

For Second Year Cadets.

I have had numerous questions about how to obtain your Student Pilots Certificate. This is the process:

1. Go to the FAA website: IACRA.faa.gov/iacra/default.aspx
2. Create a user account.
3. Check "applicant" and agree to "TOS and Continue" at the bottom of the page.
4. At the next screen - Leave "Certificate Info" at top of next screen blank and fill out the rest of the form.
5. After you submit that, you will receive a FTN #. Please make a note of that.
6. Log into the site and accept TOS.
7. You will then be filling out the 8710 form.
8. When Completed print the form.
9. Take the completed form in PERSON to a CFI with your proper ID (see below for the acceptable forms of ID)

OR

10. Take the Completed application IN PERSON to a FAA FSDO with your proper ID (see below for the acceptable forms of ID).

The CFI or FAA will verify the application. When the verification is done, you mail in the application and in about 3 to 4 weeks you should receive the Student Pilots Certificate.

Bottom line: the application can be completed on line, however it has to be verified IN PERSON either with a CFI or with the FAA at a FSDO with proper ID before being mailed.

Proper forms of ID:

2. List of Acceptable Documents or Combination of Documents:*[Abbreviated list, see AC for complete listing]*

- Unexpired U.S. passport (book or card).
 - Permanent Resident Card (I-551) commonly referred to as a "Green Card."
- Unexpired foreign passport.
- Unexpired driver's license issued by a state or outlying possession of the United States.
- Unexpired temporary driver's license plus expired driver's license.
- **Unexpired photo ID card issued by a state or outlying possession of the United States.**

This must include a state or state agency seal or logo (such as a state university ID).

Permits are not considered valid identity documents (such as gun permits).

- **Unexpired photo ID card issued by a regional, county, city/municipal governmental**

**authority, to include but not limited to law enforcement, governmental, education,
transportation, utility authority.**

- Unexpired U.S. military dependent's card.
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- **U.S. Birth Certificate and an unexpired government-issued ID.**

If you have any other questions, please do not hesitate to contact me.

Thank you.
Lt Col Anita Crielly