

How to Apply for a Plastic Student Glider License On IACRA

As of 2016 the Federal Aviation Administration requires all student pilots to have a plastic student license. Following is information on how to apply for this license. Older paper licenses are satisfactory until their expiration date. After the paper license expires a plastic one is required. Plastic licenses never expire. Please Note: you cannot be soloed without a plastic license—and it takes three to six weeks to secure one after application, therefore, it is a good idea to apply early for your student license.

- Applicants should read each line of each page carefully. If you have questions call the IACRA Help Desk at 1-844-322-6948 (M-F 8:00 to 17:00 EST).
- Logon to IACRA <https://iacra.faa.gov/iacra> and register. The initial login requires standard information: Name, address, student pilot certificate number (if you have one), etc. An FAA Tracking Number (FTN) will then be assigned to you. **This number belongs to you forever. It is used for future interaction with the FAA via IACRA. Keep it secure!** If you lose your password or believe your login credentials are compromised, contact National AVS IT Service Desk at 877 287-6731.
- You will then be taken to a log in screen. Log in.
- Press:
- Under **Application Type** chose: Pilot
- Under **Certifications** chose: Student Pilot
- Under **Start Application** chose:
- Fill in the requested information in each of the five tabs. If any tab is incomplete or incorrect, the circle on the top of the tab will be empty or display a red X, and you will have to correct the problem. The tab is correct when there is a green ✓. Do not skip any item.
- **Certificate Held** tab, under **Add/Modify a Certificate** chose: US Standard Pilot Certificate, and then: STUDENT CERTIFICATE.
- **Medical Certificate:** No medical certificate is needed to fly a glider. Do not check the box unless you hold a current medical certificate.

- **Basis of Issuance:** No check marks required.
- **Pilot Time:** No pilot time is required to apply for a student license and you may leave all of these boxes empty, though you may fill in the hours if you have flight hours logged. When done press:
- Under **Review and Submit** fill in the requested information. Then click:
- Read and then click:
- Review your application by clicking:
- When everything is correct click:
- Write down your Application ID and your FTN. Email both of these numbers to your endorsing flight instructor. If you do not have an endorsing flight instructor email them to the Chief Flight Instructor: stephennesser@usfamily.net.
- The applicant has now completed the initial application, and will log in later to sign it, after it has been endorsed by your flight instructor and reviewed by the FAA. Your plastic license will arrive in the mail in three to six weeks.