

Quick Reference Guide to IACRA

Reference Source

- FAA - [IACRA](#)

Background

Student pilots must obtain an FAA student pilot certificate prior to operating an airplane in solo flight. In the private pilot training program, a student cannot complete the training without this certificate. It is recommended that student pilots obtain their student pilot certificate since the FAA may take a couple of weeks to issue the certificate.

IACRA- Create an account

1. Go to iacra.faa.gov/iacra/
2. Choose register
3. Select role of “Applicant”
4. Agree to the Terms of Service (TOS)
5. Complete the required information
 - a. Leave Certificate Information blank (unless you already have a certificate from the FAA e.g. an existing student pilot certificate)
 - b. Complete the Personal Information
 - i. Make sure you use your full name
 - ii. For SSN choose “Do Not Use”
 - iii. Note that height is in inches
 - c. Complete the Citizenship information
 - d. Complete Residential Address information
 - e. Choose appropriate Security questions and answers
 - f. Select a User Name and Password
 - i. Password requirements are:
 1. 8-12 characters
 2. Must contain
 - a. Upper case letter
 - b. Lower case letter
 - c. Number
 - d. Symbol
6. Record the assigned FTN as you may need this latter

IACRA- Create an application

1. Sign in to IACRA using your User Name and Password
2. Accept the Terms of Service (TOS)
3. Click on Start New Application
 - a. Choose Pilot from list of Type of Application
 - b. Choose Student Pilot from the list of Certifications
 - c. Click Start Application
 - i. Click on Certificates held
 1. Select Yes for English Language

2. Click the check box for Medical Certificate
3. Choose FAA medical certificate
4. Select the class of Medical Certificate
5. Enter the date issued of the medical certificate
6. Enter the name of the Examiner
- ii. Click on Review and Submit
 1. Answer the question about Notice of Disapproval, in most cases select No
- iii. Click on View Privacy Act
 1. A pop-up brings up the Privacy Act Statement
 2. Read the Privacy Act Statement
 3. Click close
- iv. Click on Review
 1. A pop-up brings up the Airmen Certificate Application
 2. Review for accuracy
 3. Click close
- v. Click on Submit
- vi. Record the application ID
4. Record the FTN and Application ID and have it available when you meet with your CFI

IACRA - Application review and approval by CFI

1. Met with your CFI so the application can be reviewed and approved
2. Bring the FTN and application ID to your CFI
3. Have a passport and driver's license available
4. Have your IACRA login credentials available
5. CFI retrieves the applications and enter's the required identification document details
6. Student pilot reviews and electronically signs the application
7. CFI reviews and electronically signs the application