

Student Pilot Certificate (SPC) Application Instructions:

Must be done prior to leaving for IFT. Before you start this application, make sure you have your FAA Class 3 Flight Physical information and your log book (if you have any prior flight experience).

1. Go to <https://iacra.faa.gov/IACRA/Default.aspx>
2. On the right hand side of the screen, click on the link to register for an account
3. Check the box that says "Applicant," and agree to the Terms of Service at the bottom
4. On the next page skip the part that asks for the "Airman Certificate Number," and fill in your Personal Information, Citizenship, Place of Birth, and Residential Address (use your address at Sheppard)
5. If your IFT start date is within 60 Days: On the same page, check the box that says "Check here if your Special mailing Address is different from your Residential Address or Mailing Address." Then, fill in the special address as "1 William White Blvd, Attention 1 FTS Registrar, Pueblo, CO 81001." This way, your SPC will be sent to Pueblo where it will be waiting for you when you arrive

Check here if your Special Mailing Address is different from your Residential Address or Mailing Address.

The screenshot shows a form titled "Special Mailing Address" with a blue information icon. A green-bordered box contains the text: "Please Note: Only complete this section if you want your certificate special mailed to an address that is not your Residential or Mailing Address". Below this are several input fields:

Address Line 1	1 William White Blvd
Address Line 2	Attention 1 FTS Registrar
City	Pueblo
State	CO
ZIP Code	81001
Country	UNITED STATES

6. Finish the page by filling in your Security Questions and User Name/Password, and click "Register"
7. After registering, make sure you record your FTN and Username for the future
8. Click the link at the bottom of the page to log in to IACRA, and log in on the right side of the screen
9. Agree to the terms of service
10. Click "Start New Application" at the top of the screen
11. Application Type
 - a. Select Pilot
12. Pilot Certifications
 - a. Select Student Pilot
13. Click "Start Application"
14. Make sure personal information is correct (should be the same info you just provided). Click Next
15. Are you applying for a Glider, Balloon, or Sport rating?
 - a. Select "No"
16. Click Next

17. On the next page, fill out the information if you've ever had a SPC in the past. If not, select "no" and move on to the next page
18. Supplemental Data:
 - a. Do you hold a Medical Certificate?
 - i. Click "yes." You should from your flight physical
 - b. Select the certificate type
 - i. Choose "FAA"
 - c. Enter the date of your medical certificate. All of this information should be on the form you received for your FAA Class 3 physical
 - d. Certificate Class
 - i. Choose "Class 3"
 - e. Enter the Examiner's name
 - i. This should also be on the brown form you got for your FAA physical
 - f. Answer the questions at the bottom, and click next
19. Aeronautical Experience
 - a. Enter in any flight experience you have
20. Click next, and review your information prior to submitting your application

YOU ARE NOT DONE YET!

To submit your Application to the FAA you must bring your FTN and a government issued photo ID to the Flight Standards District Office, a Designated Pilot Examiner, or a Certified Flight Instructor and digitally sign and submit your application on IACRA.

Students casual at a UPT base and Randolph AFB use your designated POC. Students having difficulty locating a Certified Flight Instructor to submit the application contact the 1 FTS at 719-423-8340 for assistance.