

**FAA Form 8610-1, Mechanic's Application for Inspection Authorization (14 CFR Part 65),  
Supplemental Information**

The supplemental information for FAA Form 8610-1 includes the following:

- Page i..... Paperwork Reduction Act Burden Statement
- Page ii..... Privacy Act Statement
- Page iii..... Pilots Bill of Rights Written Notification of Investigation
- Page iv..... Instructions for Completing FAA Form 8610-1

Detach these supplemental information instruction parts before submitting the attached form.

An electronic, fillable, printable version of FAA Form 8610-1 is available at [www.faa.gov](http://www.faa.gov).

When printing, print page 5, if you choose to print only the application form.

Integrated Airman Certification and Rating Application (IACRA) is a 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 electronic signatures to protect the information's integrity, eliminates paper forms, and prints temporary certificates. IACRA can be accessed here: <https://iacra.faa.gov>.

- All applicants must establish an FAA Tracking Number (FTN) within the Integrated Airman Certification and Rating Application (IACRA) system before taking any FAA airman knowledge test.
- The FTN is an 8-digit unique and permanent number assigned to each FAA certificate holder. This identification number will be printed on the applicant's Airman Knowledge Test Report (AKTR) in replacement of the Applicant ID number.
- To register for an FTN in IACRA, applicants will need to visit the [IACRA website](https://iacra.faa.gov) and follow the instructions provided.
- If you have been issued an FAA airman certificate in the past, then you already have a FTN. To find your FTN, you must enter your certificate number during the IACRA registration process.

**OMB CONTROL NUMBER: 2120-0022  
EXPIRATION DATE: 12/31/2025**

**Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0022. Public reporting for this collection of information is estimated to be approximately 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

All responses to this collection of information are required to obtain or retain a benefit under 14 CFR part 65. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524

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## **PRIVACY ACT STATEMENT**

Privacy Act Statement (5 U.S.C. § 552a(e)(3)):

**Authority:** The information collected on the FAA Form 8610-1 – Mechanic's Application for Inspection Authorization (14 CFR Part 65), is in accordance with [49 U.S.C. §§ 106\(g\), 40113, 44702, 44703, 44709, 44710, 44711\(a\)\(2\)](#) and [14 CFR Parts 65](#).

**Purpose:** The FAA Form 8610-1 collects the applicant's name, mailing address, email address, phone number and mechanic certificate number. The principal purpose for collecting the information is to identify and evaluate your qualifications and eligibility for the issuance of a mechanic certificate inspection authorization.

**Routine Uses:** The information collected by FAA Form 8610-1 is shared in accordance with the Privacy Act system of records notice (SORN) DOT/FAA 847 - Aviation Records on Individuals (89 75 FR 48956 - June 10, 2024)..

**Disclosure:** Submission of this data is voluntary. However, an incomplete submission may result in delay in a response and/or an inability to issue a certificate and/or rating.

**FAA Form 8610-1, Mechanic's Application for Inspection Authorization (14 CFR Part 65),  
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***Your signature on FAA Form 8610-1 acknowledges that you received the Pilot's Bill of Rights  
Written Notification of Investigation at the time of your application.***

**PILOT'S BILL OF RIGHTS WRITTEN NOTIFICATION OF INVESTIGATION**

The information you submit on the attached FAA form 8610-1, Mechanics Application For Inspection Authorization (14 CFR Part 65), will be used by the Administrator of the Federal Aviation Administration as part of the basis for issuing an airman certificate, rating, or inspection authorization to you under Title 49, United States Code (U.S.C.) section 44703(a), if the Administrator finds, after investigation, that you are qualified for, and physically able to perform the duties related to the certificate, rating, or inspection authorization for which you are applying. Therefore, in accordance with the Pilot's Bill of Rights, the Administrator is providing you with this written notification of investigation of your qualifications for an airman certificate, rating, or inspection authorization:

- The nature of the Administrator's investigation, which is precipitated by your submission of this application, is to determine whether you meet the qualifications for the airman certificate, rating, or inspection authorization you are applying for under Title 14, Code of Federal Regulations (CFR) part 65.
- Any response to an inquiry by a representative of the Administrator by you in connection with this investigation of your qualifications for an airman certificate, rating, or inspection authorization may be used as evidence against you.
- A copy of your airman application file for this date is available to you upon your written request addressed to:

Federal Aviation Administration  
Airman Certification Branch  
P.O. Box 25082  
Oklahoma City, OK 73125-0082

If you make a written request for your airman application file, please provide the following information in your request:

- Full name
- Date of birth or airman certificate number
- Date of the application

## FAA Form 8610-1, Mechanic's Application for Inspection Authorization (14 CFR Part 65), Supplemental Information

### Instructions for Completing FAA Form 8610-1

#### GENERAL INFORMATION

- An electronic, fillable, printable version of FAA Form 8610-1 is available at [www.faa.gov](http://www.faa.gov).
- Make all entries using permanent dark blue or black ink, or a typewriter or printer. All signatures must be original, with the name printed or typewritten below or beside the signature.
- Unless otherwise specified, enter all dates using eight-digit numeric characters, MM/DD/YYYY (e.g., 03/29/2019).
- Read all supplemental information provided with this form including the Paperwork Reduction Act Burden statement, the Privacy Act statement, the Pilot's Bill of Rights Written Notification of Investigation, and the Instructions for Completing FAA Form 8610-1. Remove and retain the supplemental information before submitting the application.

**IMPORTANT NOTE:** The applicant's signature on FAA Form 8610-1 confirms the applicant has received the Privacy Act statement and the Pilot's Bill of Rights Written Notification of Investigation at the time application was made.

**Block 1. NAME.** Enter your name as shown on your mechanic's certificate. Use commas to separate names, i.e. *Last, First, Middle*.

**Block 2. MECHANIC CERTIFICATE No.** Enter your Mechanic Certificate number as shown on your mechanic's certificate.

**Block 3. MAILING ADDRESS.** Enter your mailing address. A post office box is acceptable. If the address is outside of the U.S., include the Country.

**Block 4. FIXED BASE OF OPERATIONS.** Enter the address of your fixed base of operations at which you may be located in person during a normal work week.

**Block 4a. TELEPHONE NUMBER.** Enter your telephone number at which you can be contacted during a normal work week.

**Block 4b. EMAIL ADDRESS.** Enter your email address. If you do not have an email address or choose not to provide one, enter "NONE". Providing this information will assist the local FAA office in disseminating renewal and other information applicable to holders of an Inspection Authorization.

**Blocks 5-9. Eligibility Questions.** Answer these questions regarding your eligibility for Inspection Authorization. (reference § 65.91)

Block 8 – This question identifies the following situations:

- Retest Applicants – An applicant must wait 90 days after failure of the IA written/knowledge test and return to a Flight Standards office for a newly endorsed FAA Form 8610-1. The applicant is required to submit the applicable failed Airman Knowledge Test Report (AKTR) and new endorsed FAA Form 8610-1 to the testing center prior to retesting.
- IA Recent Issuance - Applicants applying for renewal within 90 days of Inspection Authorization issuance are renewed using the recent issuance provisions of §65.93(b). In block 10, check "Recent Issuance" and enter the date your authorization was last issued.

**Block 10. BASIS FOR RENEWAL – Complete only when renewing Inspection Authorization.**

An Inspection Authorization expires on March 31 of each odd-numbered year. A renewal year/period is based on April 1<sup>st</sup> of the first year through March 31<sup>st</sup> of the next year.

**RECENT ISSUANCE** – Check this block when you have been issued an Inspection Authorization in effect for:

- Less than 90 days before the Inspection Authorization expiration date - Do not record any renewal activity in Block 10.
- Less than 90 days before March 31<sup>st</sup> of a non-renewal year – Record your 2<sup>nd</sup> year renewal activity. Enter N/A in the 1<sup>st</sup> year activity blocks.

**Renewal Activity** - Reference § 65.93 for renewal activity requirements for each year.

- Enter the number of annual inspections, repairs, alterations, or progressive inspections you have performed, if your renewal will be based on one of these activities. You cannot use a mixture of activities as the basis for renewal within a renewal period because § 65.93(a) does not provide for this. Each renewal year/period must be based on the required number of either: annual inspections, major repairs/alterations, or progressive inspections specified in § 65.93.
  - The FAA will review evidence of renewal activity at the time of renewal, e.g. activity sheet, log(s), etc.
- If renewal is based on attendance and completion of a refresher course, enter the FAA accepted course/seminar number, the course location/provider, number of course hours, and the date of course completion. For technical training conducted by a manufacturer, enter the course title, in place of the course/seminar number.
  - The FAA will review evidence of training course attendance at the time of renewal, e.g. certificate(s) of course completion.
- If renewal is based on the passing of an oral test conducted by an FAA inspector, enter the date the test was passed.
  - The FAA will review evidence of oral test results at the time of renewal, e.g. FAA letter documenting oral test completion and results.

**Block 11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS. – Complete for renewal and initial application of Inspection Authorization.**

Enter the aircraft maintenance activity showing you are actively engaged in maintaining aircraft certificated and maintained in accordance with Title 14 CFR. All applications (initial or renewal) must enter applicable information in these blocks. Attach additional sheets if necessary to record activity.

Date From. Enter your employment start date in a six-digit (MM/YYYY) numeric format.

Date To. Enter your employment end date in a six-digit (MM/YYYY) numeric format.

Facility Where Activity Performed. Enter the name of your employer and the city and state of your employment.

Description of Activity. Enter the type of work performed with the employer. Job and/or position titles are not a description of work performed.

**Block 12. REMARKS.** If needed, enter any additional information regarding your initial application or renewal in this block.

**Block 13. APPLICANT'S CERTIFICATION.** Sign your name. Enter the date you signed the application, in the MM/DD/YYYY format.

**Block 14. RECORD OF ACTION.** This block is for FAA use only.

**IMPORTANT NOTE:** Endorsements for Inspection Authorization written testing expire 30 days from the date the FAA issues the endorsement. If you do not test within 30 days, you must again make application for testing at an FAA Flight Standards office.



# Mechanic's Application for Inspection Authorization (14 CFR Part 65)

|   |  |                              |  |  |  |  |                                   |   |
|---|--|------------------------------|--|--|--|--|-----------------------------------|---|
| <b>1. NAME</b> (Last, First, Middle)  |  |                              |  | <b>2. MECHANIC<br/>CERTIFICATE NO.</b> |  |  |                                   |   |
| <b>3. MAILING ADDRESS</b> (Number/Street/PO Box, City, State, Zip Code)   |  |                              | <b>4. FIXED BASE OF OPERATIONS</b><br>(Address at which you may be located in person during normal working week) |  |  | <b>4a. TELEPHONE NUMBER</b> (At which you may be contacted during a normal working week) |                                   |   |
|   |  |                              |  |  |  | <b>4b. EMAIL ADDRESS</b> (Enter email address or NONE)                                   |                                   |   |
|   |  |                              |  |  |  | <b>YES</b>   | <b>NO</b>                         |   |
| <b>5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years?</b> 65.91(c)(1)  |  |                              |  |  |  |  | <input type="checkbox"/>          | <input type="checkbox"/>                      |
| <b>6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR?</b> 65.91(c)(2)  |  |                              |  |  |  |  | <input type="checkbox"/>          | <input type="checkbox"/>                      |
| <b>7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance?</b> 65.91(c)(4)   |  |                              |  |  |  |  | <input type="checkbox"/>          | <input type="checkbox"/>                      |
| <b>8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application?</b> 65.91  |  |                              |  |  |  |  | <input type="checkbox"/>          | <input type="checkbox"/>                      |
| <b>9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10.</b><br>(FOR RENEWAL ONLY)  |  |                              |  |  |  |  | <input type="checkbox"/>          | <input type="checkbox"/>                      |
| <b>10. BASIS FOR RENEWAL</b> Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.  |  |                              |  |  |  |  |                                   |   |
| <input type="checkbox"/> <b>RECENT ISSUANCE.</b> Enter Date of Issuance _____ Enter date only if the recent issuance requirements of 65.93(b) apply, refer to Block 10 Instructions.  |  |                              |  |  |  |  |                                   |   |
| Enter the # of each type of activity per renewal period.  | 65.93(a)(1)<br>ANNUAL INSP.                                    | 65.93(a)(2)<br>MAJOR REPAIRS | 65.93(a)(2)<br>MAJOR ALTERS.   | 65.93(a)(3)<br>PROG. INSP.             | 65.93(a)(4)<br>REFRESHER COURSE<br>FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed. |  |                                   | 65.93(a)(5)<br>ORAL TEST<br>Enter date tested |
| 1 <sup>ST</sup> Year Renewal Period<br>(Apr 1 <sup>st</sup> odd – Mar 31 <sup>st</sup> even)  |  |                              |  |  |  |  |                                   |   |
| 2 <sup>ND</sup> Year Renewal Period<br>(Apr 1 <sup>st</sup> even – Mar 31 <sup>st</sup> odd)  |  |                              |  |  |  |  |                                   |   |
| <b>11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS</b> Continue activity on a separate sheet if needed.   |  |                              |  |  |  |  |                                   |   |
| DATES (MM/YYYY)   | FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State) |                              |  |  | DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)  |  |                                   |   |
| FROM:   |  |                              |  |  |  |  |                                   |   |
| TO: PRESENT   |  |                              |  |  |  |  |                                   |   |
| FROM:   |  |                              |  |  |  |  |                                   |   |
| TO:   |  |                              |  |  |  |  |                                   |   |
| FROM:   |  |                              |  |  |  |  |                                   |   |
| TO:   |  |                              |  |  |  |  |                                   |   |
| <b>12. REMARKS.</b>   |  |                              |  |  |  |  |                                   |   |
|   |  |                              |  |  |  |  |                                   |   |
| <b>13. APPLICANT'S CERTIFICATION.</b> I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate, rating or inspection authorization to me. I have received the <u>Pilot's Bill of Rights Written Notification of Investigation</u> that accompanies this form. I have also read and understand the <u>Privacy Act statement</u> that accompanies this form. |  |                              |  |  |  |  |                                   |   |
| <b>Applicant's Signature</b>  |  |                              |  |  |  |  | <b>Date</b> (MM/DD/YYYY)          |   |
|   |  |                              |  |  |  |  |                                   |   |
| <b>14. RECORD OF ACTION</b>   |  |                              |  |  |  |  |                                   |   |
| <input type="checkbox"/> <b>ENDORSEMENT</b><br>(Expires in 30 Days)   | <b>FAA Signature</b> (Print Name and Sign)                     |                              |  |  | <b>Date</b> (MM/DD/YYYY)   |  | <b>FAA Office/Designation No.</b> |   |
| <input type="checkbox"/> <b>ISSUANCE</b>  | <b>FAA Signature</b> (Print Name and Sign)                     |                              |  |  | <b>Date</b> (MM/DD/YYYY)   |  | <b>FAA Office/Designation No.</b> |   |
| <input type="checkbox"/> <b>RENEWAL</b>   |  |                              |  |  |  |  |                                   |   |
| <input type="checkbox"/> <b>VOLUNTARY SURRENDER</b>   |  |                              |  |  |  |  |                                   |   |