

IACRA Walkthrough: SOE Limitation Removal

How to build your IACRA application for a Statement of Eligibility (SOE) limitation removal.

Before your appointment, scan and email the following to **Thomasdowellcfi@gmail.com**:

- Pilot Certificate (front and back, clear scan)
- Current FAA Medical Certificate
- Current Photo ID (passport, Driver's License, or Military ID preferred)
- FTN Number from IACRA
- Logbook entries supporting the 25 hours of PIC time in type

Step 1 — Log in to IACRA and open the Applicant Console

Sign in at iacra.faa.gov with your FAA Account credentials. The Applicant Console is your starting point. Personal identifiers in this screenshot have been redacted; yours will display your information.

Start Date	Certificate Type	Status	Status Date	Available Actions	
3/08/2023	FLIGHT INSTRUCTOR	Transferred to Airman Registry	04/10/2023	ViewPrint Go	
6/04/2021	FLIGHT INSTRUCTOR	Airman Registry - Complete	07/12/2021	ViewPrint Go	
6/10/2020	ATP > Standard > CFR 61 > Added Category Class	Airman Registry - Complete	07/01/2020	Contact Airman Registry for older applications	
2469820	06/08/2020	ATP > Standard > CFR 61 > Added Category Class	Airman Registry - Complete	07/01/2020	Contact Airman Registry for older applications
2376259	02/18/2020	ATP > Standard > CFR 121 > Initial	Airman Registry - Complete	04/29/2020	Contact Airman Registry for older applications

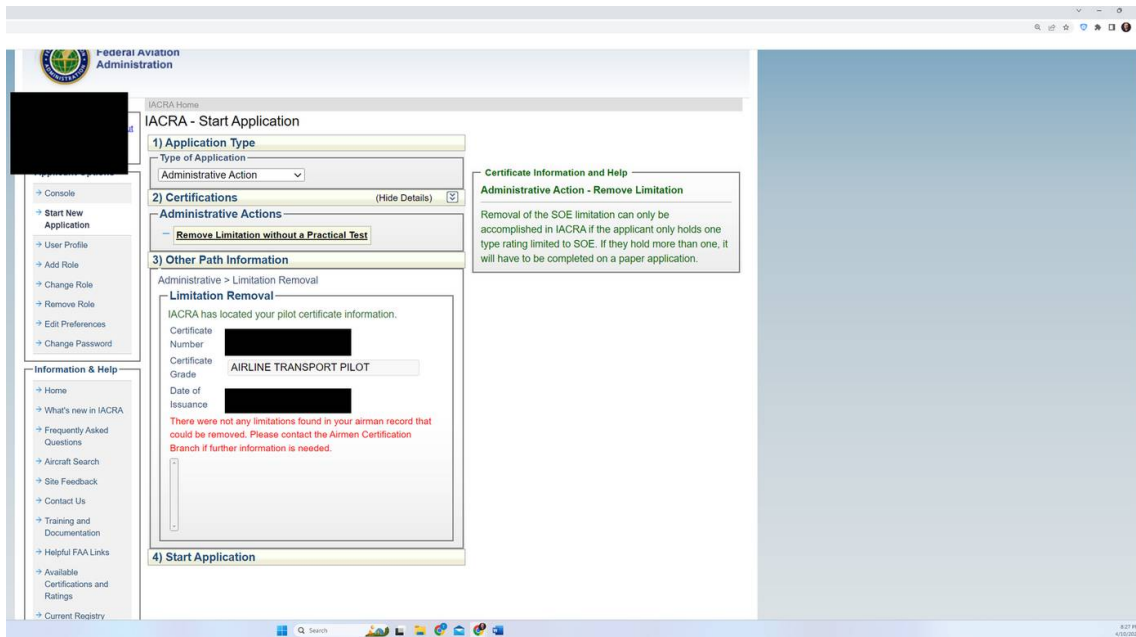
Designee Number	Designee Type	Designator	Expiration Date	FSDO	Airman Cert#	Authorizations
	DPE		07/31/2023	SO15		DPE-PE-ASEL, DPE-CIRE-ASEL, DPE-ATPE-ASEL, DPE-PE-AMEL, DPE-CIRE-AMEL, DPE-ATPE-AMEL, DPE-FPE, DPE-MCE, DPE-GIE, DPE-FIRE, DPE-FIE-ASE, DPE-FIE-AME

IACRA Applicant Console — start point for every new application.

Step 2 — Start a new application: Administrative Action → Remove Limitation

Click **Start New Application**. Set Type of Application to **Administrative Action**. Under Administrative Actions, choose **Remove Limitation without a Practical Test**. IACRA will populate the Limitation Removal box with your existing certificate information.



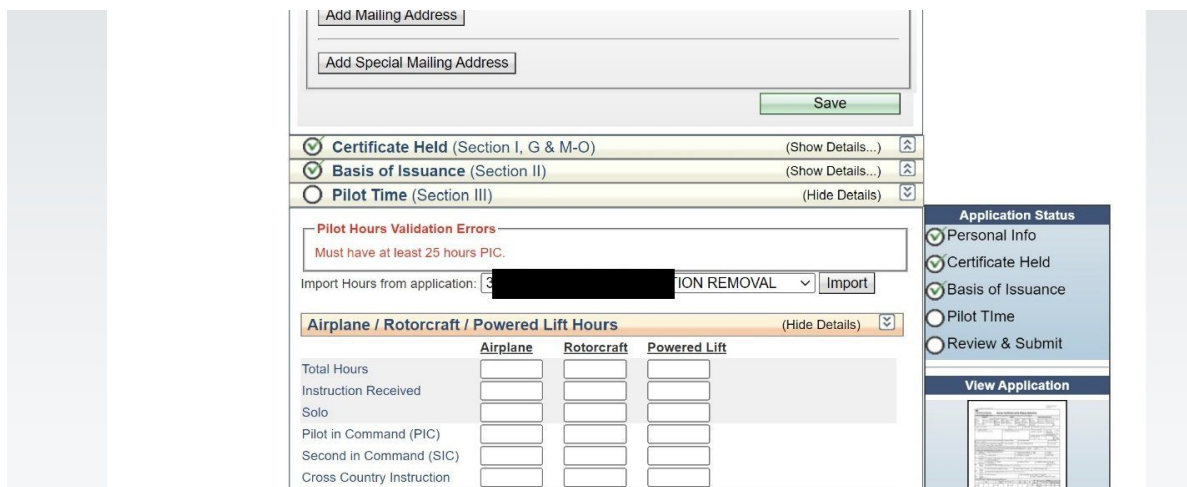


Start Application page — select Administrative Action then Remove Limitation.

Step 3 — Complete the remainder of the application

Work through the application as prompted. Two field-specific notes:

- **Doctor's name** must be entered exactly as it appears on your medical, including the comma and "MD" — e.g. *Joe Doe, MD*.
- **Pilot Hours (Section III)**: enter your 25 hours of PIC in the Airplane column. Leave all other hours fields blank.



Pilot Hours section — 25 PIC hours in the Airplane column only.

Step 4 — Submit and schedule your virtual appointment

Save and submit. Email Thomas your FTN and IACRA application ID along with the intake documents above. Your appointment will be scheduled within 24 hours and entered into the FAA Designee Management System (DMS) at least 24 hours in advance, per FAA policy. Questions? Submit the contact form at daytonadpe.com or reply to the intake email above.

