CIVIL AIR PATROL
NATIONAL FLIGHT ACADEMY

Student Pilot Certificate: How to Guide

Step 1: Account Set Up & Application

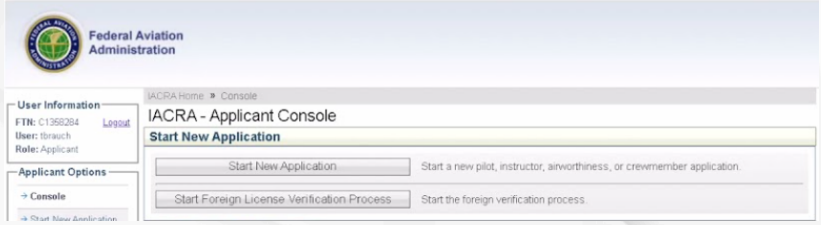
Create an IACRA account

Go to iacra.faa.gov

Click Register

Choose Applicant

Fill in your info



You'll get an FTN number (save this!)

Log in

Click Start New Application

Select Student Pilot Certificate

Follow the prompts and submit

Step 2: Meet with an Authorized Person

Show your ID (most commonly Driver's License or Passport) to any of the following:

- A CFI (most common)
- A DPE
- An FAA Inspector

They will go into IACRA, find you based on FTN number, verify your identity, and approve your application.

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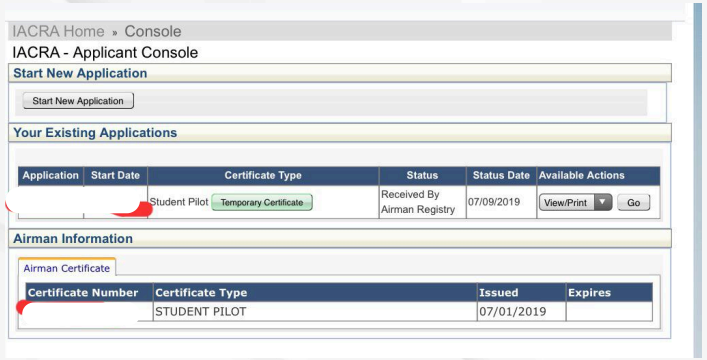
Step 3: Print off your Temporary Certificate

After logging into IACRA, go to:

Applicant Console → Temporary Certificate (green box)

This tab only appears after your application has been:

- **Verified by your CFI/DPE, AND**
- **Approved by the FAA**

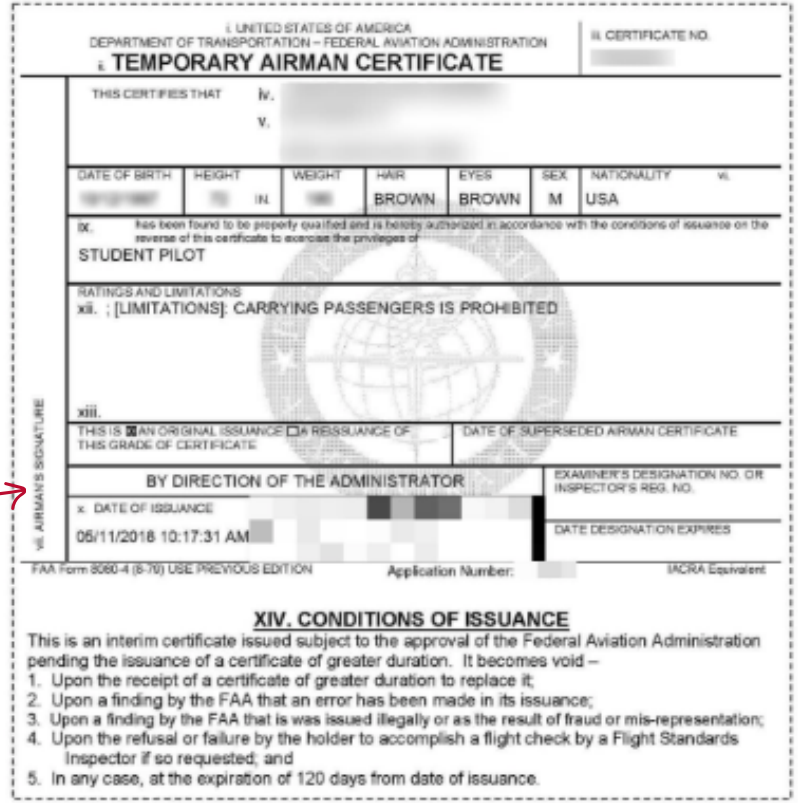


If You Don't See the Temporary Certificate

Here are the most common reasons:

- **Your CFI hasn't completed the identity verification**
- **The FAA hasn't finished processing it yet**
- **The application still shows as "In Process" instead of "Temporary Airman Certificate Issued"**

Don't forget to sign!



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Step 4: Receive your Certificate

FAA reviews your application

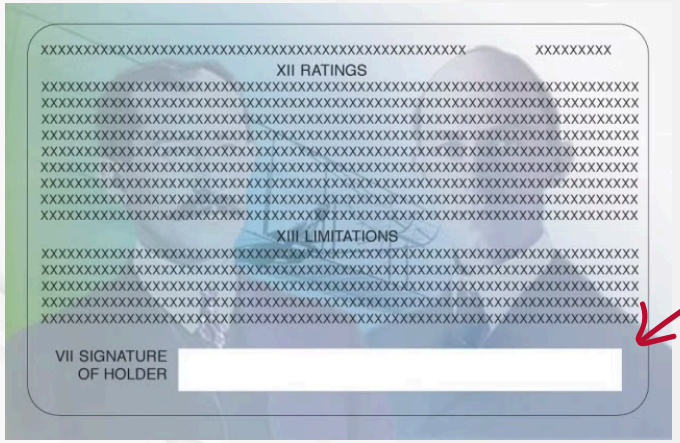
FAA prints and mails your plastic Student Pilot Certificate

It arrives at the address you listed

You may still train with an instructor while waiting

Your Temporary Certificate is a fully legal Certificate, until you receive your Permanent Plastic Certificate





Don't forget to sign!