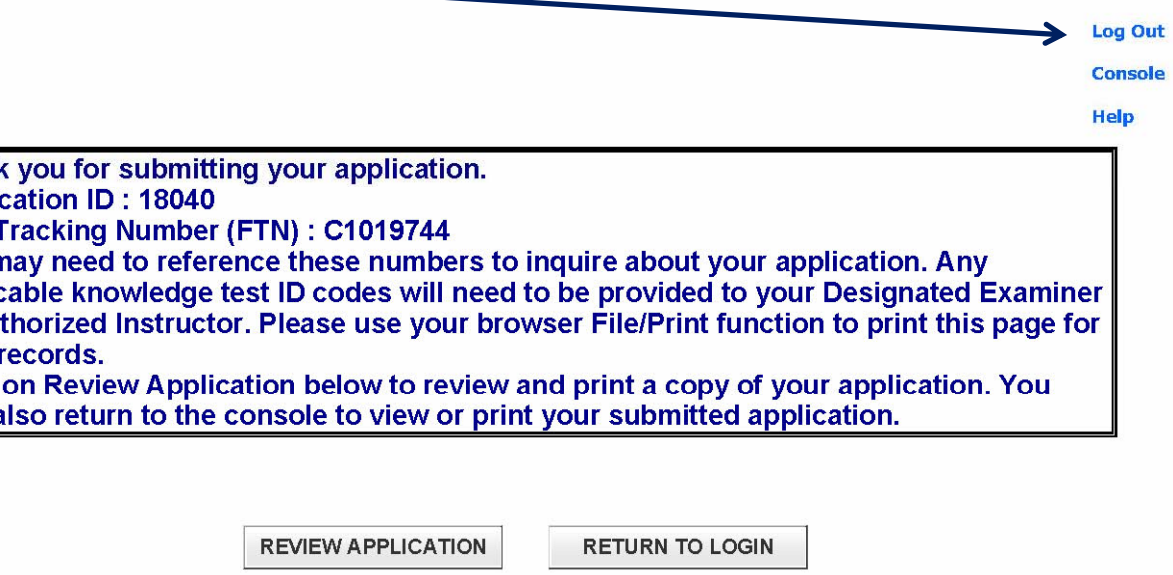
Now you'll see the submission confirmation screen with an application ID (you might write that down too, or print the screen). Now just click 'Log Out' and you're finished preparing your application.