

AKTR Name Correction Procedures

This document contains step-by-step instructions for correcting a name mismatch on an FAA Airman Knowledge Test Report (AKTR). This will be needed when the instructor tries to associate the knowledge test in IACRA and sees this message:

•Error! The Knowledge Test Report can not be displayed because there is a discrepancy between the written test name and applicant name. Verify that you have entered the correct Knowledge Test Exam ID.

For assistance, refer to the contact information below.

Note: This procedure should only be used to associate an AKTR that has a missing or misspelled name. A name change (i.e. due to marriage or divorce) must be processed by a FSDO inspector.

Steps to associate an AKTR with a name mismatch

1. Have the school associate the correct 141 curriculum (part 141 applicants only)
2. Recommending instructor: Log in to IACRA and select the option to return the application to the applicant.
3. Applicant:
 - a. Log in to IACRA
 - b. Go to User Profile
 - c. Change your name to exactly match the name on the AKTR
 - d. Save changes
 - e. Access your application from the Console and ensure your name matches the AKTR
 - f. Submit the application.
4. Recommending instructor:
 - a. Log back into IACRA
 - b. Associate the knowledge test
 - c. Check everything (other than the applicant's name) for accuracy
 - d. Sign the application.
5. Contact any qualified DPE, give him/her the applicant's FTN, and ask them to "Return the application."
6. Applicant:
 - a. Log in to IACRA
 - b. Go to User Profile
 - c. Change your name to your FULL LEGAL NAME
 - d. Save changes
 - e. Access your application from the Console and ensure your name is complete and correct
 - f. Submit the application
 - g. Ensure the testing center uses your FULL LEGAL NAME on all future knowledge tests.

Additional steps required by the DPE

1. Verify the applicant's full legal name is correct on their ID and airman application
 2. Create a document that contains a signed statement that you have verified the applicant's name (see guidance and sample below)
 3. Annotate the correct name on the AKTR (include a scanned image with the other document or upload them to IACRA separately)
 4. After completion of the practical test
 - a. Log in to IACRA and enter the applicant's FTN
 - b. Select Completed Applications
 - c. Choose the – Add document – option to upload the required document(s)
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Guidance source: IACRA Frequently Asked Questions (on the IACRA menu)

Instructors

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Q. How can I fix a Knowledge Test 'Name Mismatch' error?

- A. 1) If it is only a 'NAME CORRECTION', the Designated Examiner must include a signed statement as an attachment to the knowledge test (or include a signed statement on the incorrect knowledge test) that he/she has verified the correct spelling of the applicant's name and attach proof of the correct spelling of the name. (I.e. driver's license, etc.) Also, ensure the correct spelling of the name is also annotated on the attachment or the knowledge test and that it matches the FAA application form.
- 2) If it is an actual 'NAME CHANGE', the Designated Examiner cannot process the application. The applicant must make an appointment with the FSDO and be positively identified by an ASI or AST and show the legal court documents reflecting the new name.. (I.e. marriage license, divorce decree, etc.)
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SAMPLE: Name Correction on Airman Knowledge Test Report

I certify that I have verified the correct spelling of this applicant's name (see ID below).
His/her correct full legal name is [applicant's full legal name].

[DPE signature]

[Date]

[DPE printed name]

DPE# XXXXXXXX

