

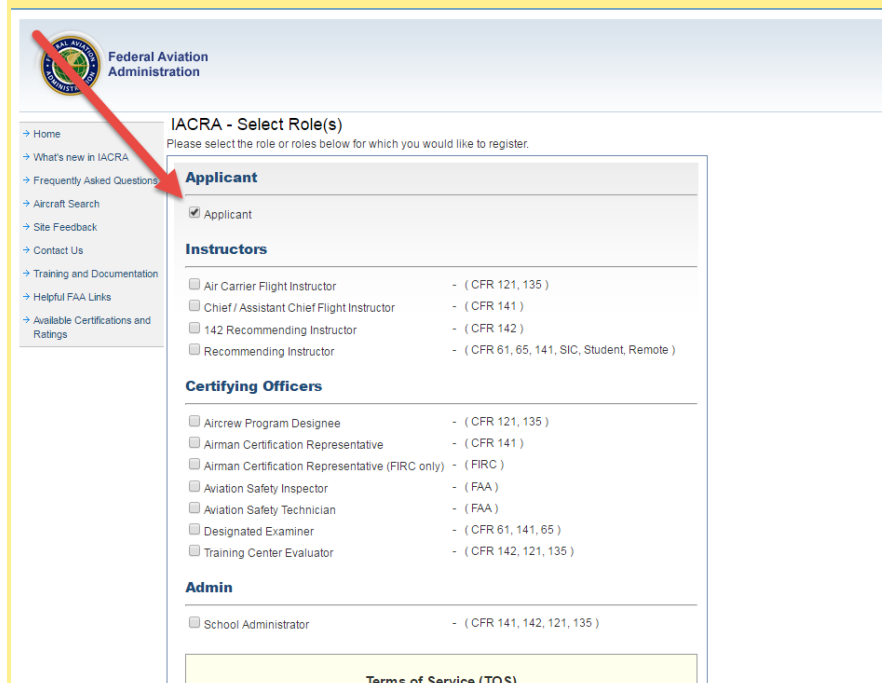
According to the new FAA rule, as of April 1st, 2016 all new prospective pilots will have to apply for their student pilot certificates through IACRA. **This whole process begins with you the applicant.** You need to access the IARA website and establish a login and password and obtain your FTN (Federal Tracking Number).

Here is the link for the website...

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



Next, select that you are an applicant. Then scroll down.



Review the “Terms of Service” and click agree and continue.

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 )

**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:

1. 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.
2. Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Enter personal profile information, but remember to select “DO NOT USE” with respect to your social security number.

**IACRA - User Profile Information**

**Certificate Information**

Airman Certificate Number

Date of Issuance

**Personal Information**

**Please Note:** The total length of your first and middle names must be less than 50 characters.

First Name

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)

Phone

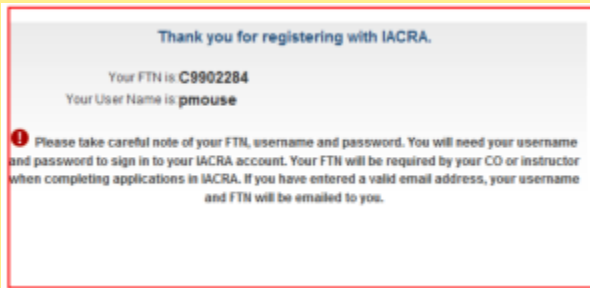
Email Address

**Citizenship**

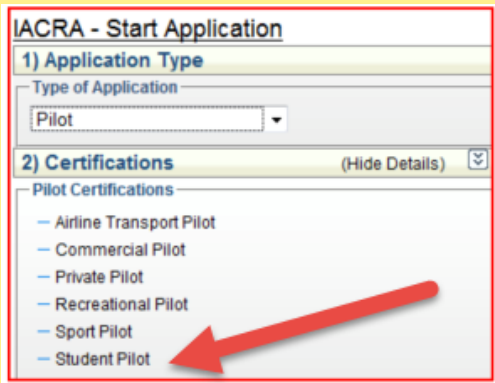
Citizenship Country

Finally, create a user name and password, but please write this down and remember it.

You will be assigned an FTN, this is a number used to track you by the FAA. Please write this down and keep in a safe place.



You will now *log out* and *then back into* IACRA with this unique FTN and *apply* for your student pilot certificate.



You are applying for a “pilot certificate” and the selection should be “student.”

Once all six tabs in the application process are green, click “review”. This button should pop up a pdf of the application (depending on your internet connection this might require some waiting). Make sure you do not have a pop-up blocker set in your browser. This “review” step is required first before “submit” to make that button active. Once you have reviewed the application (opened the pdf) close the document at the top of the pdf and you click “submit.”