

## **Renewal Paperwork Instructions**

### **Paperwork Renewal through American Flyers:**

If you would like to use the ACR service provided by American Flyers you will need to mail the following forms:

- Your signed Graduation Certificate (date of issuance must fall within three calendar months prior to CFI certificate expiration date)
- Your completed and signed 8710-1 (see below for instructions on how to fill out)
- Your valid US Driver's License, Passport or Military ID
- Notarized proof of Identity (sample form available in FIRC Progress Tracker)
- Your unexpired Flight Instructor Certificate (hard copy)

Mail all forms together to:  
American Flyers -- FIRC Dept,  
32535 Wolf Branch Lane,  
Sorrento, FL 32776

### **Paperwork Renewal through FSDO:**

Locate your nearest FSDO at [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/)

Make an appointment to meet with an Airman Inspector prior to your CFI certificate expiration date.

The average time for an appointment is 2 – 7 days depending on the FSDO.

*Bring the following:*

- Your signed Graduation Certificate (date of issuance must fall within three calendar months prior to CFI certificate expiration date)
- Your completed and signed 8710-1
- Your valid US Driver's License, Passport or Military ID
- Your unexpired Flight Instructor Certificate (hard copy)

### **Please read the following guidelines on how to complete the Airman Certificate and/or Rating Application form (8710-1).**

- Sections I, IV, V are required to be completed. You may complete section III, if you would like the FAA to have your updated flight time on record.
- In section I make sure you complete ALL the information in areas A-V.
- You may fill out the PDF form on your computer and print one or more copies. It is not possible to save the completed form on your computer. Some blocks will already be filled from the information you provide in your FIRC profile. You can edit those blocks if necessary. If you choose to print out the form and complete it by hand, please print legibly with black ink.
- FAA policy requires that you use your permanent mailing address. When a P.O. Box or rural route is used in place of your permanent address, justification must be provided on a separate sheet of paper and submitted with the application. This must also include a map and directions to your primary residence.

- Read the instructions provided by the FAA with the form.
- Incomplete forms may delay your revalidation process or result in your certificate being inaccurate.