



HOW TO CORRECT AN APPLICATION THROUGH IACRA

Please make sure you have reviewed your application thoroughly with your Recommending Instructor prior to having your instructor sign the application. The Certifying Officer can return the application to you for correction using the "Edit application" feature in IACRA if your certification was for the enhancement to ATP CFR 61, 121, 135, and 141 certificates and you have not yet signed your applications.

When you sign your application, during your practical test, please again review the application and make sure your Examiner understands all the ratings you have and are applying for. This will help the Examiner in completing their portion of the application process.

Once the application has been signed and submitted to the Airman Certification Branch (Registry) by the Examiner, there are a couple of ways to have the application and/or issued temporary certificate corrected.

To submit a corrected IACRA application, please select one of the two following processes:

1. CORRECTING AN APPLICATION THROUGH IACRA:

The Certifying Officer (I.e. Designated Examiner) will print a copy for the application package that needs correction. NOTE: The verbiage "IACRA Generated Copy" DOES NOT have to be redacted from the top of each application form prior to sending the "Corrected IACRA" to the Airmen Certification Branch. The corrected copy must have all appropriate e-signatures. If any e-signature(s) are missing, the application must be manually signed by the appropriate official prior to sending to the Registry. Write the word "Corrected-IACRA" at the top of the application in large red letters.

NOTE: The Registry is receiving and processing IACRA submissions for dates of issuances as early as two weeks ago. Time is of the essence for sending in "Corrected IACRA's." Due to the time sensitivity, the Registry will allow you to fax "Corrected IACRA's" that have e-signatures only. If manual signatures are included, those must be mailed in by the Post Office. Submit "Corrected IACRA's" as soon as possible. (Airmen Certification's - AFS-760 fax number is: 405-954-4105)

The Registry will only process a "Corrected IACRA" as long as there is a record in the Comprehensive Airmen Information System of the original IACRA application that was submitted electronically. A note must be attached to help identify the error on the first transmission and explain that this is a corrected IACRA application and that the original was completed in IACRA.

If the corrected application is not received by the Registry by the time they process the first application, the applicant, will first receive an incorrect certificate which will be followed by the corrected certificate. You can use the corrected Temporary Certificate to exercise your privileges.

NOTE: Ensure that the complete application package (I.e. temporary airman certificate, application form - front and back, knowledge test, if applicable, and PBR) are all mailed or faxed to the Airmen Certification Branch (AFS-760) along with all corrections or errors annotated.

2. CORRECTING AN APPLICATION OUTSIDE OF IACRA:

The applicant will submit a new paper application for the certificate that needs correction. Do not use IACRA. Write the word "Corrected IACRA" at the top of the application in large red letters. Go to the Certifying Officer (Examiner) and complete the front side of the paper application and have the examiner issue a new temporary that is missing the information or needs other corrections.

The Certifying Officer (Examiner) completes the rest of the application in its entirety with the proper manual signatures and attaches a note of explanation to the Registry as to why they are submitting a "Corrected IACRA". Since this is not an IACRA form, the paper application must be submitted to the FSDO for approval. The FSDO will then forward all paperwork (including the note of explanation) to the Registry.

If the corrected paper application is not received by the Registry by the time they process the first IACRA application, the applicant will receive an incorrect certificate which will be followed by the corrected certificate. It is critical that the corrected paper application gets mailed in by the FSDO in a timely manner to avoid this from happening.

NOTE: Ensure that the complete application package (I.e. temporary airman certificate, application form - front and back, knowledge test, if applicable, and PBR) are all mailed or faxed to the Airmen Certification Branch (AFS-760) along with all corrections or errors annotated