

**Federal Aviation Administration
Aviation Safety Knowledge Management
Environment (ASKME) Segment II
Airworthiness Certification (AWC)
Applicant Registration Guide**



Version 1.0

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Introduction

The ASKME Segment II Airworthiness Certification (AWC) tool allows Applicants to complete and submit *FAA Form 8130-6, Application for U.S. Airworthiness Certificate* online. The FAA securely transmits the completed form so that it can be processed by an FAA Aviation Safety Inspector (ASI) or Designee.

Through the AWC External Portal, Applicants have the ability to submit Airworthiness applications for:

- Standard Certificates
- Special Certificates
- Special Flight Permits
- Special Flight Authorizations
- Amended Certificates
- Exchange Certificates
- Replacement Certificates
- Multiple Certificates

The ASKME Airworthiness Application Process at a Glance

- ✓ Visit the [AWC External Portal](#).
- ✓ Register to create an account. An email with your Username will be sent to the email address associated with your new account.
- ✓ Log on to the system using your assigned Username or your email address, and the password you created during the Registration process.
- ✓ Create an application from your MY AWC dashboard.
- ✓ Upload any documents on the Documents page of the application, including a signed 8130-6.
- ✓ Submit the application via AWC to your local FAA MIDO or FSDO office.
- ✓ Log on to AWC to check the status of your application. You will also receive email notifications when the applications status changes.

Register for an AWC Account

1. To gain access to the AWC External Portal, register for a new account at the [AWC External Portal](#). A **System Use Notice** will display. Click **Agree** to enter AWC.

AWC External

Warning -- Warning -- Warning
Only Authorized Users May Use This System

System Use Notice

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. 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 using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
- At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

For Official Use Only. Public availability to be determined under 5 U.S.C. 552

Figure 1 System Use Notice

2. The Login page will display. Select **New User Sign-Up**.

Airworthiness Certification (AWC) - Applicant Portal

[Login](#)

*User Name (or email):

*Password:

Show Password

[New User Sign-Up](#)

[Forgot Password](#)

[System Requirements](#)

Figure 2 AWC Login Page

3. Complete the fields on the **User Information** tab, then select **Save & Next**.

The screenshot shows the 'User Information' tab of a registration form. The form contains several input fields: First Name, Middle Name, Last Name, Email, Phone (with an extension field), Fax, Address 1, Address 2, City, State (a dropdown menu), Zip Code, and Country (a dropdown menu). A note below the email field states: 'The email must be unique. Group email is not allowed.' At the bottom of the form, there are three buttons: 'Previous', 'Save & Next' (highlighted with a red box), and 'Reset'.

Figure 3 User Information Tab

4. On the **Security Information** tab, select and answer your Security questions. If you need to reset your password, you will be asked these questions. Once you create a password, click **Submit User Registration**.

The screenshot shows the 'Security Information' tab of a registration form. The form contains three security questions, each with a dropdown menu for the question and a text input field for the answer. Below the security questions is a 'Password' section with a note: 'Password must be a minimum of twelve (12) characters and maximum of thirteen (13) characters. Password must include at least one lower-case character, one upper-case character, a number and a special character (!, @, \$, %).' There are two input fields for 'Password' and 'Confirm Password', and a checkbox labeled 'Show Password'. At the bottom of the form, there are three buttons: 'Previous', 'Submit User Registration' (highlighted with a red box), and 'Reset'.

Figure 4 Security Information Tab

5. Return to the Login in page to sign in to your account. You will receive an email with your AWC Username. You can also log on using your email address.

You AWC Dashboard

Once you log in to the AWC System, your Dashboard will display. From this dashboard, you can create and submit new Airworthiness Applications

To create a new application, choose from the **Create Application** options. Note: For Standard or Special Certificates, select the **New Application** option.

To view your previous applications, select from the **My Applications** certificate type options.

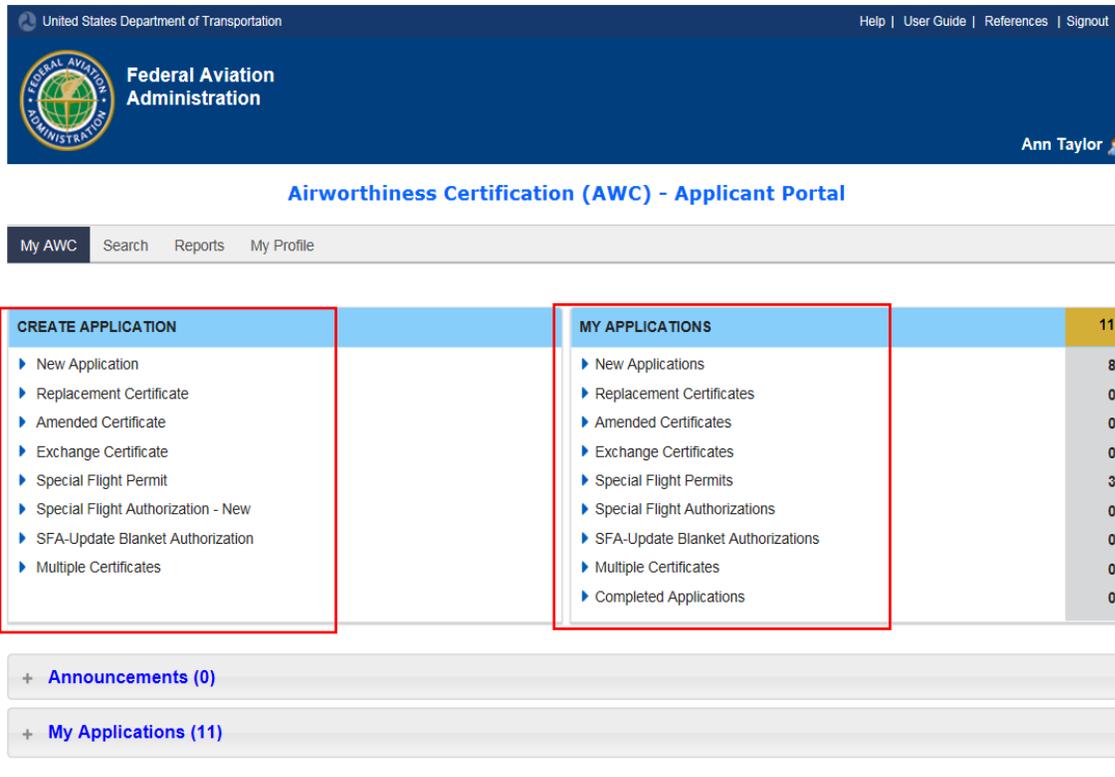


Figure 5 AWC Applicant Dashboard

Help Tools

From your dashboard, and at any time during the application process, access help options from the upper right corner of the screen.

Choose **Help** for page-specific help, or choose to access the AWC **User Guide**. For links to helpful FAA information and documentation, select **References**.



Figure 6 Help Links