

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'.

IACRA - Federal Aviation Administration - Windows Internet Explorer

<https://iacra.faa.gov/IACRA/>

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IACRA - Federal Aviation Administration

Federal Aviation Administration

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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 digital signatures to protect the information's integrity, eliminates paper forms, and prints temporary certificates.

Username:

Password:

[Forgot Password?](#)

or [Register](#)

WARNING: This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically

### IACRA - Select Role(s)

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

#### Applicant

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, 141 )

#### 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 )
- Training Center Evaluator - ( CFR 142, 121, 135 )

#### Admin

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

Next >>

Select  
"Applicant"  
and then  
click 'Next'.



### IACRA - User Profile Information

#### Certificate Information

Airman Certificate Number



Date of Issuance

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

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.

IACRA - Federal Aviation Administration - Windows Internet Explorer

https://iacra.faa.gov/IACRA/Confirmation.aspx?e=n

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**Thank you for registering with IACRA.**

Your FTN is: A1235678

Your User Name is: CoolPilot

**!** Please take careful note of your FTN, username and password. You will need your username and password to sign in to your IACRA account. Your FTN will be required by your CO or instructor when completing applications in IACRA. If you have entered a valid email address, your username and FTN will be emailed to you.

Please click [here](#) to login to IACRA.

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.

IACRA - Federal Aviation Administration - Windows Internet Explorer

https://iacra.faa.gov/IACRA/

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Federal Aviation Administration



**IACRA**



**Integrated Airman Certification and Rating Application (IACRA)**

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Username:

Password:

[Forgot Password?](#)

or [Register](#)

WARNING: This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically

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

The screenshot shows the IACRA Applicant Console interface. The browser title is "Applicant Console - Windows Internet Explorer" and the address bar shows "https://iacra.faa.gov/IACRA/ConsoleApp.aspx". The page header includes the Federal Aviation Administration logo and the text "Federal Aviation Administration". The main content area is titled "IACRA Home » Console" and "IACRA - Applicant Console". A prominent "Start New Application" button is visible, with a blue arrow pointing to it from the text above. Below this button is a section titled "Your Existing Applications" which contains a red message: "There are no applications available for processing." At the bottom, there is a section titled "Airman Information" with a sub-section "Airman Certificate" containing a table of certificate details.

**User Information**  
FTN: A4849971 [Logout](#)  
User: BGunnels  
Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role
  
- Edit Preferences
- Change Password

IACRA Home » Console

### IACRA - Applicant Console

**Start New Application**

**Your Existing Applications**

There are no applications available for processing.

**Airman Information**

Airman Certificate

| Certificate Number | Certificate Type | Issued     | Expires    |
|--------------------|------------------|------------|------------|
|                    | STUDENT PILOT    | 07/08/2008 | 07/31/2013 |

Choose 'Pilot' under Application Type.

**CRA - Federal Aviation Administration - Windows Internet Explorer**

https://iacra.faa.gov/IACRA/ChoosePath.aspx

Edit View Favorites Tools Help

IACRA - Federal Aviation Administration

Federal Aviation Administration

IACRA Home

**IACRA - Start Application**

**1) Application Type**

Type of Application

(Choose)

**2) Certifications** (Show Details...)

**3) Other Path Information**

**4) Start Application**

**User Information**

FTN [Logout](#)

User:

Role: Applicant

**Applicant Options**

- Console
- Start Application
- User Profile
- Add Role

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.

The screenshot shows the IACRA website interface. The browser title is "IACRA - Federal Aviation Administration - Windows Internet Explorer". The address bar shows "https://iacra.faa.gov/IACRA/ChoosePath.aspx". The page content is titled "IACRA - Start Application".

**1) Application Type**  
Type of Application: Pilot

**2) Certifications** (Hide Details)

**Pilot Certifications**

- Airline Transport Pilot
- Commercial Pilot
  - 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 Competency
    - **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.

**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](#)



- Add Role
- Edit Preferences
- Change Password

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- 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 Competency
  - **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

**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](#)

**3) Other Path Information**

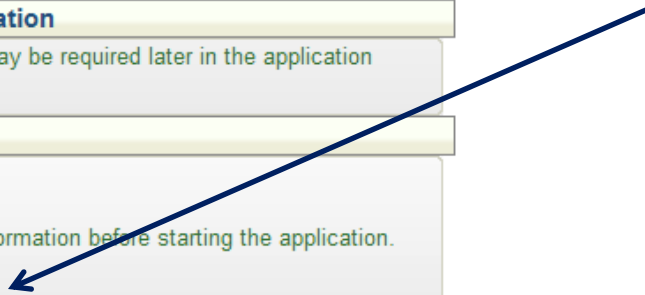
Other Path information may be required later in the application process.

**4) Start Application**

Please verify all of the information before starting the application.

Start Application

Now click on 'Start Application'.





Path: Pilots > Commercial Pilot > Standard > Military Competency > Original Issuance

Note: Required fields are marked with an asterisk(\*) [IACRA Tips: Turn On](#) [Turn Off](#)

Personal Information

First Name: \* ROY

Middle: \* NMN  No Middle Name

LastName: \* SPRINGER

Name Suffix:

Date of Birth: \* 08/12/1972

Citizenship: \* UNITED STATES

Birth Country: \* UNITED STATES

Birth City: \* NORMAN

Birth State: \* OK

SSN: \* 734-57-6215  Do Not Use  None

Gender: \*  Male  Female

Height: \* 74 INCHES

Weight: \* 145 POUNDS

Hair Color: \* RED

Eye Color: \* BROWN

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

Contact Information

Telephone: 800-867-5309

Email: RSPRINGER007@IACRATRAN

Permanent Address

Address Line 1: 311 STRAWBERRY FLD. (Street Address Only)

Address Line 2: (PO Box, Rural Route)

Physical Address:

Country \* UNITED STATES

City \* NORMAN (Province if applicable)

State \* OK

Zip Code \* 73072

Mailing Address

Same As Permanent Address

Address Line 1: 311 STRAWBERRY FLD. (Street Address Only)

Address Line 2: (PO Box, Rural Route)

Country: UNITED STATES

City: NORMAN (Province if applicable)

State: OK

Zip Code: 73072

Next

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

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

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

IACRA - Certificate Sought Information - Windows Internet Explorer

https://iacra.faa.gov/IACRA/CertificateSoughtData.aspx

File Edit View Favorites Tools Help

IACRA - Certificate Sought Information

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Pilots > Commercial Pilot > Standard > Military Competency > Original Issuance

**Follow the steps on this screen to enter information about the certificate you are seeking.**

1) Select the type of Certificate you are applying for

2) Select Restricted or Standard

3) Select the certificate Basis

4) Select the type of Issuance

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

[Click here to Enter the Military Service Information](#)

[Click here to Select the Category/Class Ratings](#)

[Click here to Select the Type Ratings](#)

**\* Must select a category rating to continue.**

**(Type Ratings only required if applying for an Added Type Rating to be placed on an existing certificate. See Help File.)**

Previous Next

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

IACRA - Military Competency -- Webpage Dialog  
http://iacratraining.faa.gov/iacra/MilitaryCompetency.aspx

### Military Competency

**Enter data pertaining to your military service.**

Select Your Military Service: USAF

Enter Your Date Rated (mm/dd/yyyy): 04/02/2012

Enter Your Rank or Grade: 1st Lieutenant

Enter Your Service Number: 5552221212

Have you passed an official U.S. Military checkout as pilot-in-command of an aircraft of the category, class, or type and if appropriate for the certificate or rating sought?  Yes  No \* Required Field

Have you flown 10 pilot-in-command hours in the category, class, or type of aircraft for which is sought or previously had an official U.S. Military checkout as pilot-in-command of that aircraft?  Yes  No \* Required Field

In the following Military Aircraft:  \* Required Field

Have you passed an Instrument Proficiency Check or received authorization for IFR Flight from the U.S. Armed Forces for the Aircraft Category and Class sought as Military pilot-in-command and Instrument Check?  Yes  No \* Required Field

In the following Military Aircraft:  \* Required Field

OK CANCEL HELP

http://iacratraining.faa.gov/iacra/MilitaryCompetency.aspx Internet

**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.**

IACRA - Military Competency -- Webpage Dialog  
http://iacratraining.faa.gov/iacra/MilitaryCompetency.aspx

### Military Competency

**Enter data pertaining to your military service.**

Select Your Military Service: USAF  
Enter Your Date Rated (mm/dd/yyyy): 04/02/2012  
Enter Your Rank or Grade: 1st Lieutenant  
Enter Your Service Number: 5552221212

Have you passed an official U.S. Military checkout as pilot-in-command of an aircraft of the category, class, or type and if appropriate for the certificate or rating sought?  Yes  No

Have you flown 10 pilot-in-command hours in the category, class, or type of aircraft for which is sought or previously had an official U.S. Military checkout as pilot-in-command of that aircraft?  Yes  No

In the following Military Aircraft: T-6, T-38

Have you passed an Instrument Proficiency Check or received authorization for IFR Flight from the U.S. Armed Forces for the Aircraft Category and Class sought as Military pilot-in-command and Instrument Check?  Yes  No

In the following Military Aircraft: T-6, T-38

OK CANCEL HELP

http://iacratraining.faa.gov/iacra/MilitaryCompetency.aspx Internet

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.'

IACRA - Certificate Sought Information - Windows Internet Explorer

https://iacra.faa.gov/IACRA/CertificateSoughtData.aspx

File Edit View Favorites Tools Help

IACRA - Certificate Sought Information

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aeronautical Experience 6. Summary

Path: Pilots > Commercial Pilot > Standard > Military Competency > Original Issuance

**Follow the steps on this screen to enter information about the certificate you are seeking.**

- 1) Select the type of Certificate you are applying for
- 2) Select Restricted or Standard
- 3) Select the certificate Basis
- 4) Select the type of Issuance
- 5) Click on the applicable links below to enter data about the certificate you are seeking

[Click here to Enter the Military Service Information](#)

[Click here to Select the Category/Class Ratings](#)

[Click here to Select the Type Ratings](#)

**\* Must select a category rating to continue.**

(Type Ratings only required if applying for an Added Type Rating to be placed on an existing certificate. See Help File.)

Previous Next

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).

**Category/Class Ratings**

Select search criteria      Enter 1 or more Characters and click Search

Type           

Description

**Click** items below to **Add** to the **Selected List**

| Description                     |
|---------------------------------|
| AIRPLANE LAND                   |
| AIRPLANE MULTIENGINE LAND       |
| AIRPLANE MULTIENGINE SEA        |
| AIRPLANE SEA                    |
| AIRPLANE SINGLE AND MULTIENGINE |
| AIRPLANE SINGLE ENGINE LAND     |
| AIRPLANE SINGLE ENGINE SEA      |
| GLIDER                          |
| CYCOPLANE                       |

**Selected List**

**Click** items below to **Remove** from the **Selected List**

| Type | Description |
|------|-------------|
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |
|      |             |

OK      CANCEL      HELP

http://iacratraining.faa.gov/iacra/RDLmultiSelectionSearch.aspx?fieldName=document.frmCertificateSoughtData.txtCategoryClassRat      Internet



## Category/Class Ratings

Select search criteria

Enter 1 or more Characters and click Search

Type

Search

Description

**Click** items below to **Add** to the **Selected List**

| Description                     |
|---------------------------------|
| AIRPLANE LAND                   |
| AIRPLANE MULTIENGINE LAND       |
| AIRPLANE MULTIENGINE SEA        |
| AIRPLANE SEA                    |
| AIRPLANE SINGLE AND MULTIENGINE |
| AIRPLANE SINGLE ENGINE LAND     |
| AIRPLANE SINGLE ENGINE SEA      |
| GLIDER                          |

### Selected List

**Click** items below to **Remove** from the **Selected List**

| Description                 |
|-----------------------------|
| AIRPLANE SINGLE ENGINE LAND |
| AIRPLANE MULTIENGINE LAND   |
| INSTRUMENT AIRPLANE         |

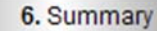
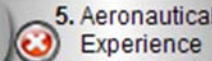
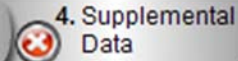
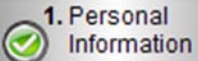
OK

CANCEL

HELP

Now it should look like this.

Click 'OK'.



Path: Pilots > Commercial Pilot > Standard > Military Competency > Original Issuance

Follow the steps on this screen to enter information about the certificate you are seeking.

- 1) Select the type of Certificate you are applying for
- 2) Select Restricted or Standard
- 3) Select the certificate Basis
- 4) Select the type of Issuance

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

[Click here to Enter the Military Service Information](#)

[Click here to Select the Category/Class Ratings](#)

[Click here to Select the Type Ratings](#)

**(Type Ratings only required if applying for an Added Type Rating to be placed on an existing certificate. See Help File.)**

AIRPLANE SINGLE ENGINE LAND, AIRPLANE MULTIENGINE LAND, INSTRUMENT AIRPLANE

Completed

**\* Must select a category rating to continue**

Previous

Next

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

IACRA - Certificate Held Information - Windows Internet Explorer

https://iacra.faa.gov/IACRA/RDLCertificateHeldData.aspx

1. Personal Information (✓) 2. Certificate Sought (✓) 3. Certificate Held (✗) 4. Supplemental Data (✗) 5. Aeronautical Experience (✗) 6. Summary

Path: Pilots > Commercial Pilot > Standard > Military Competency > Original Issuance

**Follow the steps on this screen to input information about the certificate(s) you now hold.**

1) Do you now hold or have you ever held an FAA pilot Certificate?  Yes  No

Do you hold a Foreign Pilot License of Private grade or higher without ICAO Limitations?  Yes  No

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.

1. Personal Information    2. Certificate Sought    3. Certificate Held    4. Supplemental Data    5. Aeronautical Experience    6. Summary

Path: Pilots > Commercial Pilot > Standard > Military Competency > Original Issuance

**Follow the steps on this screen to input information about the certificate(s) you now hold.**

1) Do you now hold or have you ever held an FAA pilot Certificate?     Yes     No

2) Click on the link(s) below to enter data about the certificate(s) you currently hold. (Enter data for all of the certificates you currently hold.)

[Click here if you hold a Foreign Pilot License](#)    Delete This Certificate

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

[Click here if you hold a US Restricted Pilot Certificate](#)    Delete This Certificate

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

[Click here to EDIT US Standard Pilot Certificate information](#)    [Delete This Certificate](#)

|   |                                    |  |  |
|---|------------------------------------|--|--|
| <b>Certificate Number:</b><br>801071077 | <b>Date of Issuance:</b> 1/14/1972 | <b>Private Category/Class Ratings</b><br>AIRPLANE SINGLE ENGINE LAND |  |
|---|------------------------------------|--|--|

Previous    Next

Click 'Next'.

Answer the following questions required on the Airman Certificate and/or Rating Application.

Do you hold a Medical Certificate?  Yes  No

Enter the date of issue of your Medical Certificate. (mm/dd/yyyy)

Select the certificate class.  First  Second  Third

Enter the Examiners name.

Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?  Yes  No

Do you read, speak, write, & understand the English language?  Yes  No

Have you failed a test for this certificate or rating?  Yes  No

Previous 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?'.

Enter any flight hours for this application into the Aeronautical Experience Grid, if applicable.

**Aeronautical Experience Grid**

|   | Airplanes  | Rotorcraft | Powered Lift | Gliders | Lighter than Air | Training Device | Simulator | PCATD |
|---|------------|------------|--------------|---------|------------------|-----------------|-----------|-------|
| Total                                     |            |            |              |         |                  |                 |           |       |
| Instruction Received                      |            |            |              |         |                  |                 |           |       |
| Solo                                      |            |            |              |         |                  |                 |           |       |
| Pilot in Command                          | PIC<br>SIC | PIC<br>SIC | PIC<br>SIC   |         |                  |                 |           |       |
| Cross Country Instruction Received        |            |            |              |         |                  |                 |           |       |
| Cross Country Solo                        |            |            |              |         |                  |                 |           |       |
| Cross Country Pilot in Command            | PIC<br>SIC | PIC<br>SIC | PIC<br>SIC   |         |                  |                 |           |       |
| Instrument                                |            |            |              |         |                  |                 |           |       |
| Night Instruction Received                |            |            |              |         |                  |                 |           |       |
| Night Take-off / Landing                  |            |            |              |         |                  |                 |           |       |
| Night Pilot in Command                    | PIC<br>SIC | PIC<br>SIC | PIC<br>SIC   |         |                  |                 |           |       |
| Night Take-off / Landing Pilot in Command | PIC<br>SIC | PIC<br>SIC | PIC<br>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 - Aircraft Hours - Windows Internet Explorer

https://iacra.faa.gov/IACRA/AircraftHours.aspx

File Edit View Favorites Tools Help

IACRA - Aircraft Hours

|   |            |            |            |  |  |  |  |  |  |
|---|------------|------------|------------|--|--|--|--|--|--|
| Pilot in Command                                | PIC<br>SIC | PIC<br>SIC | PIC<br>SIC |  |  |  |  |  |  |
| Cross Country<br>Instruction Received           |            |            |            |  |  |  |  |  |  |
| Cross Country Solo                              |            |            |            |  |  |  |  |  |  |
| Cross Country Pilot in<br>Command               | PIC<br>SIC | PIC<br>SIC | PIC<br>SIC |  |  |  |  |  |  |
| Instrument                                      |            |            |            |  |  |  |  |  |  |
| Night Instruction<br>Received                   |            |            |            |  |  |  |  |  |  |
| Night Take-off /<br>Landing                     |            |            |            |  |  |  |  |  |  |
| Night Pilot in<br>Command                       | PIC<br>SIC | PIC<br>SIC | PIC<br>SIC |  |  |  |  |  |  |
| Night Take-off /<br>Landing Pilot in<br>Command | PIC<br>SIC | PIC<br>SIC | PIC<br>SIC |  |  |  |  |  |  |
| Number of Flights                               |            |            |            |  |  |  |  |  |  |
| Number of Aero-<br>Tows                         |            |            |            |  |  |  |  |  |  |
| Number of Ground<br>Launches                    |            |            |            |  |  |  |  |  |  |
| Number of Powered<br>Launches                   |            |            |            |  |  |  |  |  |  |

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IACRA - Application Summary Information - Windows Internet Explorer

https://iacra.faa.gov/IACRA/Summary.aspx

File Edit View Favorites Tools Help

IACRA - Application Summary Information

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aircraft Experience 6. Summary

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).



### *Applicant's Certificate Summary*

Verify that all the data on this screen is correct before submitting the application. If ratings are incorrect or missing, you must return to step three to make corrections to your certificate held information before submitting the application.

#### **Temporary**

Certificate Type: COMMERCIAL PILOT  
Certificate #: PENDING

#### **Ratings:**

AIRPLANE SINGLE ENGINE LAND  
AIRPLANE MULTIENGINE LAND  
INSTRUMENT AIRPLANE

#### **Limitations:**

ENGLISH PROFICIENT

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

CLOSE



Federal Aviation Administration

Log Out  
Console  
Help

- 1. Personal Information
- 2. Certificate Sought
- 3. Certificate Held
- 4. Supplemental Data
- 5. Aeronautical Experience
- 6. Summary

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 'Review Application' button, so click it.

Review Applicant's Certificate Summary

REVIEW APPLICATION

SUBMIT A Review Application

Previous

Tips for IACRA Applicants

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.



Note: For printing, please click the "View/Print PDF" button.  
You will need to install Adobe Reader to view .pdf files.

TYPE OR PRINT ALL ENTRIES IN INK

UNOFFICIAL COPY

Form Approved OMB No: 2120-0021

|   |  |   |                                       |   |  |  |  |  |
|---|--|---|---------------------------------------|---|--|--|--|--|
|  |  | Department of Transportation<br>Federal Aviation Administration |                                       | <b>Airman Certificate and/or Rating Application</b> |  |  |  |  |
| I Application Information   |  | <input type="checkbox"/> Student                                | <input type="checkbox"/> Recreational | <input type="checkbox"/> Private                    | <input checked="" type="checkbox"/> Commercial | <input type="checkbox"/> Airline Transport | <input checked="" type="checkbox"/> Instrument |  |
| <input type="checkbox"/> Additional Rating  | <input checked="" type="checkbox"/> Airplane Single-Engine | <input checked="" type="checkbox"/> Airplane Multiengine        | <input type="checkbox"/> Rotorcraft   | <input type="checkbox"/> Balloon                    | <input type="checkbox"/> Airship               | <input type="checkbox"/> Glider            | <input type="checkbox"/> Powered-Lift          |  |
| <input type="checkbox"/> Flight Instructor  | _____ Initial  | _____ Renewal   | _____ Reinstatement                   | <input type="checkbox"/> Additional Instructor      | <input type="checkbox"/> Ground Instructor     |  |  |  |
| <input type="checkbox"/> Medical Flight Test  | <input type="checkbox"/> Reexamination                     | <input type="checkbox"/> Reissuance of                          | certificate                           | <input type="checkbox"/> Other                      |  |  |  |  |
|   |  |   |                                       | B. SSN (US only)                                    | C. Date of Birth                               | D. Place of Birth                          |  |  |

IACRA - Application Summary Information - Windows Internet Explorer

https://iacra.faa.gov/IACRA/Summary.aspx

File Edit View Favorites Tools Help

IACRA - Application Summary Information

1. Personal Information 2. Certificate Sought 3. Certificate Held 4. Supplemental Data 5. Aircraft Experience 6. Summary

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

**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).

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.



[Log Out](#)  
[Console](#)  
[Help](#)

**Thank you for submitting your application.**  
**Application ID : 18040**  
**FAA Tracking Number (FTN) : C1019744**  
You may need to reference these numbers to inquire about your application. Any applicable knowledge test ID codes will need to be provided to your Designated Examiner or Authorized Instructor. Please use your browser File/Print function to print this page for your records.  
Click on Review Application below to review and print a copy of your application. You may also return to the console to view or print your submitted application.

[REVIEW APPLICATION](#)

[RETURN TO LOGIN](#)