

# GVML US AGENT



## US Agent for Service (USAS)

Individuals who have a foreign address and no U.S. physical address of record on file with the FAA are required to designate a U.S. agent for service if they apply for a certificate issued under 14 CFR part 47, 61, 63, 65, 67, or 107 or hold a certificate issued under any of these parts.

### Procedure

*Note: For the best experience, please use Google Chrome or Microsoft Edge when accessing this site on a laptop or desktop. Some features may not function correctly on other browsers or devices.*

Individuals are only required to register a U.S. Agent within one FAA Application. Designating the Agent in any single application (USAS Portal, IACRA, or MedXPress) qualifies as compliance with the rule.

Poiché hai già creato un account IACRA durante la convalida della tua licenza EASA, ti consiglio di indicare lì l'USAS.

## Log-in IACRA

➔ <https://iacra.faa.gov/iacra/login.aspx>

### IACRA - Login

If you have already registered, log in below. If not, please [Click Here to Register](#).

User Name:  ➔

Password:  ➔

[Forgot your username or password?](#)

(Please try the online username/password recovery before calling the help desk)

➔

If you are a FAA user, please log in using [FAA Employee Login](#)

➔ Nel caso avessi dimenticato la tua userid o pwd puoi seguire la procedura "Forgot your username or password".

### IACRA - Terms of Service & Role Selection

**Terms of Service (TOS)**

You are accessing a U.S. Government authorized information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, (4) all devices and storage media attached to this network or to a computer on this network, and (5) all cloud services and hosting environments supporting this information system. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By logging in and using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
2. At any time, and for any lawful Government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.
3. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Clicking an 'Accept TOS' button below signifies your agreement to the TOS and selects that role

**Agree to the Terms of Service & select:**

➔  APPLICANT

IACRA Home » Console

### IACRA - Applicant Console

**Start New Application**

Start a new pilot, instructor, airworthiness, or crewmember application.

Start the foreign verification process.

**Your Existing Applications**

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
87XXXX	08/31/2014	PRIVATE PILOT	Airman Registry - Complete	10/02/2014	Contact Airman Registry for older applications

**Airman Information**

[Airman Certificate](#) [Airman Certificate Rating](#) [Airman Limitations](#)

Certificate Number	Certificate Type	Issued	Recent Experience End Date
37XXXX	PRIVATE PILOT(FOREIGN BASED)	08/31/2014	

➔ verifica i tuoi dati (compreso l'indirizzo in Svizzera) e clicca su **SAVE**.

IACRA - User Profile Information

**Certificate Information**

If you do not have an existing FAA certificate number and date of issuance, please skip to the next section. Please note, some IACRA roles will require FAA certificate information before the user profile can be completed.

Airman Certificate Number

Date of Issuance

**Personal Information**

Please Note: The total length of name (including first, middle, last and any suffix) must be less than 50 characters. **IMPORTANT:** If a Knowledge Test is required, this name must exactly match the name on your test. Enter your full legal name as shown on your official identification.

User Name / Password

Your Unique IACRA Login

User Name                      mr XXXX

←

Dopo aver cliccato su SAVE, il sistema ti propone la seguente schermata, chiedendoti di inserire il tuo indirizzo negli USA (GVML US Agent).

Auf iacra.faa.gov wird Folgendes angezeigt:

A U.S. Agent is required if your Residential or Mailing address is non-U.S. address, OR if your Residential address is non-U.S. and you do not have a Mailing address. If you haven't designated one yet, please enter the details now. If already designated, you can view/update the information using the edit/view link OR return to the application by clicking 'X' on top right.

→

Inserisci tutti i dati del GVML US Agent, che trovi al seguente [LINK](#) (avrà ricevuto separatamente la password per aprirlo), nei 9 campi qui sotto indicati e quando terminato metti il “visto” nella “certificazione e clicca su **SAVE**.

**NOTA:** I dati del GVML US Agent sono strettamente confidenziali e personali e non devono essere condivisi con nessuno per nessuna ragione (nel rispetto della LPD Svizzera e GDPR Europea).

**Manage U.S. Agent** [X]

Select type of U.S. Agent

Individual ←

Service Agent Company

Individual Agent Details

U.S. Agent is a military employee registering on behalf of DOD

First Name \* ①      Middle Name ①      Last Name \* ①      Suffix ①

Address Line 1 \* ①

Address Line 2

City \*      State \*

      ▾

Zipcode \* ①

-      

Phone ①      Fax

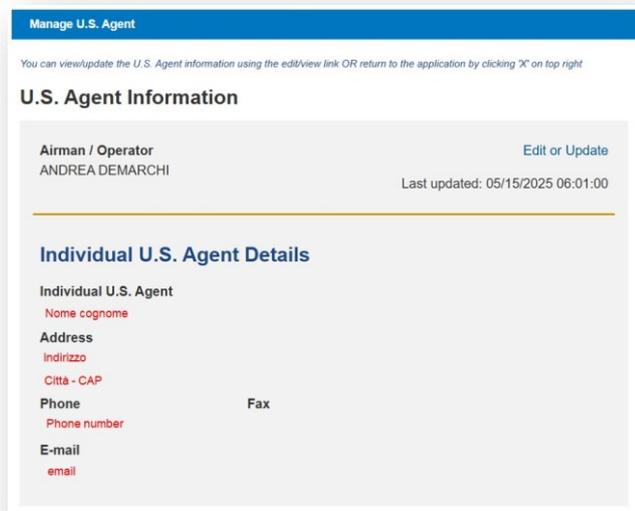
    

Email \* ①

I certify that all statements and answers provided by me on this form are complete and true to the best of my knowledge and I agree that FAA may serve documents addressed to me on my designated U.S. agent. I understand that my U.S. agent is responsible for timely transmitting these documents to me and that my U.S. agent is aware of this responsibility and has agreed to it. I have also read and understand the Privacy Act statement that accompanies this form.

Dopo aver salvato i dati del GVML US Agent, procedi con la loro verifica finale.

- Clicca nuovamente su “User Profile” (menu a sinistra)
- Clicca su SAVE (in fondo alla pagina)
- Appare la nota >> Clicca su OK
- Ti apparirà un riassunto dei dati del tuo GVML US Agent (come il seguente) e verifica che i dati siano corretti.



The screenshot displays a web interface titled "Manage U.S. Agent". At the top, there is a blue header with the text "Manage U.S. Agent". Below the header, a small instruction reads: "You can view/update the U.S. Agent information using the edit/view link OR return to the application by clicking 'X' on top right". The main content area is titled "U.S. Agent Information" and contains a box with the following details: "Airman / Operator" (ANDREA DEMARCHI) and "Last updated: 05/15/2025 06:01:00". An "Edit or Update" link is visible next to the name. Below this, there is a section titled "Individual U.S. Agent Details" with a list of fields: "Individual U.S. Agent", "Nome cognome", "Address", "Indirizzo", "Città - CAP", "Phone", "Phone number", "Fax", "E-mail", and "email".

Per completare la procedura, fai un “print screen” di quest’ultima videata oppure una semplice foto e inviala a [info@gvmlugano.ch](mailto:info@gvmlugano.ch) (oppure semplicemente ad Andrea Demarchi via WhatsApp).

Questa prova finale permette di aggiornare la tua anagrafica nel dossier pilota del GVML, confermando la validità della tua licenza FAA.

Per qualsiasi domanda: [info@gvmlugano.ch](mailto:info@gvmlugano.ch)