



IACRA New User Guide

IACRA is an FAA web site that allows people to apply for new Airman Certificates, or to upgrade their existing certificates. The entire application process takes place on the website, including electronic signing of applications, and at the end of the process all the necessary documents will be sent electronically to the Airman Registry. The following steps will walk you through registering as an Applicant.

Registering as an Applicant in IACRA

- Click the 'Register' link near the top right of IACRA home page.
- There are many different roles in IACRA, but you must use the Applicant role to apply for a new certificate, or to modify an existing certificate.
- Check the 'Applicant' box, then agree to the Terms of Service (TOS) and continue.
- On the IACRA User Profile Information page, please enter all the information.
 - If you don't have an existing certificate just leave that section blank.
 - Use your full legal name, including any suffix.
IMPORTANT NOTE : This name must match the name on your Knowledge Test (if test was required).
 - Please enter a valid email address. IACRA will use it for important notifications.
 - You must enter a Residential Address. This cannot be a business address or any type of PO/mailling box.
 - If needed, and different than your Residential Address, you can add a Mailing Address.
 - Create a user name and strong password. Please remember your password.
 - Click Register.
 - If there is any required information missing, there will be error messages.
- IACRA will display your FTN (FAA Tracking Number). Please write this number down; it will also be emailed to you. This number is your unique identifier, and for most application types you must provide it to your Instructor and/or Certifying Officer to complete an application.