



U.S. Department  
of Transportation  
Federal Aviation  
Administration



# CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

## User Guide

Version 1.2

June 2023

## Revisions

### UNCONTROLLED COPY WHEN DOWNLOADED

Check the revisions on this page to verify that this is the correct version before use.

Version 1.2 June 2023

Rev.	Date	Reason/Description For Changes	Revised By	Sections Affected
1	Jan 25, 2023	Corrected screengrabs	ISDJ	05 Manage Aircraft Registration (p 54)
2	Mar 6, 2023	+3 new sections: 09 Register Light Sport, 10 Register Amateur Built, 11 Register Unmanned Aircraft System (UAS)  Various layout, grammar, and design changes	CARES ISD Team	Sec. 09, 10, 11  All
3	June 21, 2023	+3 new sections: 12 Create Company Account: Corporation, 13 Create Company Account: LLC, 14 Register Company Aircraft	CARES ISD Team	Sec. 12, 13, 14



# Contents

Select a topic below to navigate to the step-by-step instructions:

## 01 Sign Up for Individual CARES Account

*This user guide will show you how to access CARES Home Page and Select Sign Up/Register, verify your Identity Using Last 4 Digits of Social Security Number (SSN) or gov-ernment Issued ID and smart phone*

## 02 First Time Sign In and Complete Profile

*This user guide will show you how to activate your My Access account, setup Multifactor Authentication (MFA), and complete your CARES profile*

## 03 Reset Password

*This guide covers the steps a user will take to reset a forgotten or lost CARES system password. Use this guide before calling the FAA Help Desk if you do not know your CARES password*

## 04 CARES User Interface

*This guide provides a visual reference of CARES screens, buttons, icons, and other regis-try actions users can initiate in CARES*

## 05 Manage Aircraft Registration

*This guide will show you how to request, view, and/or download aircraft records and renew an aircraft registration*

## 06 Aircraft Registration - Individual

*This user guide will show you how to navigate to Aircraft Services, provide aircraft information (make, model, serial number), provide bill of sale and supporting documents, request N-Number services, and sign with DocuSign*

## 07 N-Numbers

*This guide will show you how to locate aircraft information using an N-Number, request to reserve an N-Number, and request N-Number services through [faa.gov/registry](http://faa.gov/registry)*

## 08 Register Aircraft - Light Sport

*This guide demonstrates how to register a single light sport aircraft*

## 09 Register Aircraft - Amateur Built

*This user guide demonstrates how to register a single amateur built aircraft*

## 10 Register Unmanned Aircraft System (UAS)

*This guide demonstrates how to register a single Unmanned Aircraft System (UAS)*



UNCONTROLLED COPY WHEN DOWNLOADED

# Contents

*Select a topic below to navigate to the step-by-step instructions:*

## **11 Create CARES Company Account: Corporation**

*This user guide will show you how to create a company account in CARES using a Corporation Profile*

## **12 Create CARES Company Account: LLC**

*This user guide will show you how to create a company account in CARES using a Limited Liability Corporation (LLC) Profile*

## **13 Register Company Aircraft**

*This guide covers the steps a user will take to register an aircraft under a Company Account in CARES*

## **Appendix**

### **1 Aircraft Registration Documents Table**

*This guide explains the documents and forms required for aircraft registration in CARES or at [FAA Registry Services](#)*

UNCONTROLLED COPY WHEN DOWNLOADED





# 01

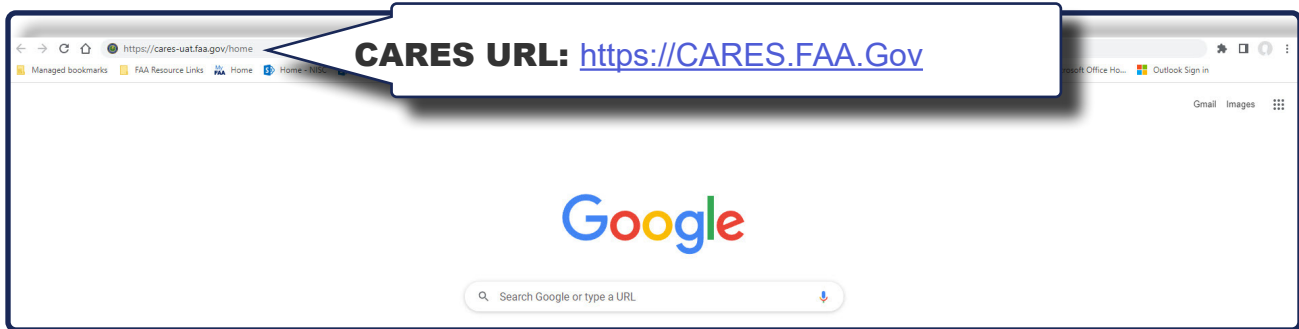
## Sign up for Individual CARES Account



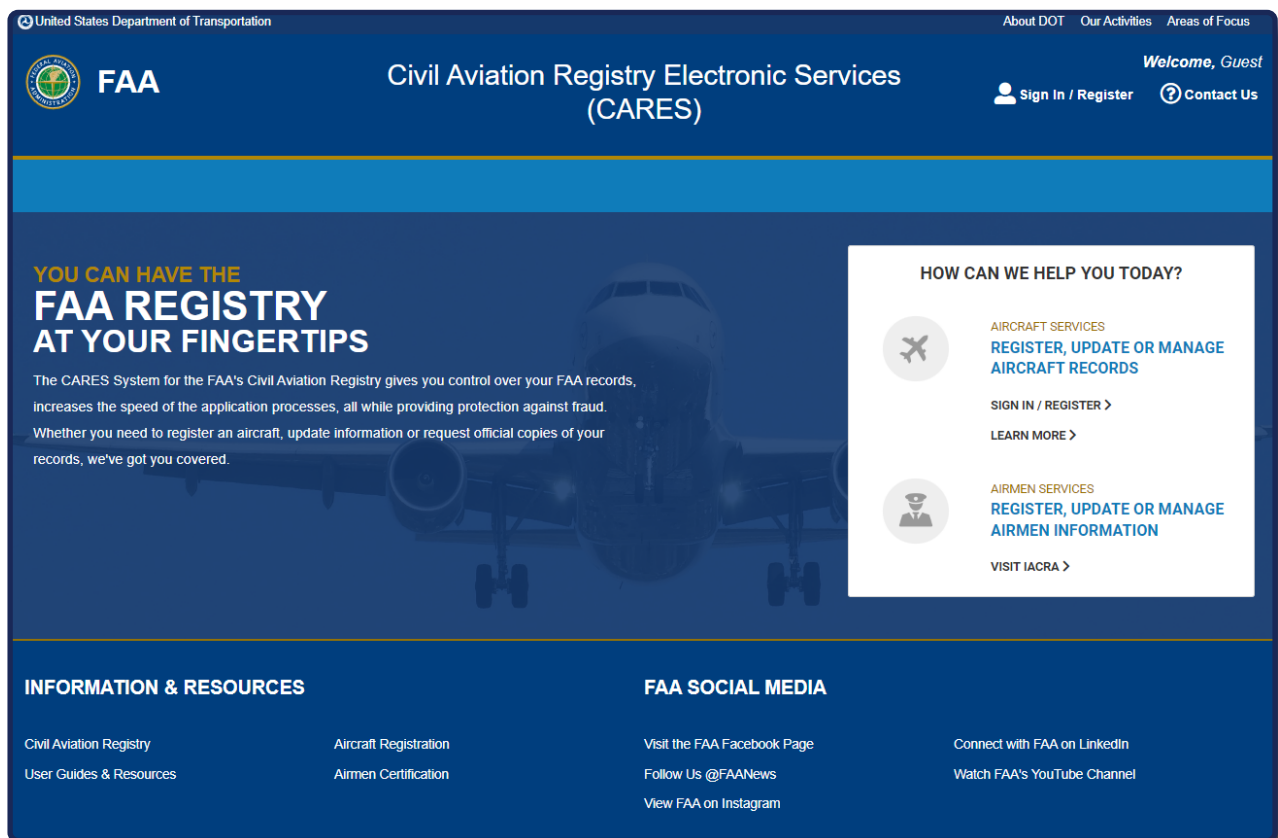
UNCONTROLLED COPY WHEN DOWNLOADED

# Access CARES Home Page and Sign Up

- 1 Type the URL **CARES.FAA.GOV** into your web browser then press the **ENTER** key on your keyboard:



- 2 The CARES homepage appears. Select **Sign in/Register**:




UNCONTROLLED COPY WHEN DOWNLOADED



- 3 The **Welcome to FAA's MyAccess** login message appears. To sign up for a new CARES account, Select the **Register for an external account** button:

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? [Proceed to sign-in below](#)  
First Time Here? Activate an existing external account  
**New User? Register for an external account**



Sign in using MyAccess

Email Address

☐ Remember me

Next

OR

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Don't have an account? Sign up

[Need help signing in?](#)

**NOTE**

You can also select the **Don't have an account? Sign up** button to create a new CARES account.

UNCONTROLLED COPY WHEN DOWNLOADED



- 4 The **MyAccess External User Registration** page appears. Type your first and last name, and your email address in the required fields:

The screenshot shows the FAA MyAccess External User Registration page. The page header includes the FAA logo, the title "MyAccess External User Registration", and a "Contact" link. Below the header, there are links for "How we protect your privacy" and "Registration Help". The main content area contains a privacy notice, a warning for federal employees, and a dropdown menu for selecting the application to register for. A red box highlights the registration form, which includes fields for First Name, Last Name, Middle Name, Suffix, and Email Address. Below these fields, there are radio buttons for selecting the identity validation method: "Last 4 digits of your SSN" (selected) and "Capture Government issued ID document using mobile phone". At the bottom of the form, there is a checkbox for "I'm not a robot" and a reCAPTCHA logo. A "Submit" button is located at the bottom left of the highlighted form area.

FAA MyAccess External User Registration [Contact](#)

[How we protect your privacy](#) [Registration Help](#)

**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: (1) You have no reasonable expectation of privacy regarding any communication 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 and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.**

**Please do not proceed if you are a Federal credentialed employee or contractor.**

**Law Enforcement and Applicants who have Opted out of the Public Data will not be able to validate their identity until they Opt in.**

\* You are registering for the access to the application  
UAT- Civil Aviation Registry Elec

First Name: Middle Name:

\* You are registering for the access to the application  
Civil Aviation Registry Electronic Services (CARES)

\* First Name: Middle Name:

\* Last Name: Suffix:  
Select suffix

\* Email Address:

Select the option below for your Identity validation

☒ Last 4 digits of your SSN

☐ Capture Government issued ID document using mobile phone

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

UNCONTROLLED COPY WHEN DOWNLOADED



# Verify Identity - Last 4 of your Social Security Number

## NOTE

The easiest and quickest way to verify your identity is to use the last 4 digits of your Social Security number (SSN). For instructions on verifying your identity with government issued ID and mobile phone, follow the instructions on **pages 9-17** of this guide.

- 5 Select the Last 4 digits of your SSN button, then select the I'm not a robot reCAPTCHA check-box. When complete, select the Submit button:

FAA MyAccess External User Registration

How we protect your privacy Registration Help

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. (1) You have no reasonable expectation of privacy regarding any communication 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 and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Please do not proceed if you are a Federal credentialed employee or contractor.

Law Enforcement and Applicants who have Opted out of the Public Data will not be able to validate their identity until they Opt in.

\* You are registering for the access to the application

UAT- Civil Aviation Registry Ele

\* First Name: John Middle Name:

\* Last Name: Smith \* Email Address: jsmith@gmail.com

Select the option below for your identity validation

☒ Last 4 digits of your SSN

☐ Capture Government issued ID document using mobile phone

\* Email Address:

Select the option below for your Identity validation

☒ Last 4 digits of your SSN

☐ Capture Government issued ID document using mobile phone

☐ I'm not a robot

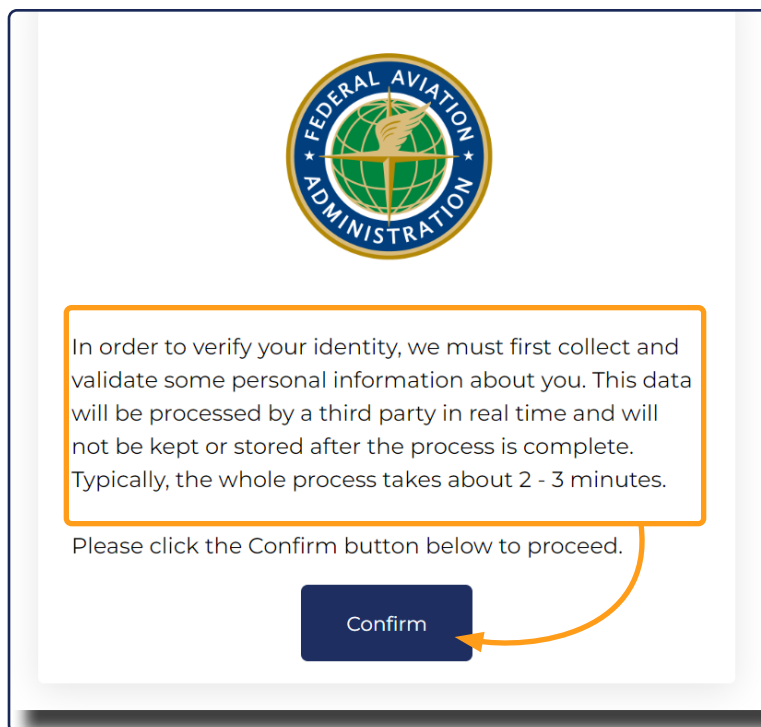
reCAPTCHA Privacy - Terms

Submit

UNCONTROLLED COPY WHEN DOWNLOADED



- 6 A popup appears, stating personal information will be collected to verify identity but will not be stored. Select the **Confirm** button to continue:




UNCONTROLLED COPY WHEN DOWNLOADED



**7** The identification validation window appears. Type your information into the required fields:

- a** Full Name
- b** Residential address
- c** Mobile phone
- d** Date of Birth
- e** Last 4 Social Security Number

When complete, select the **Confirm Information** button:



In order to validate your identity, we need to collect some information about you. This information will not be saved or stored.

Full Name \*

Residential Address \*

[Edit](#) [Add Apt/Suite/P.O Box #](#)

[Enter address manually](#)

Mobile phone \*

Date of Birth \*


Last 4 Social Security Number \*

**Confirm Information**

UNCONTROLLED COPY WHEN DOWNLOADED



- 8 On the following screen, type your mobile phone number into the field provided, then select the **Confirm Information** button to receive a pin number via text message:



Next, click confirm to send your personal phone number a one-time pin. Once received, submit your 6-digit pin below.

Mobile phone \*

### ### 0682

111111

[Resend PIN](#)

Pin Delivery Preference \*

☒ SMS (cell phone)

☐ Voice (cell phone and land line)

**Confirm Information**

UNCONTROLLED COPY WHEN DOWNLOADED





- 9 When you receive the text message, type the PIN into the field provided, then select the **Confirm Information** button:

Next, click confirm to send your personal phone number a one-time pin. Once received, submit your 6-digit pin below.

Mobile phone \*

### ## 0682

111111

[Resend PIN](#)

Pin Delivery Preference \*

☒ SMS (cell phone)

☐ Voice (cell phone and land line)

**Confirm Information**

#### NOTE

When the PIN is confirmed, a success message will appear, and you will receive an email with steps to continue the sign up process. Refer to the **CARES First Time Sign In and Complete Profile** user guide for more information.

UNCONTROLLED COPY WHEN DOWNLOADED



# Verify Identity - Government ID and Mobile Phone

**1** If you choose to use your Government identification (rather than the last 4 of your SSN), on the **MyAccess External User Registration** page:

- a** Select the **Capture Government issued ID document** radio button
- b** Select the **I'm not a robot** reCAPTCHA
- c** Select the **Submit** button:

## NOTE

Government issued ID types are: driver's licence, passport, or Government issued identification card

The screenshot shows the FAA MyAccess External User Registration page. At the top is the FAA logo and the title "MyAccess External User Registration". Below the title are links for "How we protect your privacy" and "Registration Help". The main content area contains a disclaimer about U.S. Government information system access, followed by two informational boxes: "Please do not proceed if you are a Federal credentialed employee or contractor." and "Law Enforcement and Applicants who have Opted out of the Public Data will not be able to validate their identity until they Opt in." Below these is a small message: "You are registering for the access to the application". An orange box highlights the "Select the option below for your Identity validation" section. Inside this box, there are two radio buttons: "Last 4 digits of your SSN" (unselected) and "Capture Government issued ID document using mobile phone" (selected). Below the radio buttons is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom of the orange box is a blue "Submit" button. The letters 'a', 'b', and 'c' are placed next to the selected radio button, the "I'm not a robot" checkbox, and the "Submit" button respectively.

FAA MyAccess External User Registration

How we protect your privacy Registration Help

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. (1) You have no reasonable expectation of privacy regarding any communication 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 and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Please do not proceed if you are a Federal credentialed employee or contractor.

Law Enforcement and Applicants who have Opted out of the Public Data will not be able to validate their identity until they Opt in.

You are registering for the access to the application

Select the option below for your Identity validation

☐ Last 4 digits of your SSN

**a** ☒ Capture Government issued ID document using mobile phone

**b** ☐ I'm not a robot


**c** Submit

reCAPTCHA Privacy - Terms

UNCONTROLLED COPY WHEN DOWNLOADED



**2** In the popup that appears, select your country from the drop-down menu, then select the **Confirm Information** button:



In order to verify your identity, we must first collect and validate some personal information about you. This data will be processed by a third party in real time and will not be kept or stored after the process is complete. Typically, the whole process takes about 2 - 3 minutes.

Please select your country below to begin the identity proofing process.

Country \*


United States x v

Confirm Information

UNCONTROLLED COPY WHEN DOWNLOADED



**3** A popup appears, stating personal information will be collected to verify identity but will not be stored. Select the **Confirm** button to continue:




In order to verify your identity, we must first collect and validate some personal information about you. This data will be processed by a third party in real time and will not be kept or stored after the process is complete. Typically, the whole process takes about 2 - 3 minutes.

Please click the Confirm button below to proceed.

**Confirm**

**4** In the drop-down menu that appears, select the type of ID you will be using, then select the **Confirm** button:



Next, we will check your government issued ID to prove your identity. Please select from the list below, and click confirm.

Government Issued Photo Identification \*

Which type of ID would you like to use?  
It needs to be an official government ID. Use the drop-down menu to select:

- Valid Driver's License
- Valid Passport
- Valid Identification Card


Driver's License  
Driver's License  
Passport  
Identification Card

**Confirm**

UNCONTROLLED COPY WHEN DOWNLOADED



**5** You will be asked to provide pictures of your ID and a Facial Similarity Snapshot. Type your Mobile phone number in the required field, then select the **Continue on Mobile** button:




Next, we will send you a text message to take pictures of your government issued ID from your phone. When you are ready, click "Continue on Mobile" below.

DO NOT CLOSE THIS BROWSER SESSION UNTIL IDENTITY VERIFICATION PROCESS COMPLETES


Full Name \*

J\*\*\* D\*\*\*\*\*

Mobile phone \*


 +1 (555) 123-4567

Drivers License \*

 Please capture via mobile device

Status: Incomplete

Facial Similarity Snapshot \*

 Please capture via mobile device

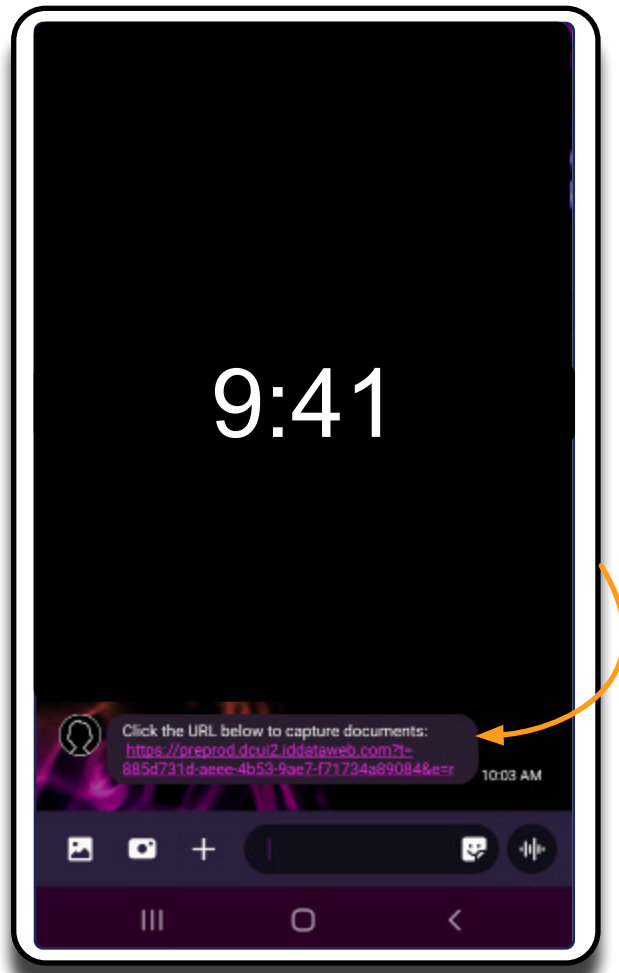
Status: Incomplete

[Continue on Mobile](#)

UNCONTROLLED COPY WHEN DOWNLOADED



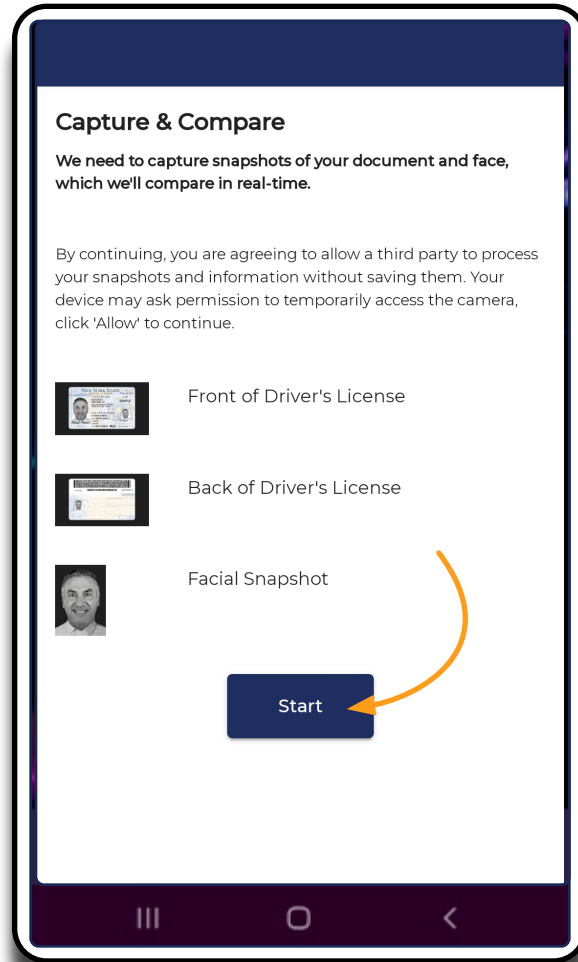
**6** Open the messaging app on your mobile phone, then select the link in the message from **CARES** to capture documents:



UNCONTROLLED COPY WHEN DOWNLOADED



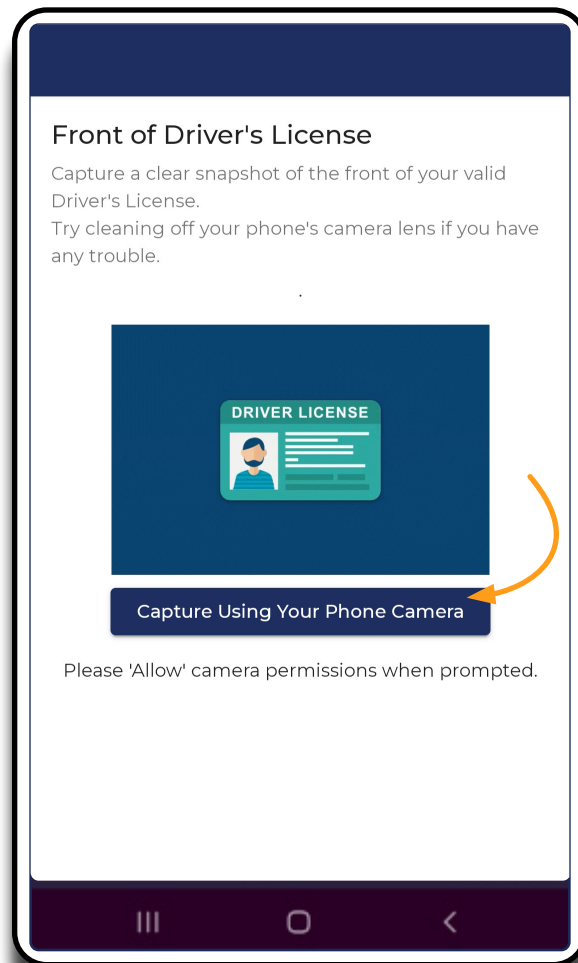
**7** The **Capture & Compare** screen appears. Select the **Start** button:



UNCONTROLLED COPY WHEN DOWNLOADED



**8** Follow the instructions to take a clear photo of the front side of your ID, then select the **Capture Using Your Phone Camera** button:



UNCONTROLLED COPY WHEN DOWNLOADED





9 Continue to capture the backside of your ID, and a selfie using your phone's camera. When complete, select the **Confirm Information** button:

DO NOT CLOSE THIS BROWSER SESSION UNTIL IDENTITY VERIFICATION PROCESS COMPLETES

Full Name \*

R\*\*\* S. L\*\*\*\*\*

Mobile phone \*

Drivers License \*

Click on any image to preview it

Status: Complete✓

Facial Similarity Snapshot \*

Click on the image to preview it

Status: Complete✓

Confirm Information

#### NOTE

If the photo verification process fails, you will be instructed how to proceed in CARES.

#### NOTE

When your ID and photos are confirmed, a success message will appear, and you will receive an email with steps to continue the sign up process. Refer to the **CARES First Time Sign In and Complete Profile** user guide for more information.

UNCONTROLLED COPY WHEN DOWNLOADED



## 02

# First Time Sign-in and Complete Profile

Before you get started:

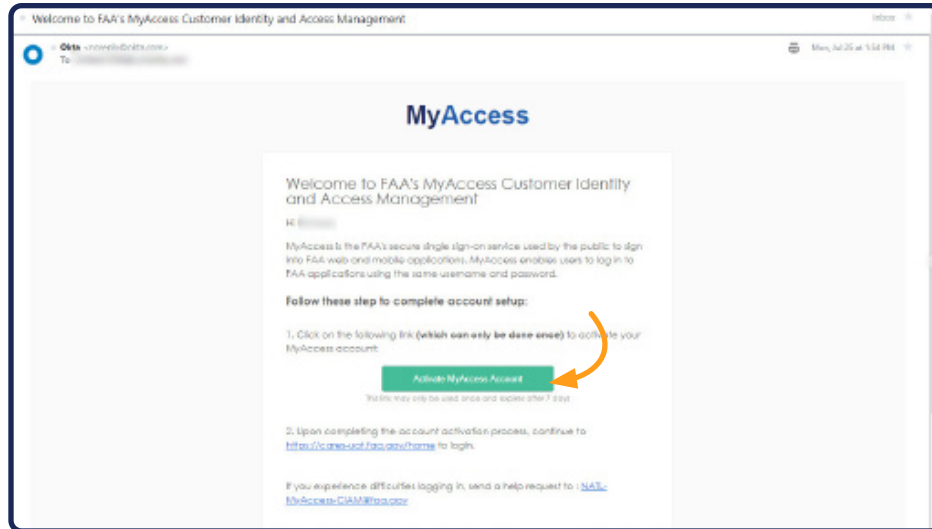
- Begin the **Sign-Up** process in CARES by visiting CARES.FAA.GOV and selecting **Sign Up/Register**. Refer to section [04 Sign Up for Individual CARES Account for more information](#).

UNCONTROLLED COPY WHEN DOWNLOADED



# Activate with MyAccess

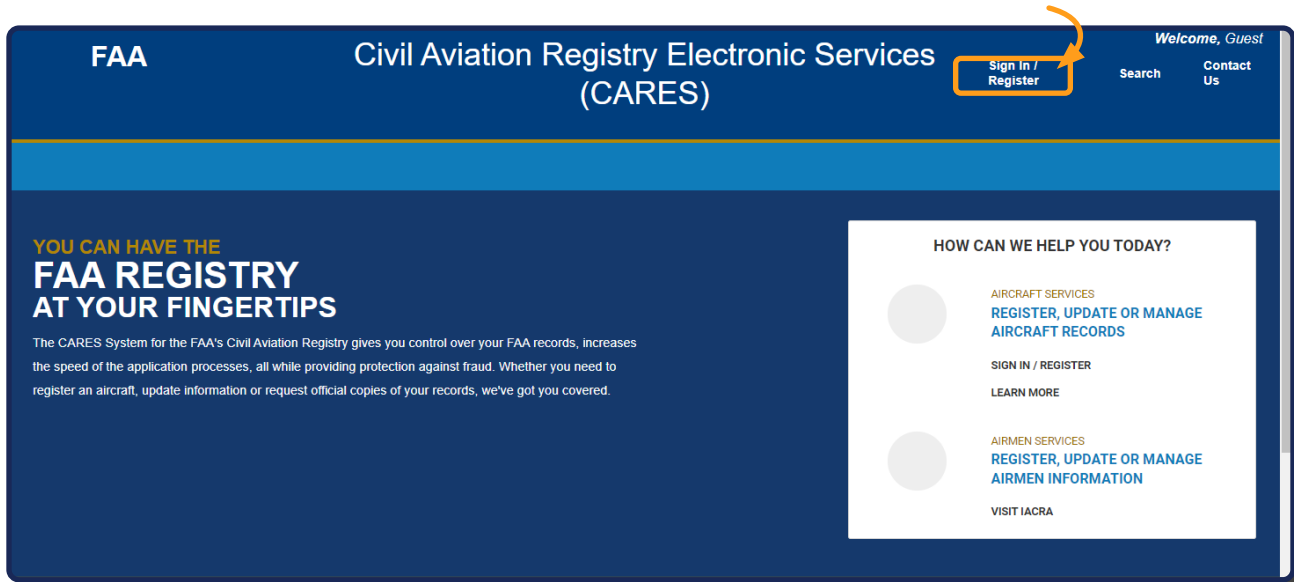
- 1 When you sign up for a CARES account, you will receive an email from FAA's MyAccess. Select the **Activate MyAccess Account** button:



- 2 You will be directed to a password creation screen. Type a password that meets the requirements, then select the **Create My Account** button:

A screenshot of the "Create your MyAccess CIAM account" screen. The page features the Federal Aviation Administration (FAA) logo in the top left corner. The main heading is "Welcome to MyAccess CIAM, [redacted]! Create your MyAccess CIAM account". Below this is a form with two input fields: "Enter new password" and "Repeat new password". Between these fields, the "Password requirements:" are listed: "At least 8 characters" and "No parts of your username". An orange box highlights the two password input fields and the requirements section. An orange arrow points from the bottom right of this box to a button labeled "Create My Account" at the bottom right of the form. At the very bottom of the page, the text "UNCONTROLLED COPY WHEN DOWNLOADED" is displayed.

- 3 The CARES homepage appears. Select the **Sign In/Register** button:



#### NOTE

If the CARES homepage does not open automatically, navigate to **CARES.FAA.GOV** and select Sign In/Register.

- 4 On the MyAccess Welcome page, type the email address you signed up for a CARES account with, then select the **Next** button:

The screenshot shows the MyAccess Welcome page. At the top, there's a dark blue header with the 'United States Department of Transportation' logo on the left and links for 'About DOT', 'Our Activities', and 'Areas of Focus' on the right. The main content area has a light blue background. In the center, there's a white box with the title 'Welcome to the FAA's new MyAccess login'. Below the title, there's a message: 'Federal PIV/CAC Holder? Proceed to sign-in below'. Below this, there are two links: 'First Time Here? Activate an existing external account' and 'New User? Register for an external account'. Below the links, there's a circular logo. Below the logo, there's a section titled 'Sign in using MyAccess'. Inside this section, there's a text input field labeled 'Email Address', which is highlighted with an orange box. Below the input field, there's a checkbox labeled 'Remember me'. Below the checkbox, there's a blue button labeled 'Next', which is pointed to by an orange arrow. Below the 'Next' button, there's a link labeled 'OR'. Below the 'OR' link, there's a button labeled 'Continue with DOT/FAA PIV'.

UNCONTROLLED COPY WHEN DOWNLOADED



- 5 Next, type your password into the MyAccess login Password field, then select the Verify button:

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? Register for an external account

FAA Logo

\*\*\*\*\*

Password

Password

Verify

Help Back to sign in

Technical Support:  
1 (844) FAA-MYIT or 1 (844) 322-6948  
helpdesk@faa.gov

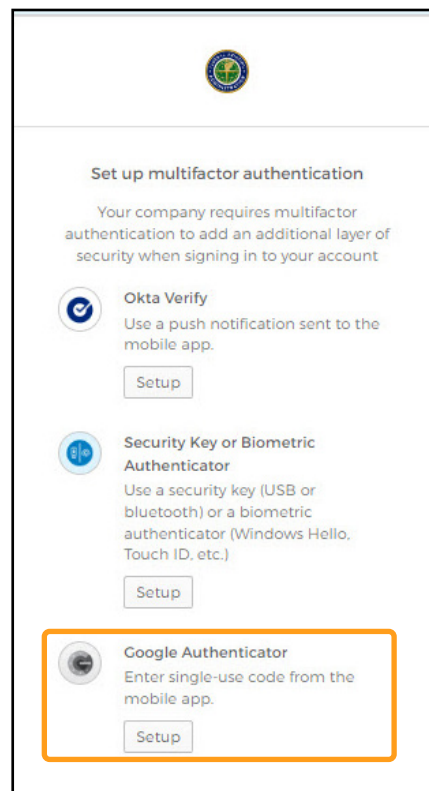
UNCONTROLLED COPY WHEN DOWNLOADED



FAA's MyAccess uses multifactor authentication (MFA), to securely sign you into CARES. The authentication method you set up when first registering for a CARES account will also be used to recover your password. Depending on the authenticator you chose, you need to have its app on your smartphone - Google Authenticator, Windows Hello, or Okta Verify. You can download these from the Google Play store (Android) or Apple App store (iPhone).

## Setup Google Authenticator

- 6** The **Set up multifactor authentication** screen appears. Select the **Setup** button for the **Google Authenticator** option:



UNCONTROLLED COPY WHEN DOWNLOADED



- 7 Select a radio button for the type of phone you have (iPhone or Android). A message appears, displaying instructions to download software to your mobile device to facilitate multi-factor authentication. Select the **Next** button to continue:

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? Register for an external account

Setup Google Authenticator

Select your device type

☐ iPhone  
☒ Android

Download Google Authenticator from the Google Play Store onto your mobile device.



Next

UNCONTROLLED COPY WHEN DOWNLOADED




- 8 Follow instructions to launch the Google Authentication app on your phone and scan the barcode that appears. Select the Next button to continue:

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? [Register for an external account](#)



**Setup Google Authenticator**

Launch Google Authenticator, tap the "+" icon, then select "Scan barcode".



Can't scan?

**Next**

[Back to factor list](#)

A success message appears, indicating you are able to login to CARES:

**You have successfully authenticated  
with MyAccess**

You may now proceed to the application  
you want to access

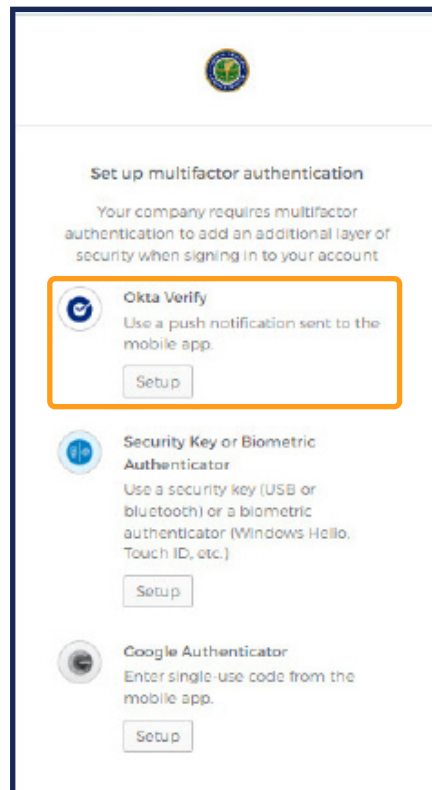
UNCONTROLLED COPY WHEN DOWNLOADED



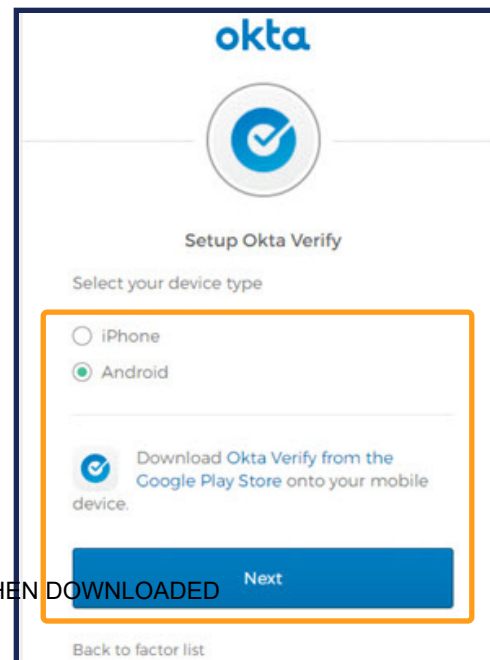


# Setup OKTA Verify

- 9 Select the **Setup** button for the Okta Verify option:



- 10 Select the radio button that corresponds with type of phone you have. A message appears, displaying instructions to download software to your mobile device to facilitate multifactor authentication. Select the **Next** button to continue:

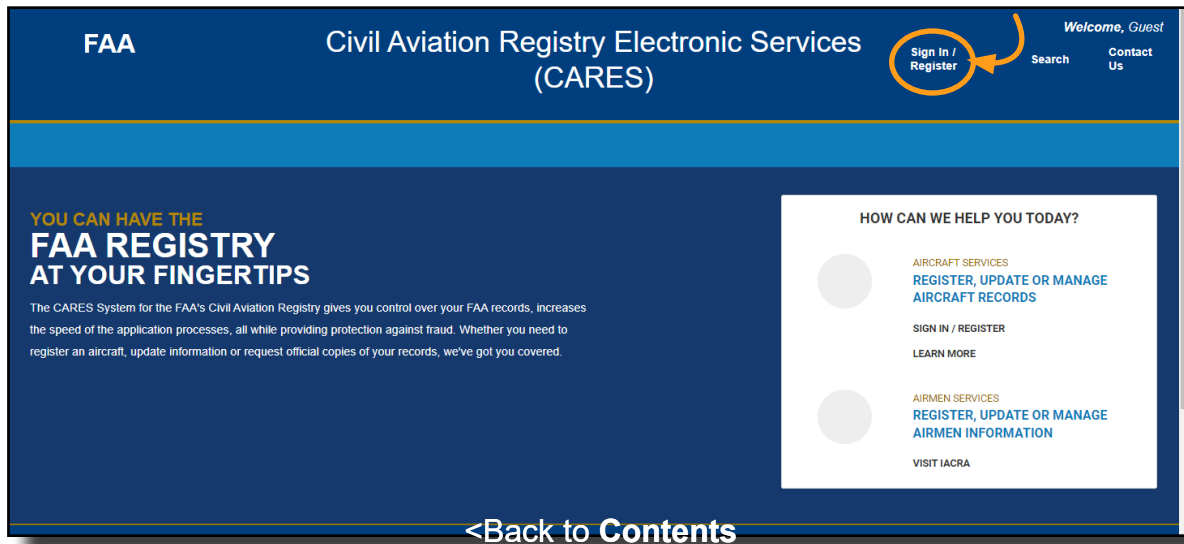


UNCONTROLLED COPY WHEN DOWNLOADED



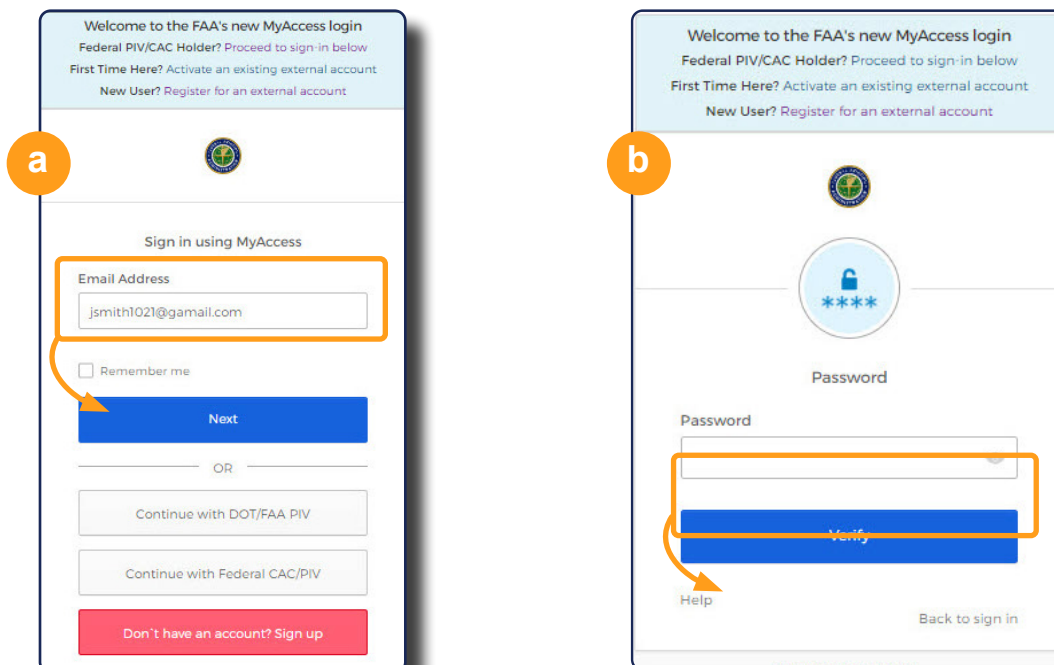
# Complete Your CARES Profile

- 11** Navigate to the CARES homepage at CARES.FAA.GOV, then select **Sign In/Register**:



- 12** The MyAccess Login screen appears:

- a** Type your email into the Email Address field, then select the **Next** button:
- b** Type your password into the Password field, then select the **Verify** button:



UNCONTROLLED COPY WHEN DOWNLOADED



## 02 First Time Sign-in and Complete Profile

**13** The **CARES TERMS OF SERVICE** appears. Select the **I AGREE** button to continue:

The screenshot shows the 'TERMS OF SERVICE' page for the Civil Aviation Registry Electronic Services (CARES). The page has a blue header with the FAA logo and navigation links. The main content area is white and contains the following text:

**TERMS OF SERVICE**

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 any communications or information transiting or stored on this information system.
- At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
- Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

At the bottom of the page, there are two buttons: **I AGREE** (highlighted with an orange box) and **I DISAGREE**.

**14** The Complete Profile screen appears. Select Yes or No from the **ARE YOU A US CITIZEN** drop-down, then select the **CONTINUE** button:

The screenshot shows the 'Complete Profile' screen in the CARES system. The page has a blue header with the FAA logo and navigation links. The main content area is white and contains the following text:

**GREAT! LET'S GET YOUR PROFILE COMPLETED!**

**WE'LL START WITH YOUR CURRENT CITIZENSHIP STATUS.**

The first thing we will need to know is your current Country of Citizenship. Please complete the questions below.

**Why do we need this?**

By providing your Citizenship status, we are able to ensure that users meet the citizenship requirements for various FAA Civil Aviation Registry services, where applicable. Providing this information will help create a smooth process, allowing you to digitally submit your documents.

Below the text, there is a drop-down menu labeled **ARE YOU A U.S. CITIZEN?** with the option **Yes** selected (highlighted with an orange box). To the right of the drop-down menu is a **CONTINUE** button (highlighted with an orange arrow).

#### NOTE

If you are not a U.S. citizen, you can still create an account, but CARES will only allow you to search for public FAA Registry records and reserve/search N-Numbers.

UNCONTROLLED COPY WHEN DOWNLOADED



- 15** Type your physical/residential address in the provided fields, then select the **Continue** button:

**NEXT, WE'LL VERIFY YOUR RESIDENCY STATUS.**

We need to know your current Physical Address of Residency. Please complete the questions below.

**Why do we need this?**

Placeholder text integer nec finibus tellus. Duis leo neque, mollis vel ipsum ac, sagittis venenatis erat. Cras efficitur ac nulla accumsan iaculis. Ut et sagittis urna. Curabitur dignissim a nisi vitae varius. Fusce dapibus bibendum massa, vitae tristique massa viverra malesuada. Nunc bibendum felis condimentum augue efficitur venenatis nec sed ex. Fusce eu consequat nunc. Proin finibus elementum tincidunt. Cras interdum orci sed ullamcorper fermentum. Suspendisse ac vestibulum augue.

**PHYSICAL / RESIDENTIAL ADDRESS**

COUNTRY  
United States of America (the)

ADDRESS LINE 1  
Street Address, Rural Route

ADDRESS LINE 2 - Optional  
Apartment, suite, unit, building, floor, etc.

CITY STATE ZIP / POSTAL CODE  
Two-Character State Code

COUNTRY - Optional

[< BACK](#) [CONTINUE >](#)

- 16** Type your mailing address and contact information in the appropriate fields, then select the **Continue** button:

**LASTLY, HERE ARE SOME HELPFUL OPTIONAL ITEMS.**

We would all like a little more time in the day. By completing the providing the following additional items now, you will be able to speed up your registration processes within the CARES system. If you decide to skip this step, you can go to your Profile and add this information in at a later time.

**Why do we need this?**

Many of the processes within the CARES system require a valid mailing address and phone number in order to complete and submit to the FAA Registry for review. By providing these items now you will be able to get right to business.

**MAILING ADDRESS**

COUNTRY  
United States of America (the) [SAME AS PHYSICAL ADDRESS](#)

ADDRESS LINE 1  
123 Main Street  
Street Address, Rural Route

ADDRESS LINE 2 - Optional  
Apartment, suite, unit, building, floor, etc.

CITY STATE ZIP / POSTAL CODE  
Two-Character State Code

COUNTRY - Optional

**CONTACT INFORMATION**

PHONE  
+1 407 222-1234  
Format: +1 555 555 5555

[< BACK](#) [SKIP THIS STEP](#) [CONTINUE >](#)

UNCONTROLLED COPY WHEN DOWNLOADED



- 17** The Review screen appears. Review the information you provided, then select the **ATTESTATION** check-box. When complete, select **Continue** button. To make changes to your information, select the **BACK** button:

ICON Step 4 of 4

**GREAT! LET'S GET YOUR PROFILE COMPLETED!**

**LET'S REVIEW WHAT YOU'VE SUBMITTED.**

Before we complete this step, we will need you to attest that the information you've shared is true and correct.

**CITIZENSHIP STATUS**

ARE YOU A U.S. CITIZEN?  
Yes

**ADDRESSES**

<b>PHYSICAL ADDRESS</b> 896 Mason Drive Titusville, FL 32780 United States of America (the)	<b>MAILING ADDRESS</b> 123 Main Street Orlando, FL 32826 United States of America (the)
--	--

**CONTACT INFORMATION**

PHONE  
+1 407 222-1234

**ATTESTATION**

☐ I DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

[< BACK](#) [SUBMIT >](#)

You have completed your CARES profile. Return to the CARES homepage at [CARES.FAA.GOV](https://CARES.FAA.GOV) and select Sign In/Register to use available registry services.

UNCONTROLLED COPY WHEN DOWNLOADED



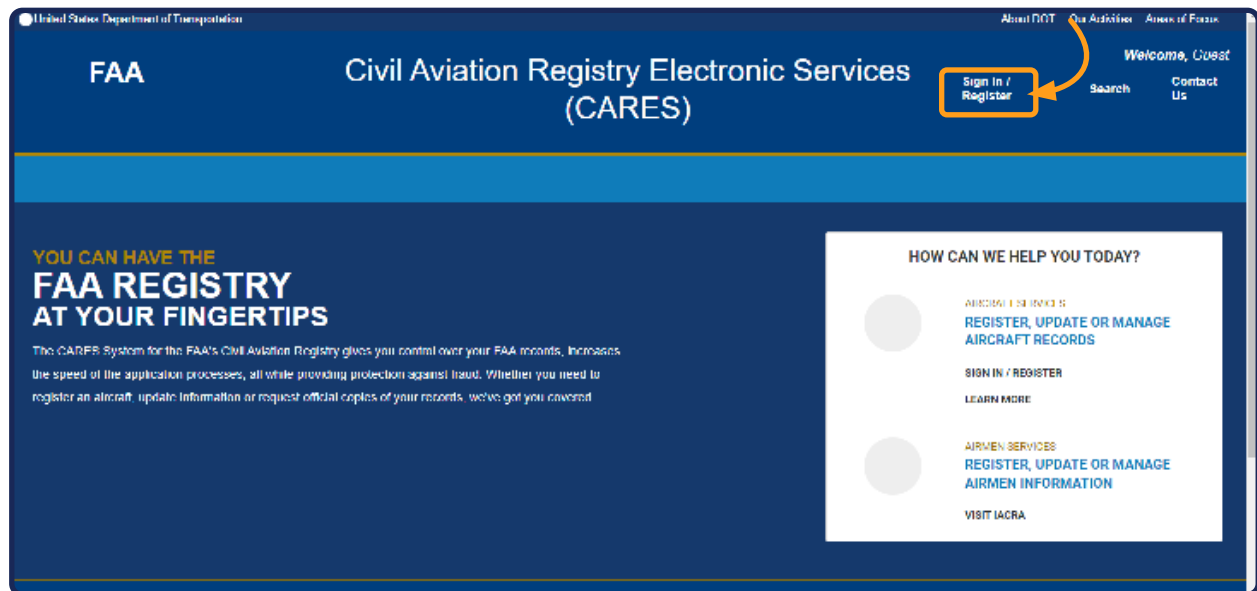
# 03

## Reset Password



UNCONTROLLED COPY WHEN DOWNLOADED

- 1 On the CARES homepage found at [cares.faa.gov](https://cares.faa.gov), select **Sign In/Register**:



- 2 The MyAccess login screen appears. Select the **Forgot Password?** link:

Sign in using MyAccess

Email Address

**This field cannot be left blank**

☐ Remember me

Next

OR

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Continue with DOT/FAA PIV (Legacy)

Don't have an account? Sign up

**Forgot password?**

Unlock account?

Help

UNCONTROLLED COPY WHEN DOWNLOADED




### 03 Reset Password

- 3 The Reset Password screen appears. Type the email address associated with your CARES account into the email field, then select the **Reset via Email** button:

United States Department of Transportation  
out DOT Our Activities Areas of Focus

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? Register for an external account



Reset Password


Email Address

Reset via Email

Back to sign in

Technical Support:  
1 (844) FAA-MYIT or 1 (844) 322-6948  
helpdesk@faa.gov

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? Register for an external account



Email sent!

Email has been sent to  
CARESISDTeam@gmail.com with instructions  
on resetting your password.

Back to sign in

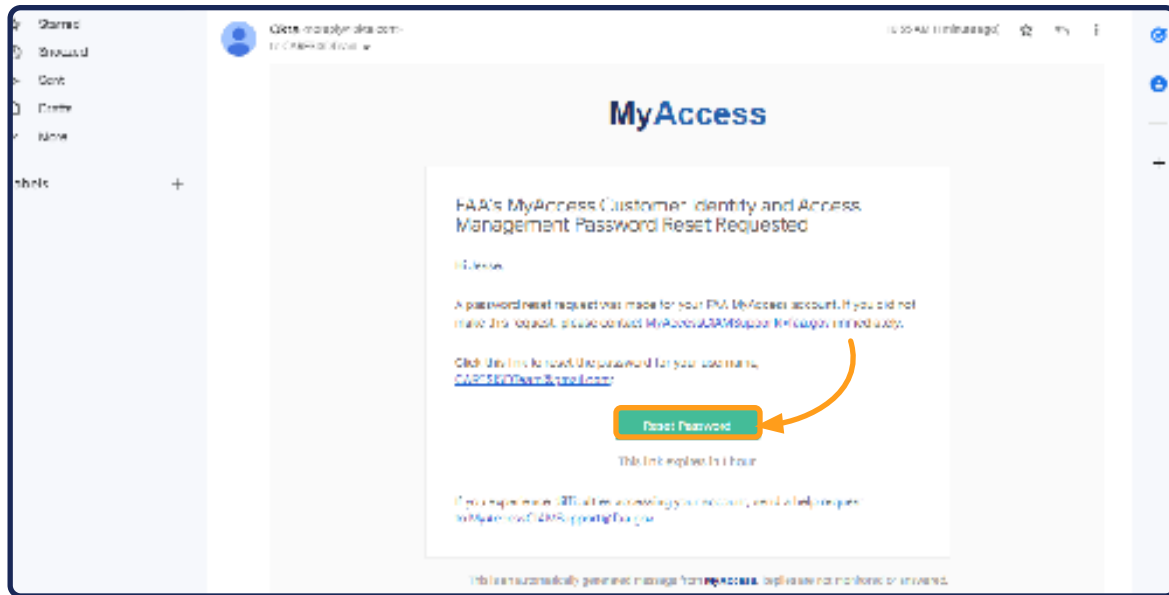
An **Email sent!** message appears



UNCONTROLLED COPY WHEN DOWNLOADED



- 4 You will receive an email from **FAA's MyAccess** with further instructions. Open the email, then select the **Reset Password** button within the message:



## NOTES

- The Reset Password link expires in one hour following receipt.
- Check your email's spam/junk folder if you don't see the message in your Inbox
- The email will come from noreply@okta.com




UNCONTROLLED COPY WHEN DOWNLOADED

- 5 The **MyAccess Reset your password** screen appears. Type a new password into the **New password** and **Repeat Password** fields, then select the **Reset Password** button:

United States Department of Transportation

Announcements Our Activities Areas of Interest

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign in below  
First Time Here? Activate an existing external account  
New User? Register for an external account



Reset your password

Password requirements:

- At least 8 characters
- No part of your username

New password

Repeat password

Reset Password

[Back to sign in](#)

Technical Support:  
1 (844) FAA-MYIT or 1 (844) 822-6848  
[helpdesk@faa.gov](mailto:helpdesk@faa.gov)

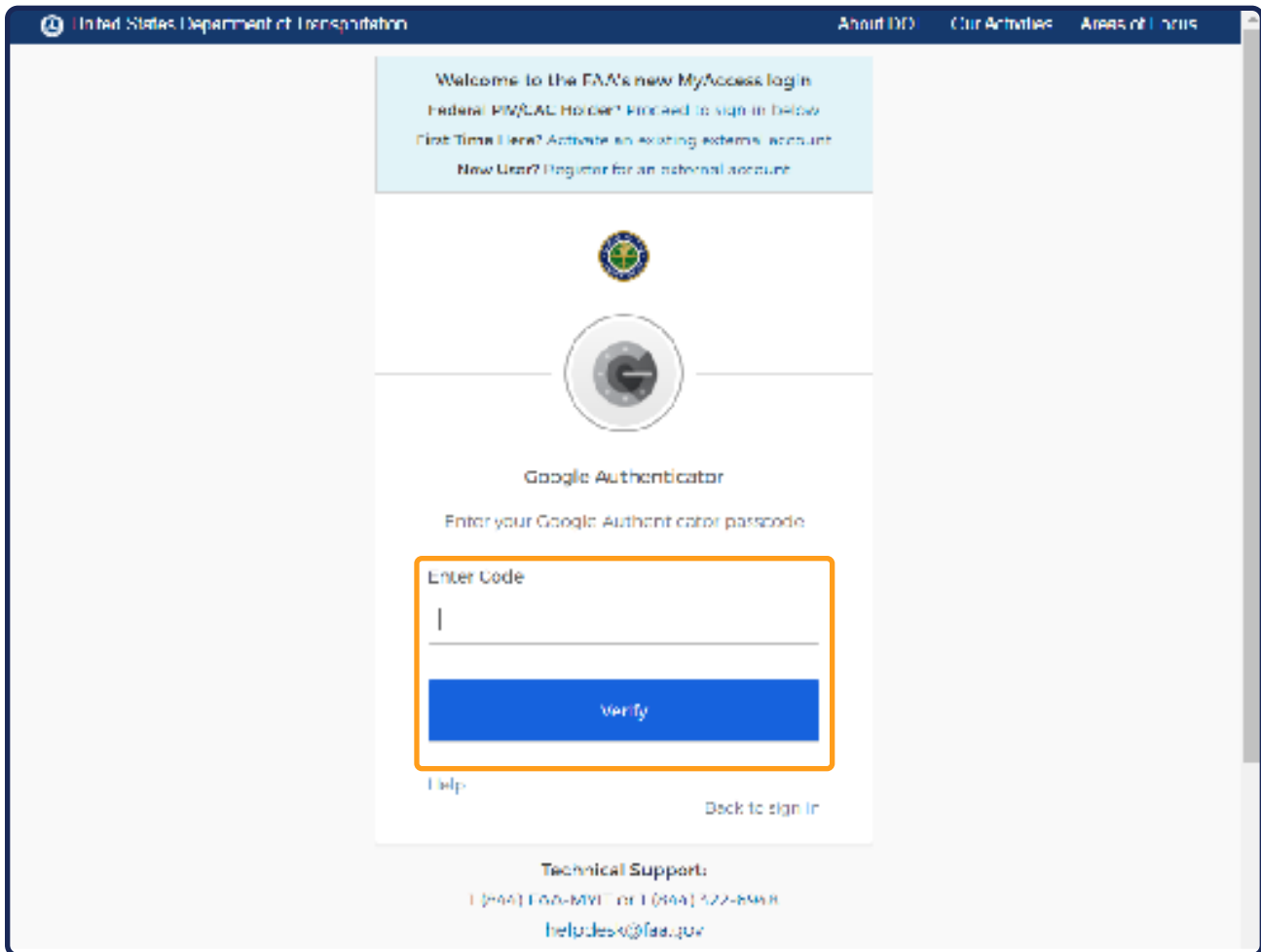


UNCONTROLLED COPY WHEN DOWNLOADED

## NOTE

FAA's MyAccess uses multifactor authentication (MFA), which you set up during the first time registration for CARES. The authentication method you set up when first registering for a CARES account will be used to recover your password. Depending on the authenticator you chose, you need to have its app on your smart-phone - Google Authenticator, Windows Hello, or Okta Verify. You can download these from the Google Play store (Android) or Apple App store (iPhone).

- 6 Open the authenticator app on your smart phone, then type the code you received into the **Enter Code** field. When complete, select the **Verify** button:

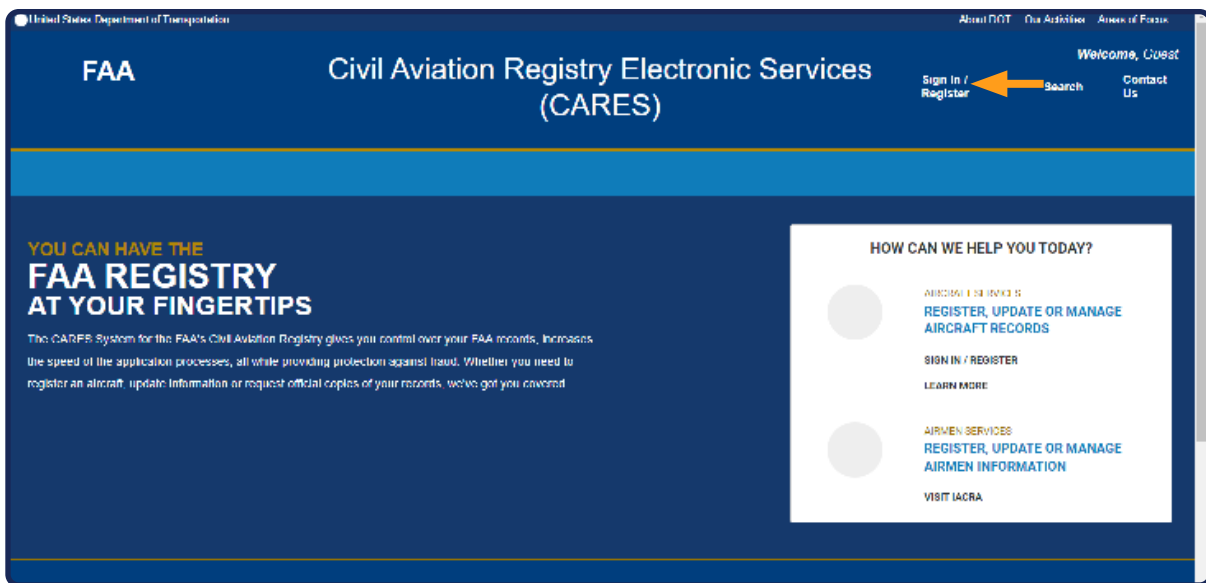


The screenshot shows the FAA's MyAccess login interface. At the top, there's a navigation bar with the FAA logo and links for 'About DOT', 'Our Activities', and 'Areas of Focus'. Below this, a light blue banner welcomes users and provides links for 'First Time Users?' and 'New User?'. The main content area features the FAA seal, a circular graphic with a stylized 'G', and the text 'Google Authenticator'. Below this, it says 'Enter your Google Authenticator passcode'. A text input field labeled 'Enter Code' is highlighted with an orange border, containing a single digit '1'. A blue 'Verify' button is positioned below the input field. At the bottom of the form, there are links for 'Help' and 'Back to sign in'. The footer includes 'Technical Support' information with phone numbers and an email address.



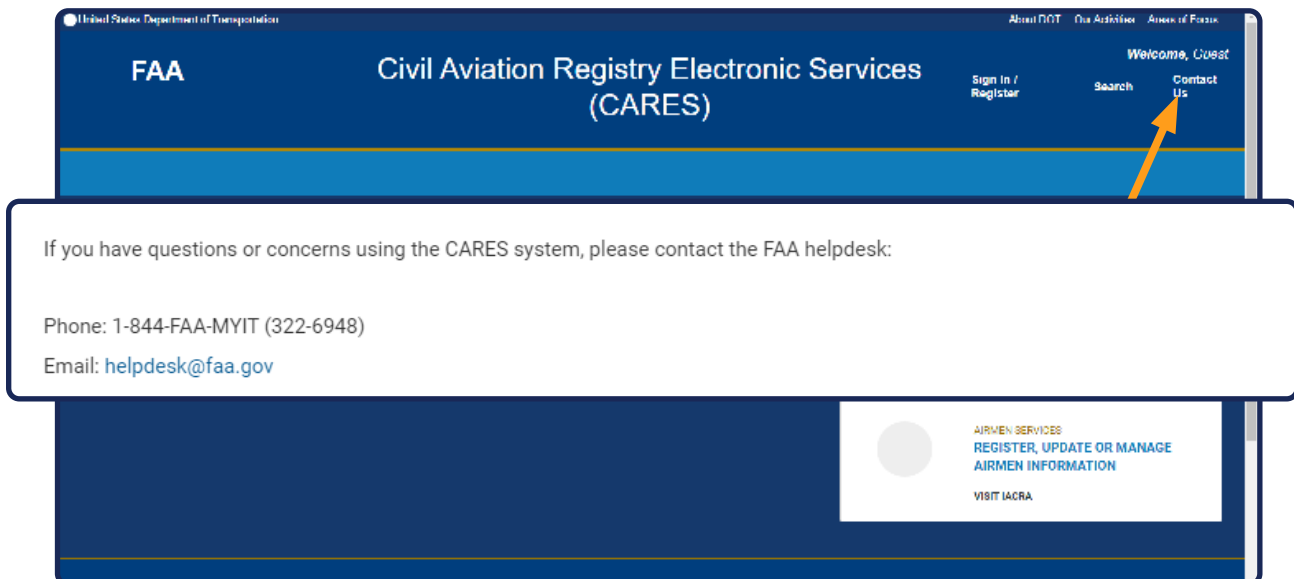
UNCONTROLLED COPY WHEN DOWNLOADED

- 7 Once multifactor authentication is verified, navigate to CARES and select **Sign In/Register**, then use your CARES email and *new* password to sign in:



#### NOTES

- You will not be automatically re-directed to CARES to login upon verification. Use the link in the confirmation email you receive, or navigate to CARES at CARES.FAA.GOV.
- If you continue to have difficulty logging in, select the **Contact Us** link to view contact information for the FAA MyIT Help Desk:



UNCONTROLLED COPY WHEN DOWNLOADED

# 04

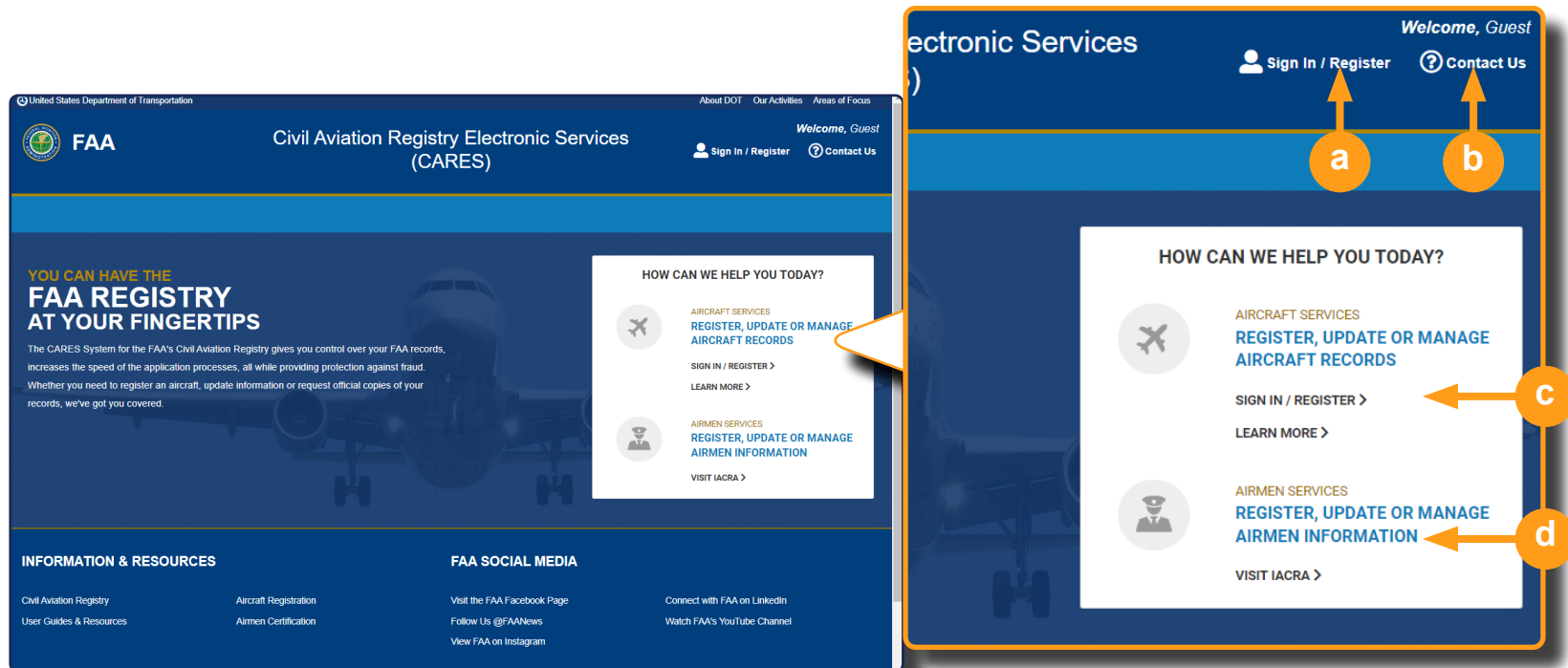
## CARES User Interface (UI)



UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

# The CARES Homepage



- a** Use the **Sign In/Register** link to sign into CARES, or to sign up for a new account.
- b** Use the **Contact Us** link to call the MyIT Service (Help) Desk and open a technical support ticket.
- c** Select **REGISTER, UPDATE, OR MANAGE AIRCRAFT RECORDS** to sign into your CARES account
- d** Select **REGISTER, UPDATE, OR MANAGE AIRMEN INFORMATION** to visit IACRA

## NOTE

Use the **Google Chrome** browser for best results.



UNCONTROLLED COPY WHEN DOWNLOADED

# Dashboard

Your User Dashboard only appears if you have pending actions in CARES. If you have not started an application, or have no activity yet, you will land on the Get Started screen, as seen in step 2.

Upon successful sign in, if you have pending actions in CARES or other activity on your Dashboard, your Dashboard will appear. If you have not used CARES to take action on an aircraft registration, you will have no activity on your Dashboard, and you will be taken to the main options screen, shown on page 4.

**INVITATIONS**

**Aircraft Registration**

**PENDING AGENCY REVIEW**

DESCRIPTION	REGISTRATION TYPE	SUBMITTED	ESTIMATED REVIEW DATE	STATUS
Registered Aircraft Services - Renew Aircraft Registration - 1234/985214	Individual	Sep 6, 2022	Apr 13, 2023	Pending

**APPLICATIONS IN PROGRESS**

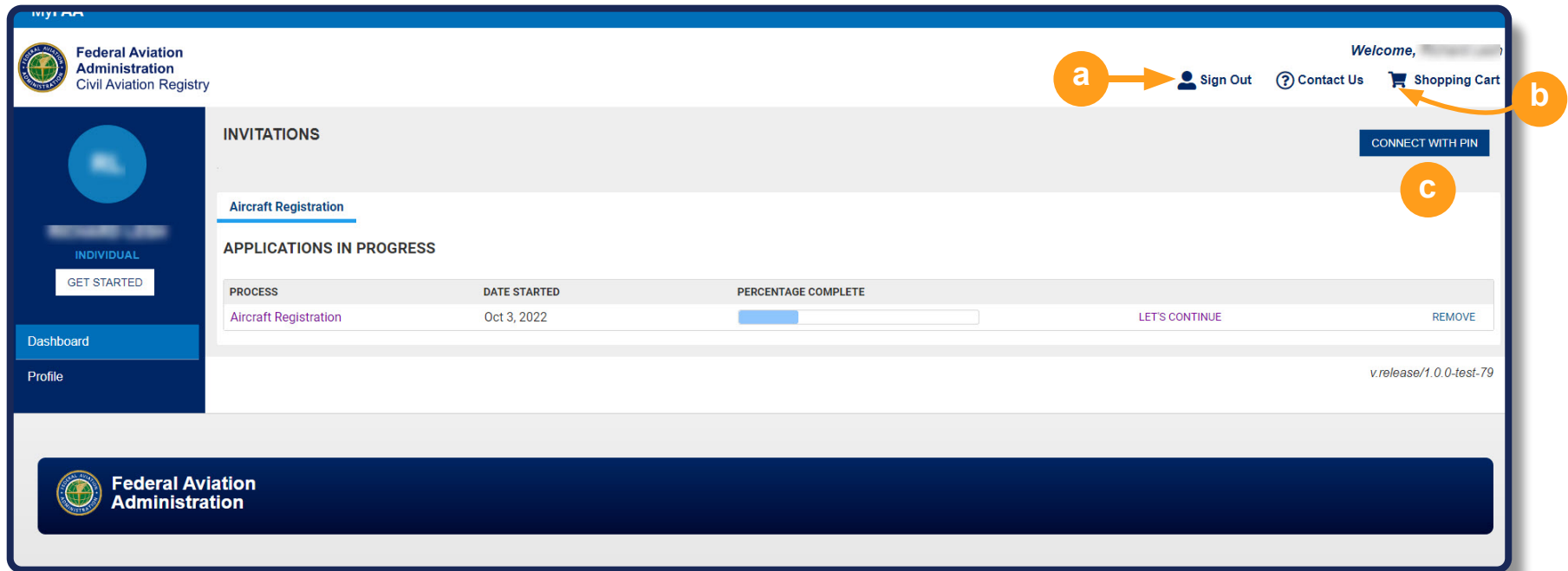
PROCESS	DATE STARTED	PERCENTAGE COMPLETE	LET'S CONTINUE	REMOVE
Aircraft Registration	Sep 1, 2022	<div></div>	LET'S CONTINUE	REMOVE
Aircraft Registration	Aug 31, 2022	<div></div>	LET'S CONTINUE	REMOVE
Aircraft Registration	Aug 30, 2022	<div></div>	LET'S CONTINUE	REMOVE

- a** Select the **GET STARTED** button to view all registry services
- b** Switch between **Dashboard** and **Profile** view
- c** Pending actions appear in the **APPLICATIONS IN PROGRESS** section
- d** Select **LET'S CONTINUE** to open a registration in progress, or select **REMOVE** to delete it

UNCONTROLLED COPY WHEN DOWNLOADED



## Dashboard (Continued)



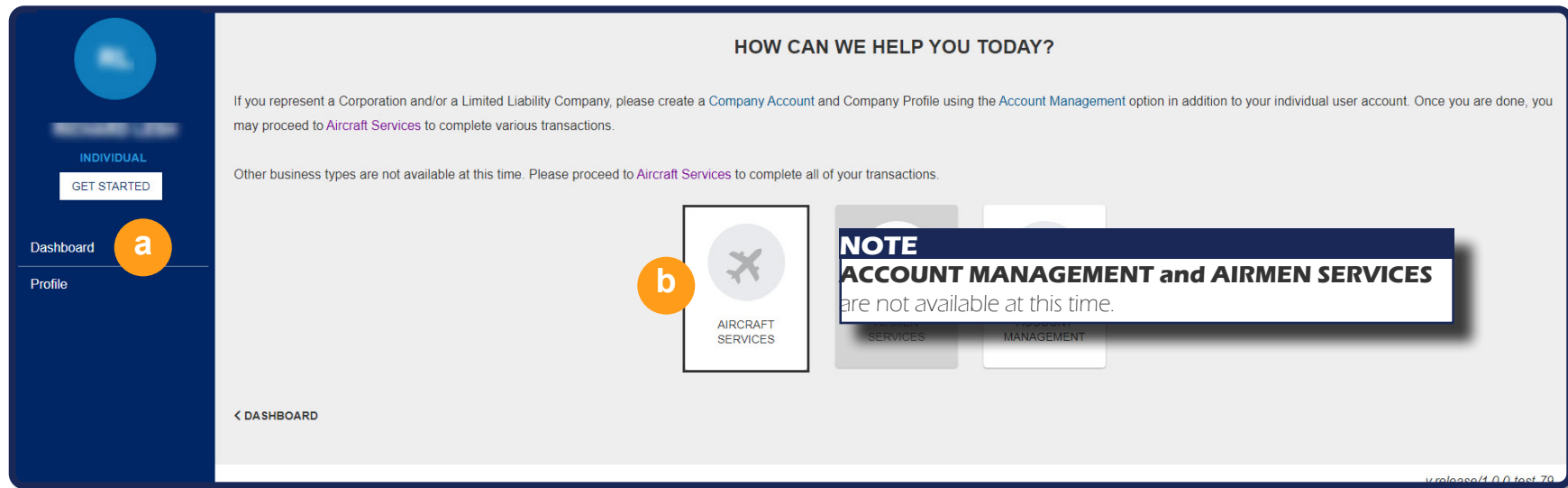
- a** Select **Sing Out** to log out of CARES
- b** Select the **Shopping Cart** icon to view registry actions awaiting payment, and to pay with **PAY.gov**
- c** Select **CONNECT WITH PIN** to accept or reject invitations from other users



UNCONTROLLED COPY WHEN DOWNLOADED



# GET STARTED Page



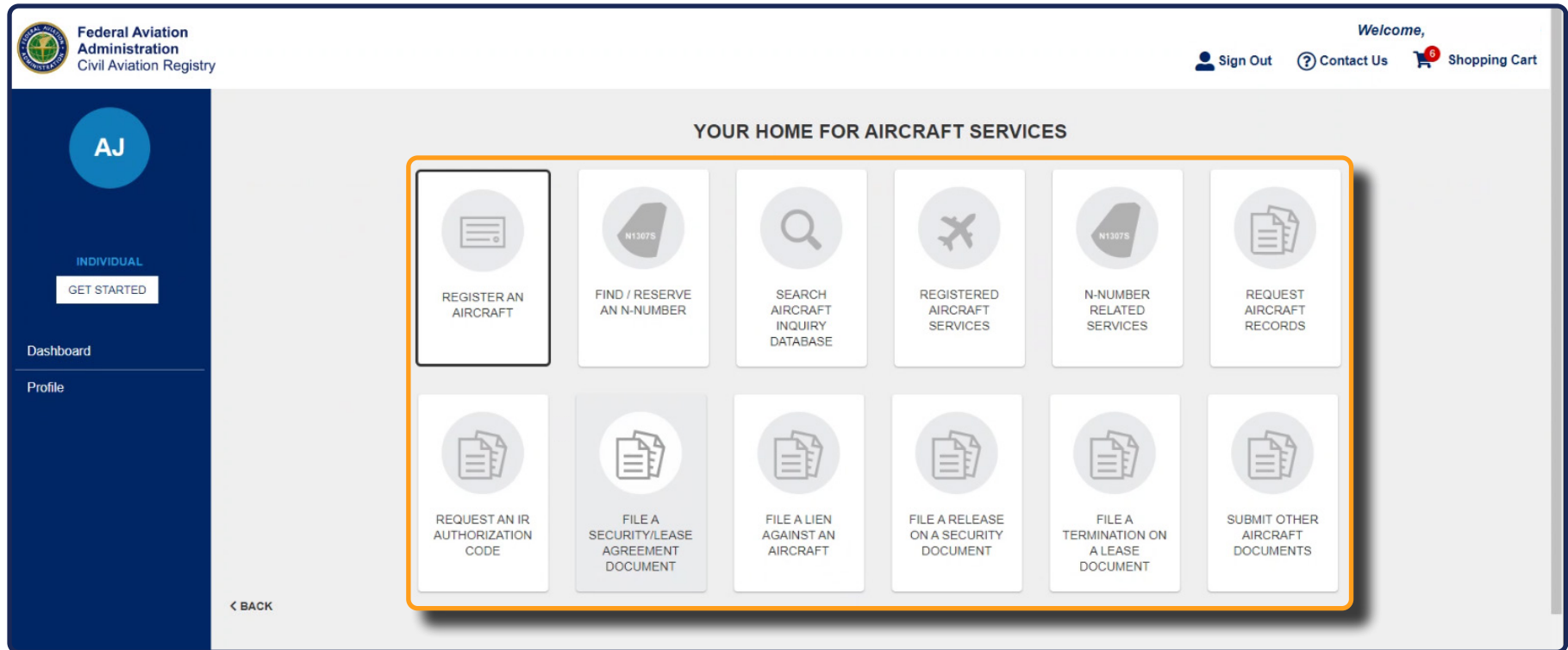
- a Select **Dashboard** to open your user dashboard
- b Select **AIRCRAFT SERVICES** to view aircraft registry options



UNCONTROLLED COPY WHEN DOWNLOADED

# AIRCRAFT SERVICES

When you select **AIRCRAFT SERVICES** on the Main Options screen, all aircraft registry services appear. This guide will provide a brief overview of **REGISTER AN AIRCRAFT, N-NUMBER SERVICES, REQUEST AIRCRAFT RECORDS**. Refer to individual [CARES User Guides](#) for details on other Aircraft Services.



UNCONTROLLED COPY WHEN DOWNLOADED

## Buttons, Icons, & Indicators



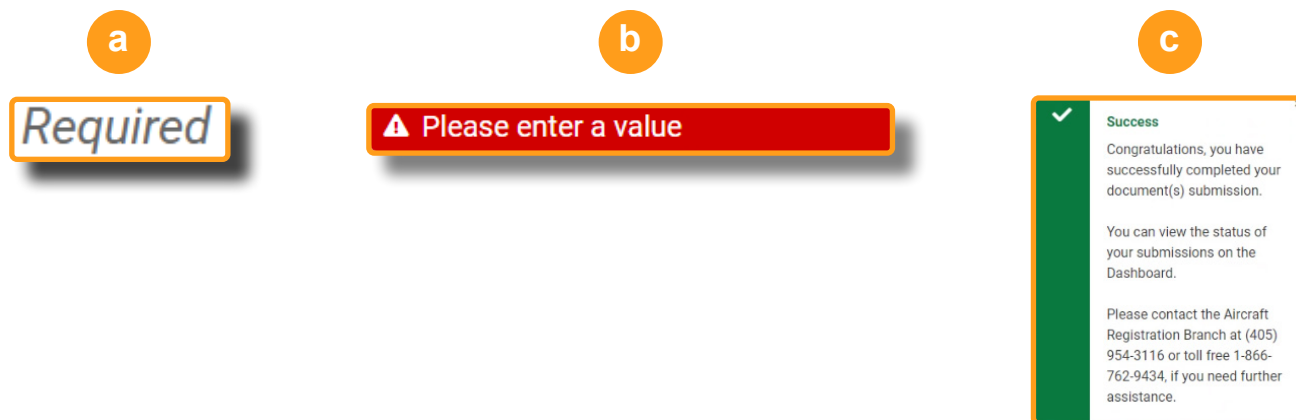
You will see these buttons often in CARES:

- a** **SAVE** button- clicking this button will store the information in CARES
- b** **CANCEL** button- clicking this button will terminate whatever information was input or process was begun
- c** **BACK** button- clicking this button will return you to the previous screen
- d** **CONTINUE** button- clicking this button will advance you to the next screen and step in whichever process you began
- e** **SUBMIT** button- clicking this button will send your information to be processed by FAA examiners



UNCONTROLLED COPY WHEN DOWNLOADED

## Buttons, Icons, & Indicators



- a Required**- Indicates a field needs to be filled out with mandatory information
- b Error**- Indicates a required field is incomplete and you cannot continue
- c Confirmation**- Indicates you have successfully completed a task



UNCONTROLLED COPY WHEN DOWNLOADED

# Tool Tips

Select any of the “?” question mark icons to reveal helpful **TOOL TIPS**:

Applicant Information

Aircraft Identification

Documentation

Review

TELL US A LITTLE ABOUT THE AIRCRAFT

LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION

AIRCRAFT INFORMATION

AIRCRAFT STATUS - Required ?

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required ?

AIRCRAFT TYPE - Required ?

YEAR  
2020

SERIAL NUMBER - Required

N-NUMBER OPTIONS - Required

AIRCRAFT STATUS

**New U.S. Aircraft Registration** - The aircraft has either never been registered in the U.S., it is a newly manufactured aircraft from the factory, Amateur Built, an Import or a Light Sport

**Previously Registered in the U.S.** - The aircraft currently has a U.S. Registration Number (aka N-Number) or has been previously registered in the United States.

**I Am Not Sure** - If we may be of further assistance, please contact the Aircraft Registration Branch at (405) 954-3116 or toll free 1-866-762-9434.

AIRCRAFT TYPE

**Amateur Built** - Non-type certificated aircraft often built from parts, plans or kits. This also includes other non-type certificated aircraft that are eligible for experimental certification.

**Light-Sport** - Newly manufactured assembled or unassembled aircraft that meet all applicable consensus standards under 14 CFR §§ 21.190 and 21.191.

**Unmanned Aircraft Systems (UAS) aka Drones** - UAS are Unmanned Aircraft (UA) and associated elements that are required for the pilot in command to operate safely and efficiently in the national airspace system. UA are aircraft operated without the possibility of direct human intervention from within or on the aircraft.

**All Other Aircraft** - Any aircraft that aren't one of the categories above (Amateur Built, Light-Sport, or UAS).

**Not Sure?** - If we may be of further assistance, please contact the Aircraft Registration Branch toll free at 1-866-762-9434 or (405) 954-3116.



UNCONTROLLED COPY WHEN DOWNLOADED

# 05

## Manage Aircraft Registration



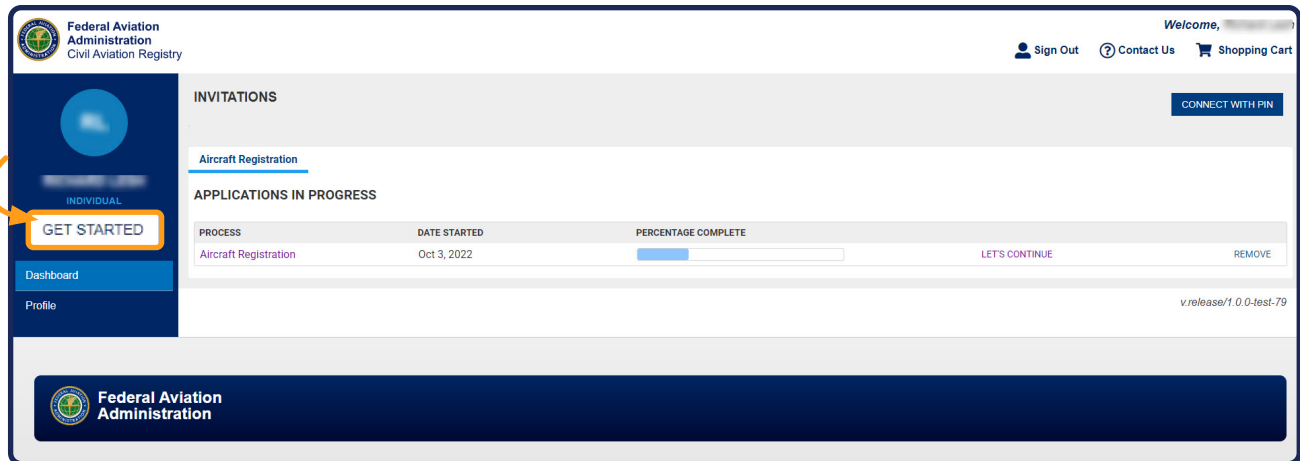
UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

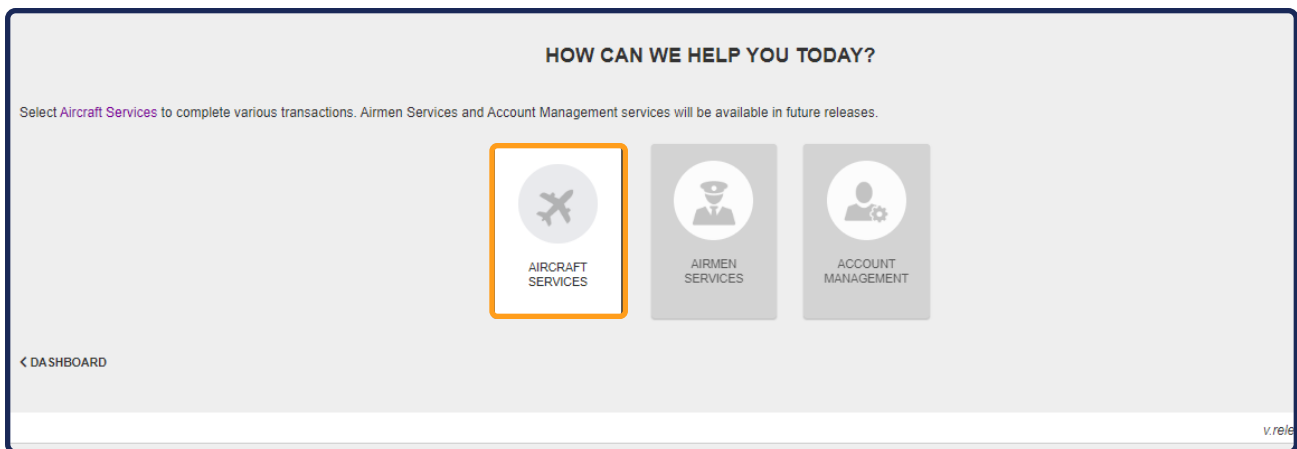
# Request Aircraft Records

You can request and view aircraft records within CARES, by searching N-Numbers or Serial Numbers.

- 1 From your user dashboard, select the **GET STARTED** button:

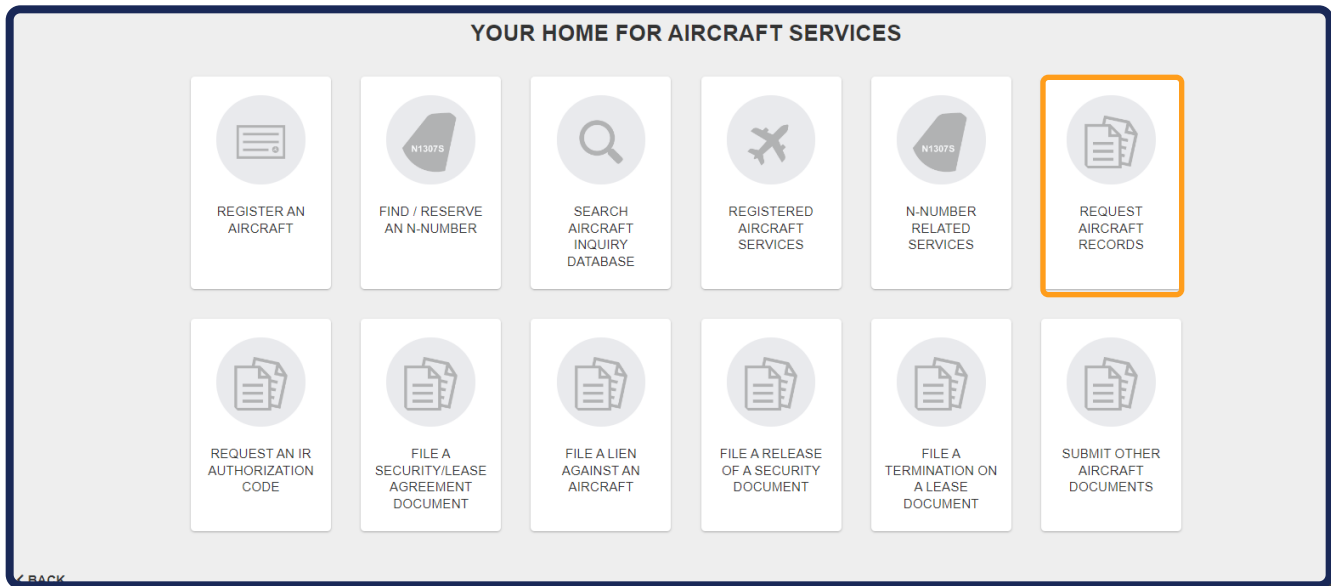


- 2 The **Services Selection** screen appears. Select **AIRCRAFT SERVICES**:



UNCONTROLLED COPY WHEN DOWNLOADED

3 The **AIRCRAFT SERVICES** screen appears. Select **REQUEST AIRCRAFT RECORDS**:



4 The **Request Aircraft Records** screen appears:

- a Use the drop-down menu to select N-Number or Serial Number.
- b Type the N-Number or Serial Number you're requesting records for
- c Select the **Search** button:

Aircraft Services > Request Aircraft Records

WHAT WOULD YOU LIKE TO LOOK UP?

N- Keyword N-Number Search



UNCONTROLLED COPY WHEN DOWNLOADED



- 5 Search results appear. If there is more than one aircraft record (past or present) with the same N-Number or Serial Number, all aircraft will appear. Select the radio button for your aircraft:

Federal Aviation Administration  
Civil Aviation Registry

Welcome, [Sign Out](#) [Contact Us](#)

[Richard Lesh](#) > [Aircraft Services](#) > Request Aircraft Records

WHAT WOULD YOU LIKE TO LOOK UP?

N: 1465 N-Number

Great! We've found your aircraft and the information has been added below.

RESULTS  
4 TOTAL ENTRIES

	N-NUMBER	SERIAL NUMBER	STATUS	YEAR	MANUFACTURER	MODEL	CURRENT/LAST OWNER
<input checked="" type="radio"/>	N1465	123412341324	Valid	2016	Lockheed Aircraft Corporation (United States)	AP-3 Orion	Blake Nguyen 1200 S Telephone Rd Moore, OK 73160
<input type="radio"/>	N1465	123412341324	Overregistered	2016	Lockheed Aircraft Corporation (United States)	AP-3 Orion	Joe Scarbrough 111 First Street Oklahoma City, OK 73115
<input type="radio"/>	N1465	12345	Valid	2016	Wingless Wonder	12345	Joe Scarbrough 111 First Street Oklahoma City, OK 73115
<input type="radio"/>	N1465	12345678	Valid	2015	Lockheed Aircraft Corporation (United States)	182 Hercules	Joe Scarbrough 111 First Street Oklahoma City, OK 73115



UNCONTROLLED COPY WHEN DOWNLOADED

**6** The aircraft record appears, displaying the **REGISTRATION HISTORY**, **AIRWORTHINESS**, and **SUSPENSE** in separate tabs.

**a** Select the **View** button to open the record in an online viewer

**b** Select the **Download** button to download the record to your computer:

**2016 LOCKHEED AIRCRAFT CORPORATION (UNITED STATES) AP-3 ORION**  
N-Number: N1465 - Assigned

RESERVED DATE	RENEWAL DATE	PURGE DATE	PENDING NUMBER CHANGE
Mar 14, 2022	None	Apr 14, 2023	None

RESERVING PARTY NAME: Blake Nguyen  
RESERVATION TYPE: Reserved - Fee Paid  
ADDRESS: 1200 S Telephone Rd, Moore, OK 73160, United States of America (the)

**AIRCRAFT**

SERIAL NUMBER	MANUFACTURER	MODEL	YEAR
123412341324	Lockheed Aircraft Corporation (United States)	AP-3 Orion	2016

AIRCRAFT TYPE: None  
TYPE OF ENGINE INSTALLED: Turboprop/Turboshaft  
MODE S-CODE (DCT): 50136001  
MODE S-CODE (HEX): A0BC01  
COUNTRY IMPORTED FROM: None  
DEREGISTRATION DATE: None  
COUNTRY EXPORTED TO: None

**Valid Registration**

CERTIFICATE ISSUED	TYPE OF REGISTRATION	DEALER	FRACTIONAL OWNER
MAR 14, 2022	INDIVIDUAL	NO	NO

**REGISTRATION HISTORY** | AIRWORTHINESS | SUSPENSE

TYPE	DISPOSITION DATE	VIEW	DOWNLOAD
Affidavit - Describing inability to obtain a recordable ownership document	Sep 15, 2022	VIEW	DOWNLOAD
AC Form 8050-1 Aircraft Registration Application	Sep 15, 2022	VIEW	DOWNLOAD

**DOCUMENTS**

TYPE	DISPOSITION DATE	VIEW	DOWNLOAD
AC Form 8050-1 Aircraft Registration Application	N/A	VIEW	DOWNLOAD
Aircraft Bill of Sale (AC Form 8050-2)	N/A	VIEW	DOWNLOAD

#### NOTE

**Documents in Suspense** are any records that are awaiting confirmation or more information

When you select the View button, the record will open in an online viewer. The viewer allows you to view, print, or download the document. Note that some files can be too large to open in the viewer. Larger files will need to be downloaded to your computer for viewing:

U.S. Department of Transportation  
Federal Aviation Administration

**Aircraft Registration Application**  
AC Form 8050-1

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCSIGN ONLINE SIGNING SERVICE  
Collection Expires 03/31/2024

**Privacy Act Statement:** Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

**Public Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0042. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain aircraft registration in accordance with 14 CFR Part 47. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of airworthiness directives.

(5) To provide supporting information in court cases.

(6) To serve as a data source for management information for

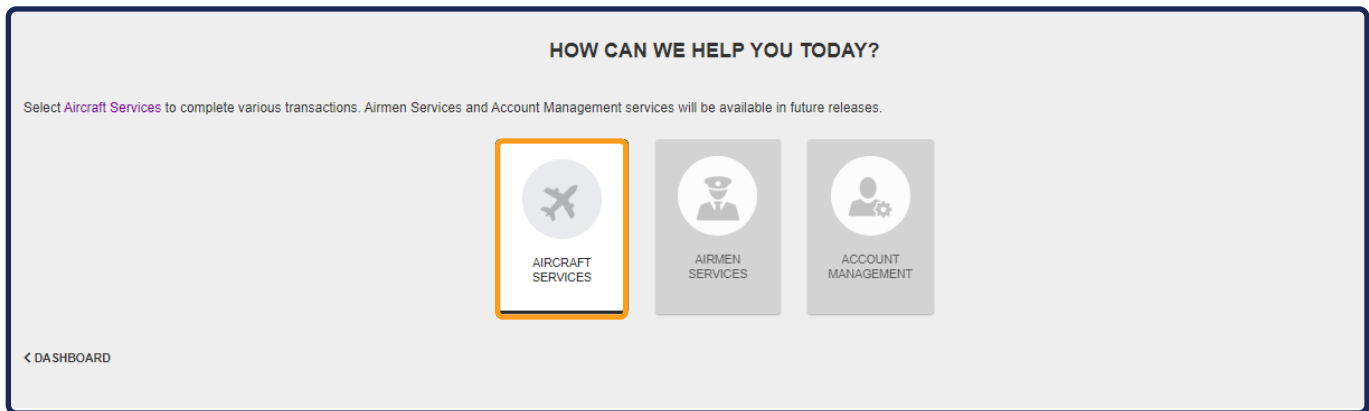


UNCONTROLLED COPY WHEN DOWNLOADED

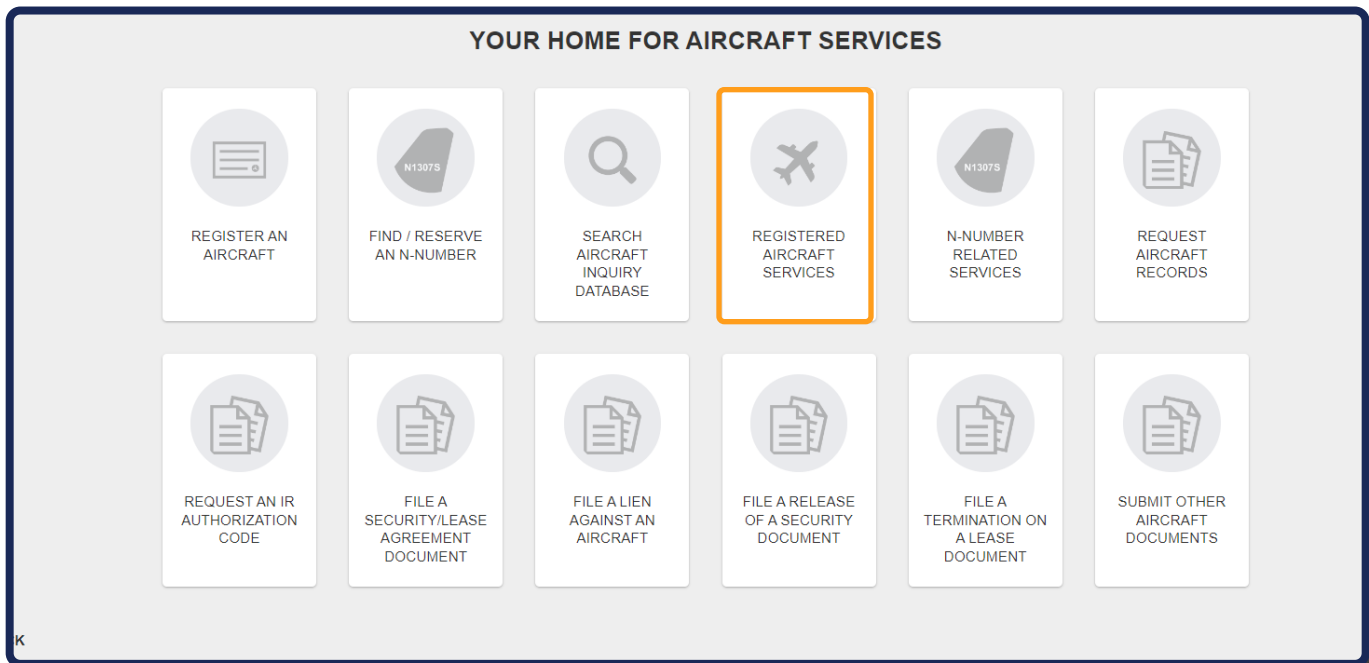
**05 Manage Aircraft Registration**

# Registered Aircraft Services

- 1 On the **Services Selection** screen, select **AIRCRAFT SERVICES**:



- 2 The **AIRCRAFT SERVICES** screen appears. Select **REGISTERED AIRCRAFT SERVICES** button:



UNCONTROLLED COPY WHEN DOWNLOADED

- 3

Documents

Review


WHAT WOULD YOU LIKE TO DO TODAY

REQUEST TYPE - *Required*

Select a Request Type

REQUEST TYPE - *Required*

Select a Request Type

Renew Aircraft Registration 

Cancel Aircraft Registration

Address Change

Transfer Aircraft Ownership

Order a replacement Aircraft Certificate

- 4

**Documents**

Review

WHAT WOULD YOU LIKE TO DO TODAY

REQUEST TYPE - *Required*

Select a Request Type

**DOCUMENTS**

Please ensure all submitted documents are uploaded in a single file.

Any electronically filed documents must be signed electronically. Documents signed in ink must be scanned and uploaded as a PDF.

DOCUMENT TYPE

Select a Document Type

**DOCUMENT TYPE**

Select a Document Type

**Renew Aircraft Registration**

AC Form 8050-1B - Aircraft Registration Renewal Application

**Other Supporting Documents**

Appointment of Bankruptcy Trustee, Receiver or Liquidator

Articles of Organization/Incorporation/Association

Business Trust

**X CANCEL**



UNCONTROLLED COPY WHEN DOWNLOADED

**5** Fields appear to type N-Number and Serial Number of the aircraft:

Documents

Review

WHAT WOULD YOU LIKE TO DO TODAY

REQUEST TYPE - Required

Renew Aircraft Registration

**DOCUMENTS**

Please ensure all submitted documents have the complete aircraft description (ie. N-Number, Serial Number, Manufacturer and Model) and that all pages of each document are in a single file.

Any electronically filed documents that require a signature must contain an acceptable **digital signature**.

Documents signed in ink must be submitted by U.S. Post Office or commercial delivery services to the **Aircraft Registration Branch**.

DOCUMENT TYPE

AC Form 8050-1B - Aircraft Registration Renewal Application

DOCUMENT UPLOAD

+ Upload File

N-NUMBER

N-

SERIAL NUMBER

☐ THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY

**6** To upload a document to support your request, select the **+Upload File** button and add the document from your computer:

**DOCUMENTS**

Please ensure all submitted documents have the complete aircraft description (ie. N-Number, Serial Number, Manufacturer and Model) and that all pages are in a single file.

Any electronically filed documents that require a signature must contain an acceptable **digital signature**.

Documents signed in ink must be submitted by U.S. Post Office or commercial delivery services to the **Aircraft Registration Branch**.

DOCUMENT TYPE

AC Form 8050-1B - Aircraft Registration Renewal Application

DOCUMENT UPLOAD

+ Upload File REMOVE

N-NUMBER

N-

SERIAL NUMBER

☐ THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY



UNCONTROLLED COPY WHEN DOWNLOADED

- 7 Select the **+Add Additional Document** button to receive another document type drop down and repeat step 6 - 7 until you have uploaded all documentation.

**DOCUMENTS**

Please ensure all submitted documents have the complete aircraft description (ie. N-Number, Serial Number, Manufacturer and Model) and that all pages of each document are in a single file.

Any electronically filed documents that require a signature must contain an acceptable **digital signature**.

Documents signed in ink must be submitted by U.S. Post Office or commercial delivery services to the **Aircraft Registration Branch**.

DOCUMENT TYPE: AC Form 8050-1B - Aircraft Registration Renewal Application

DOCUMENT UPLOAD: [Image Placeholder] .jpg [REMOVE]

N-NUMBER: N- [Input Field]

SERIAL NUMBER: [Input Field]

☐ THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY

**+ ADD ADDITIONAL DOCUMENT**

- 8 You may need to enter the N-Number and Serial Number, depending upon which Document Type(s) you've uploaded. If they are required, you will be notified by the red error indicator

N-NUMBER: N- [Input Field]

SERIAL NUMBER: [Input Field]

**⚠ Please enter a value for N-Number OR Serial Number.**

☐ THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY

**+ ADD ADDITIONAL DOCUMENT**

**CANCEL** **CONTINUE >**

Once you've entered all necessary information, click the Continue button

#### NOTE

Checking the box in the image below will bypass payment for previously paid for registrations, corrections to registrations that have been paid, or government submissions. If this does not apply to you, DO NOT select this check box. Your registration will be significantly delayed:

☐ THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY



UNCONTROLLED COPY WHEN DOWNLOADED

**9** The **Review** screen appears. Review the information, select the **ATTESTATION** checkbox to verify the accuracy of the information, then click the **Submit** button:

ALMOST DONE. LET'S MAKE SURE WE  
TAKE A MINUTE TO REVIEW YOUR S

REQUEST TYPE  
Renew Aircraft Registration

**DOCUMENTS**

DOCUMENT TYPE	DOCUMENT
Aircraft Registration Renewal Application (AC Form 8050-1B)	RenewalApp.pdf

N-NUMBER	SERIAL NUMBER
1234	985214

**ATTESTATION**

☐ I DO HEREBY ATTEST THAT THE DOCUMENT(S) ATTACHED HEREBY IS/ARE TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I SUBJECT ME TO ADMINISTRATIVE, CIVIL, OR CRIMINAL LIABILITY

FACT MAY  
SUBMIT >

**10** If a payment is required, you will be redirected to your CARES Shopping Cart. Locate the transaction, then select the **PAY WITH PAY.GOV** button:

MyFAA

CARES

Sign Out Search Contact Welcome, . Shopping Cart

**SHOPPING CART**  
ALL PAYMENTS ARE COMPLETED SECURELY ON THE PAY.GOV WEBSITE

**E-FILE SUBMISSION**

Registered Aircraft Services - Renew Aircraft Registration	Richard Lesh	SAVE FOR LATER	\$5.00
TOTAL			\$5.00

**PAY WITH PAY.GOV**



UNCONTROLLED COPY WHEN DOWNLOADED

- 11** The Pay.gov interface appears. Follow the steps to enter your payment information, then select the **Continue** button:

**FAA Aircraft Registration**

**Payment Information**

Payment Amount \$5.00

**I want to pay with my**

☐ Bank account (ACH)

☐ Amazon account

☐ PayPal account

☒ Debit or credit card

**Continue** [Cancel](#)

**FAA Aircraft Registration**

Please review the payment information. Required fields are marked with an \*

Agency Tracking ID  
J08pUJGD

Payment Amount  
\$5.00

Payment Method  
Plastic Card

Cardholder Name  
James Kirk

Card Type  
MASTERCARD

Card Number  
\*\*\*\*\*4444

Cardholder Billing Address  
123 Main Street  
Billing Address 2

City  
Titusville

Country  
United States

State/Province  
FL

ZIP/Postal Code  
32780

☒ \* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

**Continue** [Previous](#) [Cancel](#)



UNCONTROLLED COPY WHEN DOWNLOADED



## 12 On your CARES dashboard, **Renew Aircraft Registration** displays under the heading of **Pending Agency Review**:

The screenshot shows the Federal Aviation Administration Civil Aviation Registry dashboard. The left sidebar contains a profile section with a 'GET STARTED' button and a 'Dashboard' link. The main content area is titled 'INVITATIONS' and features a 'CONNECT WITH PIN' button. Below this, the 'Aircraft Registration' section is highlighted, showing a 'PENDING AGENCY REVIEW' table. An orange arrow points to the 'ESTIMATED REVIEW DATE' column header in the table.

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE	STATUS
Registered Aircraft Services - Renew Aircraft Registration - N1234/985214	Sep 6, 2022	May 31, 2023	Pending
Submit Other Aircraft Documents - Other Supporting Documents - N1234B/123456789	Sep 8, 2022	Jun 2, 2023	Pending
File a Security/Lease Agreement Document - Security Agreement - N123FG/54789632	Sep 14, 2022	Jun 8, 2023	Pending

### Tool Tip

Select the information icon to view the definitions of items in the PENDING AGENCY REVIEW section (Pending, Under Review, Estimated Review Date).

A close-up of the 'PENDING AGENCY REVIEW' table. An orange arrow points to the information icon (i) next to the 'ESTIMATED REVIEW DATE' column header.

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE	STATUS
Registered Aircraft Services - Renew Aircraft Registration - N1234/985214	Sep 6, 2022	May 31, 2023	Pending
Submit Other Aircraft Documents - Other Supporting Documents - N1234B/123456789	Sep 8, 2022	Jun 2, 2023	Pending
File a Security/Lease Agreement Document - Security Agreement - N123FG/54789632	Sep 14, 2022	Jun 8, 2023	Pending

#### STATUSES

**Pending** - Your application or documents have been submitted to the Agency and is awaiting assignment to a team member in order to start your review process.

**Under Review** - Your application or documents have been assigned to an Agency team member and are in review.

#### ESTIMATED REVIEW DATE

Estimated Review Date is the estimated date that your application or document will be worked on by an Examiner.



UNCONTROLLED COPY WHEN DOWNLOADED

## 06

# Aircraft Registration - Individual



UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

# Sign In to CARES

Before you get started:

- You must have a CARES Individual account to proceed with the steps in this guide. For help creating a CARES Individual account, refer to the [Sign Up for CARES Account User Guide](#)

To Sign In, navigate to the CARES home page at CARES.FAA.GOV

- a Sign in with your Registered Public User Account
- b When the Terms of Service appear, select the **I AGREE** button:

The screenshot shows the CARES homepage. At the top, the FAA logo and 'Civil Aviation Registry Electronic Services (CARES)' are visible. A 'Sign In / Register' button is highlighted with an orange circle 'a'. Below the header, there's a section titled 'YOU CAN HAVE THE FAA REGISTRY AT YOUR FINGERTIPS' and a 'HOW CAN WE HELP YOU TODAY?' section with links like 'REGISTER, UPDATE OR MANAGE AIRCRAFT RECORDS'. A 'TERMS OF SERVICE' modal is open in the foreground, containing text about government-authorized use and a list of terms. At the bottom of the modal, the 'I AGREE' button is highlighted with an orange circle 'b' and an arrow pointing to it. The 'I DISAGREE' button is also visible.

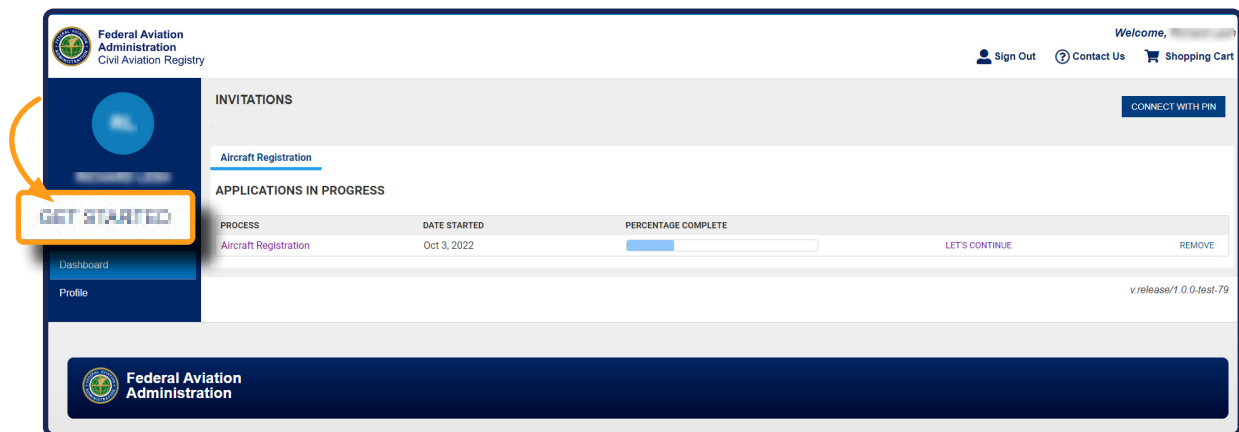


UNCONTROLLED COPY WHEN DOWNLOADED

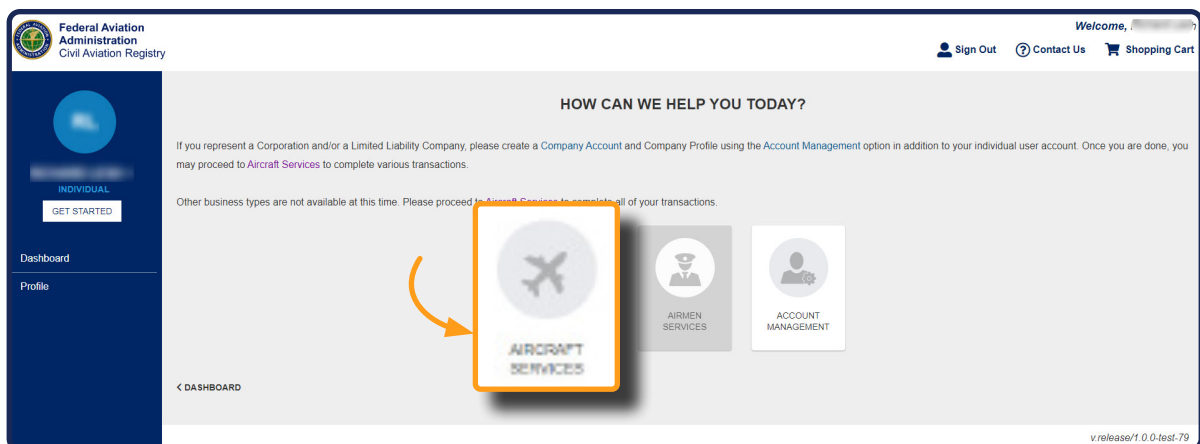
## NOTE

Your User Dashboard only appears if you have pending actions in CARES. If you have not started an application, or have no activity yet, you will land on the Get Started screen, as seen in step 2.

- 1 On your User Dashboard, select the **GET STARTED** button:

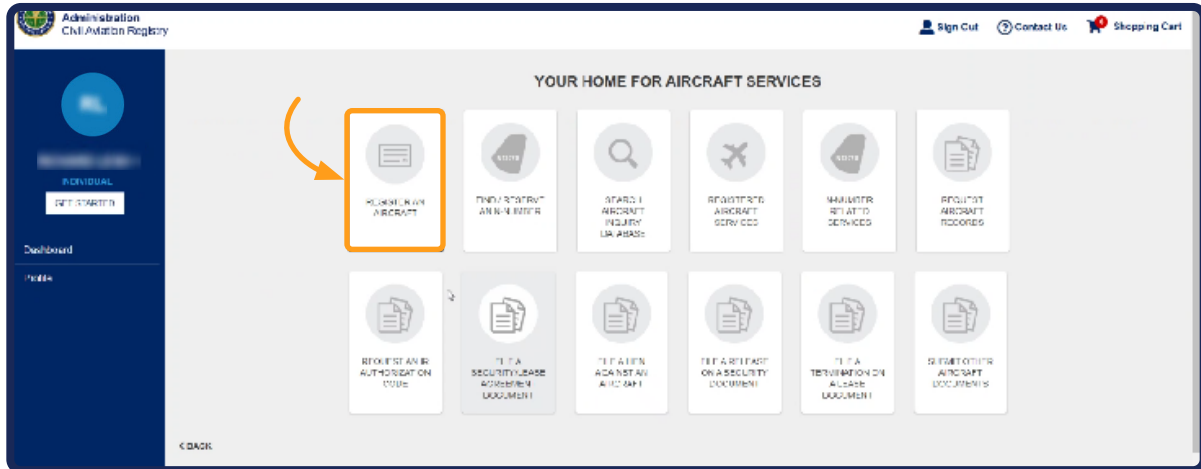


- 2 The registry option buttons appear. Select the **AIRCRAFT SERVICES** button:



UNCONTROLLED COPY WHEN DOWNLOADED

- 3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:



- 4 The **Applicant Information** screen appears. Select the **APPLICANT FOR REGISTRATION** drop-down menu, then select yourself as **Individual**. Next, select the **CONTINUE** button:



UNCONTROLLED COPY WHEN DOWNLOADED

**5** The **Aircraft Identification** screen appears. Select **NEW US AIRCRAFT REGISTRATION**:

The screenshot shows the 'Aircraft Identification' screen for Bruce Wayne. The left sidebar contains a user profile for 'BRUCE WAYNE' and navigation links for 'Dashboard' and 'Profile'. The main content area is titled 'TELL US A LITTLE ABOUT THE AIRCRAFT' and 'LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION'. It features two buttons: 'NEW U.S. AIRCRAFT REGISTRATION' (highlighted with an orange box) and 'PREVIOUSLY REGISTERED IN THE U.S.'. A 'BACK' button is at the bottom left, and a 'CONTINUE' button is at the bottom right. The page footer indicates 'v.release/1.0.0-test.83'.

**6** The **Select Import Status** drop-down menu appears. Select **Yes** or **No**:

This screenshot shows a close-up of the 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required' question. The drop-down menu is open, showing 'Yes' and 'No' options. The 'NEW U.S. AIRCRAFT REGISTRATION' button is visible in the background.

If you select Yes for Import Status, a drop down menu appears with choices for **COUNTRY IMPORTED FROM**. Select the country from the menu, then type a **DEREGISTRATION DATE**, if applicable:

This screenshot shows the 'COUNTRY IMPORTED FROM - Required' drop-down menu open, with 'Canada' selected. The 'DEREGISTRATION DATE' field is also visible, with the date '08/31/2022' entered. The 'NEW U.S. AIRCRAFT REGISTRATION' button is still visible in the background.

UNCONTROLLED COPY WHEN DOWNLOADED



- 7 The **AIRCRAFT TYPE** options appear. Select the type of aircraft you're registering (in this example, **ALL OTHER AIRCRAFT** is selected):

The screenshot shows the 'AIRCRAFT REGISTRATION' form. At the top, there are tabs for 'AIRCRAFT REGISTRATION' and 'REGISTERED IN THE U.S.'. Below these, a dropdown menu asks 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required' with 'No' selected. The 'AIRCRAFT TYPE - Required' section displays four options: 'AMATEUR BUILT', 'LIGHT-SPORT', 'UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES', and 'ALL OTHER AIRCRAFT'. The 'ALL OTHER AIRCRAFT' option is highlighted with a blue border and a blue background. At the bottom, there are 'BACK' and 'CONTINUE' buttons. The version number 'v.release/1.0.0-test-83' is visible in the bottom right corner.

- 8 Select the **YEAR**, **MANUFACTURER**, **MODEL** from the drop-down menus that appear, then type the aircraft **Serial Number** (all are required):

The screenshot shows the 'Aircraft Identification' section of the form. It includes dropdown menus for 'YEAR' (set to 2019), 'MANUFACTURER - Required' (with a search bar containing 'aero' and a list of manufacturers including AD Aerospace Ltd, Advanced Aerodynamics and Structures Inc, Advanced Aeromarine, Aeritalia-Società Aerospaziale Italiana pA, Aero Adventure, and Aero Adventure Inc), and 'MODEL - Required' (with a search bar and a red error message 'Model is required.'). Below these, there are input fields for 'SERIAL NUMBER - Required' (with a red error message 'Serial Number is required.') and 'N-NUMBER OPTIONS - Required'. At the bottom, there are three buttons: 'USE ONE OF MY RESERVED NUMBERS', 'SEARCH FOR AN AVAILABLE NUMBER', and 'ASSIGN THE NEXT AVAILABLE NUMBER'. The 'BACK' and 'CONTINUE' buttons are also visible.



UNCONTROLLED COPY WHEN DOWNLOADED

## Select an N-Number

9 Next, select an option for your N-Number. A description of each option appears when selected:

- a Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

N-NUMBER OPTIONS - Required

**USE ONE OF MY RESERVED N-NUMBERS**

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

RESERVED N-NUMBER - Required

N-

**DO YOU HAVE A RESERVED N-NUMBER?**

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

**USE ONE OF MY RESERVED N-NUMBERS**

**SEARCH FOR AN AVAILABLE N-NUMBER**

ASSIGN THE NEXT AVAILABLE N-NUMBER

**DON'T HAVE AN N-NUMBER RESERVED YET?**

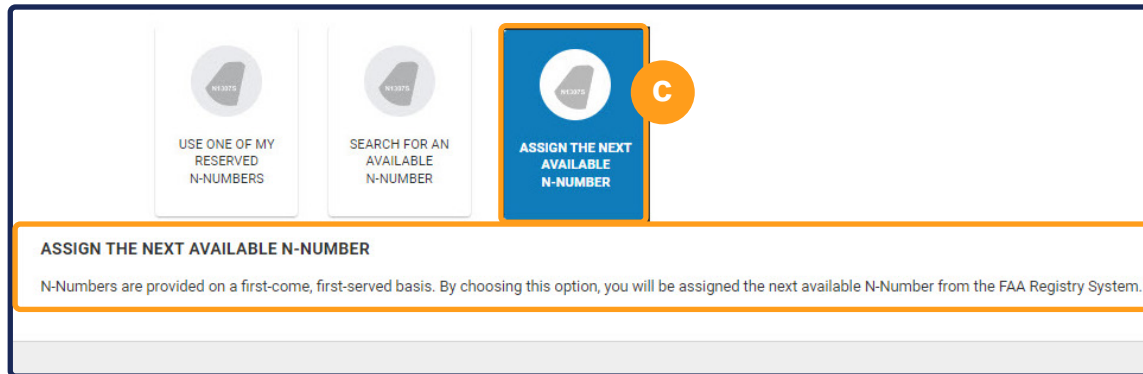
N-Numbers are provided on a first-come, first-served basis. You may request a reservation for an N-Number by visiting the [FAA Reservation](#) site. A request for reservation does not guarantee an N-Number is available to reserve until the request is reviewed and approved by an FAA Registry Examiner. Once approved, you will receive a written reservation confirmation notice. At that time the N-number may be assigned to an aircraft.



UNCONTROLLED COPY WHEN DOWNLOADED



- C** Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



USE ONE OF MY RESERVED N-NUMBERS

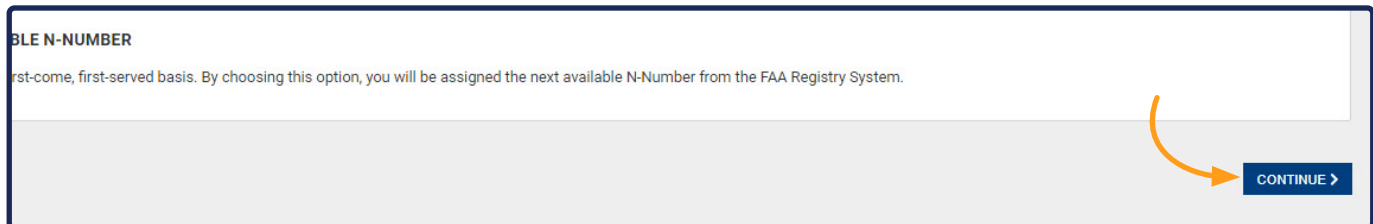
SEARCH FOR AN AVAILABLE N-NUMBER

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

When complete, select the **CONTINUE** button:



ASSIGN THE NEXT AVAILABLE N-NUMBER

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

**CONTINUE >**



UNCONTROLLED COPY WHEN DOWNLOADED

# Documents

**11** Upon completing required aircraft information, the **Documentation** screen appears:

- a** Select the **DOCUMENT TYPE** drop-down menu, then select **AC Form 8050-2 Aircraft Bill of Sale**
- b** Select the **+Upload File** button, then select the Bill of Sale document from your computer:

- c** Type the **DATE OF SALE** and **AMOUNT OF SALE** in their respective fields
- d** Select the **+ ADD SELLERS** button to add the seller or sellers name and title:

When complete, select the **CONTINUE** button



UNCONTROLLED COPY WHEN DOWNLOADED

- 12** The Review screen appears. Review the information you provided. When complete, select the **ATTESTATION** check-box, then select the **Submit** button. To make changes, select the **<Back** button:

DOCUMENT TYPE  
AC FORM 8050-98 Aircraft Security Agreement

DOCUMENT  
Sample Document.pdf

THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY?  
No

N-NUMBER N123AB	SERIAL NUMBER None
N-NUMBER N345AB	SERIAL NUMBER None
N-NUMBER N456AB	SERIAL NUMBER None

NUMBER OF NON-AIRCRAFT COLLATERALS  
10

**ATTESTATION**

☐ I DO HEREBY ATTEST THAT THE DOCUMENT(S) ATTACHED HEREBY IS/ARE TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT ANY FALSIFICATION, OMISSION, OR CONCEALMENT OF MATERIAL FACT MAY SUBJECT ME TO ADMINISTRATIVE, CIVIL, OR CRIMINAL LIABILITY

< BACK SUBMIT >

- 13** The **CERTIFICATIONS** screen appears. Follow the on-screen instructions to select the appropriate citizenship status, then select the **SIGN** button:

**CERTIFICATIONS**

I / We certify that the above aircraft is owned by the undersigned applicant who is: (Must Check A, B, C or D)

A. ☐ A CITIZEN OF THE UNITED STATES AS DEFINED BY 49 USC 40102(A)(15)

B. ☐ A RESIDENT ALIEN WITH ALIEN REGISTRATION (FORM 1-551) NO.

C. ☐ A NON-CITIZEN CORPORATION AND SAID AIRCRAFT IS BASED AND PRIMARILY USED IN THE UNITED STATES.

D. ☐ A CORPORATION USING A VOTING TRUST TO QUALIFY.

If box C or D above is checked, I, the below signed, certify that I am authorized, by the applicant shown above, to sign corporate documents and to seek aircraft registration on behalf of the entity and that I will provide the same authorization if requested;

I/We certify that the aircraft is not registered under the laws of any foreign country; and

I/We certify that legal evidence of ownership is attached or has been filed with the Federal Aviation Administration.

ANY AND ALL SIGNATORIES OF THIS APPLICATION MUST READ THE FOLLOWING AND UNDERSTAND THAT, BY APPLYING A SIGNATURE TO THIS DOCUMENT, THEY ARE SUBJECT TO THE REFERENCED STATUTES AND ASSOCIATED PENALTIES.

I/we hereby certify that the information provided in, and in any attachments to, this application for aircraft registration is true, accurate and correct to the best of my/our knowledge and belief. I/we understand that the FAA administrator will rely on the information I/we provide in determining my/our qualification for aircraft registration. I/we understand that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device any material fact(s), statement(s), representation(s) or entry(ies) may be fined up to \$500,000 or imprisoned for not more than five (5) years or both (18 U.S.C. §§ 1001 and 3571). I/we understand that to knowingly and willfully: a) falsify or conceal a material fact; or b) use a document knowing it contains a false, fictitious or fraudulent statement/entry; or c) provide any inaccurate, false statement/information can subject me to criminal prosecution (49 U.S.C. § 46306), and the registration of the subject aircraft may be delayed, denied and/or revoked.

< BACK SIGN >



UNCONTROLLED COPY WHEN DOWNLOADED

# DocuSign

**1** You will be redirected to DocuSign to provide an electronic signature. Select the **I agree to use electronic records and signature** check-box, then select the **Continue** button:

Please Review & Act on These Documents

FAA Civil Aviation Registry  
FAA

Please read the **Electronic Record and Signature Disclosure**

☐ I agree to use electronic records and signatures.

**CONTINUE** **OTHER ACTIONS**

**PRIVACY ACT STATEMENT:**  
Privacy Act of 1974 (5 U.S.C. 552a) requires that users of this form be informed of the authority which allows the collection of the information and whether disclosure of such information is mandatory or voluntary; the purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

This US-United States Code requires the registration of each United States civil aircraft as a prerequisite to its operation. An aircraft is eligible for registration only if (1) it is not registered under the laws of a foreign country, and (2) it is owned by (a) a citizen of the United States, or (b) an individual citizen of a foreign country lawfully admitted for permanent residence in the United States, or (c) a corporation not a citizen of the United States when the corporation is organized and doing business under the laws of the United States or a State and the aircraft is owned and primarily used in the United States, or (d) an aircraft of the United States government. Operation of an aircraft that is not registered may subject the operator to a civil penalty.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of advisories directed.

(5) To provide supporting information in court cases.

(6) To serve as a data source for management information for production of summary descriptive statistics and analytical studies in support of agency functions for which the results are collected and maintained.

(7) To respond to government requests from the aviation community or public for statistical information under the Freedom of Information Act or to locate specific individuals or specific aircraft for accident investigation, violation, or other safety-related requirements.

(8) To provide data for the automatic aircraft registration mail at the FAA.

(9) To provide data for development of the aircraft registration and record system.

**2** To digitally sign the document:

- a** Select the **START** button
- b** Select the **Sign** button to place your digital signature
- c** Select the **FINISH** button to complete signing and return to **CARES**:

DocuSign Envelope ID: D0FFC3D-6173-4B84-A256-5B45E1772DA0

**START** **FINISH** **OTHER ACT**

**Aircraft Registration Application**  
AC Form 8090-1

U.S. Department of Transportation  
Federal Aviation Administration

**PRIVACY ACT STATEMENT:**  
A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to any penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless the collection of information displays accurately valid OMB Control Number. The OMB Control Number for this information collection is 2108-0042. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Management and Enterprise, Federal Aviation Administration, 1215 Jefferson Highway, Fort Worth, TX 76177-1224.

**NOTE: If applicable, all applicants must sign. Use next page and add page(s) if necessary.**

11)	SIGNATURE:	DATE:	10/13/2022
	TYPED/PRINTED NAME:	TITLE:	
12)	SIGNATURE:	DATE:	
	TYPED/PRINTED NAME:	TITLE:	

**NOTE: AIRCRAFT WHEN THE MOST RECENT REGISTRATION OF THE SUBJECT AIRCRAFT IS EXPIRED OR CANCELLED, 14 CFR 47.31(c) provides for an airworthy U.S. aircraft to be operated for up to 90 days within the United States when a copy of the signed aircraft registration application is carried in the aircraft while available sources and records of the new registration exist.**

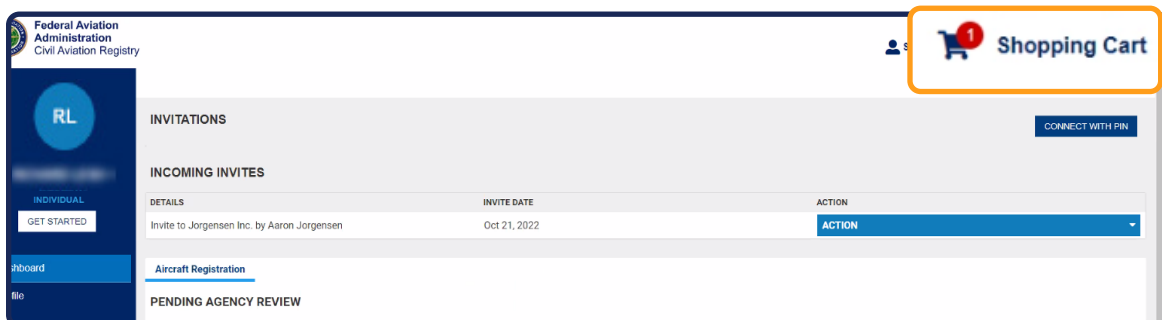


UNCONTROLLED COPY WHEN DOWNLOADED

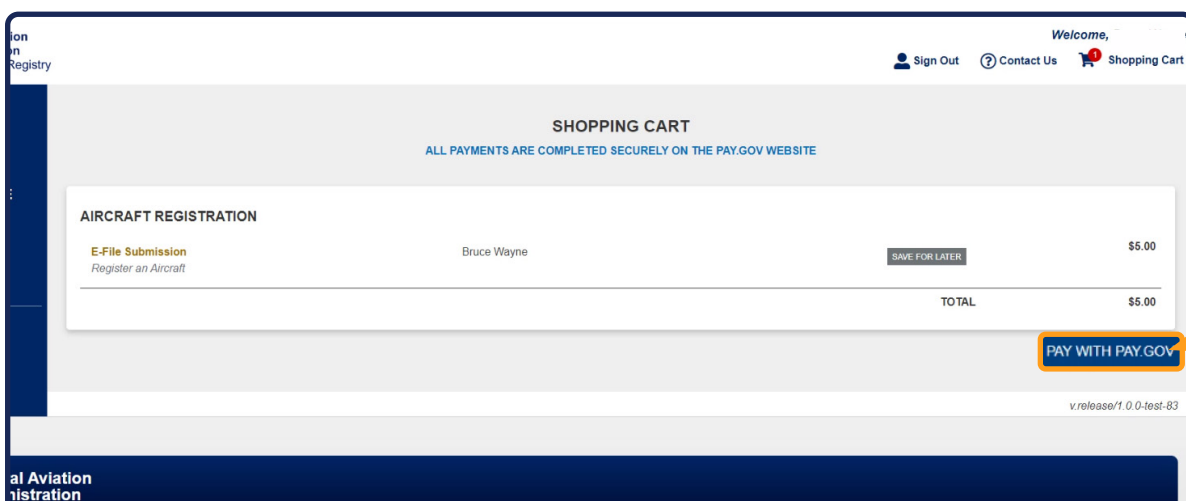
**06 Aircraft Registration – Individual**

# PAY.gov

- 1 Navigate to your **CARES** shopping cart by selecting the **Shopping Cart** icon:

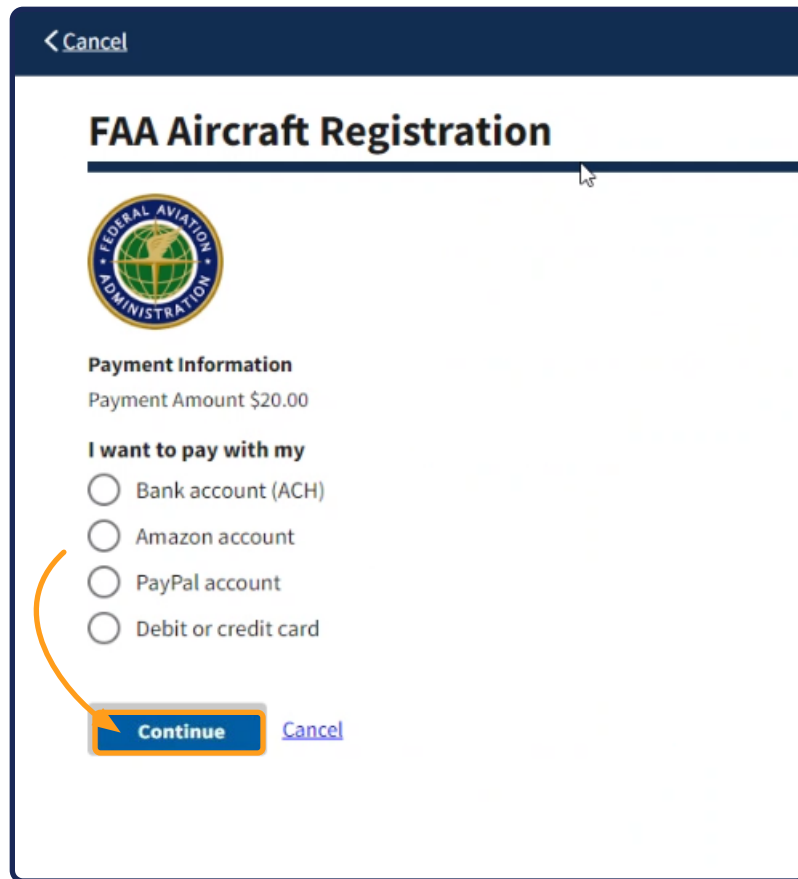


- 2 On the **SHOPPING CART** screen, select the **PAY WITH PAY.GOV** button:




UNCONTROLLED COPY WHEN DOWNLOADED

**3** You will be re-directed to PAY.gov. Select a payment method, then select the **Continue** button:



< Cancel

## FAA Aircraft Registration



**Payment Information**  
Payment Amount \$20.00

**I want to pay with my**

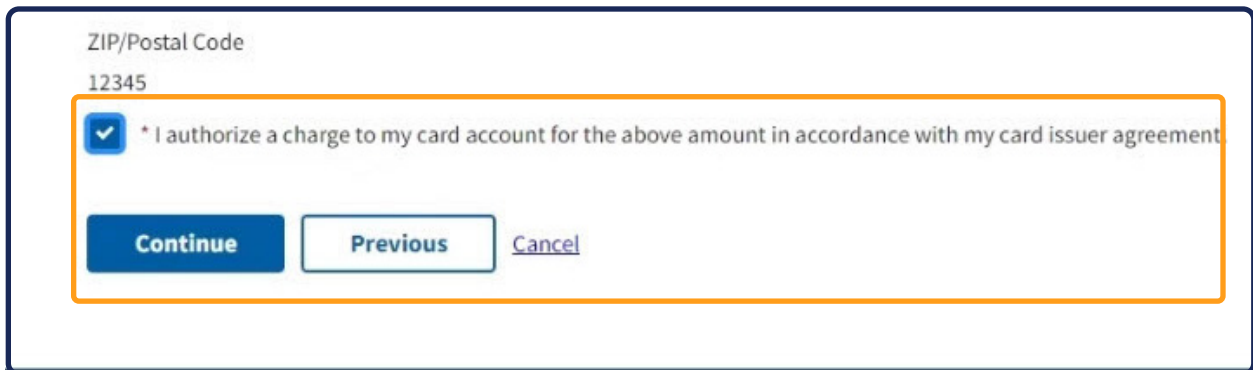
- ☐ Bank account (ACH)
- ☐ Amazon account
- ☐ PayPal account
- ☐ Debit or credit card

**Continue** [Cancel](#)



UNCONTROLLED COPY WHEN DOWNLOADED

- 4 Enter, review, and authorize your payment information, then select the **Continue** button:

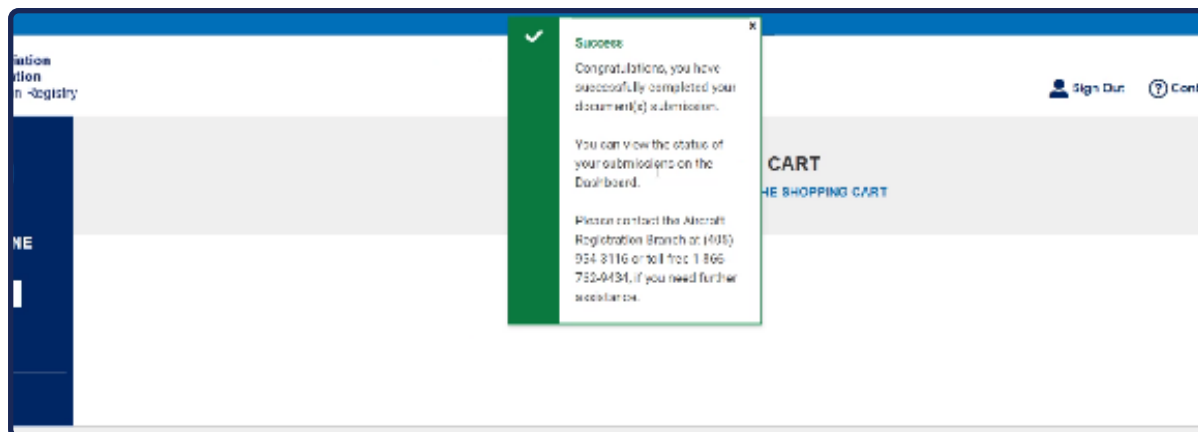


ZIP/Postal Code  
12345

☒ \* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement

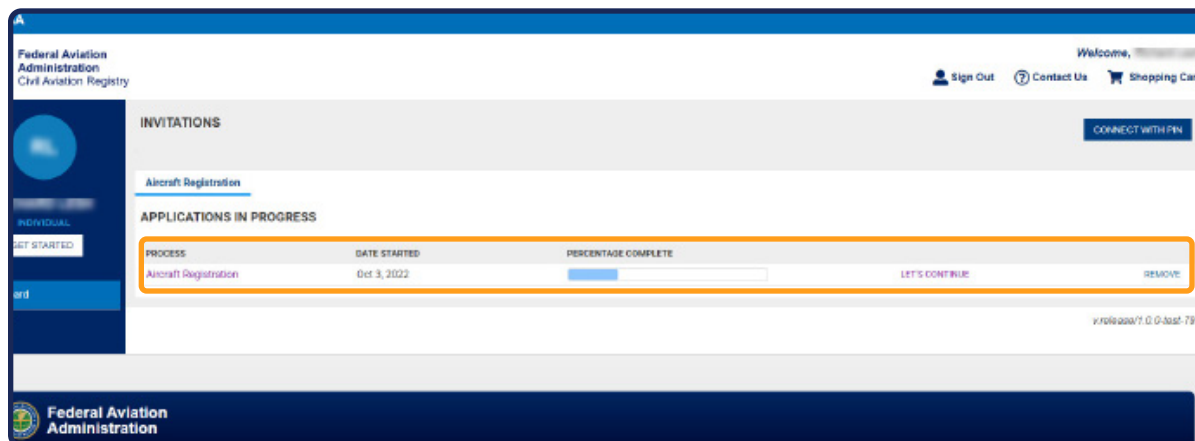
**Continue** Previous [Cancel](#)

- 5 When your payment has been approved, you will return to CARES, and a success message will appear:

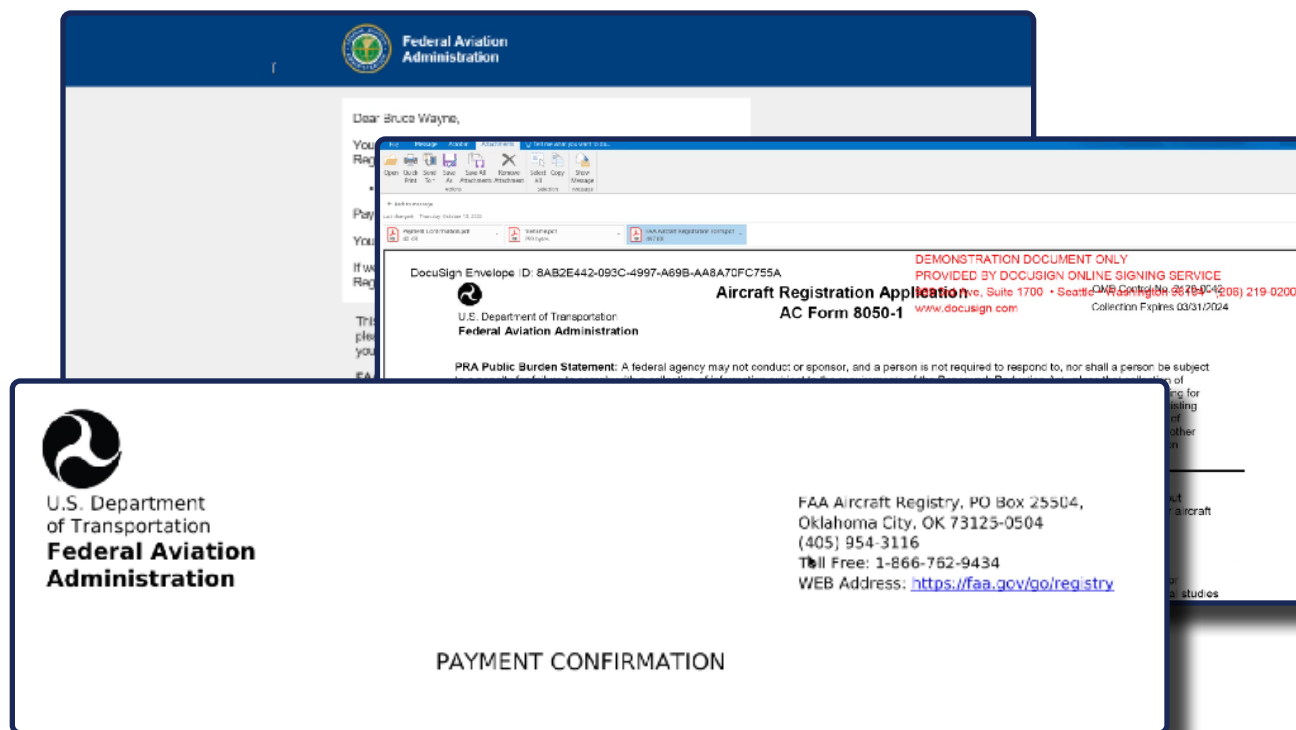


UNCONTROLLED COPY WHEN DOWNLOADED

**6** Your registration appears on your Dashboard in the **PENDING AGENCY REVIEW** section:



**7** You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:



UNCONTROLLED COPY WHEN DOWNLOADED



# 07

## N-Numbers

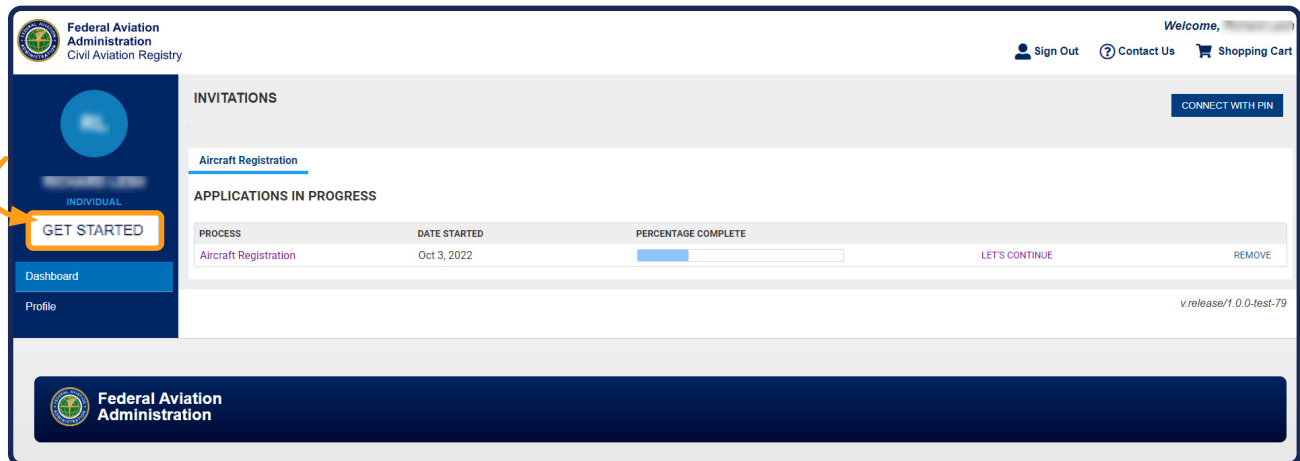


UNCONTROLLED COPY WHEN DOWNLOADED

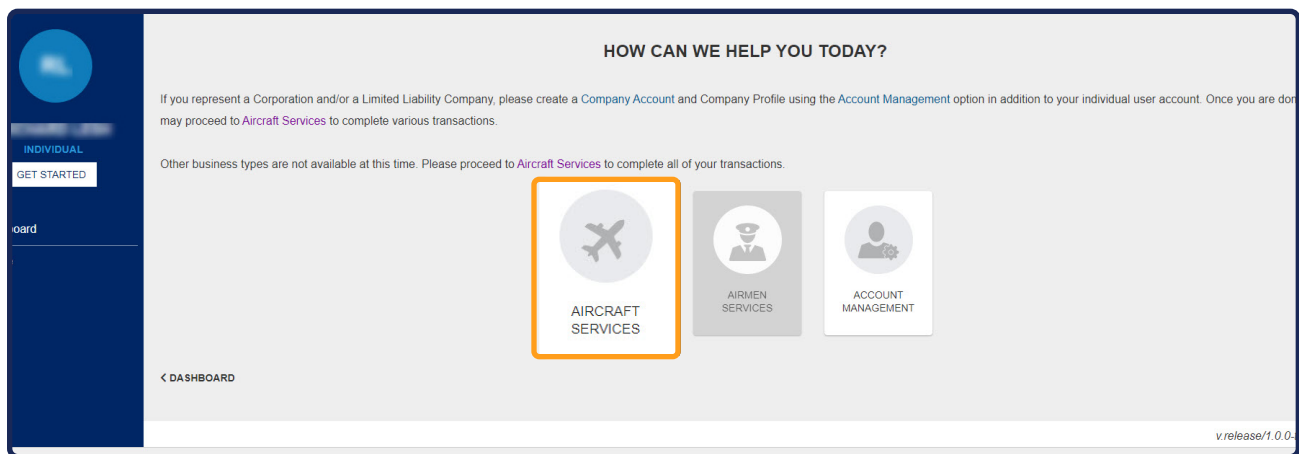
[<Back to Contents](#)

You can use CARES to initiate a search for N-Number availability, reserve, renew, or change/cancel an N-Number reservation through the FAA's Aircraft Registry. CARES will display pending N-Number actions on your user dashboard, and allow you to pay related fees at Pay.gov.

**1** From your user dashboard, select the **GET STARTED** button:

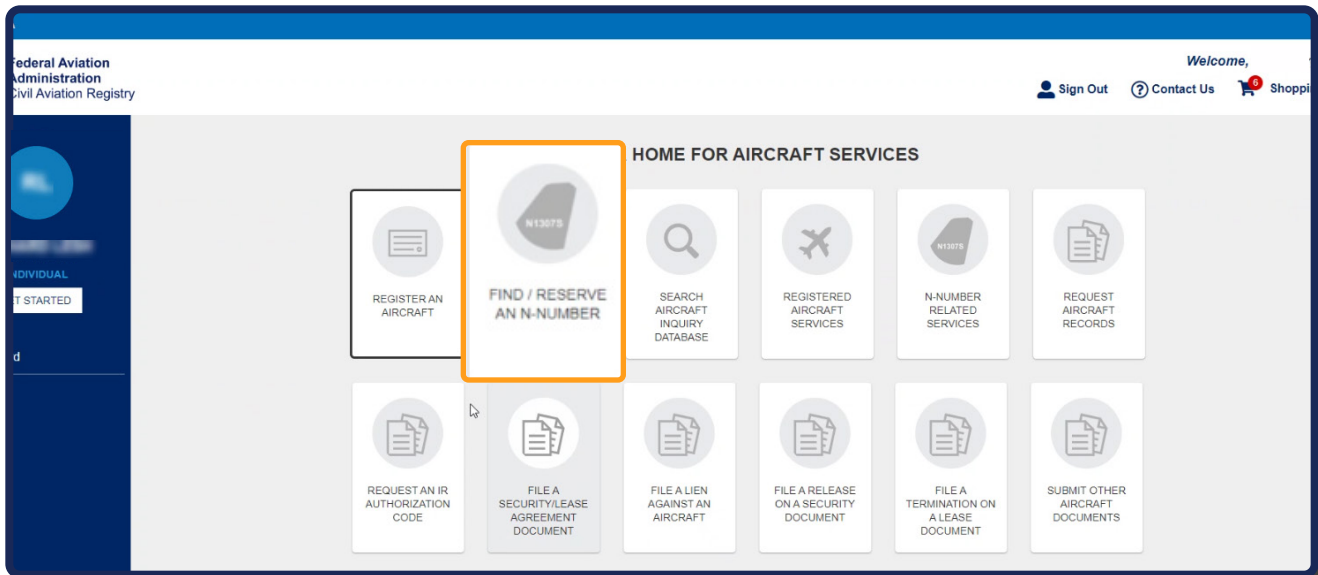


**2** The **Services Selection** screen appears. Select **AIRCRAFT SERVICES**:

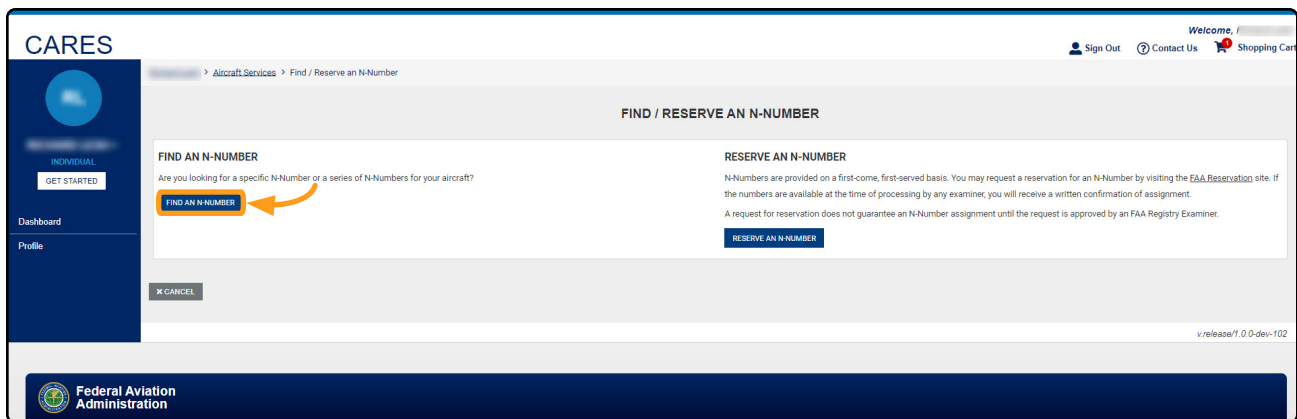


UNCONTROLLED COPY WHEN DOWNLOADED

3 The **AIRCRAFT SERVICES** screen appears. Select **FIND/RESERVE AN N-NUMBER**:

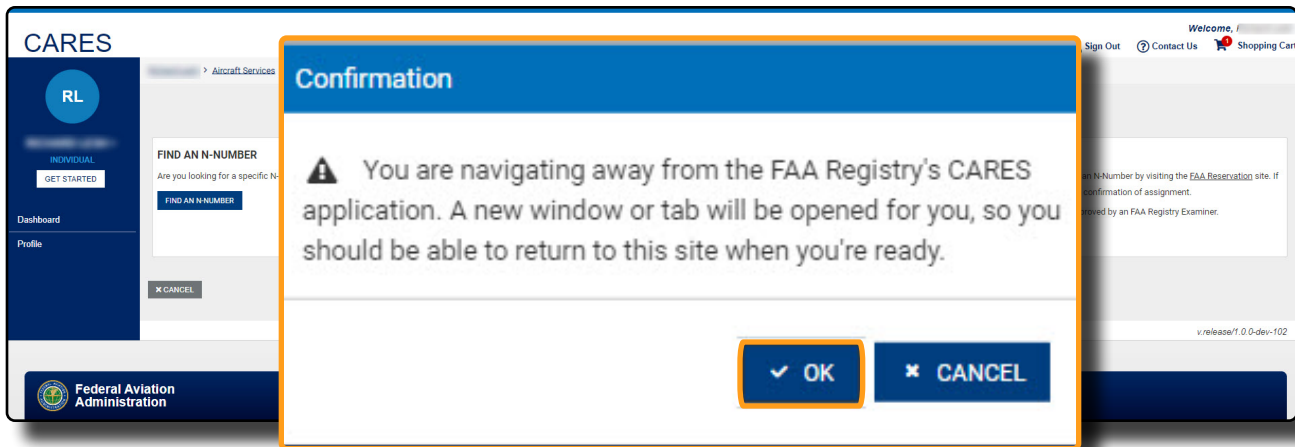


4 The **FIND/RESERVE N-NUMBER** screen appears. Select the **FIND AN N-NUMBER** button:

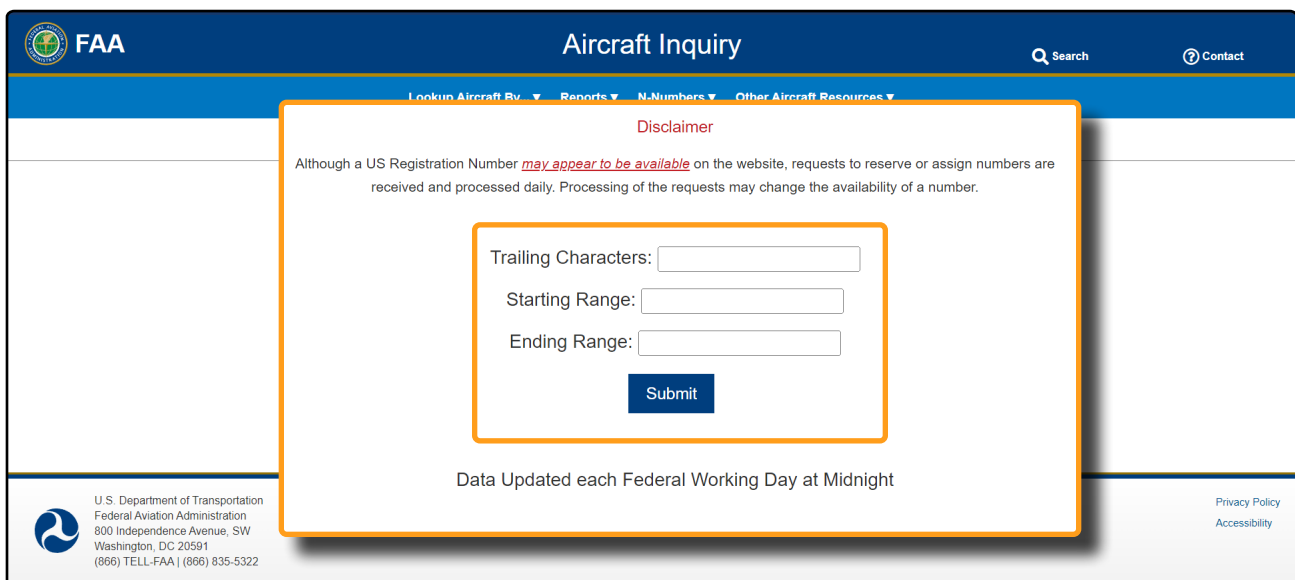


UNCONTROLLED COPY WHEN DOWNLOADED

- 5 A Confirmation message appears, stating that you will navigate away from the FAA Registry's CARES application. Select the **OK** button to open the FAA's Aircraft Registry Services page in a new window or tab:



- 6 The FAA Aircraft Inquiry screen for N-Number Availability appears in a new window or tab in your browser. To view a specified range of N-Numbers currently available, enter the **Trailing Characters**, **Starting Range**, and **Ending Range** of the N-Number range you wish to use or reserve:



UNCONTROLLED COPY WHEN DOWNLOADED

**7** The list of expired or pending expiration N-Numbers within the range are listed. You can print, save the list as an excel or comma-separated value (csv) spreadsheet, or redo the search by selecting the magnifying glass icon:

United States Department of Transportation

FAA

Aircraft Inquiry

Search

Lookup Aircraft By... Reports N-Numbers Other Aircraft Resources

FAA REGISTRY

Expired / Pending Aircraft Registration Cancellation Results

Data Updated Each Federal Working Day At Midnight

X

csv

Showing 1 - 50 of 97 (Page 1 of 2)

1

2

>

N-NUMBER RANGE ENTERED: 100AB TO 500AB

121AB	136AB	146AB	159AB	174AB	176AB	183AB	190AB	192AB	198AB
199AB	202AB	212AB	213AB	214AB	219AB	233AB	240AB	241AB	246AB
251AB	254AB	255AB	256AB	259AB	264AB	265AB	266AB	268AB	269AB
272AB	274AB	276AB	278AB	280AB	297AB	299AB	302AB	306AB	307AB
327AB	330AB	349AB	361AB	363AB	364AB	371AB	372AB	373AB	374AB

1

2

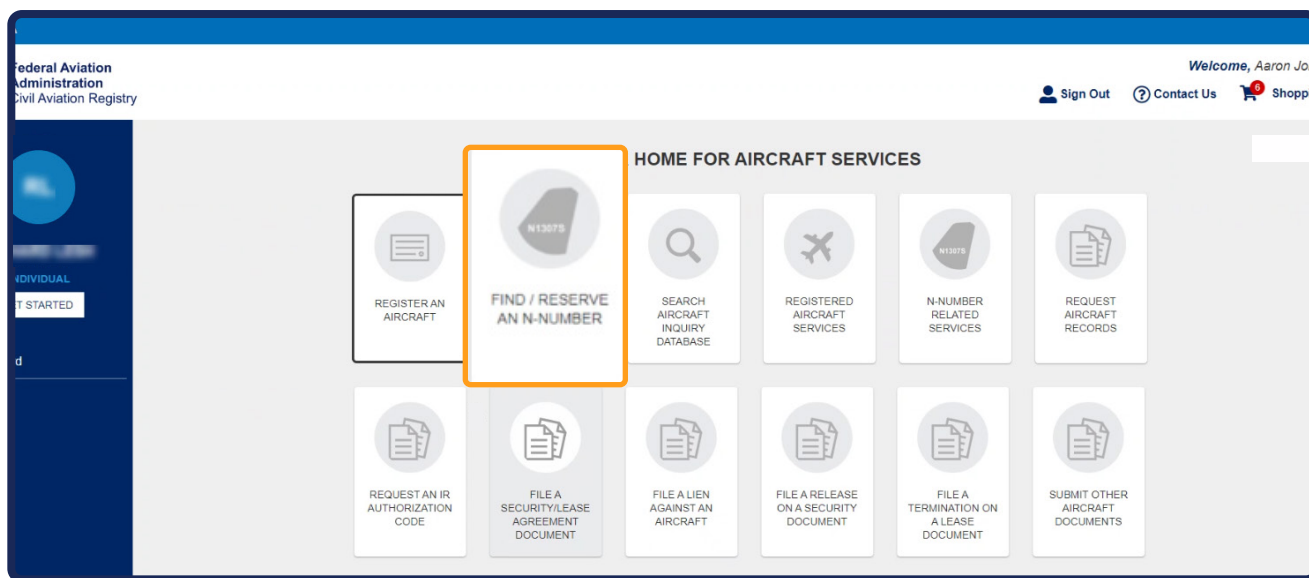
>



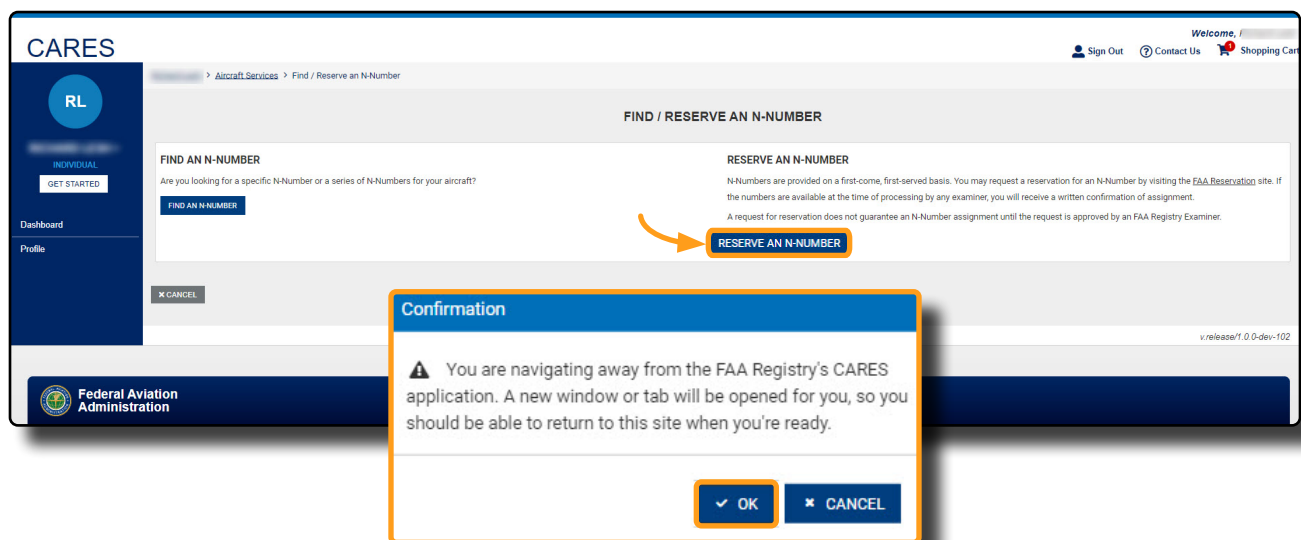
UNCONTROLLED COPY WHEN DOWNLOADED

## Reserve an N-Number

**8** To start the N-Number reservation process using CARES, select **FIND/RESERVE AN N-NUMBER** on the **AIRCRAFT SERVICES** screen:



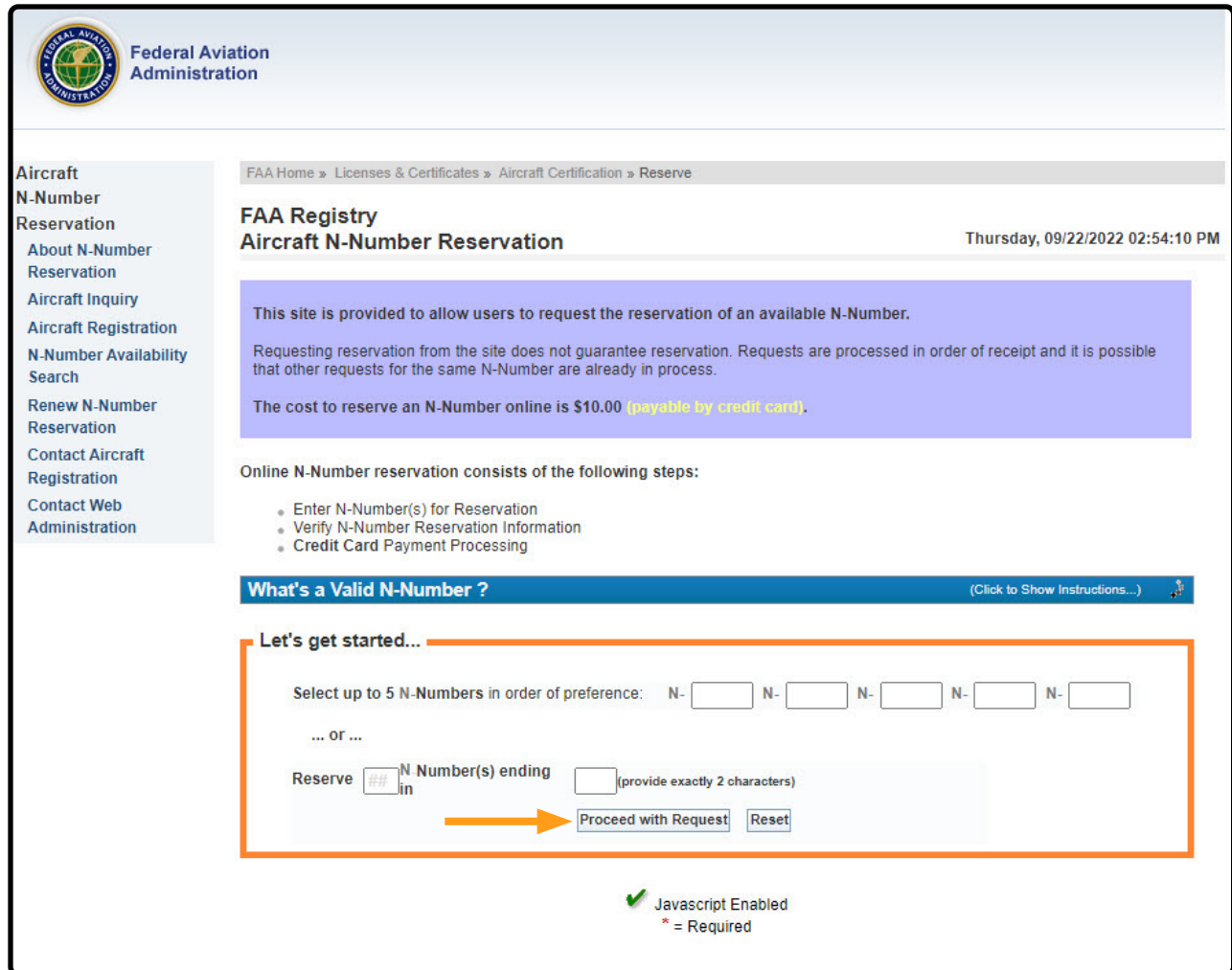
**9** On the Find/Reserve An N-Number screen, select the **Reserve an N-Number** button. A confirmation message appears, indicating that you will be redirected away from CARES. Select **OK** to continue:




UNCONTROLLED COPY WHEN DOWNLOADED



**10** The FAA Registry Aircraft N-Number Reservation window appears. Type up to five N-Numbers to reserve exact N-Number, or you can reserve up to 10 numbers ending in 2 characters. When complete, select **Proceed with Request**:



 **Federal Aviation Administration**

Aircraft  
N-Number  
Reservation  
About N-Number  
Reservation  
Aircraft Inquiry  
Aircraft Registration  
N-Number Availability  
Search  
Renew N-Number  
Reservation  
Contact Aircraft  
Registration  
Contact Web  
Administration

FAA Home » Licenses & Certificates » Aircraft Certification » Reserve

### FAA Registry Aircraft N-Number Reservation

Thursday, 09/22/2022 02:54:10 PM

This site is provided to allow users to request the reservation of an available N-Number.

Requesting reservation from the site does not guarantee reservation. Requests are processed in order of receipt and it is possible that other requests for the same N-Number are already in process.

The cost to reserve an N-Number online is \$10.00 (payable by credit card).

Online N-Number reservation consists of the following steps:

- Enter N-Number(s) for Reservation
- Verify N-Number Reservation Information
- Credit Card Payment Processing


**What's a Valid N-Number ?** (Click to Show Instructions...)

**Let's get started...**

Select up to 5 N-Numbers in order of preference: N-  N-  N-  N-  N-

... or ...

Reserve  N Number(s) ending  (provide exactly 2 characters)  
in



✔ Javascript Enabled  
\* = Required



UNCONTROLLED COPY WHEN DOWNLOADED

**11** The **FAA Registry Aircraft N-Number Reservation** screen appears. Fill out your Name, Address, and Phone number. Also, validate your request and select **Proceed with Request**:

**Federal Aviation Administration**

FAA Home » Licenses & Certificates » Aircraft Certification » Reserve

**FAA Registry Aircraft N-Number Reservation** Monday, 09/26/2022 02:19:23 PM

N-Number	Status
159AB	Available for Request
293AB	Assigned
373AB	Available for Request

2 of the N-Numbers listed appear to be available for your request.

\*How many of the N-Numbers available for request do you want reserved?

NOTE: Your request will be processed from first available N-Number to last available as an order of preference.

**Name and Address Information**

\*Name:

\*Street:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone Number:  -  -

\* Registrant Type

☒ Individual or Company Reservation (Fee \$20.00) ☐ Government Office No Fee

Retype the characters from the picture:



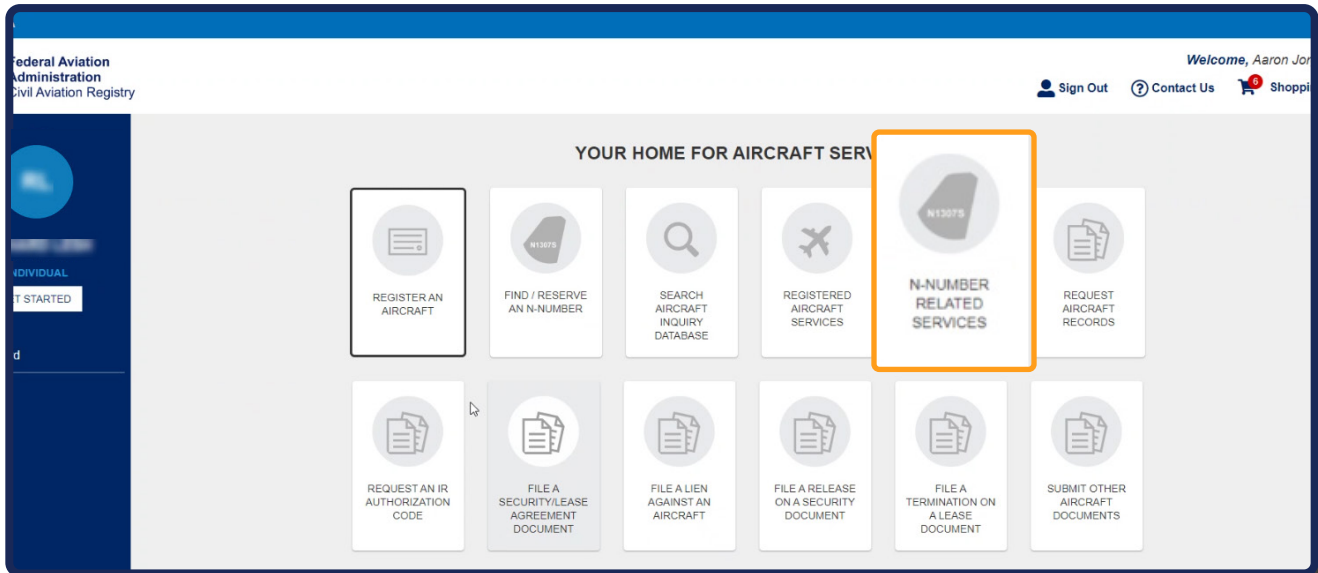
UNCONTROLLED COPY WHEN DOWNLOADED



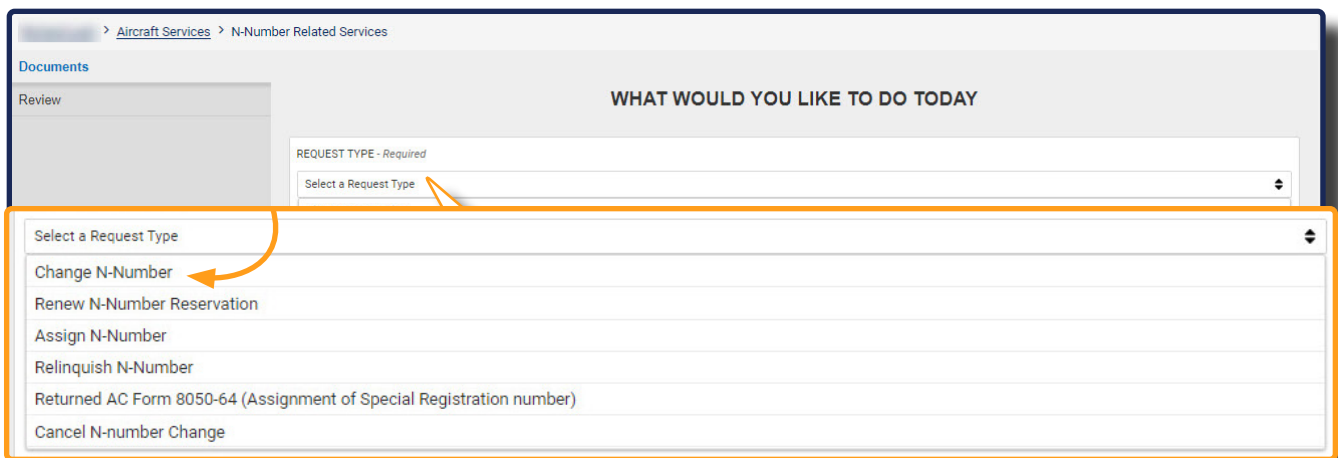
# N-Number Services

N-Number Related Services is where you'll find ways to reserve, renew, or change/cancel an N-Number reservation through the FAA's Aircraft Registry.

- 1 On the **AIRCRAFT SERVICES** screen, select **N-NUMBER RELATED SERVICES**:



- 2 The **N-NUMBER RELATED SERVICES** screen appears. Select the **REQUEST TYPE** drop-down, then select a service from the menu. For this example, **Change N-Number** is selected.



UNCONTROLLED COPY WHEN DOWNLOADED

- 3 Select the **DOCUMENT TYPE** drop-down, then select a document to upload that supports your request. Fields appear to type N-Number and Serial Number of the aircraft:

The screenshot shows a web interface with a breadcrumb trail: > Aircraft Services > N-Number Related Services. Below this is a 'Documents' section with a 'Review' link. The main heading is 'WHAT WOULD YOU LIKE TO DO TODAY'. A 'REQUEST TYPE - Required' dropdown is set to 'Select a Request Type'. Below it, a 'Select a Document Type' dropdown is open, showing options: 'Request to Change N-Number', 'Returned - REGAR-103 letter', and 'Other Supporting Documents'. An orange arrow points from this dropdown to the 'DOCUMENT UPLOAD' section. In the 'DOCUMENT UPLOAD' section, there is a '+ Upload File' button and a 'REMOVE' button. Below this, there are two input fields: 'N-NUMBER' (with a pre-filled 'N-') and 'SERIAL NUMBER'. An orange arrow points from the 'DOCUMENT TYPE' dropdown to the 'N-NUMBER' field.

- 4 To upload a request document, select the **+Upload File** button and add the document from your computer:

The screenshot shows the same web interface as before, but with the 'DOCUMENT TYPE' dropdown now set to 'Request to Change N-Number'. An orange arrow points from the '+ Upload File' button in the 'DOCUMENT UPLOAD' section to the 'DOCUMENT TYPE' dropdown. The 'N-NUMBER' field still has 'N-' pre-filled, and the 'SERIAL NUMBER' field is empty.

#### NOTE

Refer to **08 Aircraft Registration Documents Table** for more information on registry documents.



UNCONTROLLED COPY WHEN DOWNLOADED

- 5 Select the **Add Another Document** button to upload additional documents. Repeat step 4 until you have uploaded all required documentation. When complete, select the **CONTINUE** button:

DOCUMENT TYPE  
Request to Change N-Number

DOCUMENT UPLOAD ⓘ  
+ Upload File REMOVE

N-NUMBER  
N- SERIAL NUMBER

☐ THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY

+ ADD ADDITIONAL DOCUMENT

CANCEL CONTINUE >

## NOTE

Select the check-box to indicate your submission has been previously paid for, is a correction, or being submitted for government, if applicable. Only select the checkbox if one or more of the three conditions mentioned above are accurate. If neither are true and you select this box, it will take longer to complete the service request.

☐ THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY

- 6 The **Review** screen appears. Review the information, select the **ATTESTATION** checkbox to verify the accuracy of the information, then click the **Submit** button:

Richard Leish > Aircraft Services > N-Number Related Services

Documents  
Review

ALMOST DONE. LET'S MAKE SURE WE HAVE EVERYTHING!  
TAKE A MINUTE TO REVIEW YOUR SUBMISSION.

REQUEST TYPE  
Change N-Number

DOCUMENTS

DOCUMENT TYPE  
Request to Change N-Number

DOCUMENT  
ChangeN\_Number.pdf

THIS SUBMISSION HAS PREVIOUSLY BEEN PAID FOR, IS A CORRECTION SUBMISSION OR BEING SUBMITTED FOR A GOVERNMENT ENTITY?

Entity?  
No

N-NUMBER  
N123B

SERIAL NUMBER  
12365489

ATTESTATION

☐ I DO HEREBY ATTEST THAT THE DOCUMENT(S) ATTACHED HEREBY IS/ARE TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT ANY FALSIFICATION, OMISSION, OR CONCEALMENT OF MATERIAL FACT MAY SUBJECT ME TO ADMINISTRATIVE, CIVIL, OR CRIMINAL LIABILITY

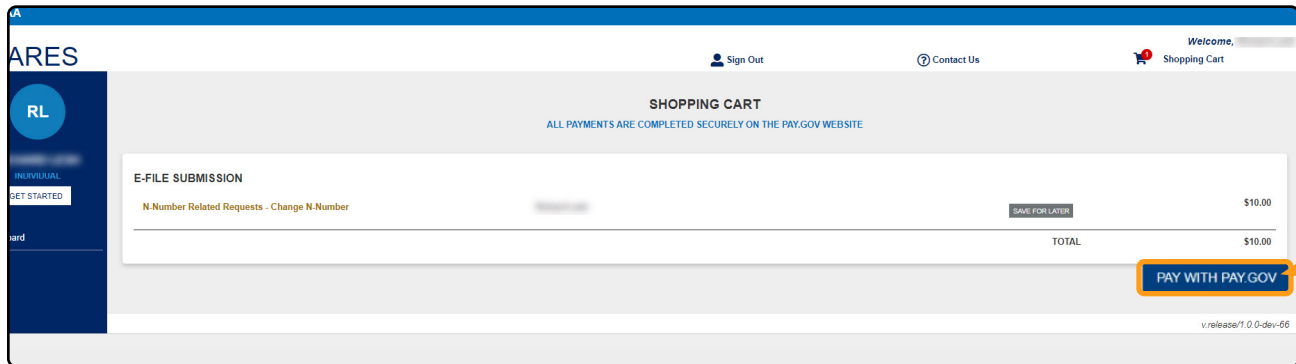
SUBMIT >

v/release/1.0.0-dev-49

UNCONTROLLED COPY WHEN DOWNLOADED



- 7 If a payment is required, you will be redirected to your CARES Shopping Cart. Locate the transaction, then select the **PAY WITH PAY.GOV** button:



- 8 The Pay.gov interface appears. Follow the steps to enter your payment information, then select the **Continue** button:

The screenshot shows the Pay.gov interface for 'FAA CHANGE N-NUMBER'. The interface is divided into two main sections. The left section, titled 'Payment information', shows the payment amount as \$5.00 and offers three payment methods: Bank account (ACH), Amazon account, and PayPal account. The 'Debit or credit card' option is selected. Below these options are 'Continue' and 'Cancel' buttons. The right section, titled 'FAA CHANGE N-NUMBER', contains a form for entering payment details. It includes fields for Agency Tracking ID, Payment Amount (\$5.00), Payment Method (Plastic Card), Cardholder Name (James Kirk), Card Type (MASTERCARD), Card Number (\*\*\*\*\*6444), Cardholder Billing Address (123 Main Street), Billing Address 2, City (Titusville), Country (United States), State/Province (FL), and ZIP/Postal Code (32780). At the bottom of the form, there is a checkbox for authorization, which is checked, and a 'Continue' button. An orange arrow points to the 'Continue' button in the left section.

UNCONTROLLED COPY WHEN DOWNLOADED

9 On your CARES dashboard, **Change N-Number** displays under the heading of **Pending Agency Review**:

The screenshot shows the Federal Aviation Administration Civil Aviation Registry dashboard. The left sidebar contains a profile picture, the text 'INDIVIDUAL', a 'GET STARTED' button, and links for 'Dashboard' and 'Profile'. The main content area is titled 'INVITATIONS' and features a 'CONNECT WITH PIN' button. Below this is a section for 'Aircraft Registration' with a sub-heading 'PENDING AGENCY REVIEW'. This section contains a table with the following data:

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE	STATUS
Registered Aircraft Services - Renew Aircraft Registration - N1234/985214	Sep 6, 2022	May 31, 2023	Pending
N-Number Related Requests - Change N-Number - N1238/12365489	Sep 16, 2022	Jun 10, 2023	Pending

At the bottom right of the table, there is a small text string: 'v.release/1.0.0-test-79'.

### Tool Tip

Select the information icon to view the definitions of items in the **PENDING AGENCY REVIEW** section (Pending, Under Review, Estimated Review Date).

PENDING AGENCY REVIEW

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE ⓘ	STATUS ⓘ
Registered Aircraft Services - Renew Aircraft Registration - N1234/985214	Sep 6, 2022	May 31, 2023	Pending
Submit Other Aircraft Documents - Other Supporting Documents - N1234B/123456789	Sep 8, 2022	Jun 2, 2023	Pending
File a Security/Lease Agreement Document - Security Agreement - N123FG/54789632	Sep 14, 2022	Jun 8, 2023	Pending

#### STATUSES

**Pending** - Your application or documents have been submitted to the Agency and is awaiting assignment to a team member in order to start your review process.

**Under Review** - Your application or documents have been assigned to an Agency team member and are in review.

#### ESTIMATED REVIEW DATE

Estimated Review Date is the estimated date that your application or document will be worked on by an Examiner.



UNCONTROLLED COPY WHEN DOWNLOADED

**08**

# **Register Single Aircraft - Light Sport**



UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

# Sign In

You must have a CARES Individual account to proceed with the steps in this guide. *For help creating a CARES Individual account, refer to the [Sign Up for CARES Account User Guide](#)*

To Sign In, navigate to the CARES home page at CARES.FAA.GOV

- a Sign in with your Registered Public User Account
- b When the Terms of Service appear, select the **I AGREE** button:

The screenshot shows the CARES website interface. At the top, the FAA logo and the text 'Civil Aviation Registry Electronic Services (CARES)' are visible. A 'Sign In / Register' button is highlighted with an orange box and labeled 'a'. Below this, a large banner reads 'YOU CAN HAVE THE FAA REGISTRY AT YOUR FINGERTIPS' with a description of the CARES system. To the right, a sidebar titled 'HOW CAN WE HELP YOU TODAY?' lists 'AIRCRAFT SERVICES' and 'AIRMEN SERVICES' with links to 'REGISTER, UPDATE OR MANAGE' records and information. A 'Terms of Service' modal is open in the foreground, containing text about government-authorized use and a list of terms. An orange arrow labeled 'b' points to the 'I AGREE' button at the bottom of the modal.

**TERMS OF SERVICE**

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:

- 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, communication between the user and this information system, data transiting to/from the system, or data stored on this system is subject to monitoring, interception, and search.

☒ I AGREE ☐ I DISAGREE



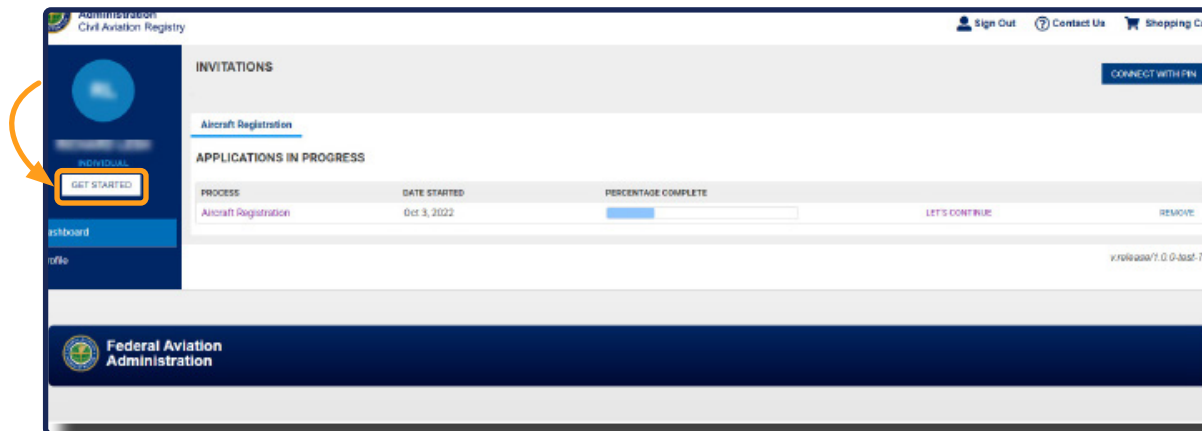
UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

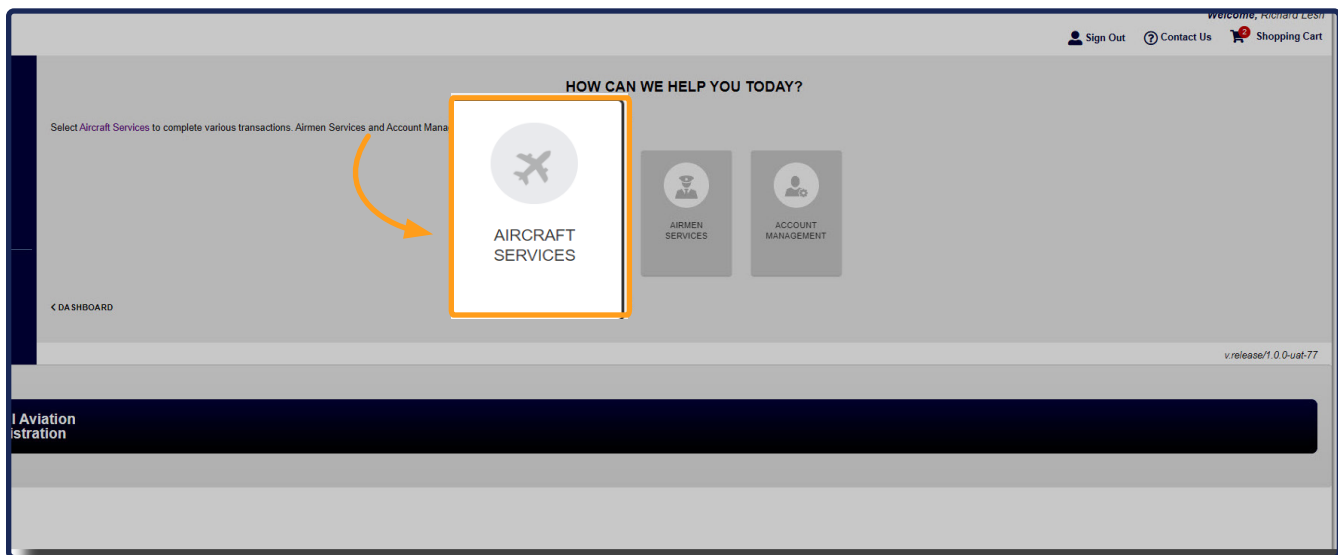
## NOTE

The first time you sign in to CARES, you will have no activity and you will be taken to the Get Started screen.

- 1 On your User Dashboard, select the **GET STARTED** button:



- 2 The Get Started screen appears. Select the **AIRCRAFT SERVICES** button:

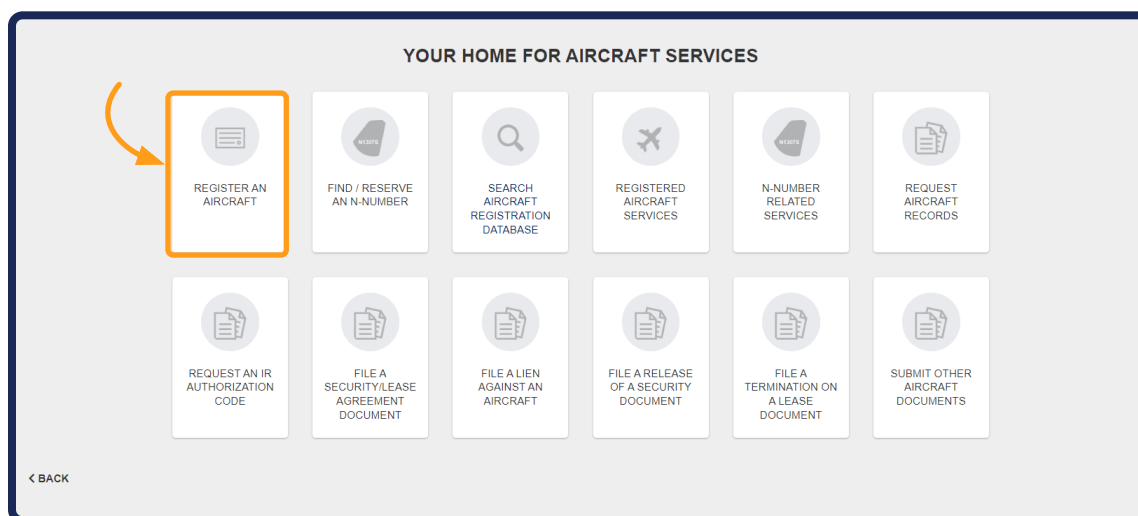


UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**



- 3** The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:



- 4** The **Applicant Information** screen appears. The **APPLICANT FOR REGISTRATION** drop-down menu displays your name as **Individual**. Next, select the **CONTINUE** button:

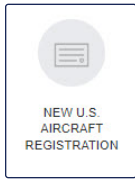
The screenshot shows the "Applicant Information" screen for "Theresa Thureau". The "APPLICANT FOR REGISTRATION - Required" drop-down menu is highlighted with an orange box and shows "Individual". To the right, there is a section "NOT AN INDIVIDUAL?" with instructions for corporations, LLCs, etc. Below, the "APPLICANT DETAILS" section shows "THERESA THURAU - INDIVIDUAL" with mailing, physical, and email addresses. At the bottom, there are "X CANCEL" and "CONTINUE >" buttons. An orange arrow points to the "CONTINUE >" button.



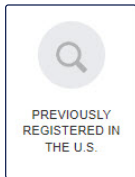
UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

The **AIRCRAFT INFORMATION** screen appears. The two aircraft status options offered are as follows:



**New U.S. Aircraft Registration** – Choose this option if the aircraft was never registered before in the U.S. If you select this option, you will be prompted to enter aircraft information, such as import status, aircraft type, and specific aircraft information, such as manufacturer, engines, serial numbers, etc. These steps are documented below.



**Previously Registered in the U.S.** – Choose this option if this is an aircraft that has been previously registered in the U.S. Once you enter the N-Number of the aircraft, CARES provides the information from the previous registration. These steps are documented in the [Previously Registered in the U.S.](#) section.

Applicant Information
Aircraft Identification
Documentation
Review

TELL US A LITTLE ABOUT THE AIRCRAFT

LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION

AIRCRAFT INFORMATION

AIRCRAFT STATUS - Required ⓘ

NEW U.S.  
AIRCRAFT  
REGISTRATION

PREVIOUSLY  
REGISTERED IN  
THE U.S.

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required ⓘ

Select an Import Status ▼

< BACK

CONTINUE >

UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

# New U.S. Aircraft Registration

**5** The **Aircraft Identification** screen appears. Select **NEW U.S. AIRCRAFT REGISTRATION**:

Applicant Information  
Aircraft Identification  
Documentation  
Review

TELL US A LITTLE ABOUT THE AIRCRAFT  
LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION

AIRCRAFT INFORMATION

AIRCRAFT STATUS - Required

NEW U.S. AIRCRAFT REGISTRATION

PREVIOUSLY REGISTERED IN THE U.S.

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required

Select an Import Status

BACK CONTINUE

**6** The **Select an Import Status** drop-down menu appears. Select **Yes** or **No**:

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required

Select an Import Status

Yes

No

## NOTE

If you select Yes for Import Status, a drop down menu appears with choices for **COUNTRY IMPORTED FROM**. Select the country from the menu, then type a **DEREGISTRATION DATE**, if applicable:

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required

Yes

COUNTRY IMPORTED FROM - Required

United States of America (the)

United Arab Emirates (the)

United Kingdom of Great Britain and Northern Ireland (the)

United States Minor Outlying Islands (the)

United States of America (the)

Uruguay

DEREGISTRATION DATE

01/17/2023

UNMANNED AIRCRAFT

ALL OTHER AIRCRAFT







UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

**7** The **AIRCRAFT TYPE** options appear. Select **LIGHT-SPORT**:

AIRCRAFT TYPE - Required ?

 AMATEUR BUILT	 <b>LIGHT-SPORT</b>	 UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES	 ALL OTHER AIRCRAFT
--	---	---	--

**8** In the **LIGHT-SPORT AIRCRAFT DETAILS** section, enter the following information:

- a** In the **MANUFACTURER** field, type the aircraft manufacturer to search. Select the correct manufacturer from the search results
- b** Select the **MODEL** from the drop-down menu
- c** Type the aircraft serial number into the **SERIAL NUMBER** field
- d** Select the **AIRCRAFT CLASS** from the drop-down menu:

**LIGHT-SPORT AIRCRAFT DETAILS**

If we may be of further assistance, please contact the Aircraft Registration Branch at (405) 954-3116 or toll free 1-866-762-9434.

MANUFACTURER - Required	MODEL - Required
<input type="text" value="Search Manufacturers"/> ← <b>a</b>	<input type="text" value="Select a Model"/> ← <b>b</b> ▼
SERIAL NUMBER - Required	AIRCRAFT CLASS - Required
<input type="text"/> ← <b>c</b>	<input type="text" value="Select an Aircraft Class"/> ← <b>d</b> ▼
Airplane, Rotorcraft, Glider, Weight Shift Control, Powered-Parachute, etc.	



UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

**9** Under **ENGINE INFORMATION**, enter the following information:

- a** Select the **TYPE OF ENGINE INSTALLED** drop-down menu, then select the type of engine in your aircraft
- b** Select the **ENGINE MANUFACTURER** from the drop-down menu
- c** Select the **ENGINE MODEL** from the drop-down menu
- d** Type the aircraft **ENGINE SERIAL NUMBER** in the text box provided:

**ENGINE INFORMATION**

TYPE OF ENGINE INSTALLED - *Required*

Select an Engine Type

Reciprocating, Turbo-Prop, 2 or 4 Cycle, Electric, etc.

ENGINE MANUFACTURER

Select an Engine Manufacturer

ENGINE MODEL

Select an Engine Model

ENGINE SERIAL NUMBER

**10** Under **AIRCRAFT BUILD INFORMATION**, enter the following information and then select a **DECLARATION** and enter the **DEALER CERTIFICATE NUMBER** in the textbox that appears:

- a** Choose if the aircraft was **BUILT FOR LAND OR SEA OPERATIONS**
- b** Enter the **NUMBER OF SEATS** (1 or 2)
- c** Select one (1) of the **DECLARATIONS**
- d** Enter the **DEALER CERTIFICATE NUMBER**

**AIRCRAFT BUILD INFORMATION**

BUILT FOR LAND OR SEA OPERATION - *Required*

Select Build Operation

NUMBER OF SEATS - *Required*

**DECLARATIONS** - *Required*

☐ I CERTIFY THAT THE AIRCRAFT DESCRIBED ABOVE IS A NEWLY MANUFACTURED AIRCRAFT; THAT IT WILL MEET ALL APPLICABLE CONSENSUS STANDARDS UNDER 14 CFR 21.190; AND THE AIRCRAFT IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY.

☐ I CERTIFY THAT THE AIRCRAFT DESCRIBED ABOVE IS A NEWLY MANUFACTURED UNASSEMBLED AIRCRAFT THAT MEETS ALL APPLICABLE CONSENSUS STANDARDS UNDER 14 CFR 21.191(I)(2); AND THE AIRCRAFT IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY.

**DEALER CERTIFICATE NUMBER**



UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

**11** Under **MANUFACTURER INFORMATION**, enter the following information:

- a** Type the title of the signer into the TITLE OF SIGNER textbox
- b** Type the manufacturer phone number in the PHONE field (use the required for mat (+1 555 555 5555)):

MANUFACTURER INFORMATION	
TITLE OF SIGNER	PHONE - <i>Required</i>
<input type="text"/>	<input type="text"/>
	Format: +1 555 555 5555

**12** Under **MANUFACTURER ADDRESS**, type the manufacturer's address:

MANUFACTURER ADDRESS		
COUNTRY - <i>Required</i>		
<input type="text" value="United States of America (the)"/>		
ADDRESS LINE 1 - <i>Required</i>		
<input type="text"/>		
Street Address, Rural Route		
ADDRESS LINE 2		
<input type="text"/>		
Apartment, suite, unit, building, floor, etc.		
CITY - <i>Required</i>	STATE - <i>Required</i>	ZIP / POSTAL CODE - <i>Required</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Two-Character State Code	
COUNTY		
<input type="text"/>		



UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

## Select an N-Number

- 1 Select an option for your N-Number. A description of each option appears when selected:

- a If you have received confirmation from the FAA that you have a reserved N-Number, select the **USE ONE OF MY RESERVED N-NUMBERS** button and type the number in the **RESERVED N-NUMBER** field that appears:

The screenshot shows the 'N-NUMBER OPTIONS - Required' section. Three buttons are visible: 'USE ONE OF MY RESERVED N-NUMBERS' (highlighted with an orange box and label 'a'), 'SEARCH FOR AN AVAILABLE N-NUMBER', and 'ASSIGN THE NEXT AVAILABLE N-NUMBER'. Below the buttons is a text input field labeled 'RESERVED N-NUMBER - Required' with a placeholder 'N-'. An orange arrow points from the selected button to this field. To the right, a text box titled 'DO YOU HAVE A RESERVED N-NUMBER?' provides information about reserved N-numbers.

N-NUMBER OPTIONS - Required

**a** USE ONE OF MY RESERVED N-NUMBERS

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

RESERVED N-NUMBER - Required

N-

**DO YOU HAVE A RESERVED N-NUMBER?**

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b If you do not have an N-Number, but would like to request a specific one, select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

The screenshot shows the 'N-NUMBER OPTIONS - Required' section. Three buttons are visible: 'USE ONE OF MY RESERVED N-NUMBERS', 'SEARCH FOR AN AVAILABLE N-NUMBER' (highlighted with an orange box and label 'b'), and 'ASSIGN THE NEXT AVAILABLE N-NUMBER'. Below the buttons, a text box titled 'DON'T HAVE AN N-NUMBER RESERVED YET?' provides information about requesting an N-number.

N-NUMBER OPTIONS - Required

USE ONE OF MY RESERVED N-NUMBERS

**b** SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

**DON'T HAVE AN N-NUMBER RESERVED YET?**

N-Numbers are provided on a first-come, first-served basis. You may request a reservation for an N-Number by visiting the [FAA Reservation](#) site. A request for reservation does not guarantee an N-Number is available to reserve until the request is reviewed and approved by an FAA Registry Examiner. Once approved, you will receive a written reservation confirmation notice. At that time the N-number may be assigned to an aircraft.




UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**


- C** If you do not have an N-Number, but would like to request the next available one, select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button. The FAA Registry will assign you the next available N-Number:

N-NUMBER OPTIONS - *Required*


**C**



USE ONE OF MY  
RESERVED  
N-NUMBERS



SEARCH FOR AN  
AVAILABLE  
N-NUMBER



**ASSIGN THE NEXT  
AVAILABLE  
N-NUMBER**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

- 2** When complete, select the **CONTINUE** button:

come, first-served basis. By choosing this option, you will be assigned the next available N-  
em.

**CONTINUE >**



UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**



# Documents

**1** On the **Documentation** screen, upload the required documents based on the aircraft information you provided:

- a** Select the **DOCUMENT TYPE** drop-down menu, then select the corresponding document type
- b** Select the **+Upload File** button, then select the document from your computer:

Aircraft Services > Aircraft Registration

ion  
on

**GREAT! NOW WE JUST NEED SOME PAPERWORK.**  
BASED ON THE INFORMATION YOU HAVE PROVIDED WE WILL NEED...

**DOCUMENTS**

Please ensure all submitted documents have the complete aircraft description (ie. N-Number, Serial Number, Manufacturer and Model) when applicable and all pages of each document are in a single file.

Any electronically filed documents that require a signature must contain an acceptable digital signature.

Documents signed in ink must be submitted by U.S. Post Office or commercial delivery services to the Aircraft Registration Branch.

**REQUIRED DOCUMENTATION**

- AC Form 8050-88A - Light-Sport Aircraft Manufacturers Affidavit of Ownership
- Confirmation of Deregistration/Non-Registered

**DOCUMENT TYPE**

- AC Form 8050-4 - Certificate of Repossession of Encumbered Aircraft
- AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft**
- AC Form 8050-88A - Light-Sport Aircraft Manufacturers Affidavit of Ownership
- Affidavit - Continuous Ownership
- Affidavit - Describing inability to obtain a recordable ownership document
- Affidavit - Heir-at-Law

**DOCUMENT UPLOAD**

**+ Upload File** REMOVE

**ADDITIONAL DOCUMENT**

**CONTINUE >**

- c** Depending on the document you've selected to upload, you might be asked to provide Date of Sale, Amount of Sale or Seller information as Evidence of Ownership.
- d** Select the **+ADD ADDITIONAL DOCUMENTS** button to add more documents, or select the **CONTINUE** button to continue:

• Confirmation of Deregistration/Non-Registered

**DOCUMENT TYPE**

AC Form 8050-88A - Light-Sport Aircraft Manufacturers Affidavit of Ownership

**DOCUMENT UPLOAD**

AC Form 8050-88A.png REMOVE

**EVIDENCE OF OWNERSHIP**

Please provide documentation that details the Transfer of Ownership for this aircraft.

**DATE OF SALE**

mm/dd/yyyy

**AMOUNT OF SALE**

**SELLERS**

Please add the sellers provided on this Evidence of Ownership Document.

**+ ADD SELLER**

**+ ADD ADDITIONAL DOCUMENT**

**CONTINUE >**



UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

# Review & Sign

- 1 Once you have provided aircraft information and required documents, The **Review** screen appears. Review the information you've provided. Should you need to make changes or updates, select the **BACK** button on the bottom of the screen:

APPLICANT INFORMATION - INDIVIDUAL

INDIVIDUAL NAME

CONTACT INFORMATION

EMAIL ADDRESS

@leidos.com

PHONE

+1 516 555 4567

MAILING ADDRESS

123 S Main St  
Los Angeles, CA 90012-3701

PHYSICAL ADDRESS

123 S Main St  
Los Angeles, CA 90012-3701

trick, scheme, or device any material fact(s), statement(s), representation(s) or omissions) may be fined to \$500,000 or imprisoned for not more than five years or both (18 U.S.C. §§ 1001 and 3571). I/we understand that to knowingly and willfully: a) falsify or conceal a material fact; or b) use a document knowing it contains a false, fictitious or fraudulent statement/entry; or c) provide any inaccurate, false statement/information can subject me to criminal prosecution (49 U.S.C. § 46306), and the registration of the subject aircraft may be delayed, denied and/or revoked.

< BACK

SIGN >

The logo of the Federal Aviation Administration (FAA) is located in the bottom left corner. It features a circular emblem with a green globe in the center, a gold eagle with wings spread, and the words "FEDERAL AVIATION ADMINISTRATION" around the perimeter.

UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

- 2** On the Review screen, **CERTIFICATIONS** must be selected. Follow the on-screen instructions to select your citizenship status, then select the **SIGN** button:

**CERTIFICATIONS**

I / We certify that the above aircraft is owned by the undersigned applicant who is: (Must Check A, B, C or D)

A. ☒ A CITIZEN OF THE UNITED STATES AS DEFINED BY 49 USC 40102(A)(15)

B. ☐ A RESIDENT ALIEN WITH ALIEN REGISTRATION (FORM 1-551) NO.

C. ☐ A NON-CITIZEN CORPORATION AND SAID AIRCRAFT IS BASED AND PRIMARILY USED IN THE UNITED STATES.

D. ☐ A CORPORATION USING A VOTING TRUST TO QUALIFY.

If box C or D above is checked, I, the below signed, certify that I am authorized, by the applicant shown above, to sign corporate documents and to seek aircraft registration on behalf of the entity and that I will provide the same authorization if requested;

I/We certify that the aircraft is not registered under the laws of any foreign country; and

I/We certify that legal evidence of ownership is attached or has been filed with the Federal Aviation Administration.

ANY AND ALL SIGNATORIES OF THIS APPLICATION MUST READ THE FOLLOWING AND UNDERSTAND THAT, BY APPLYING A SIGNATURE TO THIS DOCUMENT, THEY ARE SUBJECT TO THE REFERENCED STATUTES AND ASSOCIATED PENALTIES.

I/we hereby certify that the information provided in, and in any attachments to, this application for aircraft registration is true, accurate and correct to the best of my/our knowledge and belief. I/we understand that the FAA administrator will rely on the information I/we provide in determining my/our qualification for aircraft registration. I/we understand that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device any material fact(s), statement(s), representation(s) or entry(ies) may be fined up to \$500,000 or imprisoned for not more than five (5) years or both (18 U.S.C. §§ 1001 and 3571). I/we understand that to knowingly and willfully: a) falsify or conceal a material fact; or b) use a document knowing it contains a false, fictitious or fraudulent statement/entry; or c) provide any inaccurate, false statement/information can subject me to criminal prosecution (49 U.S.C. § 46306), and the registration of the subject aircraft may be delayed, denied and/or revoked.

**SIGN >**



UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

**3** You will be redirected to DocuSign to provide an electronic signature. Select the **I agree to use electronic records and signature** check-box, then select the **Continue** button:

Please Review & Act on These Documents

FAA Civil Aviation Registry  
FAA

Please read the Electronic Record and Signature Disclosure  
☐ I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS

**PRIVACY ACT STATEMENT:**  
Privacy Act of 1974 (5 U.S.C. 552) requires that users of this form be informed of the authority which allows the collection of the information and whether disclosure of such information is mandatory or voluntary. The purpose for which the information is intended to be used, the routine uses which may be made of the information gathered, and the effects, if any, of not providing all or any part of the requested information.

This US, United States Code requires the registration of each United States civil aircraft as a prerequisite to its operation. An aircraft is eligible for registration only if: (1) it is not registered under the laws of a foreign country; and (2) it is owned by (a) a citizen of the United States; or (b) an individual citizen of a foreign country lawfully admitted for permanent residence in the United States; or (c) a corporation not a citizen of the United States when the corporation is organized and doing business under the laws of the United States or a State, and the aircraft is based and primarily used in the United States; or (d) an aircraft of the United States government. Operation of an aircraft that is not registered may subject the operator to a civil penalty.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of government directives.

(5) To provide supporting information in court cases.

(6) To serve as a data source for management information for protection of aviation descriptive statistics and analytical studies in support of agency functions for which the records are collected and maintained.

(7) To respond to questions and from the aviation community or public for statistical information under the Freedom of Information Act or to locate specific individuals or specific aircraft for accident investigation, research, or other safety related requirements.

(8) To provide data for the automated aircraft registration master file.

(9) To provide data for development of the aircraft registration master file.

**4** To digitally sign the document:

- a** Select the **START** button
- b** Select the **Sign** button to place your digital signature
- c** Select the **FINISH** button to complete signing:

Please review the documents below.

**a** START

DocuSign Envelope ID: 200FFC3D-E173-45B4-A250-3A45E171F2A4

**DEMONSTRATION DOCUMENT ONLY**  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
Aircraft Registration Application AC Form 8050-1  
Scale: 100% + Scan of PDF Signature ID: 45454524 (219.0230)  
DocuSign Envelope ID: 45454524

U.S. Department of Transportation  
Federal Aviation Administration

**FAA Public Notice Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays accurately each OMB Control Number. The OMB Control Number for this information collection is 2120-0042. Public reporting for this collection of information is estimated to take approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain aircraft registration in accordance with 14 CFR Part 47. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Directorate, Federal Aviation Administration, 1215 Jefferson Highway, Fort Worth, TX 76103-1226.

**PRIVACY ACT STATEMENT:**  
Privacy Act of 1974 (5 U.S.C. 552) requires that users of this form be informed of the authority which allows the collection of the information.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft.

registration of the subject aircraft may be delayed, denied and/or revoked.

**b** Sign

**c** FINISH OTHER ACTIONS

NOTE: Except for commercial, all applicants must sign. Use next page and add page(s) if necessary.

11)	SIGNATURE:	DATE:
	TYPED/PRINTED NAME: Bruce Wayne	TITLE: Owner
12)	SIGNATURE:	DATE:
	TYPED/PRINTED NAME:	TITLE:

NOTE: Except when the most recent registration of the subject aircraft is expired or cancelled, 14 CFR 47.31(c) provides for an airworthy U.S. aircraft to be operated for up to 90 days within the United States when a copy of the signed aircraft registration application is carried in the aircraft while aviation issuance and receipt of the new registration certificate.

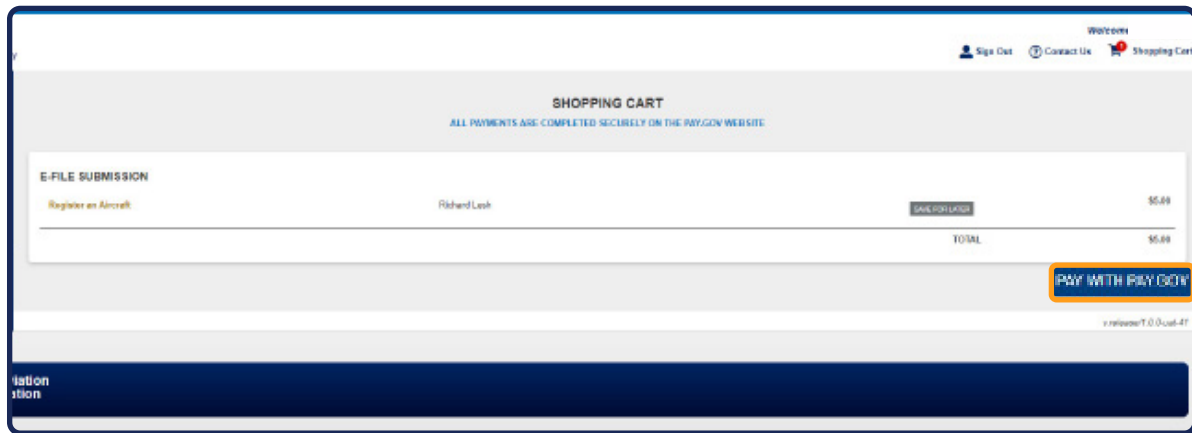


UNCONTROLLED COPY WHEN DOWNLOADED

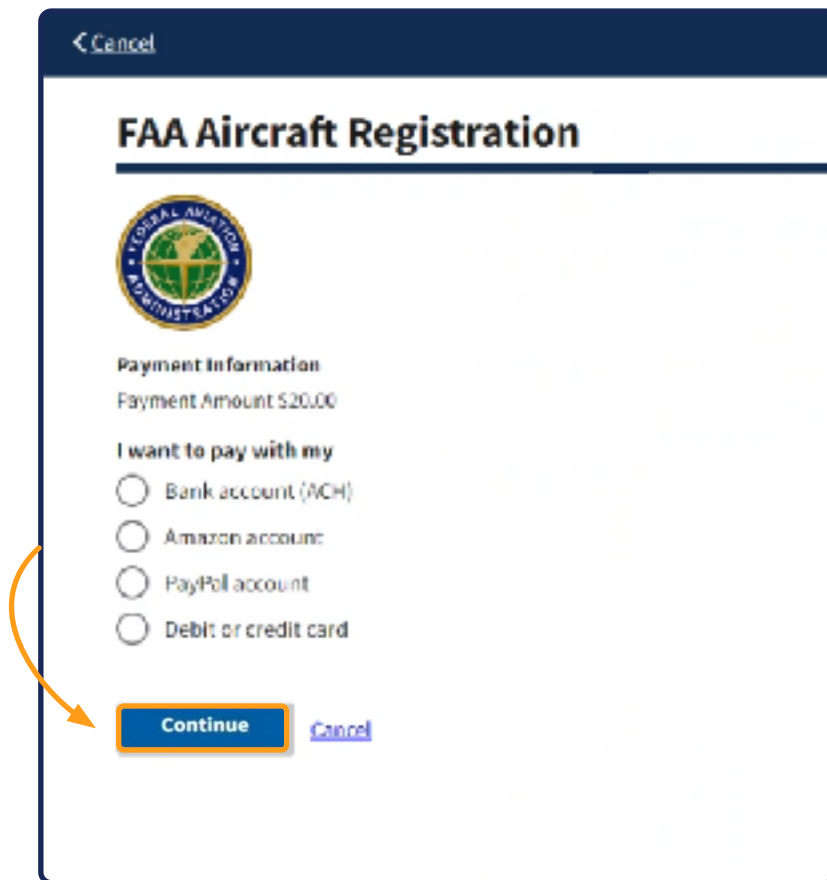
**Register Single Aircraft - Light-Sport**

# PAY.GOV

- 1 You will be directed to your shopping cart in CARES. Select the **PAY WITH PAY.GOV** button:



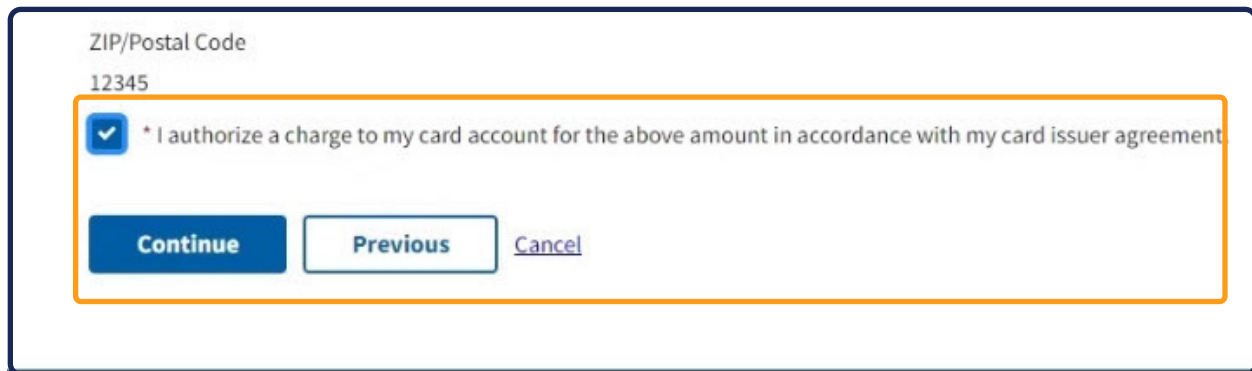
- 2 You will be re-directed to PAY.GOV. Select a payment method, then select the **Continue** button:



UNCONTROLLED COPY WHEN DOWNLOADED

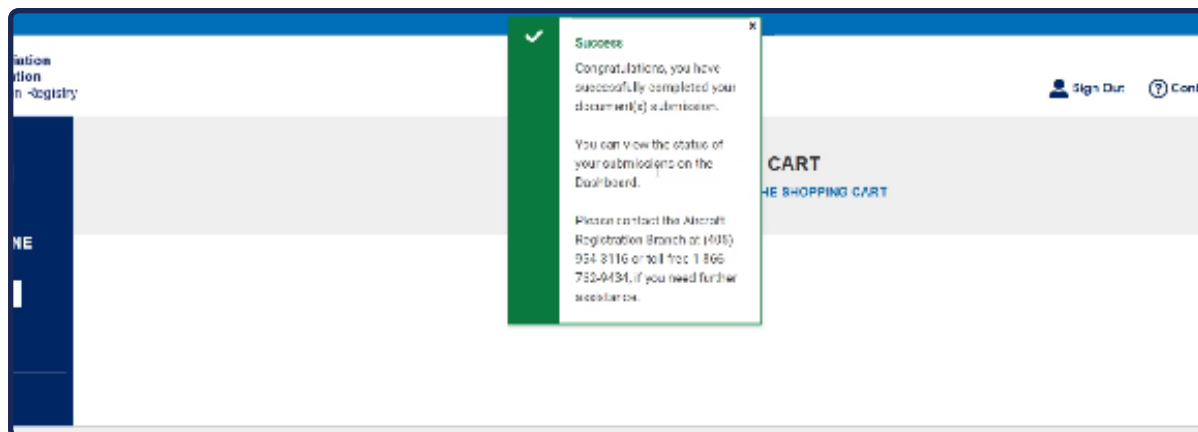
**Register Single Aircraft - Light-Sport**

- 4 Enter, review, and authorize your payment information, then select the **Continue** button:



A screenshot of a payment authorization form. At the top, there is a label "ZIP/Postal Code" with the value "12345" entered. Below this, there is a checkbox with a checkmark and the text "\* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement". At the bottom, there are three buttons: "Continue" (blue), "Previous" (white with blue border), and "Cancel" (blue text link).

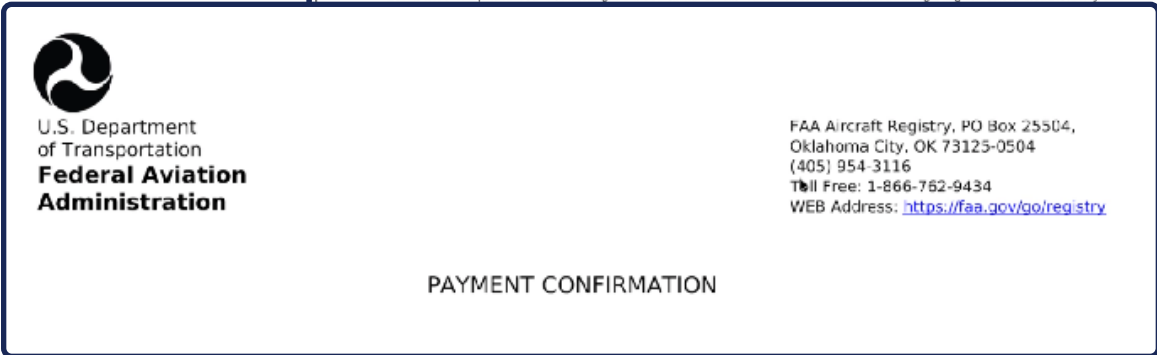
- 5 When your payment has been approved, you will return to CARES, and a success message will appear:



UNCONTROLLED COPY WHEN DOWNLOADED

**Register Single Aircraft - Light-Sport**

6



UNCONTROLLED COPY WHEN DOWNLOADED

## Register Single Aircraft - Light-Sport

**[<Back to Contents](#)**

**09**

# **Register Single Aircraft - Amateur Built**



UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

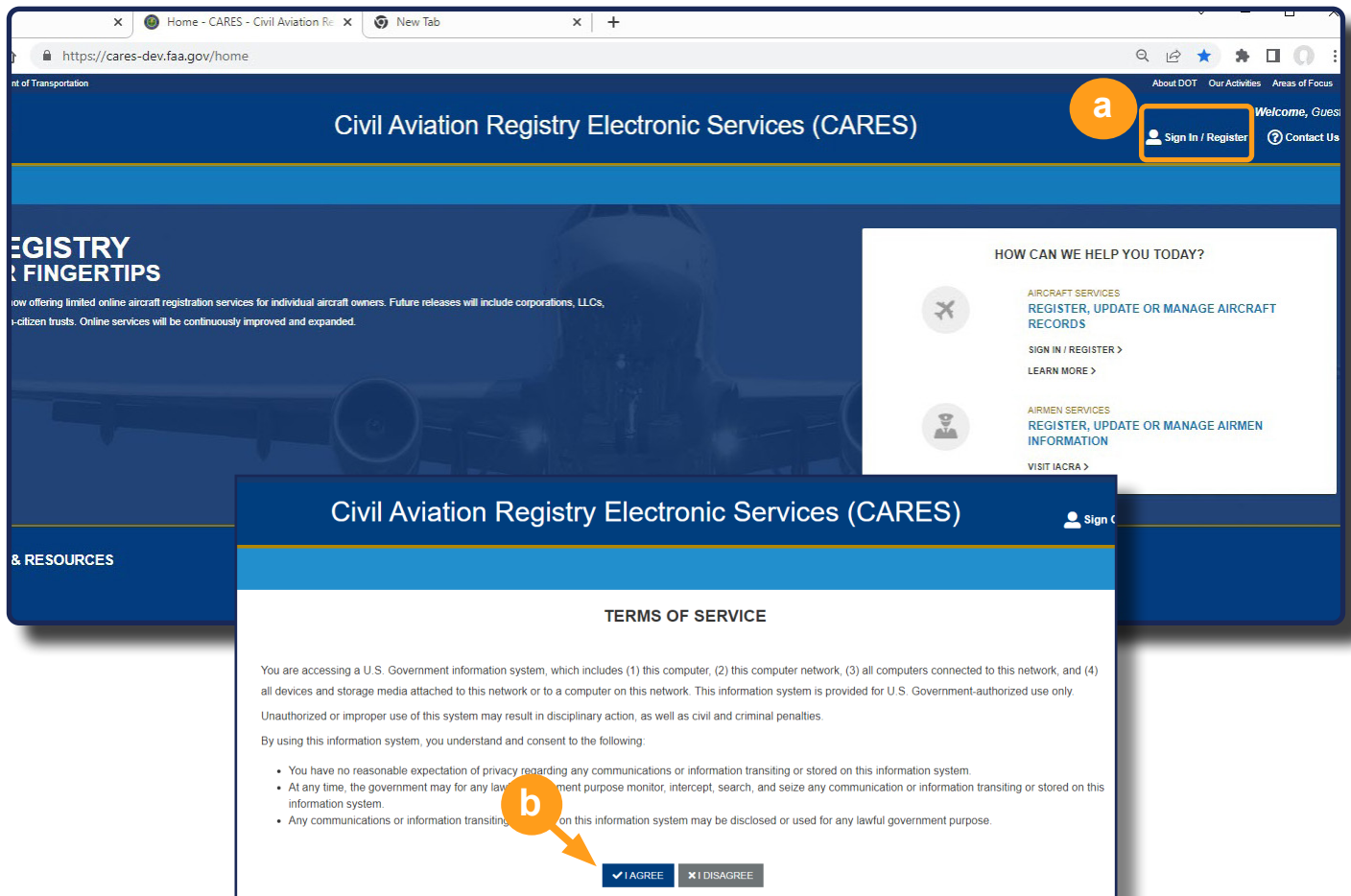


# Sign In

You must have a CARES Individual account to proceed with the steps in this guide. For help creating a CARES Individual account, refer to the [Sign Up for CARES Account User Guide](#)

To Sign In, navigate to the CARES home page at CARES.FAA.GOV

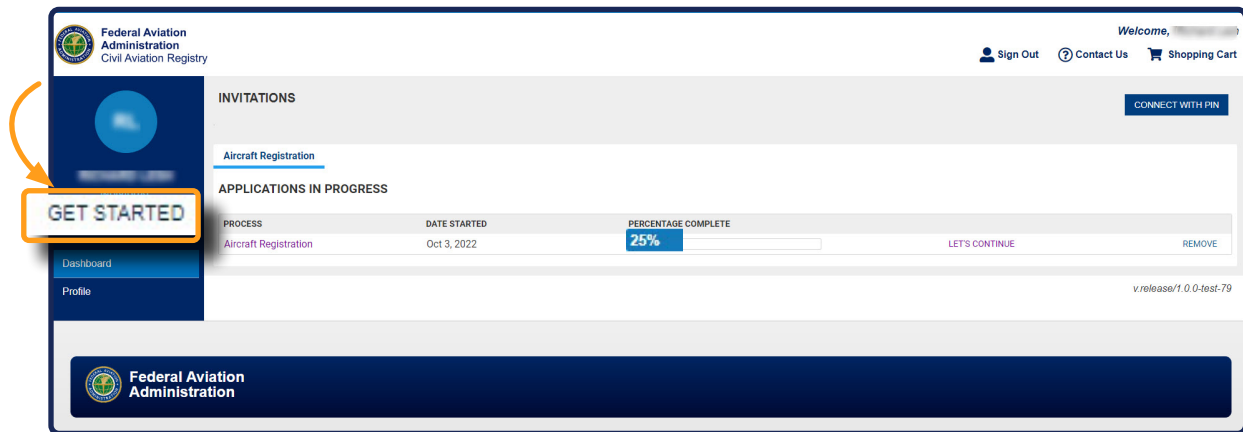
- a Sign in with your Registered Public User Account
- b When the Terms of Service appear, select the **I AGREE** button:



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

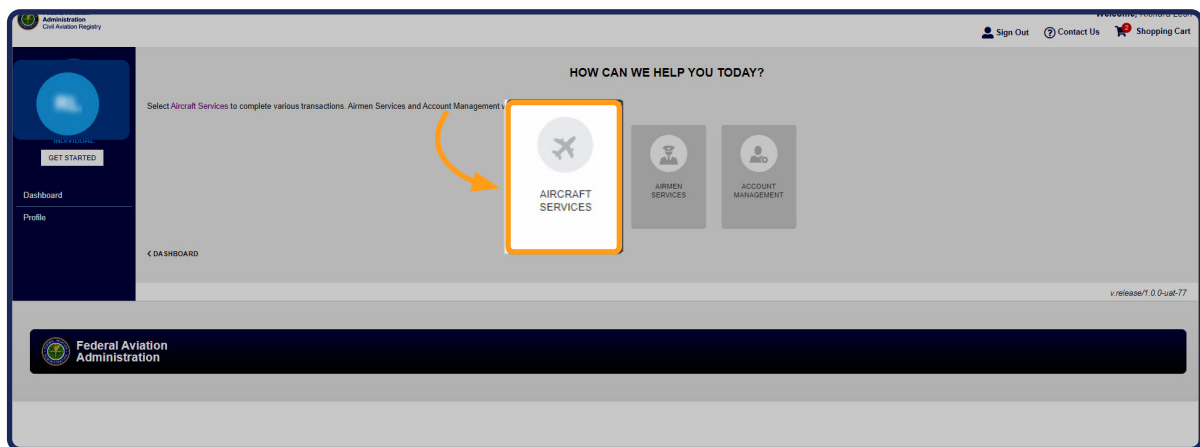
1 On your User Dashboard, select the **GET STARTED** button:



## NOTE

Your User Dashboard only appears if you have pending actions in CARES. If you have not started an application, or have no activity yet, you will land on the Get Started screen, as seen in step 2.

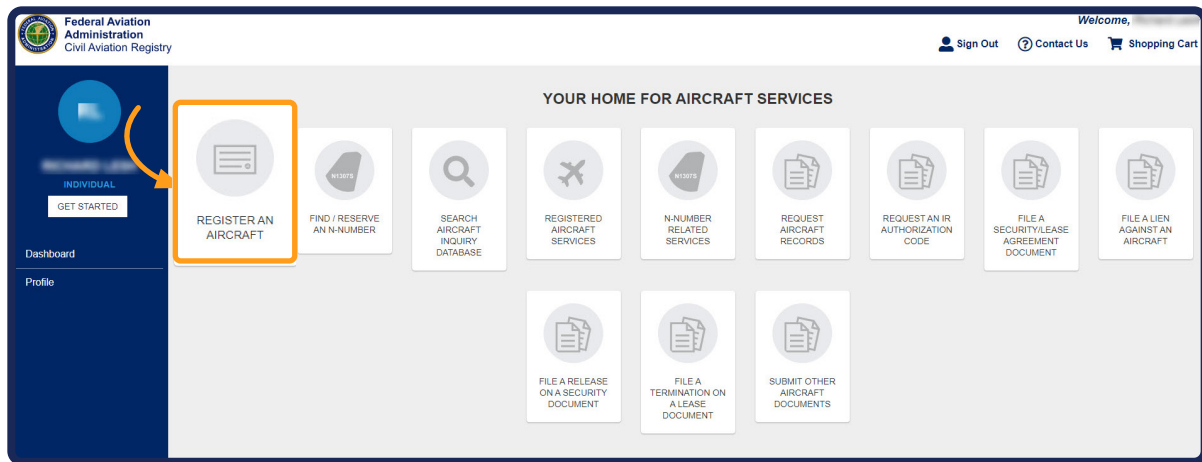
2 The registry option buttons appear. Select the **AIRCRAFT SERVICES** button:



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

- 3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:



- 4 The **Applicant Information** screen appears. Select the **APPLICANT FOR REGISTRATION** drop-down menu, then select yourself as **Individual**. Next, select the **CONTINUE** button:

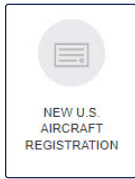
The screenshot shows the 'Applicant Information' screen. The left sidebar has a blue header with 'FEDERAL AVIATION ADMINISTRATION Civil Aviation Registry' and a 'GET STARTED' button. Below it are 'Dashboard' and 'Profile' links. The main area contains a form titled 'WHO IS REGISTERING THIS AIRCRAFT'. The 'APPLICANT OPTIONS' drop-down menu is highlighted with an orange box, showing 'Ralph Lauren - Individual' selected. The 'CONTINUE' button is also highlighted with an orange arrow. The form includes sections for 'APPLICANT DETAILS' and 'NOT AN INDIVIDUAL?'. The 'APPLICANT DETAILS' section shows 'RALPH LAUREN - INDIVIDUAL' with mailing and physical addresses, email address, and phone number. The 'NOT AN INDIVIDUAL?' section provides instructions for other entity types. The bottom right corner has a 'v/release/1.0.0-usf-77' version number.



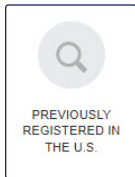
UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

The **AIRCRAFT INFORMATION** screen appears. The two aircraft status options offered are as follows:



**New U.S. Aircraft Registration** – Choose this option if the aircraft was never registered before in the U.S. If you select this option, you will be prompted to enter aircraft information, such as import status, aircraft type, and specific aircraft information, such as manufacturer, engines, serial numbers, etc. These steps are documented below.



**Previously Registered in the U.S.** – Choose this option if this is an aircraft that has been previously registered in the U.S. Once you enter the N-Number of the aircraft, CARES provides the information from the previous registration. These steps are documented in the [Previously Registered in the U.S.](#) section.

## New U.S. Aircraft Registration

- 1 In the AIRCRAFT STATUS section, select the **NEW U.S. AIRCRAFT REGISTRATION** button:

A screenshot of a web application interface. On the left is a vertical sidebar with four menu items: "Applicant Information", "Aircraft Identification" (highlighted in blue), "Documentation", and "Review". The main content area has a header "TELL US A LITTLE ABOUT THE AIRCRAFT" with a sub-header "LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION". Below this is a section titled "AIRCRAFT INFORMATION" with a label "AIRCRAFT STATUS - Required" and a question mark icon. Two buttons are presented: a large blue button with a document icon and the text "NEW U.S. AIRCRAFT REGISTRATION", and a smaller white button with a magnifying glass icon and the text "PREVIOUSLY REGISTERED IN THE U.S.". Below the buttons is a question "IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required" with a question mark icon, followed by a dropdown menu labeled "Select an Import Status". At the bottom left is a "< BACK" link, and at the bottom right is a "CONTINUE >" button.

UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

- 2 Next, you must indicate if the aircraft is being imported from a foreign country. In the **Select an Import Status** drop-down menu, select **Yes** or **No**:

The screenshot shows the 'AIRCRAFT INFORMATION' section of a form. It includes a sub-header 'AIRCRAFT STATUS - Required' and two buttons: 'NEW U.S. AIRCRAFT REGISTRATION' and 'PREVIOUSLY REGISTERED IN THE U.S.'. Below these is the question 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required'. An orange arrow points to the 'Select an Import Status' dropdown menu, which is open and shows 'Yes' and 'No' options.

#### NOTE

If you select **Yes** for Import Status, a drop-down list of countries appears. Type the name of the country in the **COUNTRY IMPORTED FROM** menu to quick navigate. Select the country from the menu, then type a **DEREGISTRATION DATE**, if applicable:

The screenshot shows the 'AIRCRAFT INFORMATION' section of a form. It includes a sub-header 'AIRCRAFT STATUS - Required' and two buttons: 'NEW U.S. AIRCRAFT REGISTRATION' and 'PREVIOUSLY REGISTERED IN THE U.S.'. Below these is the question 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required'. An orange arrow points to the 'Yes' option in the dropdown menu. Another orange arrow points to the 'COUNTRY IMPORTED FROM - Required' dropdown menu, which is open and shows a list of countries. A third orange arrow points to the 'DEREGISTRATION DATE' field, which contains the date '01/17/2023'.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

**3** The **AIRCRAFT TYPE** options appear. Select **AMATEUR BUILT**:

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required ☐ No

AIRCRAFT TYPE - Required

**AMATEUR BUILT**

LIGHT-SPORT

UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES

ALL OTHER AIRCRAFT

BACK CONTINUE

**4** The **AMATEUR BUILT AIRCRAFT DETAILS** section appears. Type or select all required aircraft information:

AMATEUR BUILT AIRCRAFT DETAILS

NAME OF AMATEUR / NON-TCO BUILDER - Required  
Amateur Services

MODEL - Required  
Model A

SERIAL NUMBER - Required  
12345678

AIRCRAFT CLASS - Required  
Glider

ENGINE INFORMATION

TYPE OF ENGINE INSTALLED  
Electric

ENGINE MANUFACTURER  
ROLLS-ROYCE

ENGINE MODEL  
225-C10

ENGINE SERIAL NUMBER  
1213589

AIRCRAFT BUILD INFORMATION

BUILT FOR LAND OR SEA OPERATION  
Land

NUMBER OF SEATS  
1

DECLARATIONS - Required

**5** Select a declaration concerning how the amateur aircraft was built:

SERIAL NUMBER  
1213589

AIRCRAFT BUILD INFORMATION

BUILT FOR LAND OR SEA OPERATION  
Land

NUMBER OF SEATS  
1

DECLARATIONS - Required

DECLARATIONS - Required

☒ MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM MISCELLANEOUS PARTS AND I AM THE OWNER. (THIS OPTION IS FOR THE AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

☐ MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM A KIT (PREFABRICATED PARTS) AND I AM THE OWNER. THE BILL OF SALE FROM THE KIT MANUFACTURER IS ATTACHED. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

☐ I CERTIFY THAT THE ABOVE-DESCRIBED AIRCRAFT IS A NEWLY BUILT NON-TYPE CERTIFICATED AIRCRAFT AND IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR EXPERIMENTAL CERTIFICATION OTHER THAN AMATEUR-BUILT.)

☐ I CERTIFY THAT THE ABOVE-DESCRIBED AIRCRAFT IS A PREVIOUSLY BUILT (USED) NON-TYPE CERTIFICATED AIRCRAFT AND IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR EXPERIMENTAL CERTIFICATION OTHER THAN AMATEUR-BUILT.)



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

**6** Next, select an option for your N-Number. A description of each option appears when selected:

- a** If you have received confirmation from FAA that you have a reserved N-Number, select the **USE ONE OF MY RESERVED N-NUMBERS** button, then type the number in the **RESERVED N-NUMBER** field:

DECLARATIONS - Required

MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM MISCELLANEOUS PARTS AND I AM THE OWNER. (THIS OPTION IS FOR THE AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

N-NUMBER OPTIONS - Required

**a** **USE ONE OF MY RESERVED N-NUMBERS**

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

RESERVED N-NUMBER - Required

N-

**DO YOU HAVE A RESERVED N-NUMBER?**

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b** Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

**b** **SEARCH FOR AN AVAILABLE N-NUMBER**

USE ONE OF MY RESERVED N-NUMBERS

ASSIGN THE NEXT AVAILABLE N-NUMBER

**DON'T HAVE AN N-NUMBER RESERVED YET?**

N-Numbers are provided on a first-come, first-served basis. You may request a reservation for an N-Number by visiting the [FAA Reservation](#) site. A request for reservation does not guarantee an N-Number is available to reserve until the request is reviewed and approved by an FAA Registry Examiner. Once approved, you will receive a written reservation confirmation notice. At that time the N-number may be assigned to an aircraft.

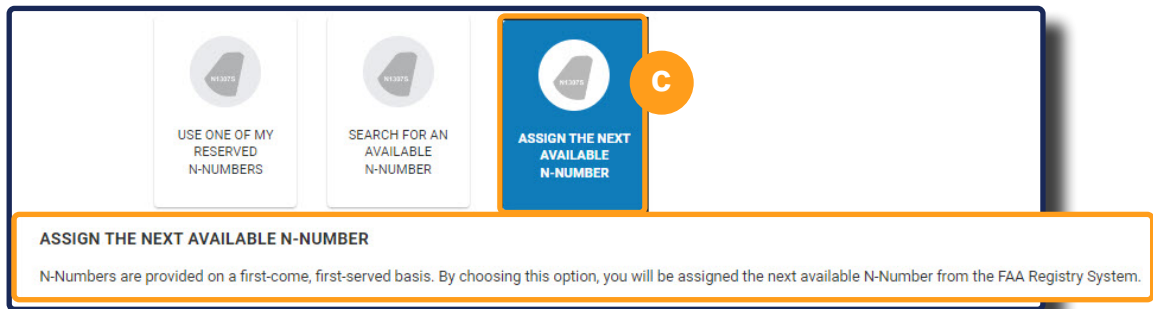


UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

6

- C** Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



USE ONE OF MY RESERVED N-NUMBERS

SEARCH FOR AN AVAILABLE N-NUMBER

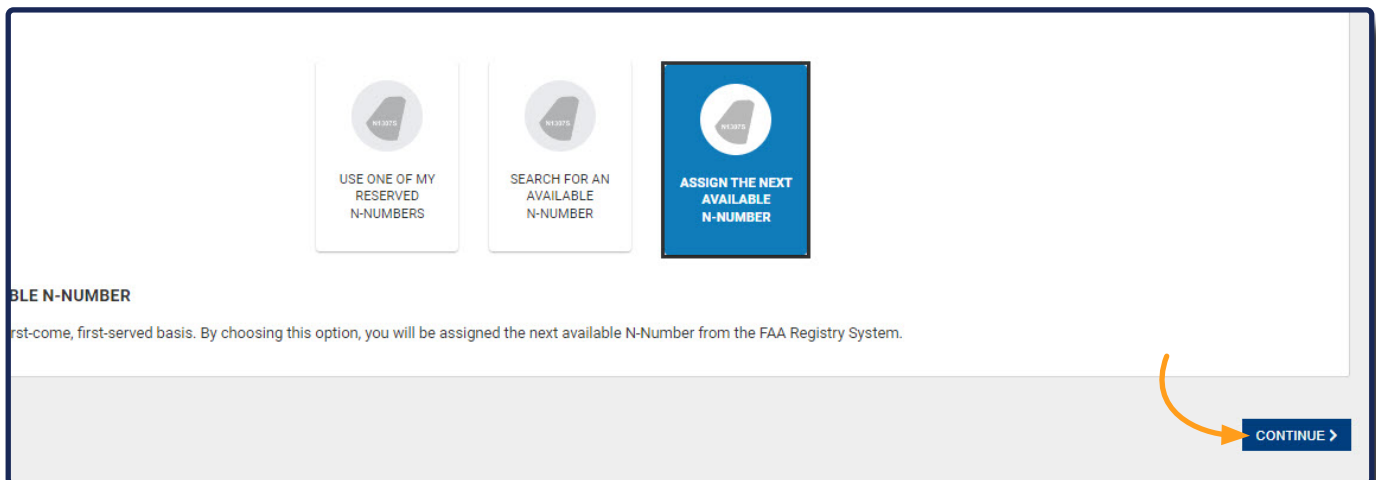
**ASSIGN THE NEXT AVAILABLE N-NUMBER** **C**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

7

When complete, select the **CONTINUE** button:



USE ONE OF MY RESERVED N-NUMBERS

SEARCH FOR AN AVAILABLE N-NUMBER

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

**CONTINUE >**



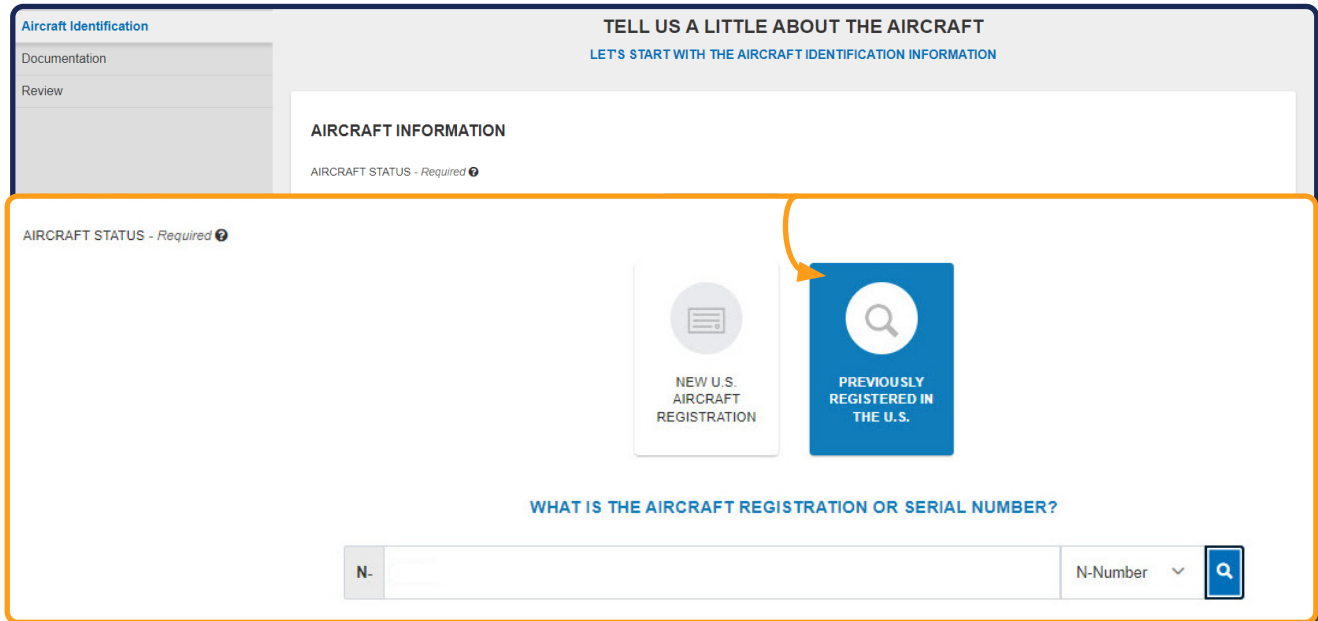
UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**



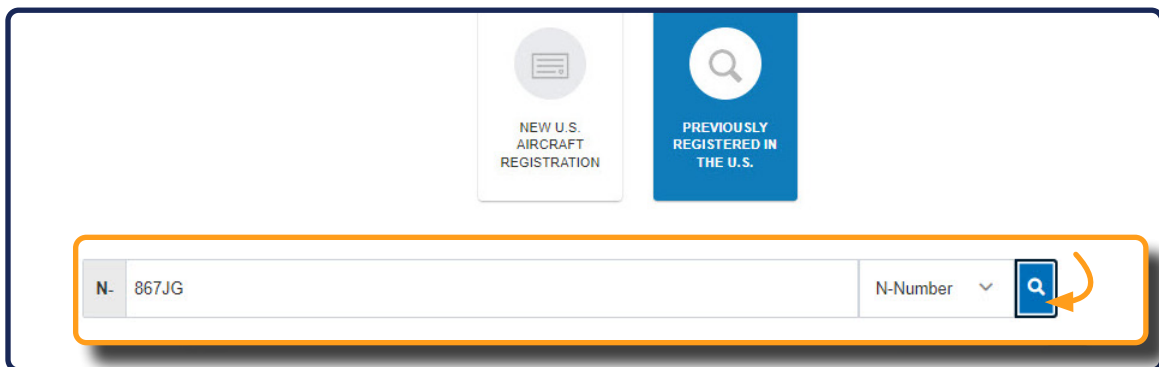
# Previously Registered in the U.S.

- 1 In the AIRCRAFT STATUS section, select the **PREVIOUSLY REGISTERED IN THE U.S** button:



The screenshot shows the 'Aircraft Identification' form. On the left is a sidebar with 'Documentation' and 'Review'. The main header says 'TELL US A LITTLE ABOUT THE AIRCRAFT' and 'LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION'. Below this is the 'AIRCRAFT INFORMATION' section, which includes 'AIRCRAFT STATUS - Required'. Two buttons are visible: 'NEW U.S. AIRCRAFT REGISTRATION' and 'PREVIOUSLY REGISTERED IN THE U.S.'. An orange arrow points to the 'PREVIOUSLY REGISTERED IN THE U.S.' button. Below the buttons is a search bar with the text 'WHAT IS THE AIRCRAFT REGISTRATION OR SERIAL NUMBER?'. The search bar has a dropdown menu set to 'N-' and a search icon.

- 2 Type your N-Number and select the search icon:



The screenshot shows the same 'Aircraft Identification' form, but now the search bar contains the text 'N- 867JG'. The dropdown menu is still set to 'N-'. An orange arrow points to the search icon in the search bar.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

### 3 Search results appear. Select the aircraft you want to register:

WHAT IS THE AIRCRAFT REGISTRATION OR SERIAL NUMBER?

N- 867JG N-Number

Great! We've found your aircraft and the information has been added below.

**RESULTS**  
1 TOTAL ENTRIES

N-NUMBER	SERIAL NUMBER	STATUS	YEAR	MANUFACTURER	MODEL	CURRENT/LAST OWNER
N867JG	1111867jg	Valid	1984	Republic Aviation Corporation (United States)	Thunderbolt	TestP UserP 185 Victoria Place Waynesville, OH 45068

**SELECTED AIRCRAFT**

#### NOTE

You must select an aircraft even if only one search result appears.

### 4 The aircraft information appears in the **SELECTED AIRCRAFT** section. Verify the information is correct, then select the **CONTINUE** button:

N- 867JG N-Number

Great! We've found your aircraft and the information has been added below.

**RESULTS**  
1 TOTAL ENTRIES

N-NUMBER	SERIAL NUMBER	STATUS	YEAR	MANUFACTURER	MODEL	CURRENT/LAST OWNER
N867JG	1111867jg	Valid	1984	Republic Aviation Corporation (United States)	Thunderbolt	TestP UserP 185 Victoria Place Waynesville, OH 45068

**SELECTED AIRCRAFT**

YEAR 1984	MANUFACTURER [object Object]	MODEL Thunderbolt
N-NUMBER N867JG	SERIAL NUMBER 1111867jg	



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

# Documents

- 1 Upon completing required aircraft information, the **Documentation** screen appears:
  - a Select the **DOCUMENT TYPE** drop-down menu, then select **AC Form 8050-80 Affidavit of Ownership for Amateur-Built/Non-Type Certified Aircraft**
  - b Select the **+Upload File** button, then select the document from your computer:

GREAT! NOW WE JUST NEED SOME PAPERWORK.  
BASED ON THE INFORMATION YOU HAVE PROVIDED WE WILL NEED...

**DOCUMENTS**

Please ensure all submitted documents have the complete aircraft description (ie. N-Number, Serial Number, Manufacturer and Model) when applicable and all pages of each document are in a single file.  
Any electronically filed documents that require a signature must contain an acceptable digital signature.  
Documents signed in ink must be submitted by U.S. Post Office or commercial delivery services to the Aircraft Registration Branch.

**REQUIRED DOCUMENTATION**

- AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certified Aircraft

**DOCUMENT TYPE**

Select a Document Type

- AC Form 8050-4 - Certificate of Repossession of Encumbered Aircraft
- AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certified Aircraft**
- AC Form 8050-88A - Light-Sport Aircraft Manufacturers Affidavit of Ownership
- Affidavit - Describing inability to obtain a recordable ownership document
- Affidavit - Heir-at-Law

**DOCUMENT UPLOAD**

+ Upload File REMOVE

- c Depending on the document you've selected to upload, you might be asked to provide Date of Sale, Amount of Sale or Seller information as Evidence of Ownership.
- d Should you need to upload additional documents, click the **+Add Additional Documents** button and repeat steps a - c until you have uploaded all documentation.

**EVIDENCE OF OWNERSHIP**

Please provide documentation that details the Transfer of Ownership for this aircraft.

DATE OF SALE  
mm/dd/yyyy

AMOUNT OF SALE

**SELLERS**

Please add the sellers provided on this Evidence of Ownership Document.

+ADD SELLER

+ADD ADDITIONAL DOCUMENT

ACK CONTINUE >

When complete, select the **CONTINUE** button



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

- 2 The information provided appears on the top portion of the screen, review the information is accurate. Select the **View** button to open up a PDF to review the documents you attached.

AMATEUR BUILT AIRCRAFT INFORMATION

AIRCRAFT CLASS  
Fixed wing single engine

AIRCRAFT BUILD INFORMATION

BUILT FOR LAND OR SEA OPERATION  
Land

NUMBER OF SEATS  
2

ENGINE INFORMATION

TYPE OF ENGINE INSTALLED  
Electric

ENGINE MANUFACTURER  
AEROMOTORS

ENGINE MODEL  
M14PF

ENGINE SERIAL NUMBER  
1213

DOCUMENTS

AC FORM 8050-88 - AFFIDAVIT OF OWNERSHIP FOR AMATEUR-BUILT/NON-TYPE CERTIFICATED AIRCRAFT

DATE OF SALE  
Jan 12, 2023

AMOUNT OF SALE  
\$125,000.00

SELLERS

FIRST NAME  
John

LAST NAME  
Smith

TITLE  
Individual

UPLOADED FILE

ChangeN\_Number.pdf

AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft

**VIEW**

- 3 The **CERTIFICATIONS** portion appears below the review area. Follow the on-screen instructions to select the appropriate citizenship status, then select the **SIGN** button if all information is correct or the **<BACK** button to make any corrections:

CERTIFICATIONS

I/We certify that the above aircraft is owned by the undersigned applicant who is: (Must Check A, B, C or D)

A. ☐ A CITIZEN OF THE UNITED STATES AS DEFINED BY 49 USC 40102(A)(15)

B. ☐ A RESIDENT ALIEN WITH ALIEN REGISTRATION (FORM 1-551) NO.

C. ☐ A NON-CITIZEN CORPORATION AND SAID AIRCRAFT IS BASED AND PRIMARILY USED IN THE UNITED STATES.

D. ☐ A CORPORATION USING A VOTING TRUST TO QUALIFY.

If box C or D above is checked, I, the below signed, certify that I am authorized, by the applicant shown above, to sign corporate documents and to seek aircraft registration on behalf of the entity and that I will provide the same authorization if requested.

I/We certify that the aircraft is not registered under the laws of any foreign country; and

I/We certify that legal evidence of ownership is attached or has been filed with the Federal Aviation Administration.

ANY AND ALL SIGNATORIES OF THIS APPLICATION MUST READ THE FOLLOWING AND UNDERSTAND THAT, BY APPLYING A SIGNATURE TO THIS DOCUMENT, THEY ARE SUBJECT TO THE REFERENCED STATUTES AND ASSOCIATED PENALTIES.

I/we hereby certify that the information provided in, and in any attachments to, this application for aircraft registration is true, accurate and correct to the best of my/our knowledge and belief. I/we understand that the FAA administrator will rely on the information I/we provide in determining my/our qualification for aircraft registration. I/we understand that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device any material fact(s), statement(s), representation(s) or entry(ies) may be fined up to \$500,000 or imprisoned for not more than five (5) years or both (18 U.S.C. §§ 1001 and 3571). I/we understand that to knowingly and willfully: a) falsify or conceal a material fact; or b) use a document knowing it contains a false, fictitious or fraudulent statement/entry; or c) provide any inaccurate, false statement/information can subject me to criminal prosecution (49 U.S.C. § 46306) and the registration of the subject aircraft may be delayed, denied and/or revoked.

**< BACK**

**SIGN >**



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

- 4 You will be redirected to DocuSign to provide an electronic signature. Select the **I agree to use electronic records and signature** check-box, then select the **Continue** button:

Please Review & Act on These Documents

FAA Civil Aviation Registry  
FAA

Please read the Electronic Record and Signature Disclosure.  
☐ I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS

**PRIVACY ACT STATEMENT:**  
Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

Title 49, United States Code requires the registration of each United States civil aircraft as a prerequisite to its operation. An aircraft is eligible for registration only: (1) if it is not registered under the laws of a foreign country; and (2) if it is owned by (a) a citizen of the United States; or (b) an individual citizen of a foreign country lawfully admitted for permanent residence in the United States; or (c) a corporation not a citizen of the United States when the corporation is organized and doing business under the laws of the United States or a State and the aircraft is based and primarily used in the United States; or (d) an aircraft of the United States government. Operation of an aircraft that is not registered may subject the operator to a civil penalty.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of airworthiness directives.

(5) To provide supporting information in court cases.

(6) To serve as a data source for management information for production of summary descriptive statistics and analytical studies in support of agency functions for which the records are collected and maintained.

(7) To respond to general requests from the aviation community or public for statistical information under the Freedom of Information Act or to locate specific individuals or specific aircraft for accident investigation, violation, or other safety related requirements.

(8) To provide data for the automated aircraft registration master file.

(9) To provide data for development of the aircraft registration statistical database.

- 5 To digitally sign the document:

- a Select the **START** button
- b Select the **Sign** button to place your digital signature
- c Select the **FINISH** button to complete and return to the **CARES** Shopping Cart:

Please review the documents below.

DocuSign Envelope ID: D02FFC02-E373-45B4-A250-3A441E177DA5

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
www.docuSign.com 867-444-2066 219-0200  
Collection Expires 03/31/2024

**Aircraft Registration Application**  
AC Form 8050-1

U.S. Department of Transportation  
Federal Aviation Administration

**PRA Public Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0042. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain aircraft registration in accordance with 14 CFR Part 47. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

**PRIVACY ACT STATEMENT:**  
Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of airworthiness directives.

**NOTICE:** Except when the most recent registration of the subject aircraft is expired or cancelled, 14 CFR 47.31(c) provides for an airworthy U.S. aircraft to be operated for up to 90 days within the United States when a copy of the signed aircraft registration application is carried in the aircraft while awaiting issuance and receipt of the new registration certificate.

**Signature Table:**

NOTICE: All applicants must sign. Use next page and add page(s) if necessary.			
11)	SIGNATURE:	DATE: 10/13/2022	
	TYPED/PRINTED NAME: Bruce Wayne	TITLE: Owner	
12)	SIGNATURE:	DATE:	
	TYPED/PRINTED NAME:	TITLE:	



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

# PAY.GOV

- 1 You will be directed to your shopping cart in CARES. Select the **PAY WITH PAY.GOV** button:

Shopping Cart

ALL PAYMENTS ARE COMPLETED SECURELY ON THE PAY.GOV WEBSITE


E-FILE SUBMISSION	
Register an Aircraft	\$5.00
Richard Lesh	
<a href="#">SAVE FOR LATER</a>	
TOTAL \$5.00	

**PAY WITH PAY.GOV**

- 2 You will be re-directed to PAY.gov. Select a payment method, then select the **Continue** button:

< Cancel

## FAA Aircraft Registration



**Payment Information**  
Payment Amount \$20.00

**I want to pay with my**

- ☐ Bank account (ACH)
- ☐ Amazon account
- ☐ PayPal account
- ☐ Debit or credit card

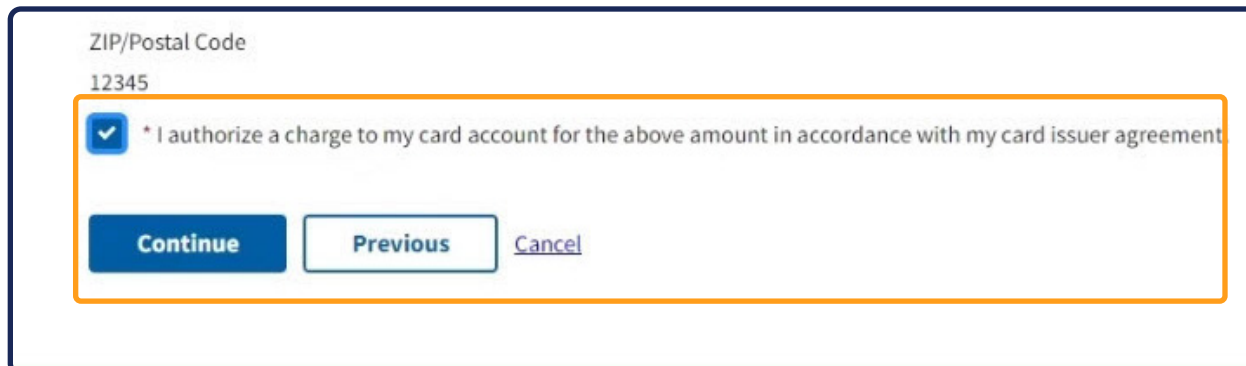
**Continue** [Cancel](#)



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

- 3 Enter, review, and authorize your payment information, then select the **Continue** button:

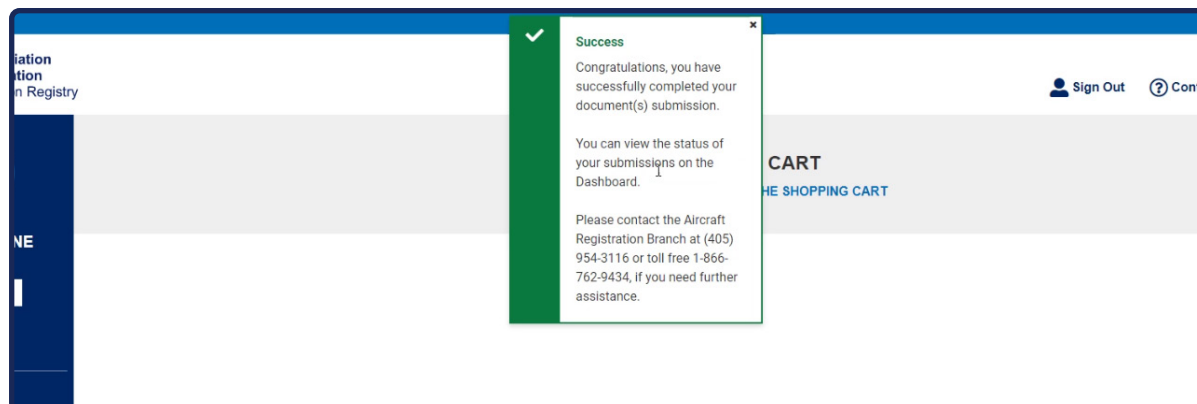


ZIP/Postal Code  
12345

☒ \* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement

**Continue** Previous [Cancel](#)

- 4 When your payment has been approved, you will return to CARES, and a success message will appear:



UNCONTROLLED COPY WHEN DOWNLOADED


**Aircraft Registration - Amateur Built**



5 Your registration appears on your Dashboard in the **APPLICATIONS SUBMITTED OR AWAITING PAYMENT** section:

APPLICATIONS SUBMITTED OR AWAITING PAYMENT			
DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE	STATUS
Register an Aircraft - Classic Aircraft Corporation (United States), Waco Classic/112345	Sep 29, 2022	Jun 15, 2023	Pending
Register an Aircraft - Lockheed Aircraft Corporation (United States), Electra (L-10)/123456789	Oct 4, 2022	Jun 20, 2023	Pending
File a Release of a Security Document - Release - N123AB/1213456789, N123AB/123456789	Oct 6, 2022	Jun 22, 2023	Pending
N-Number Related Requests - Change N-Number - N1234R/123456789	Awaiting FAA Submission	Jun 28, 2023	Awaiting Payment
Register an Aircraft - Amateur Services, Model A/1 23456	Awaiting FAA Submission	Oct 6, 2023	Pending

6 You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:

**Federal Aviation  
Administration**

Dear Bruce Wayne,

Your application fee payment of \$5.00 has been received by the FAA Registry.

- E-File Submission for Register an Aircraft - \$5.00

Payment Confirmation: 3FPO4TAM.

You may check the status of your application in your [CARES](#) account.


If we may be of further assistance, please contact the Aircraft Registration Branch at (405) 954-3116 or toll free 1-866-762-9434.

File Message Print To Save All Save As Attachments Attachment All Selection Copy All Show Message

Back to message  
Last changed: Thursday, October 13, 2022

Payment Confirmation.pdf 209 bytes  
FAA Aircraft Registration Form.pdf 107 KB


DocuSign Envelope ID: 8AB2E442-093C-4997-A69B-AA8A70FC755A

**Aircraft Registration Application**  
AC Form 8050-1

U.S. Department of Transportation  
**Federal Aviation  
Administration**

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
19000 1st Avenue, Suite 1700 • Seattle, WA 98101 • (206) 219-0200  
www.docusign.com Collection Expires 03/31/2024

**PRA Public Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2129-0042. Public reporting for

**U.S. Department  
of Transportation  
Federal Aviation  
Administration**

FAA Aircraft Registry, PO Box 25504,  
Oklahoma City, OK 73125-0504  
(405) 954-3116  
Toll Free: 1-866-762-9434  
WEB Address: <https://faa.gov/go/registry>

PAYMENT CONFIRMATION



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Amateur Built**

[<Back to Contents](#)



# 10

## Register Unmanned Aircraft Systems (UAS)



UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

# Sign In

You must have a CARES Individual account to proceed with the steps in this guide. For help creating a CARES Individual account, refer to the [Sign Up for CARES Account User Guide](#)

To Sign In, navigate to the CARES home page at CARES.FAA.GOV

- a Sign in with your Registered Public User Account
- b When the Terms of Service appear, select the **I AGREE** button:

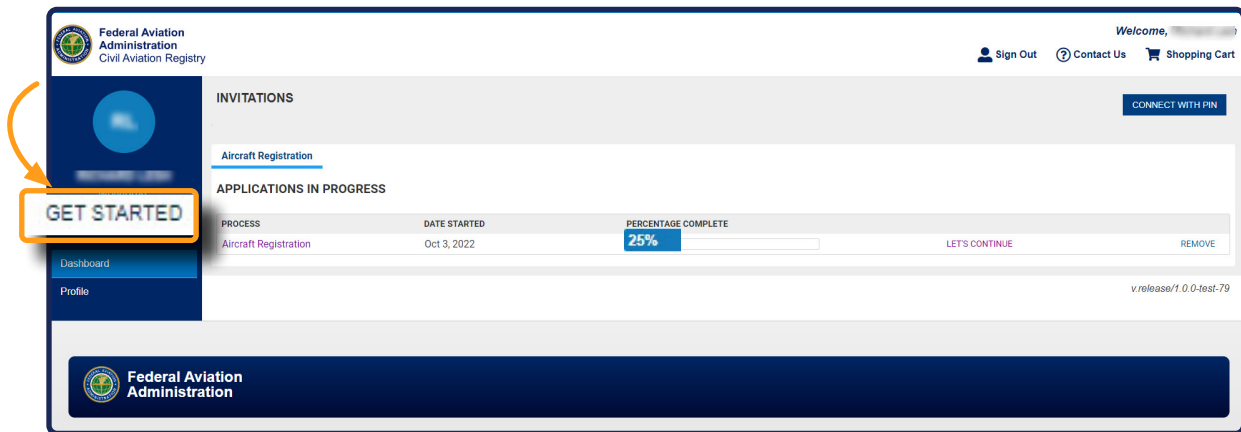
The screenshot shows the CARES website interface. The main header is blue with the text "Civil Aviation Registry Electronic Services (CARES)". A user is logged in as "Welcome, Guest". A "Sign In / Register" button is highlighted with an orange box and labeled 'a'. Below the header, there is a section titled "HOW CAN WE HELP YOU TODAY?" with links for "AIRCRAFT SERVICES" and "AIRMAN SERVICES". A "Terms of Service" modal window is open, displaying the text: "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 any communications or information transiting or stored on this information system. • At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system. • Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose." The "I AGREE" button is highlighted with an orange box and labeled 'b'.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

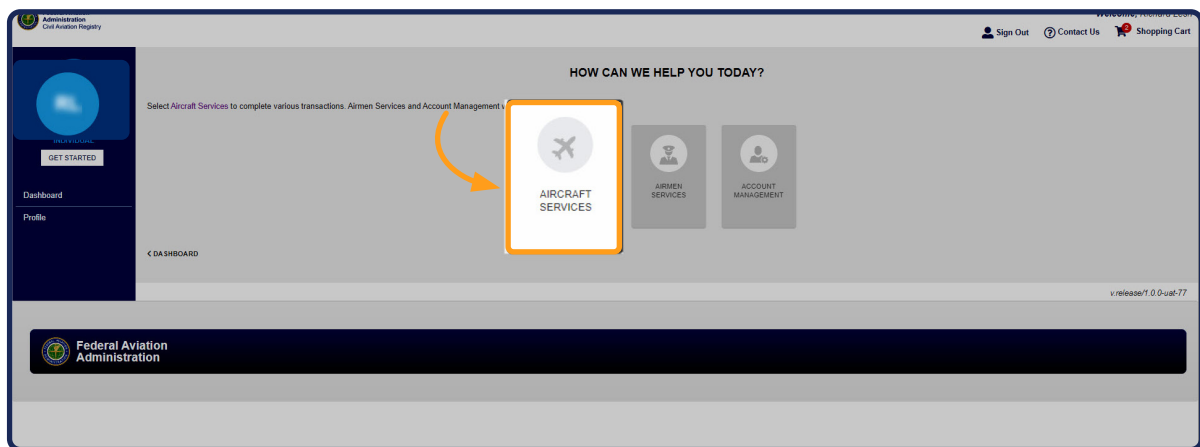
1 On your User Dashboard, select the **GET STARTED** button:



## NOTE

Your User Dashboard only appears if you have pending actions in CARES. If you have not started an application, or have no activity yet, you will land on the Get Started screen, as seen in step 2.

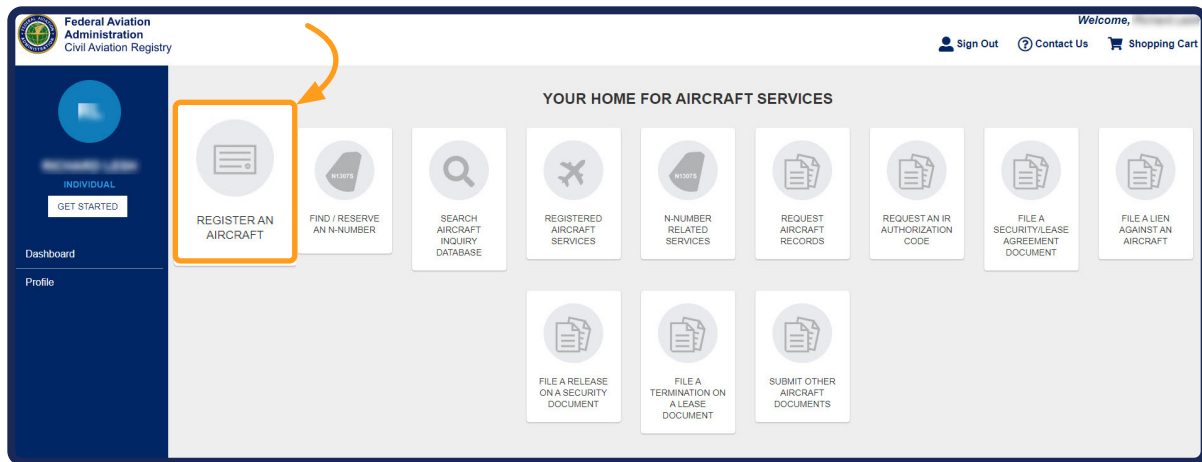
2 The registry option buttons appear. Select the **AIRCRAFT SERVICES** button:



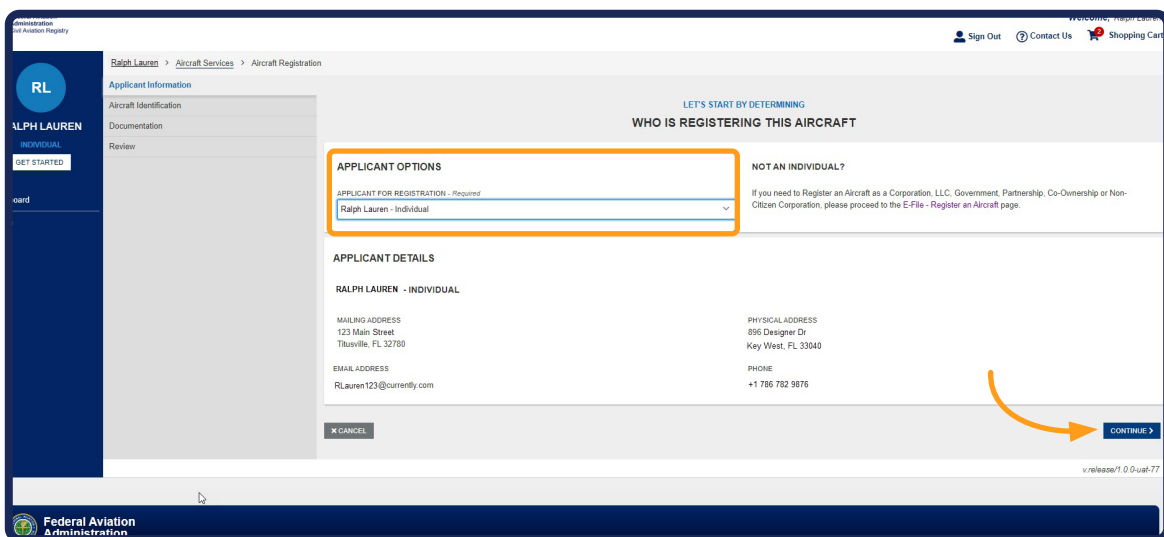
UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

- 3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:



- 4 The **Applicant Information** screen appears. Select the **APPLICANT FOR REGISTRATION** drop-down menu, then select yourself as **Individual**. Next, select the **CONTINUE** button:



Applicant Information

LET'S START BY DETERMINING WHO IS REGISTERING THIS AIRCRAFT

**APPLICANT OPTIONS**

APPLICANT FOR REGISTRATION - Required

Ralph Lauren - Individual

**NOT AN INDIVIDUAL?**

If you need to Register an Aircraft as a Corporation, LLC, Government, Partnership, Co-Ownership or Non-Citizen Corporation, please proceed to the E-File - Register an Aircraft page.

**APPLICANT DETAILS**

**RALPH LAUREN - INDIVIDUAL**

MAILING ADDRESS  
123 Main Street  
Titusville, FL 32780

PHYSICAL ADDRESS  
896 Designer Dr  
Key West, FL 33040

EMAIL ADDRESS  
RLauren123@currently.com

PHONE  
+1 786 782 9876

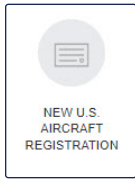
**CONTINUE**



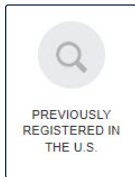
UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

The **AIRCRAFT INFORMATION** screen appears. The two aircraft status options offered are as follows:



**New U.S. Aircraft Registration** – Choose this option if the aircraft was never registered before in the U.S. If you select this option, you will be prompted to enter aircraft information, such as import status, aircraft type, and specific aircraft information, such as manufacturer, engines, serial numbers, etc. These steps are documented below.



**Previously Registered in the U.S.** – Choose this option if this is an aircraft that has been previously registered in the U.S. Once you enter the N-Number of the aircraft, CARES provides the information from the previous registration. These steps are documented in the [Previously Registered in the U.S.](#) section.

## New U.S. Aircraft Registration

- 1 In the AIRCRAFT STATUS section, select the **NEW U.S. AIRCRAFT REGISTRATION** button:

A screenshot of a web application interface. On the left is a vertical sidebar with four menu items: "Applicant Information", "Aircraft Identification" (highlighted in blue), "Documentation", and "Review". The main content area has a header "TELL US A LITTLE ABOUT THE AIRCRAFT" with a sub-header "LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION". Below this is a section titled "AIRCRAFT INFORMATION" with a sub-section "AIRCRAFT STATUS - Required". Two buttons are presented: "NEW U.S. AIRCRAFT REGISTRATION" (a blue button with a document icon) and "PREVIOUSLY REGISTERED IN THE U.S." (a gray button with a magnifying glass icon). The "NEW U.S. AIRCRAFT REGISTRATION" button is highlighted with an orange border. Below the buttons is a question "IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required" followed by a dropdown menu labeled "Select an Import Status". At the bottom left is a "< BACK" link, and at the bottom right is a "CONTINUE >" button.

UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

- 2 Next, you must indicate if the aircraft is being imported from a foreign country. In the **Select an Import Status** drop-down menu, select **Yes** or **No**:

The screenshot shows the 'AIRCRAFT INFORMATION' section of a form. It includes a sub-header 'AIRCRAFT STATUS - Required' and two buttons: 'NEW U.S. AIRCRAFT REGISTRATION' and 'PREVIOUSLY REGISTERED IN THE U.S.'. Below these is the question 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required'. A dropdown menu is open, showing 'Select an Import Status' with options 'Yes' and 'No'.

#### NOTE

If you select **Yes** for Import Status, a drop-down list of countries appears. Type the name of the country in the **COUNTRY IMPORTED FROM** menu to quick navigate. Select the country from the menu, then type a **DEREGISTRATION DATE**, if applicable:

This screenshot shows the same form as the previous one, but with the 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY?' field set to 'Yes'. The 'COUNTRY IMPORTED FROM - Required' dropdown menu is open, displaying a list of countries: 'United States of America (the)', 'United Arab Emirates (the)', 'United Kingdom of Great Britain and Northern Ireland (the)', 'United States Minor Outlying Islands (the)', 'United States of America (the)', and 'Uruguay'. The 'DEREGISTRATION DATE' field is also visible, showing '01/17/2023'.



UNCONTROLLED COPY WHEN DOWNLOADED

- 3 The **AIRCRAFT TYPE** options appear. Select **UNMANNED AIRCRAFT SYSTEMS (UAS)**:

The screenshot shows a web form titled "AIRCRAFT INFORMATION". It includes sections for "STATUS - Required" with buttons for "NEW U.S. AIRCRAFT REGISTRATION" and "PREVIOUSLY REGISTERED IN THE U.S.", and a question "AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required" with a "No" response. The "AIRCRAFT TYPE - Required" section has four options: "AMATEUR BUILT", "LIGHT-SPORT", "UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES" (which is highlighted with an orange border), and "ALL OTHER AIRCRAFT".

- 4 Answer the following four questions (all are required): If any are **YES**, you will be required to register the aircraft via CARES. If all four are **NO**, you have a choice to continue with the registration via CARES or register your aircraft via the **FAA DRONEZONE** website:

The screenshot shows a questionnaire with four questions. The first three have "NO" selected, and the fourth has "YES" selected. Below the questions, a message states: "You have opted to register your UAS under 14 CFR Part 47 regulation. You will need to submit a notarized Affidavit of Ownership for the Unmanned Aircraft (UAS) with your application." Below this is a "Confirmation" box with a warning icon and text: "Since you answered NO to all of the questions, we highly recommend that you register your UAS under 14 CFR Part 48 regulations by clicking Go to DroneZone. If you want to register your UAS under 14 CFR Part 47, then select Continue." At the bottom right of the confirmation box are two buttons: "GO TO DRONEZONE" and "CONTINUE".

YES	NO	QUESTION
<input type="radio"/>	<input checked="" type="radio"/>	DOES YOUR UAS WEIGH 55 POUNDS OR MORE?
<input type="radio"/>	<input checked="" type="radio"/>	ARE YOU REGISTERING THE UAS (REGARDLESS IF IT WEIGHS 55LBS OR MORE) WITH A TRUST OR VOTING TRUST?
<input type="radio"/>	<input checked="" type="radio"/>	DO YOU PLAN TO OPERATE THE UAS INTERNATIONALLY?
<input checked="" type="radio"/>	<input type="radio"/>	DO YOU WANT TO RECORD A LOAN, LEASE, OR OWNERSHIP DOCUMENTS FOR YOUR UAS?

You have opted to register your UAS under 14 CFR Part 47 regulation. You will need to submit a notarized Affidavit of Ownership for the Unmanned Aircraft (UAS) with your application.

**Confirmation**

Since you answered NO to all of the questions, we highly recommend that you register your UAS under 14 CFR Part 48 regulations by clicking Go to DroneZone. If you want to register your UAS under 14 CFR Part 47, then select Continue.

[GO TO DRONEZONE](#) [CONTINUE](#)



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

**5** Select or enter the required fields under **AIRCRAFT DETAILS**:

You have opted to register your UAS under 14 CFR Part 47 regulation. You will need to submit a notarized Affidavit of Ownership for the Unmanned Aircraft (UAS) with your application.

**AIRCRAFT DETAILS**

AIRCRAFT CLASS - *Required*  
Select an Aircraft Class  
Airplane, Rotorcraft, Glider, Weight Shift Control, Powered-Parachute, etc.

MANUFACTURER / BUILDER - *Required*

MODEL - *Required*

REMOTE ID STATUS - *Required*  
Select a Remote ID Status

TYPE OF ENGINE INSTALLED - *Required*  
Select an Engine Type

NUMBER OF ENGINES - *Required*

MAX TAKEOFF WEIGHT (LBS) - *Required*

**DECLARATIONS** - *Required*  
The Undersigned Owner Certifies:  
Select and complete one of these statements:

☒ I PURCHASED THE UA DESCRIBED ABOVE AS A NEW OFF-THE-SHELF ITEM FROM THE MANUFACTURER OR RETAIL VENDOR

**6** Select and complete the appropriate declaration statement. After selecting the appropriate declaration, a blue information box appears detailing the document(s) required in the **Documents** section:

**DECLARATIONS** - *Required*  
The Undersigned Owner Certifies:  
Select and complete one of these statements:

☒ I PURCHASED THE UA DESCRIBED ABOVE AS A NEW OFF-THE-SHELF ITEM FROM THE MANUFACTURER OR RETAIL VENDOR

MANUFACTURER OR RETAIL VENDOR - *Required*

DATE OF PURCHASE - *Required*  
mm/dd/yyyy

A manufacturer's bill of sale was not available at the time of purchase, and

A. ☒ I HAVE A RECEIPT, INVOICE, OR OTHER EVIDENCE TO CONFIRM THE PURCHASE  
B. ☐ I DO NOT HAVE A RECEIPT, INVOICE, OR OTHER EVIDENCE TO CONFIRM THE PURCHASE

**i** In the Documentation section, you'll be asked to upload an Affidavit - Unmanned Aircraft System and an Invoice/Receipt for UA only

☐ THE UA DESCRIBED ABOVE WAS BUILT FROM A PREFABRICATED KIT. I HAVE THE KIT BILL OF SALE FROM THE MANUFACTURER, TO THE UNDERSIGNED, OR OTHER EVIDENCE AS PROOF THE TRANSACTION TOOK PLACE

☐ THE UA DESCRIBED ABOVE WAS BUILT USING MISCELLANEOUS PARTS

☐ I PURCHASED THE USED UA DESCRIBED ABOVE AND HAVE THE BILL OF SALE SIGNED BY THE SELLER

☐ I PURCHASED THE USED UA DESCRIBED ABOVE AND THE BILL OF SALE SIGNED BY THE SELLER IS NOT AVAILABLE

N-MEMBER OPTIONS - *Required*



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**



**7** Next, select an option for your N-Number. A description of each option appears when selected:

- a** If you have received confirmation from FAA that you have a reserved N-Number, select the **USE ONE OF MY RESERVED N-NUMBERS** button, then type the number in the **RESERVED N-NUMBER** field:

DECLARATIONS - Required

MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM MISCELLANEOUS PARTS AND I AM THE OWNER. (THIS OPTION IS FOR THE AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

N-NUMBER OPTIONS - Required

**a** **USE ONE OF MY RESERVED N-NUMBERS**

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

RESERVED N-NUMBER - Required

N-

**DO YOU HAVE A RESERVED N-NUMBER?**

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b** Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

**b** **SEARCH FOR AN AVAILABLE N-NUMBER**

USE ONE OF MY RESERVED N-NUMBERS

ASSIGN THE NEXT AVAILABLE N-NUMBER

**DON'T HAVE AN N-NUMBER RESERVED YET?**

N-Numbers are provided on a first-come, first-served basis. You may request a reservation for an N-Number by visiting the [FAA Reservation](#) site. A request for reservation does not guarantee an N-Number is available to reserve until the request is reviewed and approved by an FAA Registry Examiner. Once approved, you will receive a written reservation confirmation notice. At that time the N-number may be assigned to an aircraft.

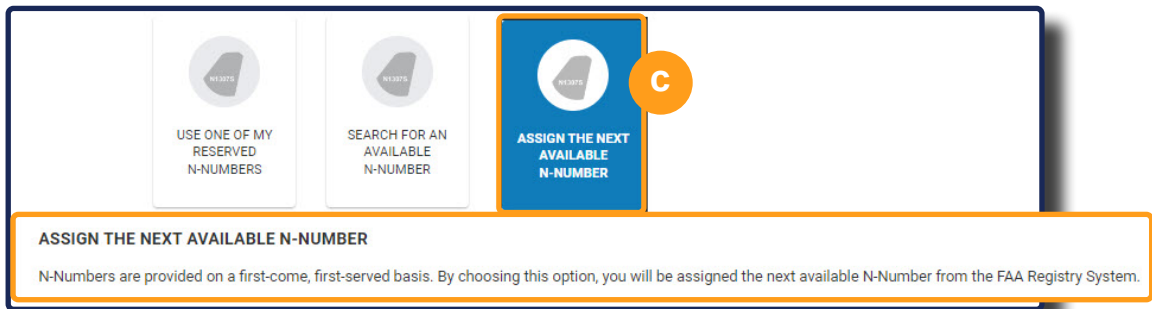


UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

7

- C** Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



USE ONE OF MY RESERVED N-NUMBERS

SEARCH FOR AN AVAILABLE N-NUMBER

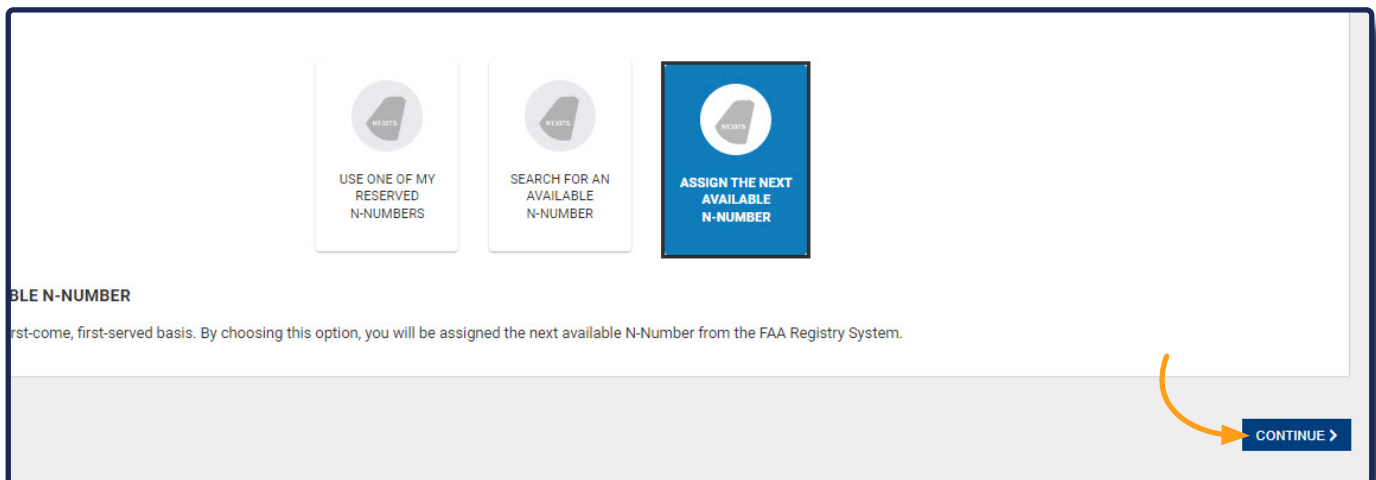
**ASSIGN THE NEXT AVAILABLE N-NUMBER** **C**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

8

When complete, select the **CONTINUE** button:



USE ONE OF MY RESERVED N-NUMBERS

SEARCH FOR AN AVAILABLE N-NUMBER

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

**CONTINUE >**

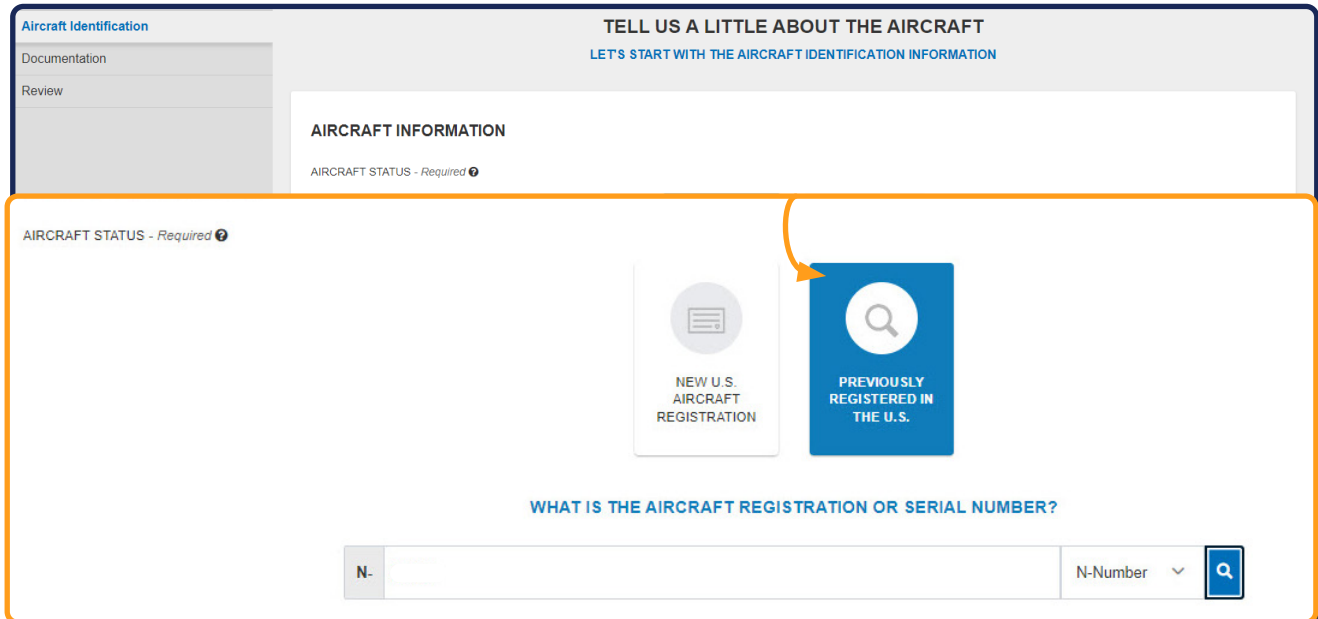


UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

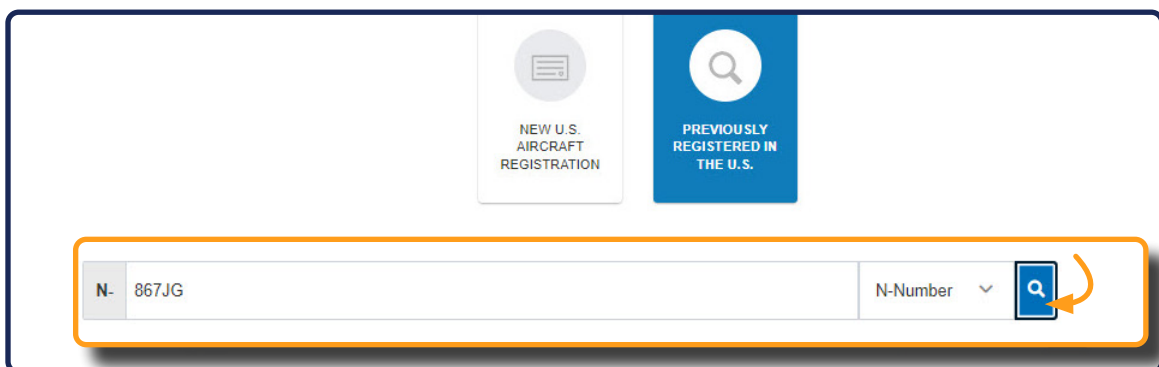
## Previously Registered in the U.S.

- 1 In the AIRCRAFT STATUS section, select the **PREVIOUSLY REGISTERED IN THE U.S** button:



The screenshot shows the 'Aircraft Identification' form. On the left is a sidebar with 'Documentation' and 'Review'. The main header says 'TELL US A LITTLE ABOUT THE AIRCRAFT' and 'LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION'. Below this is the 'AIRCRAFT INFORMATION' section, which includes 'AIRCRAFT STATUS - Required'. Two buttons are visible: 'NEW U.S. AIRCRAFT REGISTRATION' and 'PREVIOUSLY REGISTERED IN THE U.S.'. An orange arrow points to the 'PREVIOUSLY REGISTERED IN THE U.S.' button. Below the buttons is a search bar with the label 'WHAT IS THE AIRCRAFT REGISTRATION OR SERIAL NUMBER?'. The search bar has a dropdown menu set to 'N-' and a search icon.

- 2 Type your N-Number and select the search icon:



The screenshot shows the same 'Aircraft Identification' form, but now the search bar is filled with 'N- 867JG'. The dropdown menu is still set to 'N-'. An orange arrow points to the search icon in the search bar.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

3 Search results appear. Select the aircraft you want to register:

WHAT IS THE AIRCRAFT REGISTRATION OR SERIAL NUMBER?

N- 867JG N-Number 🔍

Great! We've found your aircraft and the information has been added below.

**RESULTS**  
1 TOTAL ENTRIES

N-NUMBER	SERIAL NUMBER	STATUS	YEAR	MANUFACTURER	MODEL	CURRENT/LAST OWNER
N867JG	1111867jg	Valid	1984	Republic Aviation Corporation (United States)	Thunderbolt	TestP UserP 185 Victoria Place Waynesville, OH 45068

**SELECTED AIRCRAFT** CLEAR

**NOTE**

You must select an aircraft even if only one search result appears.

4 The aircraft information appears in the **SELECTED AIRCRAFT** section. Verify the information is correct, then select the **CONTINUE** button:

N- 867JG N-Number 🔍

Great! We've found your aircraft and the information has been added below.

**RESULTS**  
1 TOTAL ENTRIES

N-NUMBER	SERIAL NUMBER	STATUS	YEAR	MANUFACTURER	MODEL	CURRENT/LAST OWNER
N867JG	1111867jg	Valid	1984	Republic Aviation Corporation (United States)	Thunderbolt	TestP UserP 185 Victoria Place Waynesville, OH 45068

**SELECTED AIRCRAFT** CLEAR

YEAR 1984	MANUFACTURER [object Object]	MODEL Thunderbolt
N-NUMBER N867JG	SERIAL NUMBER 1111867jg	

< BACK CONTINUE >



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

# Documents

- 1 Upon completing required aircraft information, the **Documentation** screen appears:
  - a Select the **DOCUMENT TYPE** drop-down menu, then select **AC Form 8050-80 Affidavit of Ownership for Amateur-Built/Non-Type Certified Aircraft**
  - b Select the **+Upload File** button, then select the document from your computer:

The screenshot shows the 'DOCUMENTS' section of the FAA's aircraft registration system. It includes instructions on document requirements and a list of 'REQUIRED DOCUMENTATION'. The 'DOCUMENT TYPE' dropdown menu is open, showing options like 'AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certified Aircraft'. The '+ Upload File' button is highlighted with a red circle 'b'.

- c Depending on the document you've selected to upload, you might be asked to provide Date of Sale, Amount of Sale or Seller information as Evidence of Ownership.
  - d Should you need to upload additional documents, click the **+Add Additional Documents** button and repeat steps a - c until you have uploaded all documentation.

The screenshot shows the 'EVIDENCE OF OWNERSHIP' section. It includes fields for 'DATE OF SALE' and 'AMOUNT OF SALE'. Below these are fields for 'SELLERS' and a '+ ADD SELLER' button. At the bottom, there is a '+ ADD ADDITIONAL DOCUMENT' button and a 'CONTINUE' button with a right arrow.

When complete, select the **CONTINUE** button



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

- 2** The **REVIEW** screen appears, review the information you provided. Select the **VIEW** button to open up and review any document(s) you attached:

**DOCUMENTS**

**AFFIDAVIT - UNMANNED AIRCRAFT SYSTEM**

DATE OF SALE  
Jan 25, 2023

AMOUNT OF SALE  
\$125,000.00

**SELLERS**

FIRST NAME	LAST NAME	TITLE
John	Smith	Individual

**UPLOADED FILE**

FILE NAME	FILE TYPE
Aff_UAS.pdf	Affidavit - Unmanned Aircraft System

**INVOICE/RECEIPT FOR UA ONLY**

DATE OF SALE  
Jan 25, 2023

AMOUNT OF SALE  
\$125,000.00

**SELLERS**

FIRST NAME	LAST NAME	TITLE
John	Smith	Individual

**VIEW**

- 3** The **CERTIFICATIONS** portion appears below the review area. Follow the on-screen instructions to select the appropriate citizenship status, then select the **SIGN** button if all information is correct or the **<BACK** button to make any corrections:

**CERTIFICATIONS**

I/We certify that the above aircraft is owned by the undersigned applicant who is: (Must Check A, B, C or D)

A. ☐ A CITIZEN OF THE UNITED STATES AS DEFINED BY 49 USC 40102(A)(15)

B. ☐ A RESIDENT ALIEN WITH ALIEN REGISTRATION (FORM 1-551) NO.

C. ☐ A NON-CITIZEN CORPORATION AND SAID AIRCRAFT IS BASED AND PRIMARILY USED IN THE UNITED STATES.

D. ☐ A CORPORATION USING A VOTING TRUST TO QUALIFY.

If box C or D above is checked, I, the below signed, certify that I am authorized, by the applicant shown above, to sign corporate documents and to seek aircraft registration on behalf of the entity and that I will provide the same authorization if requested.

I/We certify that the aircraft is not registered under the laws of any foreign country; and

I/We certify that legal evidence of ownership is attached or has been filed with the Federal Aviation Administration.

ANY AND ALL SIGNATORIES OF THIS APPLICATION MUST READ THE FOLLOWING AND UNDERSTAND THAT, BY APPLYING A SIGNATURE TO THIS DOCUMENT, THEY ARE SUBJECT TO THE REFERENCED STATUTES AND ASSOCIATED PENALTIES.

I/we hereby certify that the information provided in, and in any attachments to, this application for aircraft registration is true, accurate and correct to the best of my/our knowledge and belief. I/we understand that the FAA administrator will rely on the information I/we provide in determining my/our qualification for aircraft registration. I/we understand that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device any material fact(s), statement(s), representation(s) or entry(ies) may be fined up to \$500,000 or imprisoned for not more than five (5) years or both (18 U.S.C. §§ 1001 and 3571). I/we understand that to knowingly and willfully: a) falsify or conceal a material fact; or b) use a document knowing it contains a false, fictitious or fraudulent statement/entry; or c) provide any inaccurate, false statement/information can subject me to criminal prosecution (49 U.S.C. § 46306) and the registration of the subject aircraft may be delayed, denied and/or revoked.

**< BACK** **SIGN >**



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

- 4 You will be redirected to DocuSign to provide an electronic signature. Select the **I agree to use electronic records and signature** check-box, then select the **Continue** button:

Please Review & Act on These Documents

FAA Civil Aviation Registry  
FAA

Please read the Electronic Record and Signature Disclosure.  
☐ I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS

**PRIVACY ACT STATEMENT:**  
Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

Title 49, United States Code requires the registration of each United States civil aircraft as a prerequisite to its operation. An aircraft is eligible for registration only: (1) if it is not registered under the laws of a foreign country; and (2) if it is owned by (a) a citizen of the United States; or (b) an individual citizen of a foreign country lawfully admitted for permanent residence in the United States; or (c) a corporation not a citizen of the United States when the corporation is organized and doing business under the laws of the United States or a State and the aircraft is based and primarily used in the United States; or (d) an aircraft of the United States government. Operation of an aircraft that is not registered may subject the operator to a civil penalty.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of airworthiness directives.

(5) To provide supporting information in court cases.

(6) To serve as a data source for management information for production of summary descriptive statistics and analytical studies in support of agency functions for which the records are collected and maintained.

(7) To respond to general requests from the aviation community or public for statistical information under the Freedom of Information Act or to locate specific individuals or specific aircraft for accident investigation, violation, or other safety related requirements.

(8) To provide data for the automated aircraft registration master file.

(9) To provide data for development of the aircraft registration statistical database.

- 5 To digitally sign the document:

- Select the **START** button
- Select the **Sign** button to place your digital signature
- Select the **FINISH** button to complete and return to the **CARES Shopping Cart**:

Please review the documents below.

DocuSign Envelope ID: D02FFC02-E373-45B4-A250-3A441E177DA5

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
www.docusign.com

U.S. Department of Transportation  
Federal Aviation Administration

**Aircraft Registration Application AC Form 8050-1**

**PRA Public Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0042. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain aircraft registration in accordance with 14 CFR Part 47. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

**PRIVACY ACT STATEMENT:**  
Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of airworthiness directives.

NOTICE: For ownership, all applicants must sign. Use next page and add page(s) if necessary.

11)	SIGNATURE:	DATE: 10/13/2022
	TYPED/PRINTED NAME: Bruce Wayne	TITLE: Owner
12)	SIGNATURE:	DATE:
	TYPED/PRINTED NAME:	TITLE:

NOTE: Except when the most recent registration of the subject aircraft is expired or cancelled, 14 CFR 47.31(c) provides for an airworthy U.S. aircraft to be operated for up to 90 days within the United States when a copy of the signed aircraft registration application is carried in the aircraft while awaiting issuance and receipt of the new registration certificate.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

# PAY.GOV

- 1 You will be directed to your shopping cart in CARES. Select the **PAY WITH PAY.GOV** button:

Shopping Cart

ALL PAYMENTS ARE COMPLETED SECURELY ON THE PAY.GOV WEBSITE


E-FILE SUBMISSION	
Register an Aircraft	\$5.00
Richard Lesh	
<a href="#">SAVE FOR LATER</a>	
TOTAL	\$5.00

**PAY WITH PAY.GOV**

- 2 You will be re-directed to PAY.gov. Select a payment method, then select the **Continue** button:

< Cancel

## FAA Aircraft Registration



**Payment Information**  
Payment Amount \$20.00

**I want to pay with my**

- ☐ Bank account (ACH)
- ☐ Amazon account
- ☐ PayPal account
- ☐ Debit or credit card

**Continue** [Cancel](#)

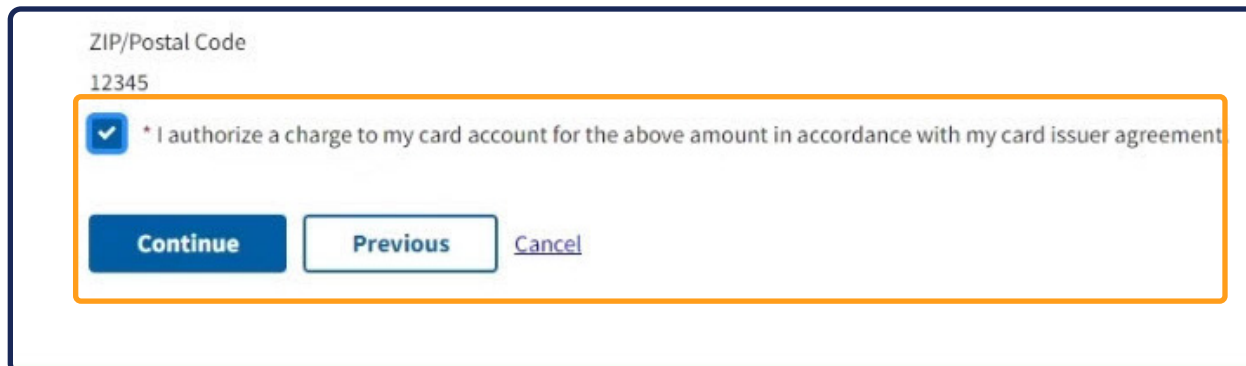


UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**



- 3 Enter, review, and authorize your payment information, then select the **Continue** button:

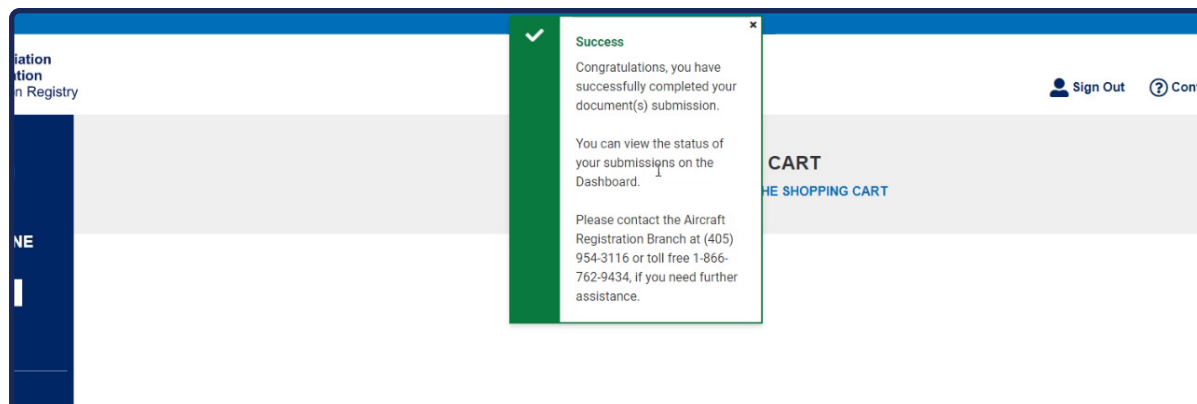


ZIP/Postal Code  
12345

☒ \* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement

**Continue** Previous [Cancel](#)

- 4 When your payment has been approved, you will return to CARES, and a success message will appear:




UNCONTROLLED COPY WHEN DOWNLOADED

5 Your registration appears on your Dashboard in the **APPLICATIONS SUBMITTED OR AWAITING PAYMENT** section:

APPLICATIONS SUBMITTED OR AWAITING PAYMENT			
DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE ⓘ	STATUS ⓘ
Register an Aircraft - Classic Aircraft Corporation (United States), Waco Classic/112345	Sep 29, 2022	Jun 15, 2023	Pending
Register an Aircraft - Lockheed Aircraft Corporation (United States), Electra (L-10)/123456789	Oct 4, 2022	Jun 20, 2023	Pending
File a Release of a Security Document - Release - N123AB/1213456789, N123AB/123456789	Oct 6, 2022	Jun 22, 2023	Pending
N-Number Related Requests - Change N-Number - N1234R/123456789	Awaiting FAA Submission	Jun 28, 2023	Awaiting Payment
Register an Aircraft - Amateur Services, Model A/1 23456	Awaiting FAA Submission	Oct 6, 2023	Pending

6 You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:

**Federal Aviation Administration**

Dear Bruce Wayne,

Your application fee payment of \$5.00 has been received by the FAA Registry.

- E-File Submission for Register an Aircraft - \$5.00

Payment Confirmation: 3FPO4TAM.

You may check the status of your application in your [CARES](#) account.

If we may be of further assistance, please contact the Aircraft Registration Branch at (405) 954-3116 or toll free 1-866-762-9434.

Back to message

See message: Thursday, October 13, 2022

Payment Confirmation.pdf 40 KB

Receipt.pdf 258 bytes


FAA Aircraft Registration Form.pdf 107 KB

DocuSign Envelope ID: 8AB2E442-093C-4997-A69B-AA8A70FC755A

**Aircraft Registration Application**  
U.S. Department of Transportation  
**Federal Aviation Administration**

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
Aircraft Registration Application, Suite 1700 • Seattle, Washington 98101-3206 • (206) 219-0200  
www.docuSign.com Collection Expires 03/31/2024

**PRA Public Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2129-0042. Public reporting for

**U.S. Department of Transportation  
Federal Aviation Administration**

FAA Aircraft Registry, PO Box 25504,  
Oklahoma City, OK 73125-0504  
(405) 954-3116  
Toll Free: 1-866-762-9434  
WEB Address: <https://faa.gov/go/registry>

PAYMENT CONFIRMATION



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Unmanned Aircraft Systems (UAS)**

[◀Back to Contents](#)

# 11

## Create Company Account - Corporation



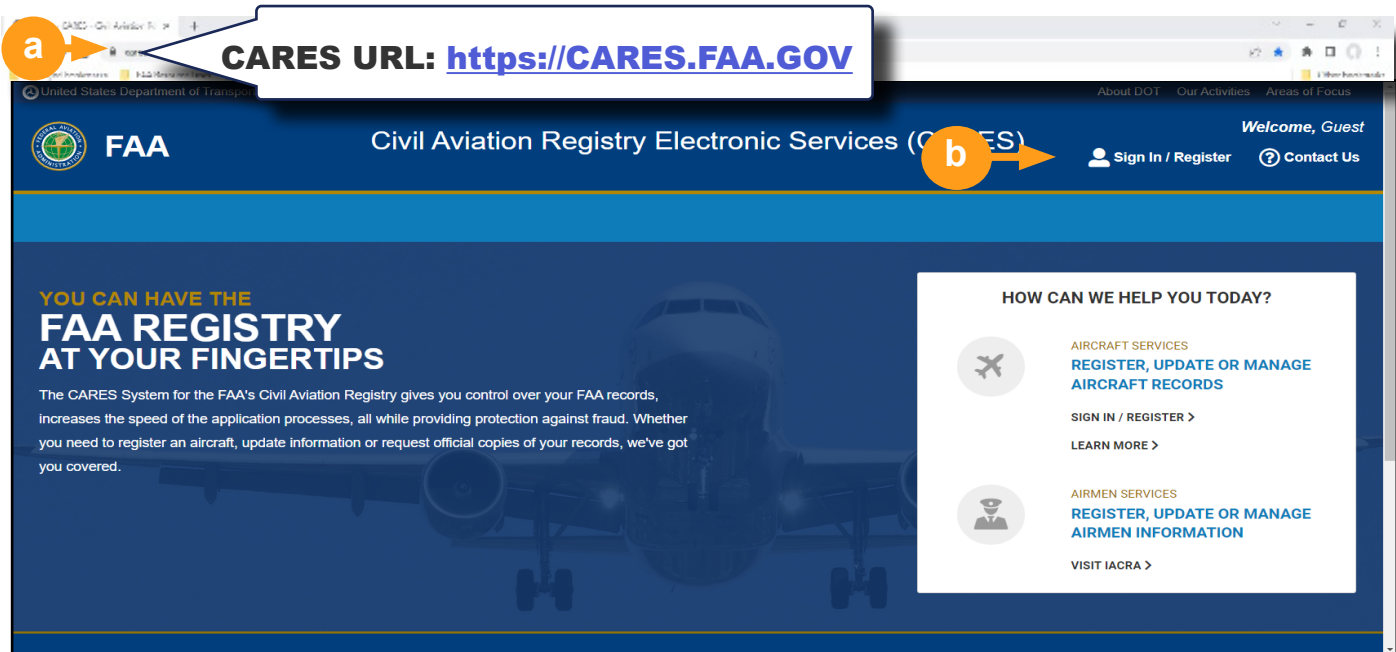
UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

# Sign into CARES

To get started:

- a Navigate to the CARES home page at <https://CARES.FAA.GOV/>
- b Sign in with your Registered Public User Account
- c Accept the Terms of Service:



## TERMS OF SERVICE

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:

- 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, 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.



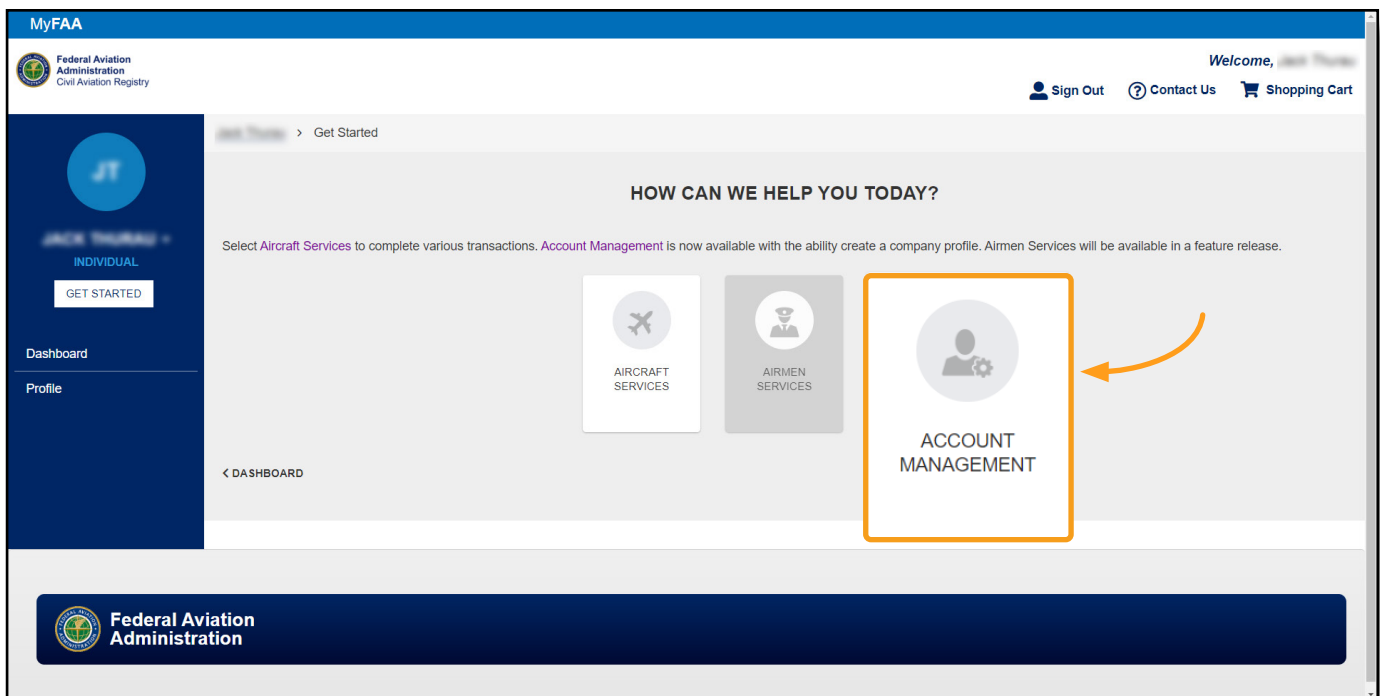
UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - Corporation**

# Create a Basic Corporation Account

CARES allows users to create and customize a company profile according to business needs and in accordance with FAA regulations. This guide provides instruction on how to Create a Corporation Company Account.

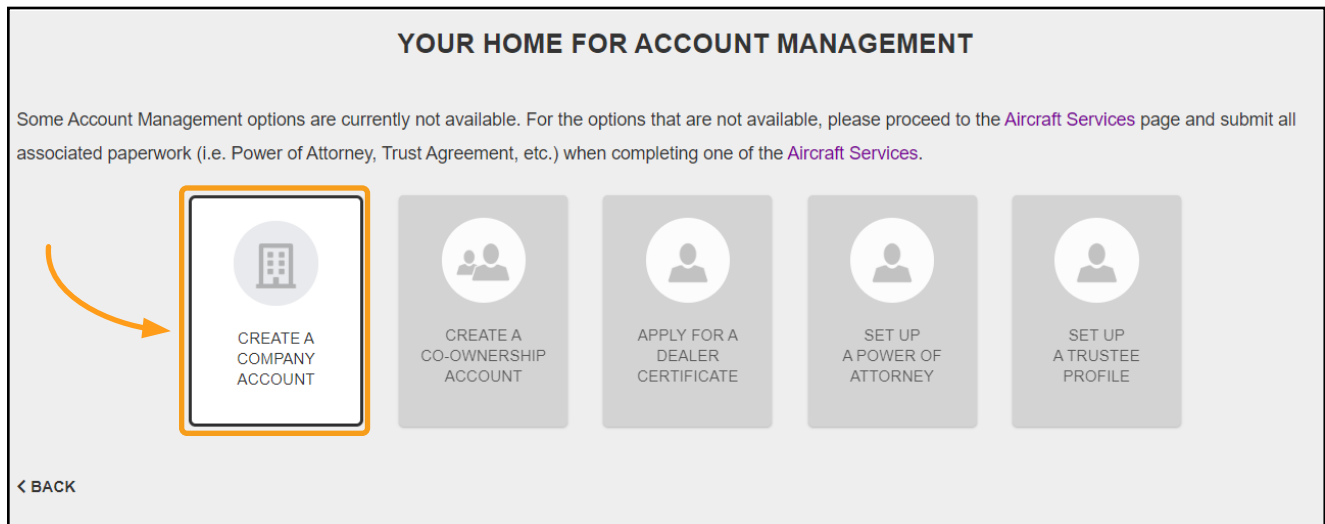
- 1 On the Get Started page, select the **Account Management** option:



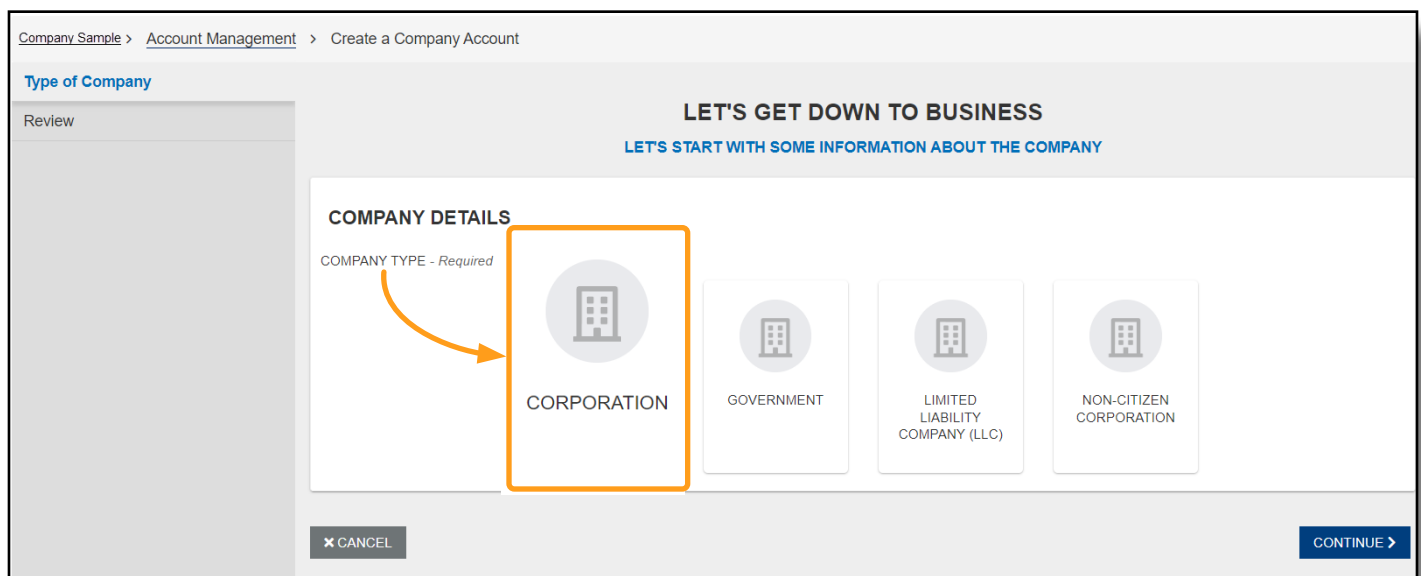
UNCONTROLLED COPY WHEN DOWNLOADED

Create a Company Account - Corporation

**2** On the Account Management home screen, select the **CREATE A COMPANY ACCOUNT** option:



**3** On the Type of Company page, select **CORPORTATION** :



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - Corporation**

4 More information will appear. Enter the following information into the required fields:

a Type the Company Name

b Type the Company's **Physical/Residential Address** and **Mailing Address** in the fields below. If they are the same, once the Physical/Residential Address is complete, select the **SAME AS PHYSICAL ADDRESS** button and the address will copy over.

COMPANY NAME - Required

Sample Corporation

**PHYSICAL / RESIDENTIAL ADDRESS**

COUNTRY - Required

United States of America (the)

ADDRESS LINE 1 - Required

123 S Main St

Street Address, Rural Route

ADDRESS LINE 2

Apartment, suite, unit, building, floor, etc.

CITY - Required

Los Angeles

STATE - Required

CA

Two-Character State Code

ZIP / POSTAL CODE - Required

90012-3701

COUNTY

Los Angeles

**MAILING ADDRESS**

COUNTRY - Required

United States of America (the)

ADDRESS LINE 1 - Required

123 S Main St

Street Address, Rural Route

ADDRESS LINE 2

Apartment, suite, unit, building, floor, etc.

CITY - Required

Los Angeles

STATE - Required

CA

Two-Character State Code

ZIP / POSTAL CODE - Required

90012-3701

COUNTY

Los Angeles

**SAME AS PHYSICAL ADDRESS**

- In most cases, an **ADDRESS VERIFICATION** popup will appear, indicating CARES has found a more accurate version of your address. Select **Use My Address** if you would like to use the address you have inputted, or select **Use Suggested Address** if you would like to use the Suggested Address:

**Address Verification**

We believe we've found a more accurate version of your address.  
For the most accurate profile information, please confirm the one that you would like to use.

You Entered	Suggested Address
123 S Main St	123 S Main St
Los Angeles, CA	Los Angeles, CA 90012-3701
United States of America (the)	United States of America (the)

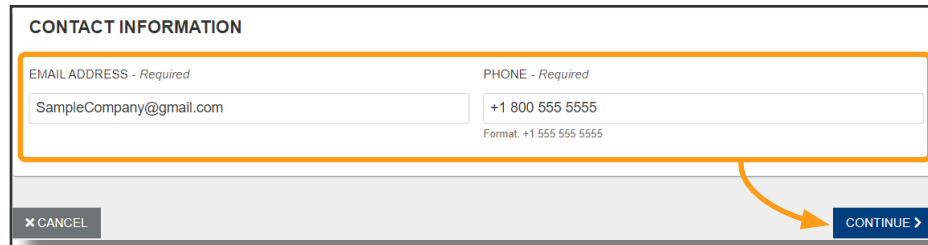
**USE MY ADDRESS** **USE SUGGESTED ADDRESS**



UNCONTROLLED COPY WHEN DOWNLOADED

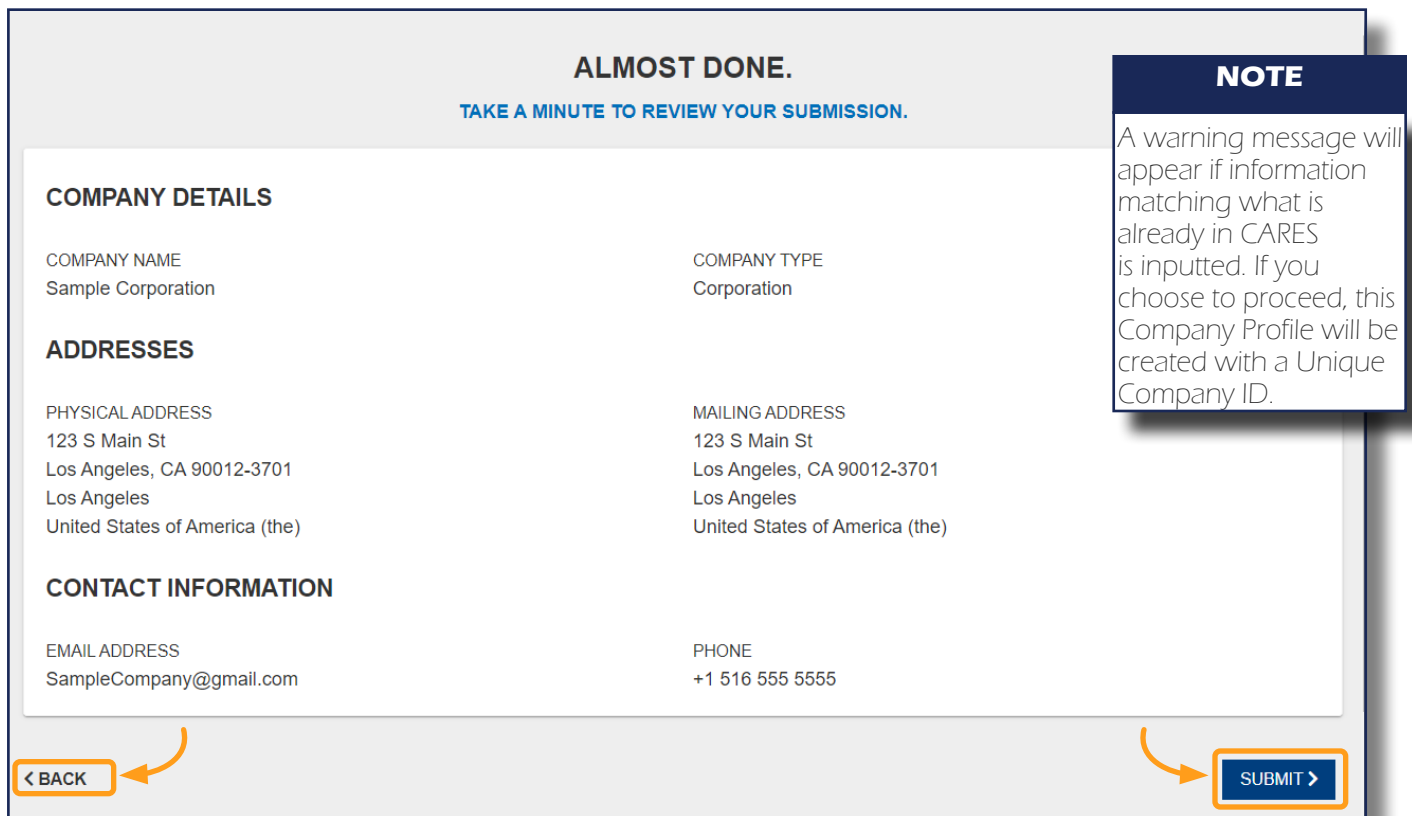
**Create a Company Account - Corporation**

- 6 Next, type the **Contact Information** for the Company, keeping in mind this does NOT have to match any member's email address. The company email address will be used to communicate the status of all submitted applications. Select the **CONTINUE** button:



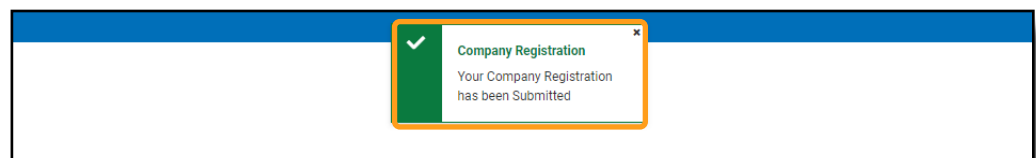
The form is titled "CONTACT INFORMATION". It contains two input fields: "EMAIL ADDRESS - Required" with the value "SampleCompany@gmail.com" and "PHONE - Required" with the value "+1 800 555 5555". Below the phone field, it says "Format: +1 555 555 5555". At the bottom left is a "CANCEL" button, and at the bottom right is a "CONTINUE" button with a right arrow. An orange arrow points from the "CONTINUE" button to the next step.

- 6 On the Review screen, review your entries for Company Details, Addresses, and Contact Information. If you need to make changes, select the **BACK** button. When you're ready, select the **SUBMIT** button:



The review screen is titled "ALMOST DONE. TAKE A MINUTE TO REVIEW YOUR SUBMISSION." It displays the entered information in three sections: "COMPANY DETAILS" (Company Name: Sample Corporation, Company Type: Corporation), "ADDRESSES" (Physical Address: 123 S Main St, Los Angeles, CA 90012-3701, Los Angeles, United States of America (the); Mailing Address: 123 S Main St, Los Angeles, CA 90012-3701, Los Angeles, United States of America (the)), and "CONTACT INFORMATION" (Email Address: SampleCompany@gmail.com, Phone: +1 516 555 5555). At the bottom left is a "< BACK" button, and at the bottom right is a "SUBMIT >" button. A "NOTE" box on the right states: "A warning message will appear if information matching what is already in CARES is inputted. If you choose to proceed, this Company Profile will be created with a Unique Company ID." An orange arrow points from the "SUBMIT" button to the next step.

- 7 A success message appears, indicating your company profile has been created. You will receive an email confirming company creation to the email address provided in **CONTACT INFORMATION** on the previous screens.



UNCONTROLLED COPY WHEN DOWNLOADED

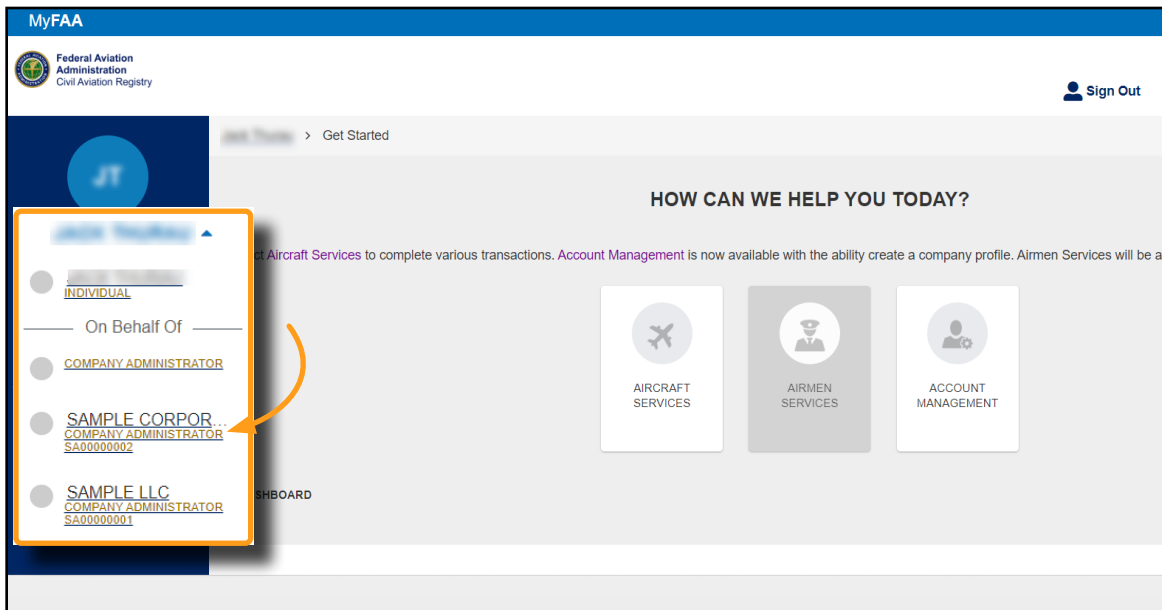


Create a Company Account - Corporation

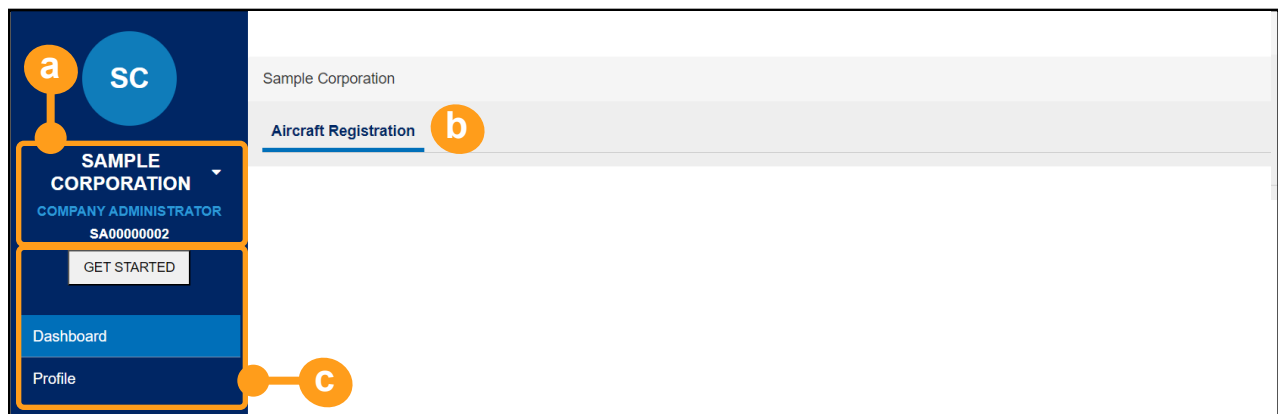


# Access your Account

- 1 On the Get Started page, select the dropdown to the right of your Individual Account name and select the Company Name you just created:



- 2 On your **Company Dashboard** you will see:
  - a Your Company Name and Unique Company ID
  - b The **Aircraft Registration** section (this will be blank until you begin that process)
  - c Company menu options on the left



UNCONTROLLED COPY WHEN DOWNLOADED













Create a Company Account - Corporation

If you are not an aircraft owner, you may leave your company account as a Basic Company Account. You will have access to the following services in CARES:

Sample Corporation > Aircraft Services

### YOUR HOME FOR AIRCRAFT SERVICES

**i** Some Aircraft Services require a complete Company Profile. Please proceed to the [Company Profile](#) page and complete the information for each section to use these services.

 REGISTER AN AIRCRAFT	 FIND / RESERVE AN N-NUMBER	 SEARCH AIRCRAFT REGISTRATION DATABASE	 REGISTERED AIRCRAFT SERVICES	 N-NUMBER RELATED SERVICES	 REQUEST AIRCRAFT RECORDS
 REQUEST AN IR AUTHORIZATION CODE	 FILE A SECURITY/LEASE AGREEMENT DOCUMENT	 FILE A LIEN AGAINST AN AIRCRAFT	 FILE A RELEASE OF A SECURITY DOCUMENT	 FILE A TERMINATION ON A LEASE DOCUMENT	 SUBMIT OTHER AIRCRAFT DOCUMENTS

[← BACK](#)

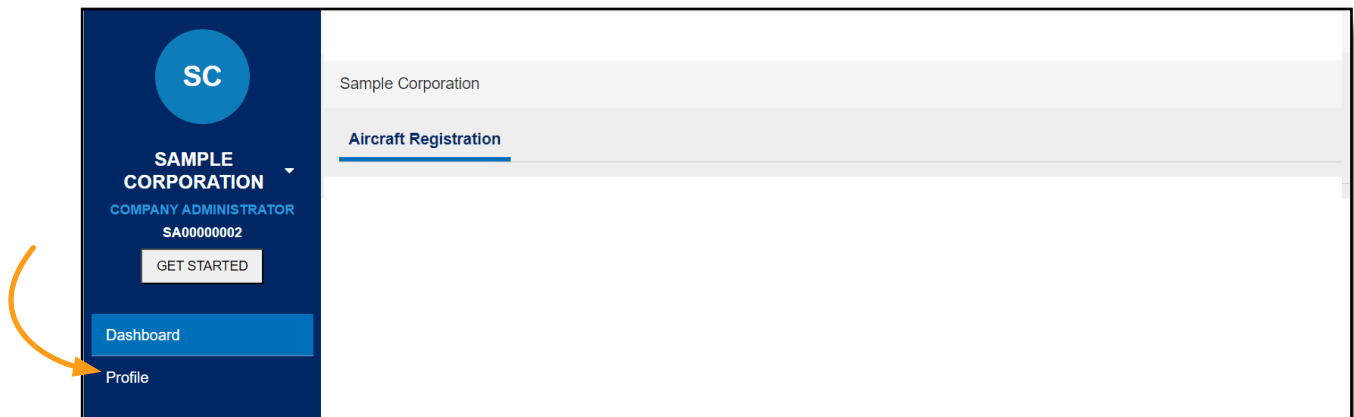


UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - Corporation**

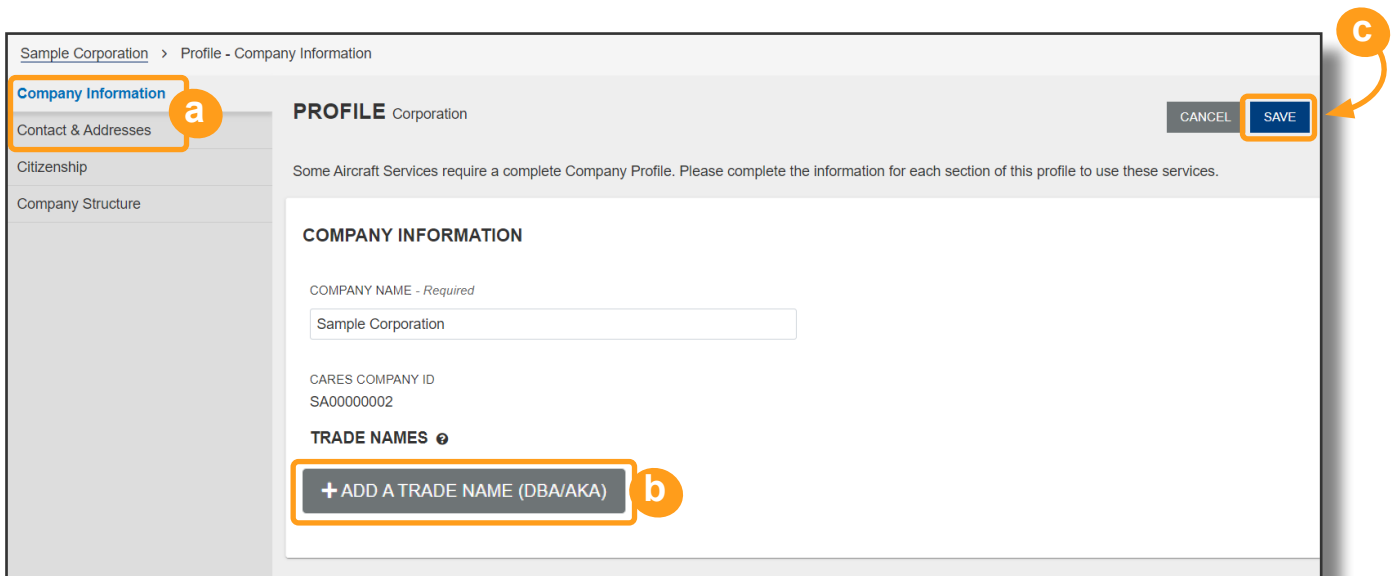
# Complete Your Company Profile

- 1 To complete your Company Profile, select **Profile** under your Company Name:



- 2 The Company Profile page appears:

- a Select the **Company Information** or **Contact & Addresses** tab to make changes
- b If applicable, **Trade Names** may be added here.
- c If any changes are made, be sure to select the **Save** button:



UNCONTROLLED COPY WHEN DOWNLOADED

Create a Company Account - Corporation

# US Citizenship Eligibility

**1** To attest to whether or not your company meets United States Citizen eligibility:

- a** Select the **Citizenship** tab
- b** Choose **Yes** from the dropdown. Choosing **No** will keep your profile as Basic, restricting some Aircraft Services
- c** Select the **SAVE** button to save your changes

The screenshot shows the 'Profile - Citizenship' page for 'Sample Corporation'. On the left sidebar, the 'Citizenship' tab is highlighted with an orange arrow and the letter 'a'. The main content area is titled 'PROFILE Corporation' and includes a 'CITIZENSHIP INFORMATION' section. This section contains a dropdown menu with the text 'Select an Option' and a downward arrow. The dropdown is open, showing 'Yes' and 'No' options, with an orange arrow and the letter 'b' pointing to the 'Yes' option. In the top right corner of the main content area, there are 'CANCEL' and 'SAVE' buttons, with an orange arrow and the letter 'c' pointing to the 'SAVE' button. The page also includes a breadcrumb trail 'Sample Corporation > Profile - Citizenship' and a note: 'Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.'



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - Corporation**

# Add Members to Company Profile

**1** To add members to your company:

- a** Select the **Company Structure** tab
- b** Select **+ ADD A MEMBER**
- c** Member details will appear. Enter the required information, including selecting whether that member can sign documents (Signatory)
- d** If you would like to add yourself as a member of the company, select **+ADD ME AS A MEMBER** and your information will populate (*optional*)
- e** To save your changes, select the **Save** button

The screenshot shows the 'Profile - Company Structure' page for 'Sample Corporation'. The left sidebar has tabs for 'Company Information', 'Contact & Addresses', 'Citizenship', and 'Company Structure' (selected). The main content area is titled 'PROFILE Corporation' and includes a 'CANCEL' and 'SAVE' button. Below this is a 'COMPANY STRUCTURE' section with a 'MEMBERS' sub-section. A message states 'There are no members available for this profile.' Below this message is a '+ ADD A MEMBER' button. A callout box titled 'NOTE' states: 'Any added member will receive an email with a link to create their own CARES Registered Public User Account.' An inset window titled 'ADD A MEMBER' shows the form for adding a member. It includes fields for 'FIRST NAME - Required', 'LAST NAME - Required', 'EMAIL ADDRESS - Required', and 'TITLE - Required' (a dropdown menu). It also has a 'THIS MEMBER IS A SIGNATORY' dropdown menu with 'Yes' selected, and a '+ ADD ME AS A MEMBER' button. A 'REMOVE' button is also present.

**NOTE**  
Any added member will receive an email with a link to create their own CARES Registered Public User Account.

**ADD A MEMBER**

**FIRST NAME - Required**

**LAST NAME - Required**

**EMAIL ADDRESS - Required**

**TITLE - Required**  
Select a Title

**THIS MEMBER IS A SIGNATORY** ☐ **?**  
Yes

**+ ADD ME AS A MEMBER**

**REMOVE**

UNCONTROLLED COPY WHEN DOWNLOADED



Create a Company Account - Corporation

Now that your Company Profile is completed, you will have full access to all Aircraft Services:

SC

SAMPLE CORPORATION

COMPANY ADMINISTRATOR

SA00000002

GET STARTED

Dashboard

Profile

Sample Corporation > Aircraft Services

YOUR HOME FOR AIRCRAFT SERVICES

REGISTER AN AIRCRAFT

FIND / RESERVE AN N-NUMBER

SEARCH AIRCRAFT REGISTRATION DATABASE

REGISTERED AIRCRAFT SERVICES

N-NUMBER RELATED SERVICES

REQUEST AIRCRAFT RECORDS

REQUEST AN IR AUTHORIZATION CODE

FILE A SECURITY/LEASE AGREEMENT DOCUMENT

FILE A LIEN AGAINST AN AIRCRAFT

FILE A RELEASE OF A SECURITY DOCUMENT

FILE A TERMINATION ON A LEASE DOCUMENT

SUBMIT OTHER AIRCRAFT DOCUMENTS

< BACK



UNCONTROLLED COPY WHEN DOWNLOADED

Create a Company Account - Corporation

<Back to Contents

# 12

## Create Company Account - LLC



UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

# Sign into CARES

To get started:

- a** Navigate to the CARES home page at <https://CARES.FAA.GOV/>
- b** Sign in with your Registered Public User Account
- c** Accept the Terms of Service:

The screenshot shows the CARES website interface. At the top, a blue header contains the FAA logo, the text 'Civil Aviation Registry Electronic Services (CARES)', and a 'Sign In / Register' button. A callout box labeled 'a' points to the URL 'https://CARES.FAA.GOV/'. Below the header, the main content area features the heading 'FAA REGISTRY AT YOUR FINGERTIPS' and a description of the limited online aircraft registration services. To the right, a sidebar titled 'HOW CAN WE HELP YOU TODAY?' lists 'AIRCRAFT SERVICES' (REGISTER, UPDATE OR MANAGE AIRCRAFT RECORDS) and 'AIRMEN SERVICES' (REGISTER, UPDATE OR MANAGE AIRMEN INFORMATION). A callout box labeled 'b' points to the 'Sign In / Register' button. Below the main content area, a 'TERMS OF SERVICE' section is displayed, containing a disclaimer and a list of terms. A callout box labeled 'c' points to the 'I AGREE' button at the bottom of the terms section.

**CARES URL:** <https://CARES.FAA.GOV/>

**FAA REGISTRY AT YOUR FINGERTIPS**

The FAA Registry is now offering limited online aircraft registration services for aircraft owners who classify as individuals, corporations and LLCs. Aircraft registration services for other company types, partnerships, non-citizen trusts and more will be made available online in future releases. Online services will continue to be expanded and enhanced.

**HOW CAN WE HELP YOU TODAY?**

- AIRCRAFT SERVICES**  
[REGISTER, UPDATE OR MANAGE AIRCRAFT RECORDS](#)
- [SIGN IN / REGISTER >](#)
- [LEARN MORE >](#)
- AIRMEN SERVICES**  
[REGISTER, UPDATE OR MANAGE AIRMEN INFORMATION](#)

**TERMS OF SERVICE**

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:

- 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, 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.

**I AGREE** **I DISAGREE**

UNCONTROLLED COPY WHEN DOWNLOADED



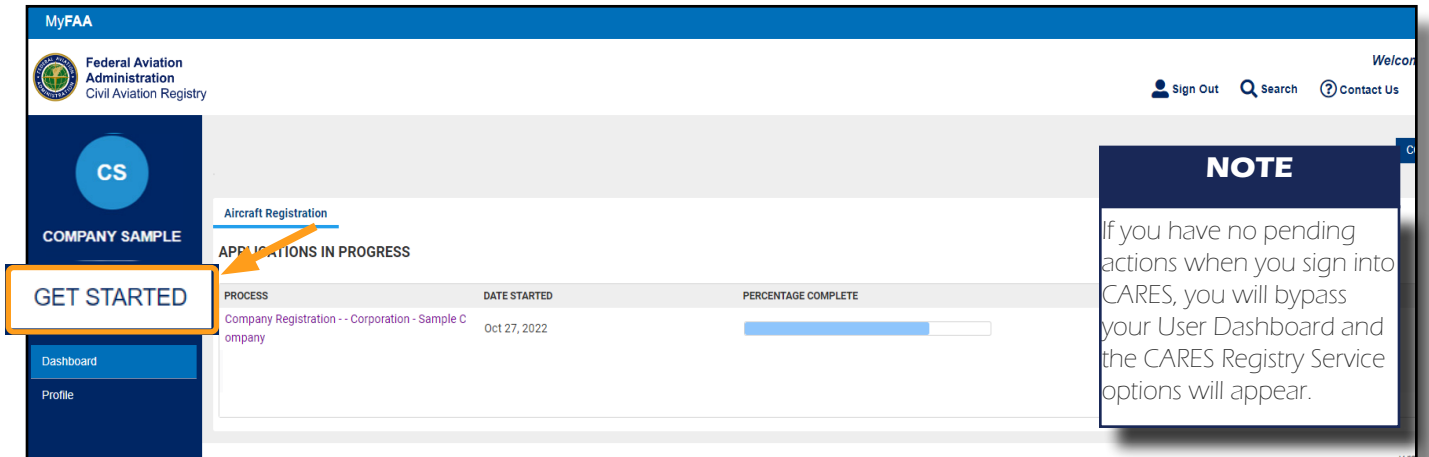
**Create a Company Account - LLC**



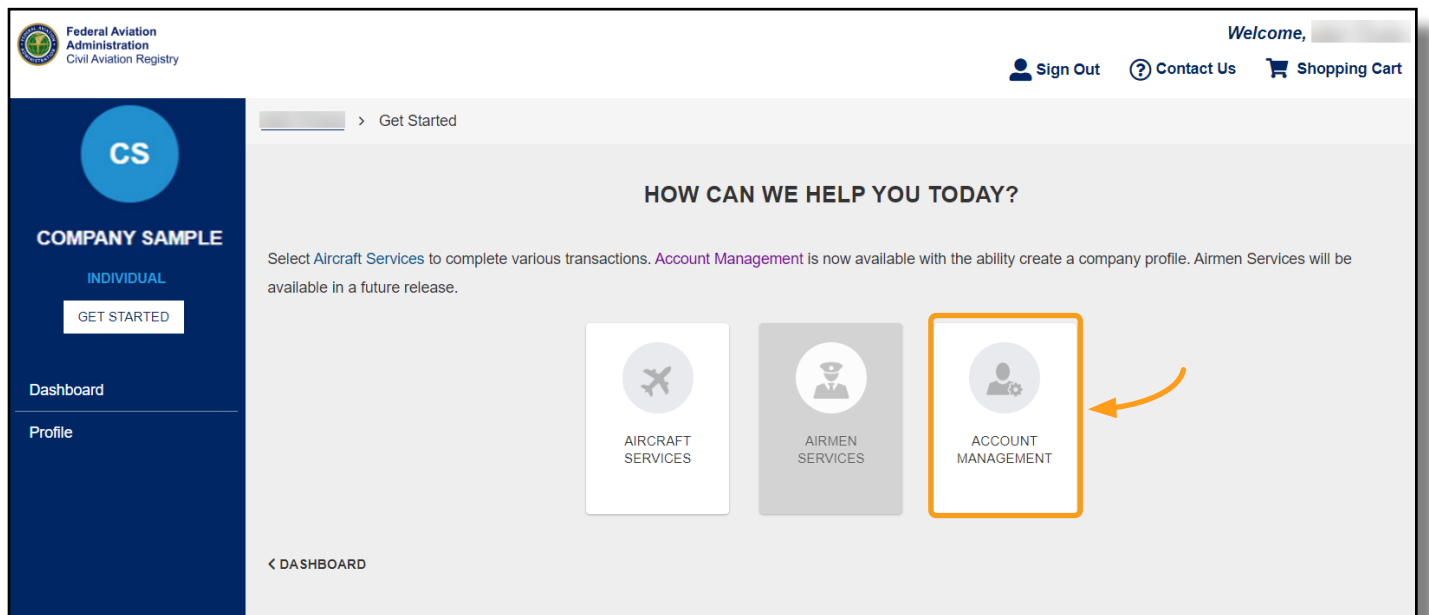
# Create an LLC Account

CARES allows users to create and customize a company profile according to their business' needs, and in accordance with FAA regulations. This guide provides instruction on how to Create a Limited Liability Company (LLC) Account.

**1** On your user dashboard, select the **GET STARTED** button:



**2** Next, select the **Account Management** option:




UNCONTROLLED COPY WHEN DOWNLOADED


Create a Company Account - LLC


- 3 On the Account Management home screen, select the **CREATE A COMPANY ACCOUNT** option:


**YOUR HOME FOR ACCOUNT MANAGEMENT**


Some Account Management options are currently not available. For the options that are not available, please proceed to the [Aircraft Services](#) page and submit all associated paperwork (i.e. Power of Attorney, Trust Agreement, etc.) when completing one of the [Aircraft Services](#).

  
CREATE A  
COMPANY  
ACCOUNT

  
CREATE A  
CO-OWNERSHIP  
ACCOUNT

  
APPLY FOR A  
DEALER  
CERTIFICATE

  
SET UP  
A POWER OF  
ATTORNEY

  
SET UP  
A TRUSTEE  
PROFILE

< BACK

- 4 On the Type of Company page, select **LIMITED LIABILITY COMPANY (LLC)**:

Sample > Account Management > Create a Company Account


of Company


**LET'S GET DOWN TO BUSINESS**


LET'S START WITH SOME INFORMATION ABOUT THE COMPANY


**COMPANY DETAILS**

COMPANY TYPE - Required

  
CORPORATION

  
GOVERNMENT

  
**LIMITED  
LIABILITY  
COMPANY (LLC)**

  
NON-CITIZEN  
CORPORATION



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

**5** More information will appear. Begin entering the following information into the required fields:

**a** The Company Name

**b** Enter the Company's **Physical/Residential Address** and **Mailing Address** in the fields below. If they are the same, once the Physical/Residential Address is complete, select the **SAME AS PHYSICAL ADDRESS** button and the address will copy over.

COMPANY NAME - Required  
Sample LLC

**PHYSICAL / RESIDENTIAL ADDRESS**

COUNTRY - Required  
United States of America (the)

ADDRESS LINE 1 - Required  
123 S Main St  
Street Address, Rural Route

ADDRESS LINE 2  
Apartment, suite, unit, building, floor, etc.

CITY - Required  
Los Angeles

STATE - Required  
CA  
Two-Character State Code

ZIP / POSTAL CODE - Required  
90012-3701

COUNTY  
Los Angeles

**MAILING ADDRESS**

COUNTRY - Required  
United States of America (the)

ADDRESS LINE 1 - Required  
123 S Main St  
Street Address, Rural Route

ADDRESS LINE 2  
Apartment, suite, unit, building, floor, etc.

CITY - Required  
Los Angeles

STATE - Required  
CA  
Two-Character State Code

ZIP / POSTAL CODE - Required  
90012-3701

COUNTY  
Los Angeles

**SAME AS PHYSICAL ADDRESS**

- In most cases, an **ADDRESS VERIFICATION** popup will appear, indicating CARES has found a more accurate version of your address. Select **Use My Address** if you would like to use the address you have inputted, or select **Use Suggested Address** if you would like to use the Suggested Address:

**Address Verification**

We believe we've found a more accurate version of your address.  
For the most accurate profile information, please confirm the one that you would like to use.

You Entered	Suggested Address
123 S Main St	123 S Main St
Los Angeles, CA	Los Angeles, CA 90012-3701
United States of America (the)	United States of America (the)

**USE MY ADDRESS** **USE SUGGESTED ADDRESS**



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

6 Then, enter **Contact Information** for the Company and select **CONTINUE**

**CONTACT INFORMATION**

EMAIL ADDRESS - Required

SampleCompany@gmail.com

PHONE - Required

+1 800 555 5555

Format: +1 555 555 5555

**CANCEL** **CONTINUE >**

7 On the Review screen, review your submission. If you notice any information that needs to be edited, use the **BACK** button until you reach the section that needs changing. When you're ready, continue through to the Review page and select the **SUBMIT** button:

**ALMOST DONE.**

TAKE A MINUTE TO REVIEW YOUR SUBMISSION.

**NOTE**

A warning message will appear if information matching what is already in CARES is inputted( duplicate). If you choose to proceed, the Profile will be created with a Unique Company ID.

**COMPANY DETAILS**

COMPANY NAME  
Sample LLC

COMPANY TYPE  
LLC

**ADDRESSES**

PHYSICAL ADDRESS  
123 S Main St  
Los Angeles, CA 90012-3701  
Los Angeles  
United States of America (the)

MAILING ADDRESS  
123 S Main St  
Los Angeles, CA 90012-3701  
Los Angeles  
United States of America (the)

**CONTACT INFORMATION**

EMAIL ADDRESS  
SampleCompany@gmail.com

PHONE  
+1 516 555 5555

**< BACK** **SUBMIT >**

8 You will receive an email confirming company creation to the email address provided and a success message appears, indicating your company profile has been submitted:

Company Registration

Your Company Registration has been Submitted

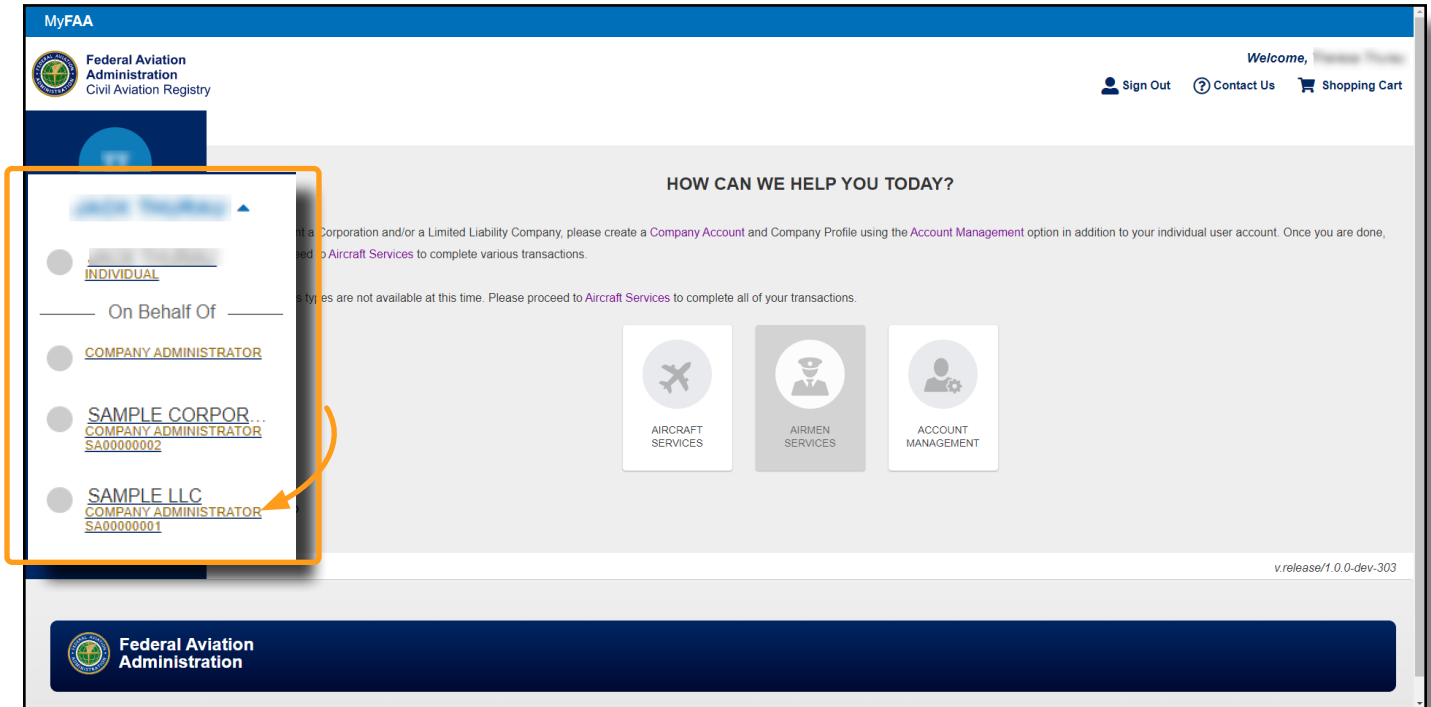
UNCONTROLLED COPY WHEN DOWNLOADED



Create a Company Account - LLC

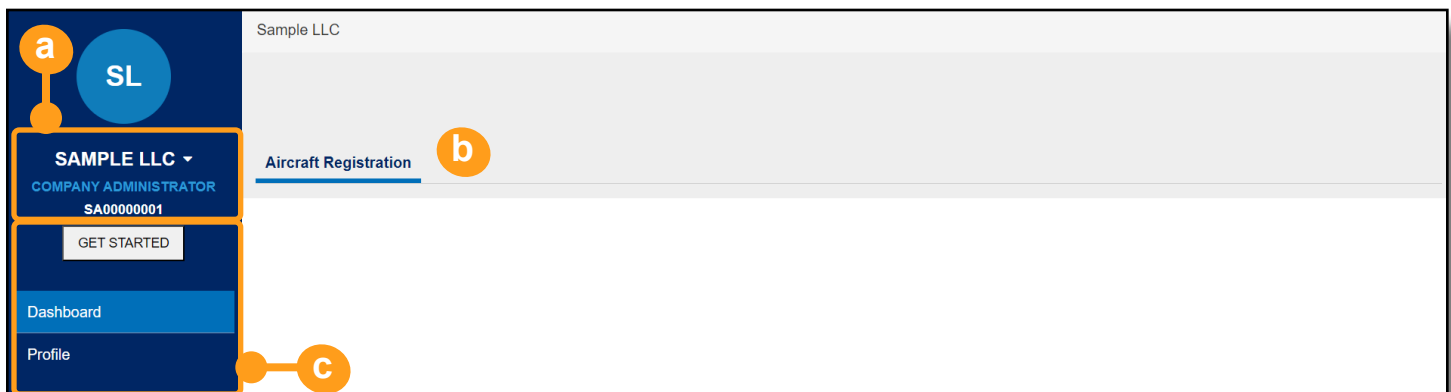
# Access your Company Account

- 1 You will be brought back to the Get Started page where you will see your Individual Account. Select the dropdown to the right of your Individual Account name and select the Company Name you just created:



- 2 On your **Company Dashboard** you will see:

- a Your Company Name and Unique Company ID
- b The **Aircraft Registration** section (this will be blank until you begin that process)
- c Company menu options on the left



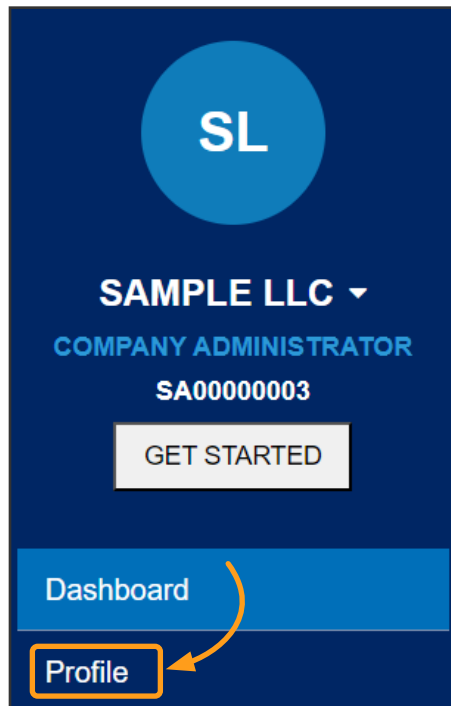
UNCONTROLLED COPY WHEN DOWNLOADED



**Create a Company Account - LLC**

# Complete Your Company Profile

- 1 To complete your Company Profile, select **Profile** on the left menu:



- 2 **Company Information** and **Contact & Addresses** will carry over from the company creation, though they may be edited here if needed. Additionally, if applicable, **Trade Names** may be added here. If any changes are made, be sure to select the Save button

A web form titled 'Sample LLC > Profile - Company Information'. On the left is a sidebar with 'Company Information' (highlighted with an orange box), 'Contact & Addresses', 'Citizenship', 'Company Structure', and 'Documentation'. The main area is titled 'PROFILE Limited Liability Company (LLC)' and has 'CANCEL' and 'SAVE' (highlighted with an orange box and an orange arrow) buttons. Below this is a message: 'Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.' The 'COMPANY INFORMATION' section contains a 'COMPANY NAME - Required' field with 'Sample LLC' entered. Below that is 'CARES COMPANY ID' with 'SA00000003'. The 'TRADE NAMES' section has a '+ ADD A TRADE NAME (DBA/AKA)' button (highlighted with an orange box).

UNCONTROLLED COPY WHEN DOWNLOADED

Create a Company Account - LLC

**3** To attest to whether or not your company meets United States Citizen eligibility:

- a** Navigate to **Citizenship** on the left hand menu
- b** Choose **Yes** from the dropdown. Choosing **No** will keep your profile as Basic, restricting some Aircraft Services
- c** Select **Save** to save your changes

Sample LLC > Profile - Citizenship

Company Information  
Contact & Addresses  
**Citizenship**  
Company Structure  
Documentation

**PROFILE** Limited Liability Company (LLC)

CANCEL SAVE

Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.

**CITIZENSHIP INFORMATION**

Some of the Aircraft Services are unavailable if your company does not meet the requirements for United States Citizen. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#) for additional information

DOES YOUR LIMITED LIABILITY COMPANY (LLC) MEET THE UNITED STATES CITIZEN ELIGIBILITY?

Select an Option

Yes  
No

**4** Next, navigate to **Company Structure** to complete the following:

- a** Choose the State in which the LLC is organized
- b** The date it was legally formed or organized
- c** Use the dropdown to select how the LLC is managed, keeping in mind multiple options may be selected

Sample LLC > Profile - Company Structure

Company Information  
Contact & Addresses  
Citizenship  
**Company Structure**  
Documentation

**PROFILE** Limited Liability Company (LLC)

CANCEL SAVE

Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.

**COMPANY STRUCTURE**

STATE IN WHICH THE LLC IS LAWFULLY ORGANIZED - Required

New York

LEGALLY FORMED OR ORGANIZED DATE - Required

06/12/2019

HOW IS THE LLC MANAGED - Required

Officer(s), Manager(s)

☐ ☒ Manager(s) ☒ Officer(s) ☐ Member(s) ☐ Board of Governor(s) ☐ Managing Member(s)



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

**5** To add members to your company:

- a** Select **+ ADD A MEMBER** and member details will appear
- b** Use the dropdown to select the **Member Type** that applies.
- c** Enter the required information, including selecting whether that member can sign documents (Signatory) and what the voting interest percentage is
- d** If you would like to add yourself as a member of the company, select **+ADD ME AS A MEMBER** and your information will populate *(optional)*

**MEMBERS**

Some Aircraft services might be unavailable for Company Profiles without members. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#) for additional information.

There are no members available for this profile.

**+ ADD A MEMBER** ← **a**

**ADD A MEMBER** **+ ADD ME AS A MEMBER**

MEMBER TYPE - *Required*

Select a Type

**x REMOVE**

**b**

Co-Ownership

Corporation

Individual

LLC

Partnership

**c** **ADD A MEMBER** **d** **+ ADD ME AS A MEMBER**

MEMBER TYPE - *Required*

LLC

COMPANY NAME - *Required*

Sample LLC

EMAIL ADDRESS OF REPRESENTATIVE - *Required*

SampleCompany@gmail.com

CARES COMPANY ID **?**

SA00000003

PERCENTAGE OF VOTING INTEREST - *Required*

100 %

THIS MEMBER IS A SIGNATORY **?**

Yes

TITLE - *Required*

Select a Title

**x REMOVE**



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**



**6** Lastly, you will need to upload at least one (1) document in order to consider your LLC Company Profile complete:

- a** Navigate to **Documentation** on the left hand menu
- b** Under the **Upload Documents** section, use the **Document Type** dropdown to select which document you will be uploading
- c** Select the **+Upload File** button, locate, and select the corresponding file from your computer
- d** Should you wish to upload more documentation, select the **+Add Additional Document** button to receive another document type dropdown and repeat steps **6a - c** until you have uploaded all desired documentation
- e** Select **Save** to save all your changes

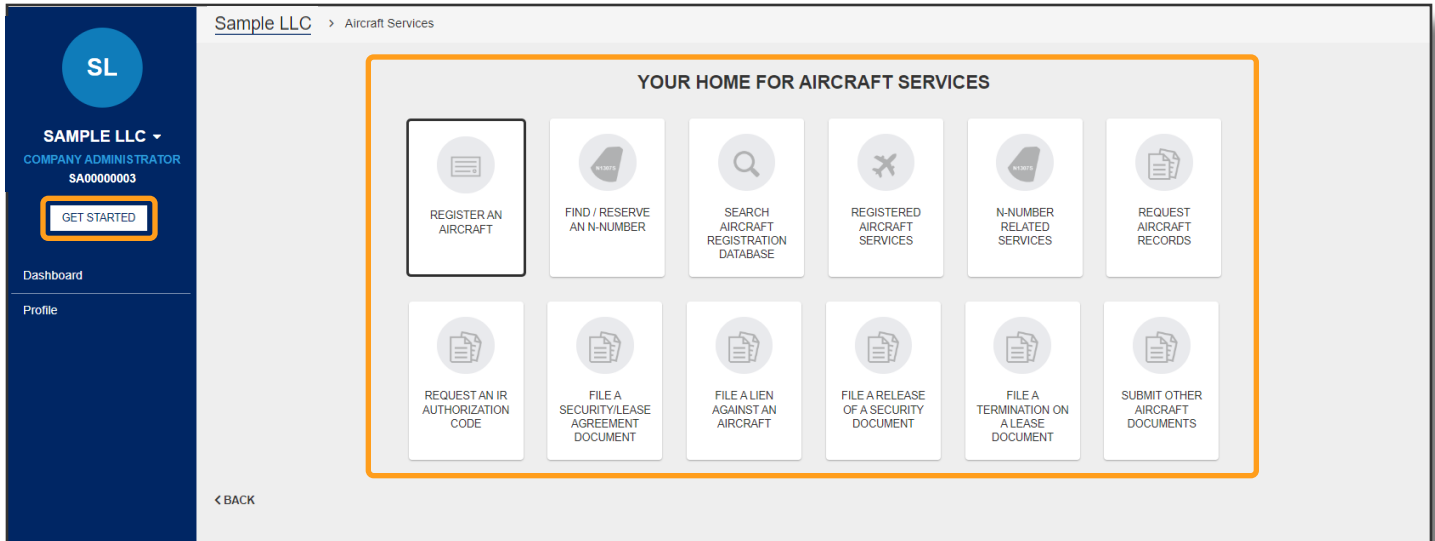
The screenshot shows the 'PROFILE' page for a 'Limited Liability Company (LLC)'. On the left is a sidebar menu with options: 'Company Information', 'Contact & Addresses', 'Citizenship', 'Company Structure', and 'Documentation'. An orange arrow labeled 'a' points to the 'Documentation' menu item. The main content area is titled 'PROFILE Limited Liability Company (LLC)' and has 'CANCEL' and 'SAVE' buttons in the top right. An orange circle labeled 'e' is around the 'SAVE' button. Below the title, a message states: 'Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.' The 'DOCUMENTS' section follows, with a note: 'To ensure the LLC profile is complete, please upload at least one of the required documents. The documents in this section will be added to your Aircraft Service requests and submissions.' Below this is a box that says 'No Documents Uploaded'. The 'UPLOAD DOCUMENTS' section contains a link to the 'Limited Liability Companies Info Sheet (faa.gov)'. The 'OPTIONAL DOCUMENTATION' section lists: 'Articles of Organization/Incorporation/Association', 'LLC Operating Agreement', and 'LLC Written Representation Statement'. At the bottom, there is a 'DOCUMENT TYPE' dropdown menu with 'Select a Document Type' selected. An orange arrow labeled 'b' points to this dropdown. To the right of the dropdown is a 'DOCUMENT UPLOAD' section with a '+ UPLOAD FILE' button (labeled with orange circle 'c') and a 'REMOVE' button. Below these is a large blue button labeled '+ ADD ADDITIONAL DOCUMENT' with an orange arrow labeled 'd' pointing to it. The 'SAVE' button in the top right is also labeled with an orange circle 'e'.



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

- 8 Now that your Company Profile is completed, you will have full access to all Aircraft Services:



#### NOTE

All Company members you added when creating the LLC profile will receive an email with a link to create an Individual CARES Registered Public User account. after creating an individual account they may navigate to the company account to conduct business in CARES



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

**<Back to Contents**

# 13

## Register Company Aircraft



UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

# Sign In to CARES

Before you get started:

- You must have a CARES Individual account and created a complete company profile to proceed with the steps in this guide. *For help creating these accounts, refer to the [Sign Up for CARES Account](#) and [Create a Company Profile User Guides](#).*

To **Sign In**, navigate to the CARES home page at CARES.FAA.GOV

- Sign in with your Registered Public User Account
- When the Terms of Service appear, select the **I AGREE** button:

The screenshot displays the CARES website interface. At the top, the header includes the Department of Transportation logo, the title "Civil Aviation Registry Electronic Services (CARES)", and navigation links for "About DOT", "Our Activities", and "Areas of Focus". A user status bar on the right shows "Welcome, Guest" and a "Sign In / Register" button, which is highlighted with an orange circle and labeled 'a'. Below the header, the main content area features a "REGISTRY FINGERTIPS" section on the left and a "HOW CAN WE HELP YOU TODAY?" section on the right, which includes links for "AIRCRAFT SERVICES" and "AIRMEN SERVICES". A "TERMS OF SERVICE" modal is overlaid on the page, containing a "Sign In" button. The modal text states: "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:" followed by three bullet points regarding privacy and government use. At the bottom of the modal, there are two buttons: "I AGREE" (highlighted with an orange circle and labeled 'b') and "I DISAGREE".



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**

- 1 On your User Dashboard, select the down-arrow after your Individual profile name:

MyFAA

Federal Aviation Administration  
Civil Aviation Registry

RL

INDIVIDUAL

GET STARTED

Dashboard

Profile

Aircraft Registration

APPLICATIONS SUBMITTED OR AWAITING PAYMENT

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE ⓘ
Register an Aircraft - NONE/112345 Classic Aircraft Corporation (United States), Waco Classic	Sep 29, 2022	Jul 19, 2023
Register an Aircraft - NONE/123456789 Lockheed Aircraft Corporation (United States), Electra (L-10)	Oct 4, 2022	Jul 24, 2023

- 2 A drop-down appears. Select the **Company Name** of the profile you created:

Federal Aviation Administration  
Civil Aviation Registry

RL

On Behalf Of

MASON AIR  
COMPANY ADMINISTRATOR  
MAG0000001

Dashboard

Profile

Aircraft Registration

APPLICATIONS SUBMITTED OR AWAITING PAYMENT

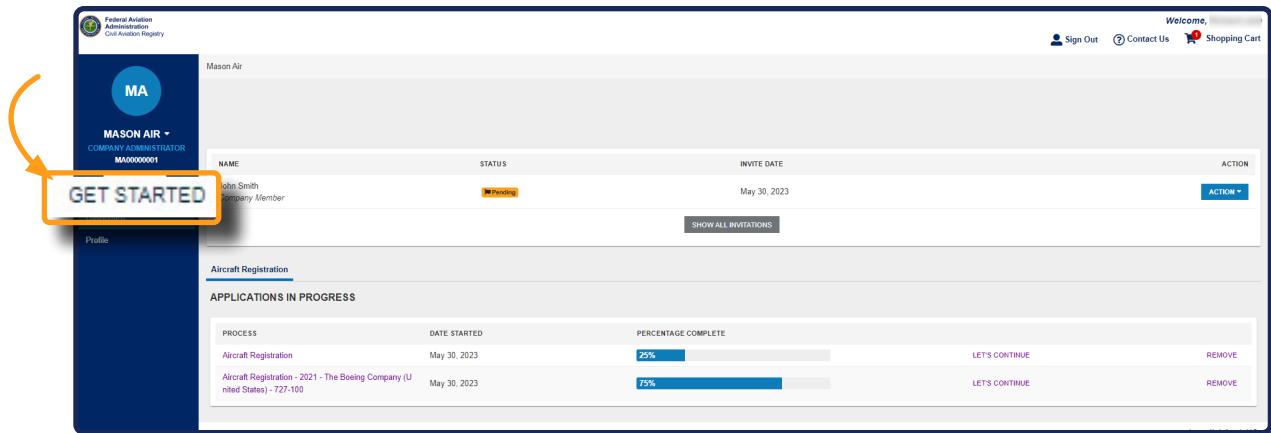
DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE ⓘ
Register an Aircraft - NONE/112345 Classic Aircraft Corporation (United States), Waco Classic	Sep 29, 2022	Jul 19, 2023
Register an Aircraft - NONE/123456789 Lockheed Aircraft Corporation (United States), Electra (L-10)	Oct 4, 2022	Jul 24, 2023
File a Release of a Security Document - Release - N123AB/1213456789, N123AB/123456789	Oct 6, 2022	Jul 26, 2023



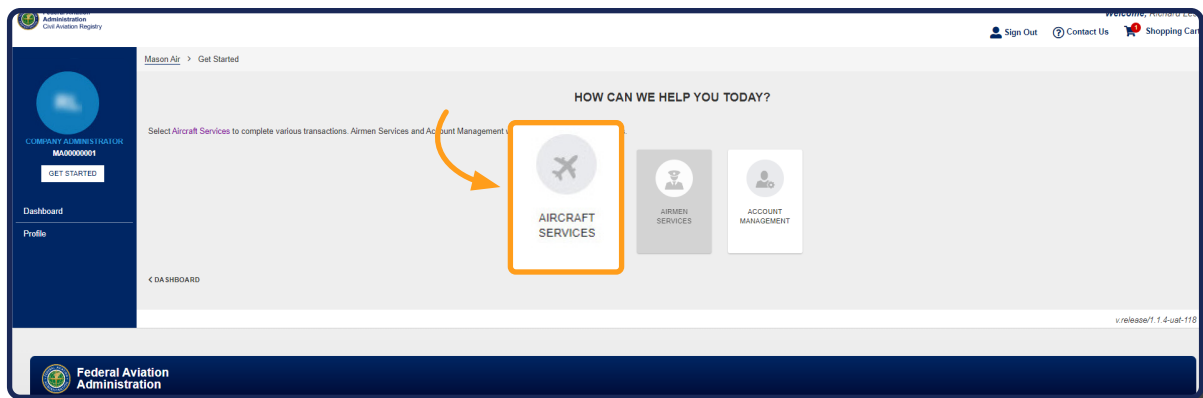
UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**

3 On the company Dashboard, select the **GET STARTED** button:

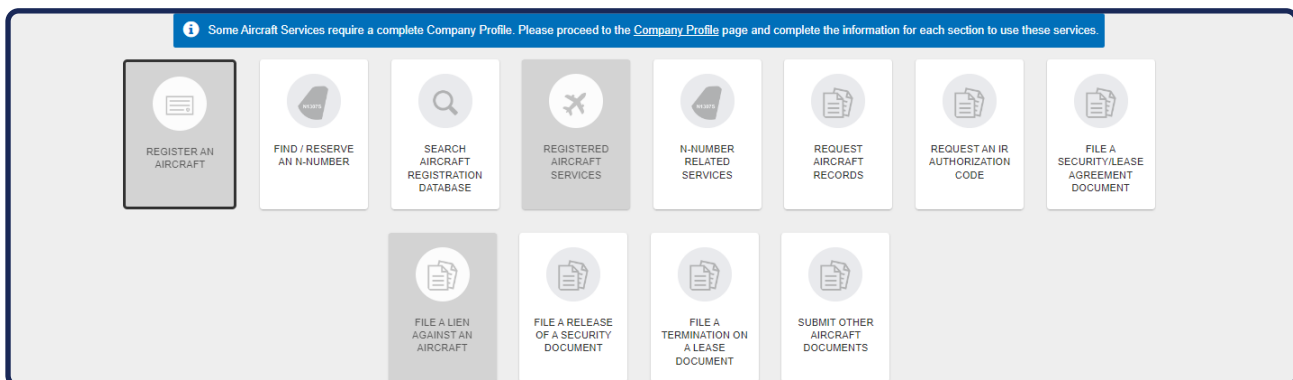


4 The registry option buttons appear. Select the **AIRCRAFT SERVICES** button:



## NOTE

If the company profile is not complete, (Citizenship and Company Structure), some of the Aircraft Services buttons may be grayed out.

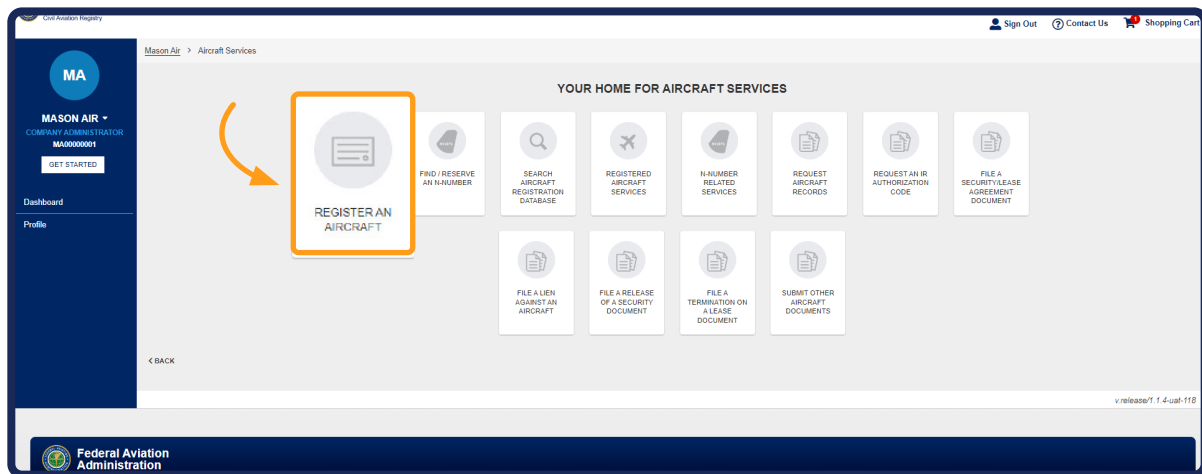


UNCONTROLLED COPY WHEN DOWNLOADED



**Aircraft Registration - Company**

- 5 If a complete profile has been created, the Aircraft Services screen appears. The screen displays all available services. Select the **REGISTER AN AIRCRAFT** button:



- 6 The **Applicant Information** screen appears. Ensure the company name is selected and the information is correct. If not correct, go to Profile and make changes. Select the **CONTINUE** button:

The screenshot shows the 'Applicant Information' page for 'MASON AIR'. The left sidebar is identical to the previous screen. The main content area is titled 'LET'S START BY DETERMINING WHO IS REGISTERING THIS AIRCRAFT'. It features a section titled 'APPLICANT OPTIONS' with a dropdown menu currently showing 'Mason Air - Corporation'. This dropdown is highlighted with an orange rectangular box. Below this is the 'APPLICANT DETAILS' section for 'MASON AIR - CORPORATION'. It contains two columns of information: 'MAILING ADDRESS' (896 Mason Dr, Titusville, FL 32780-9122) and 'EMAIL ADDRESS' (richesh1058@currently.com) on the left; and 'PHYSICAL ADDRESS' (896 Mason Dr, Titusville, FL 32780-9122) and 'PHONE' (+1 407 555 5555) on the right. At the bottom left of the details section is a 'X CANCEL' button, and at the bottom right is a blue 'CONTINUE >' button. An orange arrow points from the right towards the 'CONTINUE' button. The footer includes the Federal Aviation Administration logo and the text 'v:release/1.1.4-uaa-110'.

UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**

The Aircraft Information screen appears. The two Aircraft Status options offered are as follows:

- **New U.S. Aircraft Registration** – Choose this option if the aircraft was never registered before in the U.S. If you select this option, you will be prompted to enter aircraft information, such as import status, aircraft type, and specific aircraft information, such as manufacturer, engines, serial numbers, etc. These steps are documented below.
- **Previously Registered in the U.S.** – Choose this option if this is an aircraft that has been previously registered in the U.S. Once you enter the N-Number of the aircraft, CARES provides the information from the previous registration. These steps are documented in the [Previously Registered in the U.S.](#) section.

**AIRCRAFT INFORMATION**

AIRCRAFT STATUS - Required ?

NEW U.S. AIRCRAFT REGISTRATION

PREVIOUSLY REGISTERED IN THE U.S.

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required ?

No

AIRCRAFT TYPE - Required ?

Propeller plane icon, Jet plane icon, Drone icon, and partial view of another icon.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**



# New U.S. Aircraft Registration

- 7 The **Aircraft Identification** screen appears. Select **NEW U.S. AIRCRAFT REGISTRATION**:

Applicant Information  
Aircraft Identification  
Documentation  
Review

TELL US A LITTLE ABOUT THE AIRCRAFT  
LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION

AIRCRAFT INFORMATION

AIRCRAFT STATUS - Required

NEW U.S. AIRCRAFT REGISTRATION

PREVIOUSLY REGISTERED IN THE U.S.

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required

Select an Import Status

BACK CONTINUE

- 8 The **Select an Import Status** drop-down menu appears. Select **Yes** or **No**:

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required

Select an Import Status

Yes

No

## NOTE

If you select Yes for Import Status, a drop down menu appears with choices for **COUNTRY IMPORTED FROM**. Select the country from the menu, then type a **DEREGISTRATION DATE**, if applicable:

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required

Yes

COUNTRY IMPORTED FROM - Required

United States of America (the)

United Arab Emirates (the)

United Kingdom of Great Britain and Northern Ireland (the)

United States Minor Outlying Islands (the)

United States of America (the)

Uruguay

DEREGISTRATION DATE

01/17/2023

UNMANNED AIRCRAFT

ALL OTHER AIRCRAFT

UNCONTROLLED COPY WHEN DOWNLOADED



Aircraft Registration - Company

Within CARES, a company can request registration for the following aircraft:

- [Amateur Built](#)
- [Light-Sport](#)
- [Unmanned Aircraft System \(UAS\)](#)
- [All Other Aircraft](#)

*Select the aircraft type hyperlink above for the aircraft you want to register. The hyperlink brings you to the aircraft type section. This section includes the step-by-step instruction for the corresponding aircraft type.*

TELL US A LITTLE ABOUT THE AIRCRAFT

LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION

AIRCRAFT INFORMATION

AIRCRAFT STATUS - Required

NEW U.S. AIRCRAFT REGISTRATION

PREVIOUSLY REGISTERED IN THE U.S.

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required

No

AIRCRAFT TYPE - Required

AMATEUR BUILT

LIGHT-SPORT

UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES

ALL OTHER AIRCRAFT

< BACK

CONTINUE >



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**


# Amateur Built


Title 14, Code of Federal Regulations (14 CFR), part 21, section 21.191(g), defines an amateur built aircraft as an aircraft *"the major portion of which has been fabricated and assembled by person(s) who undertook the construction project solely for their own education or recreation"*:


- 1 Select **AMATEUR BUILT**. The **AMATEUR BUILT AIRCRAFT DETAILS** section appears:


BEING IMPORTED FROM A FOREIGN COUNTRY? - Required ⓘ No

Required ⓘ

  
**AMATEUR BUILT**

  
LIGHT-SPORT

  
UNMANNED  
AIRCRAFT  
SYSTEMS (UAS)  
AKA DRONES

  
ALL OTHER  
AIRCRAFT

- 2 Enter the correct information in the fields shown below:

**AMATEUR BUILT AIRCRAFT DETAILS**

NAME OF AMATEUR / NON-TCD BUILDER - Required  
Amateur Services

MODEL - Required  
Model A

SERIAL NUMBER - Required  
12345678

AIRCRAFT CLASS - Required  
Glider  
Airplane, Rotocraft, Glider, Weight Shift Control, Powered Parachute, etc.

**ENGINE INFORMATION**

TYPE OF ENGINE INSTALLED  
Electric

ENGINE MANUFACTURER  
ROLLS-ROYCE

ENGINE MODEL  
225-C10

ENGINE SERIAL NUMBER  
1213569 + ADD

**AIRCRAFT BUILD INFORMATION**

BUILT FOR LAND OR SEA OPERATION  
Land

NUMBER OF SEATS  
1

**DECLARATIONS - Required**

☒ MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM MISCELLANEOUS PARTS AND I AM THE OWNER. (THIS OPTION IS FOR THE AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

- 3 Select the proper declaration concerning how the amateur aircraft was built:

**DECLARATIONS - Required**

☐ MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM MISCELLANEOUS PARTS AND I AM THE OWNER. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

☐ MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM A KIT (PREFABRICATED PARTS) AND I AM THE OWNER. I HAVE THE BILL OF SALE FROM THE KIT MANUFACTURER. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

☐ I CERTIFY THAT THE ABOVE-DESCRIBED AIRCRAFT IS A NEWLY BUILT NON-TYPE CERTIFICATED AIRCRAFT AND IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR EXPERIMENTAL CERTIFICATION OTHER THAN AMATEUR-BUILT.)

☒ I CERTIFY THAT THE ABOVE-DESCRIBED AIRCRAFT IS A PREVIOUSLY BUILT (USED) NON-TYPE CERTIFICATED AIRCRAFT AND IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR EXPERIMENTAL CERTIFICATION OTHER THAN AMATEUR-BUILT CERTIFICATION.)

A. ☒ I HAVE EVIDENCE OF OWNERSHIP FROM THE AIRCRAFT BUILDER THROUGH ANY INTERVENING OWNERS (CHAIN OF OWNERSHIP).

**i** In the Documentation section, you'll be asked to upload an AC Form 8050-2 Aircraft Bill of Sale and an AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company - Amateur Built**

## Select an N-Number

**4** Next, select an option for your N-Number. A description of each option appears when selected:

- a** Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

The screenshot shows the 'N-NUMBER OPTIONS - Required' section. Three buttons are visible: 'USE ONE OF MY RESERVED N-NUMBERS' (highlighted with a blue border and an orange circle 'a'), 'SEARCH FOR AN AVAILABLE N-NUMBER', and 'ASSIGN THE NEXT AVAILABLE N-NUMBER'. Below the buttons is a text box titled 'DO YOU HAVE A RESERVED N-NUMBER?' with a description: 'A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.' To the left, the 'RESERVED N-NUMBER - Required' field is shown with an orange arrow pointing to it from the selected button.

- b** Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

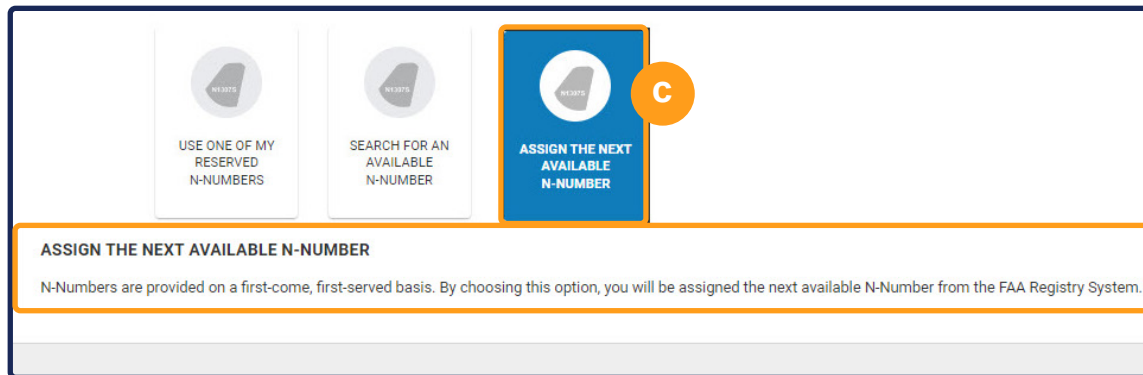
The screenshot shows the 'N-NUMBER OPTIONS' section. Three buttons are visible: 'USE ONE OF MY RESERVED N-NUMBERS', 'SEARCH FOR AN AVAILABLE N-NUMBER' (highlighted with a blue border and an orange circle 'b'), and 'ASSIGN THE NEXT AVAILABLE N-NUMBER'. Below the buttons is a text box titled 'DON'T HAVE AN N-NUMBER RESERVED YET?' with a description: 'N-Numbers are assigned on a first come, first-serve basis. An N-Number reservation does not guarantee it will be available for assignment until it is approved by an FAA Legal Examiner. If approved, you will receive a written confirmation of your N-Number assignment. At that time the N-number may be assigned to an aircraft.'



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company - Amateur Built**

- C** Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



USE ONE OF MY RESERVED N-NUMBERS

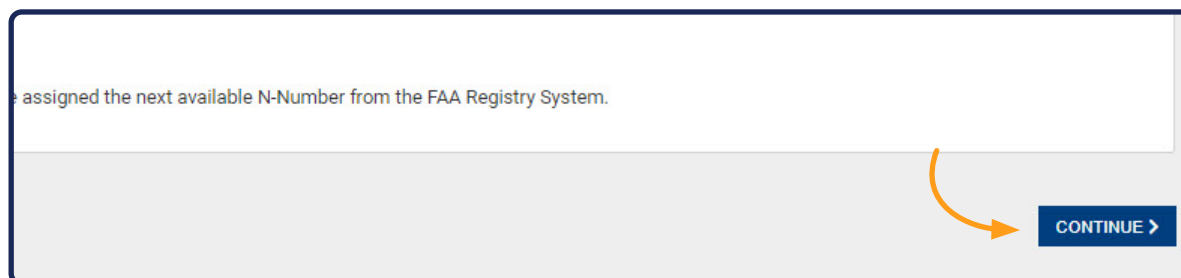
SEARCH FOR AN AVAILABLE N-NUMBER

**ASSIGN THE NEXT AVAILABLE N-NUMBER** **C**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

When complete, select the **CONTINUE** button:



assigned the next available N-Number from the FAA Registry System.

**CONTINUE >**

Go to the [Documents](#) section to continue with the registration of your aircraft:



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company - Amateur Built**

# Light Sport

The FAA defines a light sport aircraft as an aircraft, other than a helicopter or powered lift, that since its original certification, has continued to meet certain characteristics. For a list of these characteristics, select the [FAA Light Sport](#) hyperlink.

- 1 The **AIRCRAFT TYPE** options appear. Select **LIGHT-SPORT**:

Is it being imported from a foreign country? - Required ⓘ No

- Required ⓘ

AMATEUR BUILT

**LIGHT-SPORT**

UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES

ALL OTHER AIRCRAFT

- 2 In the **LIGHT-SPORT AIRCRAFT DETAILS** section, enter the following information:

- a In the **MANUFACTURER** field, type the aircraft manufacturer to search. Select the correct manufacturer from the search results
- b Select the **MODEL** from the drop-down menu
- c Type the aircraft serial number into the **SERIAL NUMBER** field
- d Select the **AIRCRAFT CLASS** from the drop-down menu:

**LIGHT-SPORT AIRCRAFT DETAILS**

If we may be of further assistance, please contact the Aircraft Registration Branch at (405) 954-3116 or toll free 1-866-762-9434.

MANUFACTURER - Required

Search Manufacturers ← a

MODEL - Required

Select a Model ← b

SERIAL NUMBER - Required

← c

AIRCRAFT CLASS - Required

Select an Aircraft Class ← d

Airplane, Rotorcraft, Glider, Weight Shift Control, Powered-Parachute, etc.



UNCONTROLLED COPY WHEN DOWNLOADED

**3** Under **ENGINE INFORMATION**, enter the following information:

- a** Select the **TYPE OF ENGINE INSTALLED** drop-down menu, then select the type of engine in your aircraft
- b** Select the **ENGINE MANUFACTURER** from the drop-down menu
- c** Select the **ENGINE MODEL** from the drop-down menu
- d** Type the aircraft **ENGINE SERIAL NUMBER** in the text box provided:

**ENGINE INFORMATION**

TYPE OF ENGINE INSTALLED - Required

Select an Engine Type

Reciprocating, Turbo-Prop, 2 or 4 Cycle, Electric, etc.

ENGINE MANUFACTURER

Select an Engine Manufacturer

ENGINE MODEL

Select an Engine Model

ENGINE SERIAL NUMBER

**4** Under **AIRCRAFT BUILD INFORMATION**, enter the following information and then select a **DECLARATION** and enter the **DEALER CERTIFICATE NUMBER** in the text box that appears:

- a** Choose if the aircraft was **BUILT FOR LAND OR SEA OPERATIONS**
- b** Enter the **NUMBER OF SEATS** (1 or 2)
- c** Select one (1) of the **DECLARATIONS**
- d** Enter the **DEALER CERTIFICATE NUMBER**:

**AIRCRAFT BUILD INFORMATION**

BUILT FOR LAND OR SEA OPERATION - Required

Select Build Operation

NUMBER OF SEATS - Required

**DECLARATIONS** - Required

☐ I CERTIFY THAT THE AIRCRAFT DESCRIBED ABOVE IS A NEWLY MANUFACTURED AIRCRAFT; THAT IT WILL MEET ALL APPLICABLE CONSENSUS STANDARDS UNDER 14 CFR 21.190; AND THE AIRCRAFT IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY.

☐ I CERTIFY THAT THE AIRCRAFT DESCRIBED ABOVE IS A NEWLY MANUFACTURED UNASSEMBLED AIRCRAFT THAT MEETS ALL APPLICABLE CONSENSUS STANDARDS UNDER 14 CFR 21.191(I)(2); AND THE AIRCRAFT IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY.

**DEALER CERTIFICATE NUMBER**



UNCONTROLLED COPY WHEN DOWNLOADED

**5** Under **MANUFACTURER INFORMATION**, enter the following information:

- a** Type the title of the signer into the TITLE OF SIGNER textbox
- b** Type the manufacturer phone number in the PHONE field (use the required format (+1 555 555 5555))

**MANUFACTURER INFORMATION**

TITLE OF SIGNER

PHONE - Required

Format: +1 555 555 5555

**6** Under **MANUFACTURER ADDRESS**, type the manufacturer's address:

**MANUFACTURER ADDRESS**

COUNTRY - Required

United States of America (the) ✓

ADDRESS LINE 1 - Required

Street Address, Rural Route

ADDRESS LINE 2

Apartment, suite, unit, building, floor, etc.

CITY - Required

STATE - Required

Two-Character State Code

ZIP / POSTAL CODE - Required

COUNTY

UNCONTROLLED COPY WHEN DOWNLOADED





## Select an N-Number

**7** Next, select an option for your N-Number. A description of each option appears when selected:

- a** Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

N-NUMBER OPTIONS - Required

**a** **USE ONE OF MY RESERVED N-NUMBERS**

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

RESERVED N-NUMBER - Required

N-

**DO YOU HAVE A RESERVED N-NUMBER?**

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b** Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

**b** **SEARCH FOR AN AVAILABLE N-NUMBER**

USE ONE OF MY RESERVED N-NUMBERS

ASSIGN THE NEXT AVAILABLE N-NUMBER

**DON'T HAVE AN N-NUMBER RESERVED YET?**

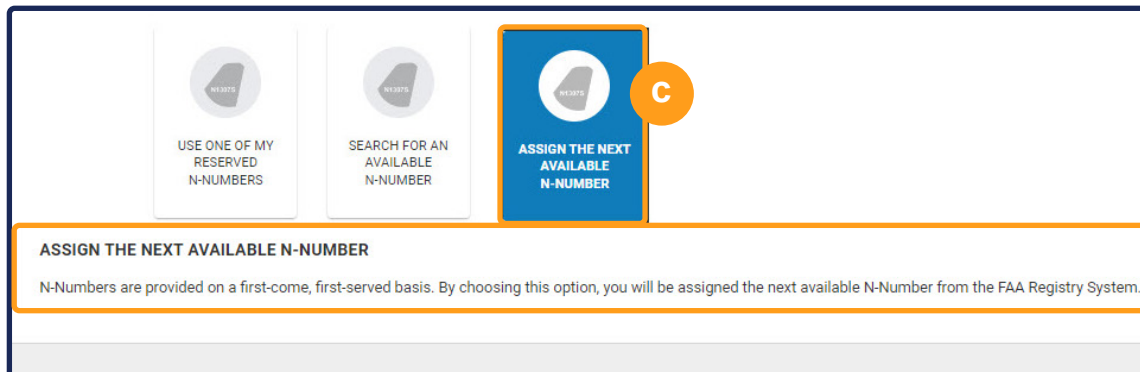
N-Numbers are assigned on a first come, first-serve basis. An N-Number reservation does not guarantee it will be available for assignment until it is approved by an FAA Legal Examiner. If approved, you will receive a written confirmation of your N-Number assignment. At that time the N-number may be assigned to an aircraft.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company - Light Sport**

- C** Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



USE ONE OF MY RESERVED N-NUMBERS

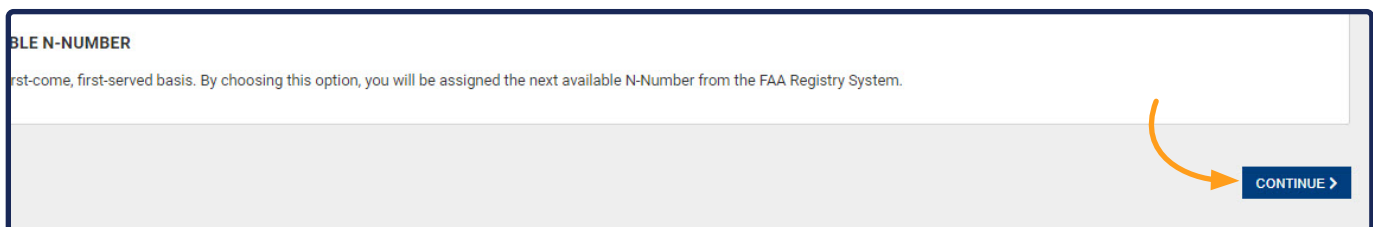
SEARCH FOR AN AVAILABLE N-NUMBER

**ASSIGN THE NEXT AVAILABLE N-NUMBER** **C**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

When complete, select the **CONTINUE** button:



BLE N-NUMBER

first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

**CONTINUE >**

Go to the [Documents](#) section to continue with the registration of your aircraft:



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company - Light Sport**

# Unmanned Aircraft System (UAS)

The FAA defines an unmanned aircraft system as an unmanned aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331(8)).

- 1 The **AIRCRAFT TYPE** options appear. Select the type of aircraft you're registering (in this example, **UNMANNED AIRCRAFT SYSTEMS (UAS)** is selected):

FAA INFORMATION

STATUS - Required ?

NEW U.S. AIRCRAFT REGISTRATION

PREVIOUSLY REGISTERED IN THE U.S.

AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required ?

No

AIRCRAFT TYPE - Required ?

AMATEUR BUILT

LIGHT-SPORT

UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES

ALL OTHER AIRCRAFT

- 2 Answer the following four questions (all are required): If any are **YES**, you will be required to register the aircraft via CARES. If all four are **NO**, you have a choice to continue with the registration via CARES or register your aircraft via the **FAA DRONEZONE** website:

Please provide an answer to all the questions.

YES	NO	QUESTION
<input type="radio"/>	<input checked="" type="radio"/>	DOES YOUR UAS WEIGH 55 POUNDS OR MORE?
<input type="radio"/>	<input checked="" type="radio"/>	ARE YOU REGISTERING THE UAS (REGARDLESS IF IT WEIGHS 55LBS OR MORE) WITH A TRUST OR VOTING TRUST?
<input type="radio"/>	<input checked="" type="radio"/>	DO YOU PLAN TO OPERATE THE UAS INTERNATIONALLY?
<input checked="" type="radio"/>	<input type="radio"/>	DO YOU WANT TO RECORD A LOAN, LEASE, OR OWNERSHIP DOCUMENTS FOR YOUR UAS?

You have opted to register your UAS under 14 CFR Part 47 regulation. You will need to submit a notarized Affidavit of Ownership for the Unmanned Aircraft (UAS) with your application.

**Confirmation**

Since you answered NO to all of the questions, we highly recommend that you register your UAS under 14 CFR Part 48 regulations by clicking Go to DroneZone.

If you want to register your UAS under 14 CFR Part 47, then select Continue.

GO TO DRONEZONE CONTINUE



UNCONTROLLED COPY WHEN DOWNLOADED

Aircraft Registration - Company - UAS

### 3 Select or enter the required fields under **AIRCRAFT DETAILS**:

You have opted to register your UAS under 14 CFR Part 47 regulation. You will need to submit a notarized Affidavit of Ownership for the Unmanned Aircraft (UAS) with your application.

**AIRCRAFT DETAILS**

AIRCRAFT CLASS - *Required*  
Select an Aircraft Class  
Airplane, Rotorcraft, Glider, Weight Shift Control, Powered-Parachute, etc.

MANUFACTURER / BUILDER - *Required*

MODEL - *Required*

REMOTE ID STATUS - *Required*  
Select a Remote ID Status

TYPE OF ENGINE INSTALLED - *Required*  
Select an Engine Type

NUMBER OF ENGINES - *Required*

MAX TAKEOFF WEIGHT (LBS) - *Required*

**DECLARATIONS** - *Required*

The Undersigned Owner Certifies:  
Select and complete one of these statements:

### 4 Select and complete the appropriate declaration statement. After selecting the appropriate declaration, a blue information box appears detailing the document(s) required in the **Documents** section:

**DECLARATIONS** - *Required*

The Undersigned Owner Certifies:  
Select and complete one of these statements:

☒ I PURCHASED THE UA DESCRIBED ABOVE AS A NEW OFF-THE-SHELF ITEM FROM THE MANUFACTURER OR RETAIL VENDOR

MANUFACTURER OR RETAIL VENDOR - *Required*

DATE OF PURCHASE - *Required*  
mm/dd/yyyy

A manufacturer's bill of sale was not available at the time of purchase, and

A. ☒ I HAVE A RECEIPT, INVOICE, OR OTHER EVIDENCE TO CONFIRM THE PURCHASE  
B. ☐ I DO NOT HAVE A RECEIPT, INVOICE, OR OTHER EVIDENCE TO CONFIRM THE PURCHASE

**i** In the Documentation section, you'll be asked to upload an Affidavit - Unmanned Aircraft System and an Invoice/Receipt for UA only

☐ THE UA DESCRIBED ABOVE WAS BUILT FROM A PREFABRICATED KIT. I HAVE THE KIT BILL OF SALE FROM THE MANUFACTURER, TO THE UNDERSIGNED, OR OTHER EVIDENCE AS PROOF THE TRANSACTION TOOK PLACE

☐ THE UA DESCRIBED ABOVE WAS BUILT USING MISCELLANEOUS PARTS

☐ I PURCHASED THE USED UA DESCRIBED ABOVE AND HAVE THE BILL OF SALE SIGNED BY THE SELLER

☐ I PURCHASED THE USED UA DESCRIBED ABOVE AND THE BILL OF SALE SIGNED BY THE SELLER IS NOT AVAILABLE

N-NUMBER, OPTIONS - *Required*



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company - UAS**

## Select an N-Number

**5** Next, select an option for your N-Number. A description of each option appears when selected:

- a** Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

N-NUMBER OPTIONS - Required

**a** **USE ONE OF MY RESERVED N-NUMBERS**

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

RESERVED N-NUMBER - Required

N-

**DO YOU HAVE A RESERVED N-NUMBER?**

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b** Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

**b** **SEARCH FOR AN AVAILABLE N-NUMBER**

USE ONE OF MY RESERVED N-NUMBERS

ASSIGN THE NEXT AVAILABLE N-NUMBER

**DON'T HAVE AN N-NUMBER RESERVED YET?**

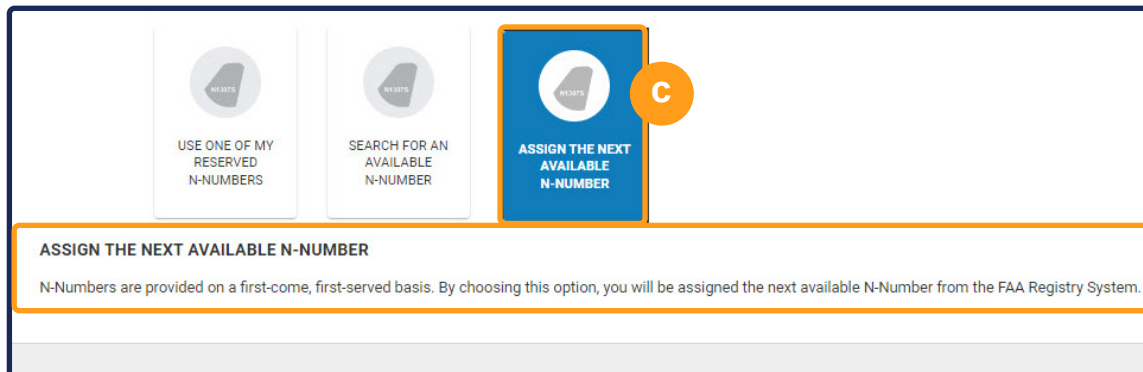
N-Numbers are assigned on a first come, first-serve basis. An N-Number reservation does not guarantee it will be available for assignment until it is approved by an FAA Legal Examiner. If approved, you will receive a written confirmation of your N-Number assignment. At that time the N-number may be assigned to an aircraft.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company - UAS**

- C** Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



USE ONE OF MY RESERVED N-NUMBERS

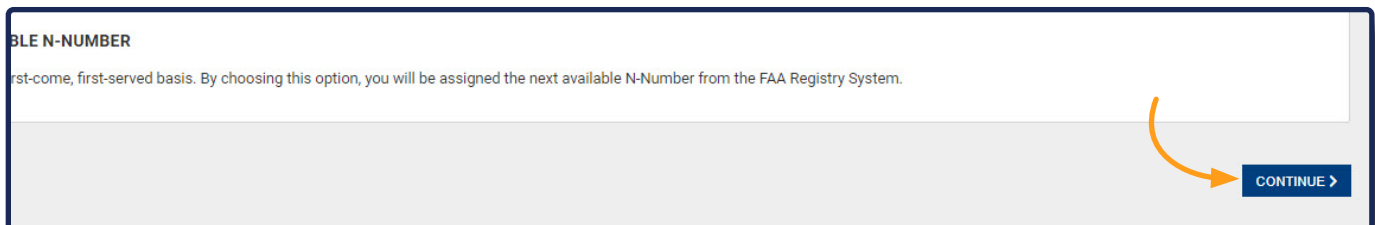
SEARCH FOR AN AVAILABLE N-NUMBER

**ASSIGN THE NEXT AVAILABLE N-NUMBER** **C**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

When complete, select the **CONTINUE** button:



BLE N-NUMBER

first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

**CONTINUE >**

Go to the [Documents](#) section to continue with the registration of your aircraft:



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company - UAS**

# All Other Aircraft

Aircraft that does not fall under Amateur Built, Light-Sport, and UAS, is considered an All Other Aircraft type.

- 1 The **AIRCRAFT TYPE** options appear. Select the type of aircraft you're registering (in this example, **ALL OTHER AIRCRAFT** is selected):

The screenshot shows the 'AIRCRAFT REGISTRATION' form. At the top, there are tabs for 'AIRCRAFT REGISTRATION' and 'REGISTERED IN THE U.S.'. Below the tabs, a question asks 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required' with a dropdown menu set to 'No'. The 'AIRCRAFT TYPE - Required' section displays four options: 'AMATEUR BUILT', 'LIGHT-SPORT', 'UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES', and 'ALL OTHER AIRCRAFT'. The 'ALL OTHER AIRCRAFT' option is highlighted with a blue border and a blue background. At the bottom left is a '< BACK' button, and at the bottom right is a 'CONTINUE >' button. The version number 'v.release/1.0.0-test-83' is visible in the bottom right corner.

- 2 Select the **YEAR**, **MANUFACTURER**, **MODEL** from the drop-down menus that appear, then type the aircraft **Serial Number** (all are required):

The screenshot shows the 'AIRCRAFT REGISTRATION' form with the 'AIRCRAFT TYPE' section. The 'YEAR' dropdown is set to '2022'. The 'MANUFACTURER - Required' dropdown is open, showing a list of manufacturers including 'AD Aerospace Ltd (United Kingdom)', 'Advanced Aerodynamics and Structures Inc (United States)', 'Advanced Aeromarine (United States)', 'Aeritalia-Società Aerospaziale Italiana pA (Italy)', 'Aero Adventure', and 'Aero Adventure Inc (United States)'. The 'MODEL - Required' dropdown is also open. The 'SERIAL NUMBER - Required' field contains the text '123456'. The 'N-NUMBER OPTIONS - Required' field is empty. The 'AIRCRAFT TYPE' section shows four options: 'AMATEUR BUILT', 'LIGHT-SPORT', 'UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES', and 'ALL OTHER AIRCRAFT'. The 'ALL OTHER AIRCRAFT' option is highlighted with a blue border and a blue background. At the bottom left is a '< BACK' button, and at the bottom right is a 'CONTINUE >' button. The version number 'v.release/1.0.0-test-83' is visible in the bottom right corner.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Company - All Other Aircraft**

## Select an N-Number

**3** Next, select an option for your N-Number. A description of each option appears when selected:

- a** Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

N-NUMBER OPTIONS - Required

**a** **USE ONE OF MY RESERVED N-NUMBERS**

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

RESERVED N-NUMBER - Required

N-

**DO YOU HAVE A RESERVED N-NUMBER?**

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b** Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

**b** **SEARCH FOR AN AVAILABLE N-NUMBER**

USE ONE OF MY RESERVED N-NUMBERS

ASSIGN THE NEXT AVAILABLE N-NUMBER

**DON'T HAVE AN N-NUMBER RESERVED YET?**

N-Numbers are assigned on a first come, first-serve basis. An N-Number reservation does not guarantee it will be available for assignment until it is approved by an FAA Legal Examiner. If approved, you will receive a written confirmation of your N-Number assignment. At that time the N-number may be assigned to an aircraft.

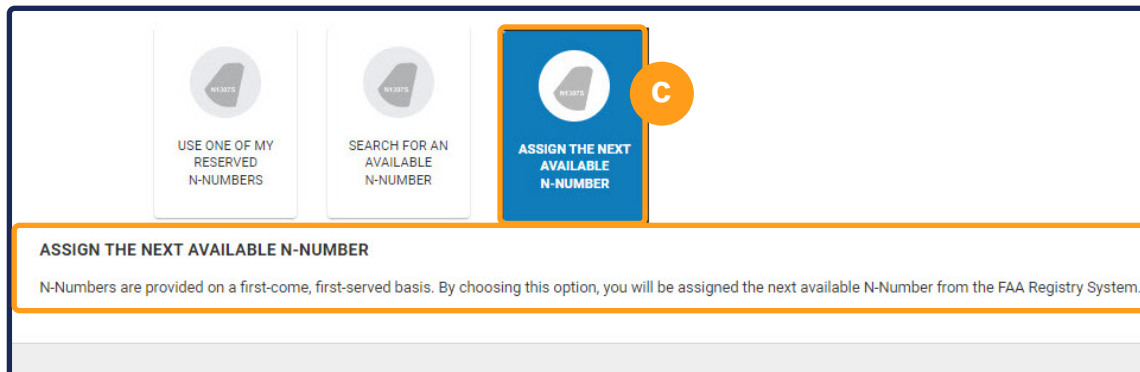


UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Company - All Other Aircraft**



- C** Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



USE ONE OF MY RESERVED N-NUMBERS

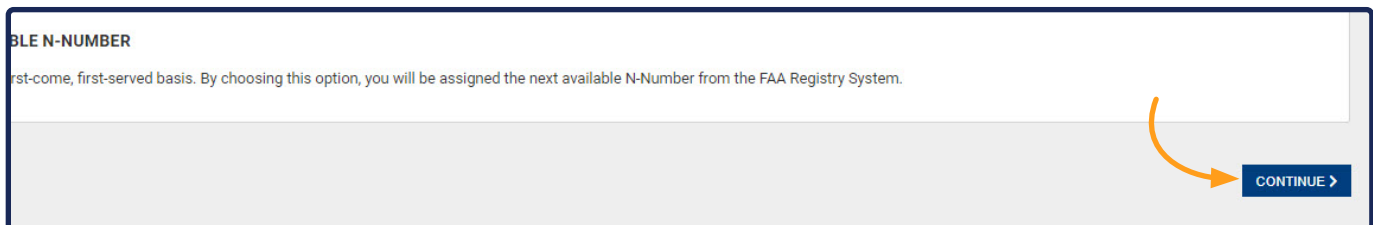
SEARCH FOR AN AVAILABLE N-NUMBER

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

**ASSIGN THE NEXT AVAILABLE N-NUMBER**

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

When complete, select the **CONTINUE** button:



BLE N-NUMBER

first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

**CONTINUE >**

Go to the [Documents](#) section to continue with the registration of your aircraft:

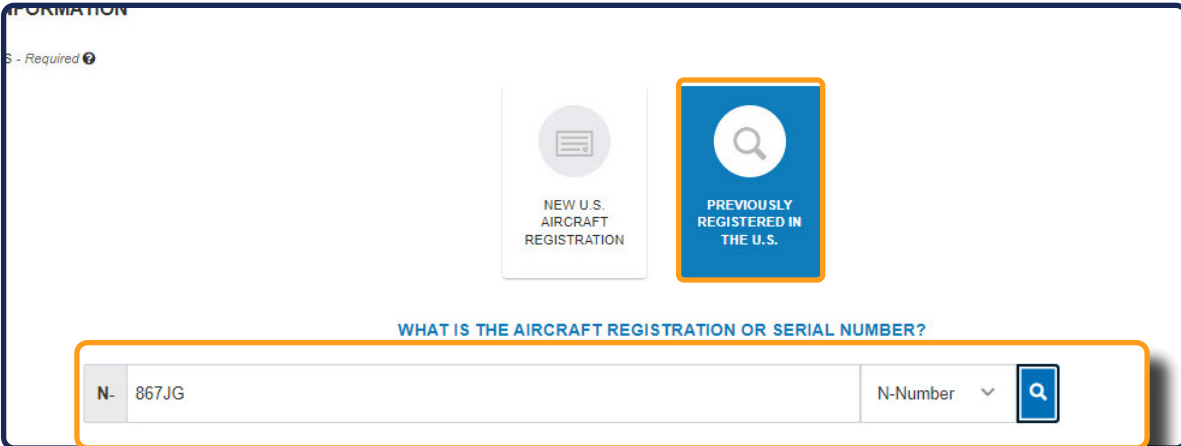


UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration – Company - All Other Aircraft**

## Previously Registered in the U.S.

- 7 The **Aircraft Identification** screen appears. Select **PREVIOUSLY REGISTERED IN THE U.S.** The N-Number Search field appears:
- 8 Enter your N-Number and select the search icon. The **Results** field appears:



NEW U.S. AIRCRAFT REGISTRATION

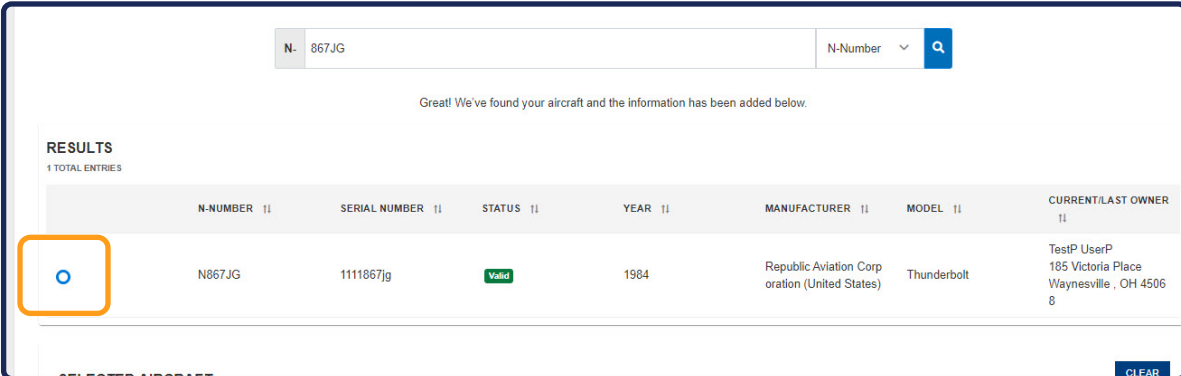
PREVIOUSLY REGISTERED IN THE U.S.

WHAT IS THE AIRCRAFT REGISTRATION OR SERIAL NUMBER?

N- 867JG

N-Number

- 9 Select the aircraft you want to register. Even if only one aircraft appears in the **Results**, you will need to still select that aircraft. The **SELECTED AIRCRAFT** information appears:



Great! We've found your aircraft and the information has been added below.

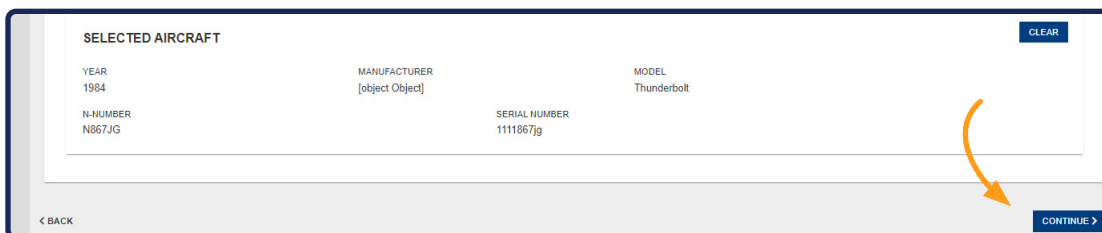
RESULTS

1 TOTAL ENTRIES

N-NUMBER	SERIAL NUMBER	STATUS	YEAR	MANUFACTURER	MODEL	CURRENT/LAST OWNER
N867JG	1111867jg	Valid	1984	Republic Aviation Corporation (United States)	Thunderbolt	TestP UserP 185 Victoria Place Waynesville, OH 45068

CLEAR

- 10 Verify the information and select **CONTINUE**:



SELECTED AIRCRAFT

CLEAR

YEAR  
1984

MANUFACTURER  
[object Object]

MODEL  
Thunderbolt

N-NUMBER  
N867JG

SERIAL NUMBER  
1111867jg

BACK

CONTINUE

UNCONTROLLED COPY WHEN DOWNLOADED



Aircraft Registration - Company

# Documents

1 Upon completing required aircraft information, the **Documentation** screen appears:

a Select the **DOCUMENT TYPE** drop-down menu, then select the appropriate document(s). CARES provides a list of required documents dependent on your aircraft type and any declarations.

b Select the **+Upload File** button, then select the document from your computer:

Please ensure all submitted documents have the complete aircraft description (i.e., N-Number, Serial Number, Manufacturer and Model) when applicable and all pages of each document are in a single file.

- Digitally signed documents must be used when electronically filing documents.
- If digitally signed documents are not available, original ink signed documents may be submitted by U.S. Post Office or commercial services to the Aircraft Registration Branch.

**REQUIRED DOCUMENTATION**

- AC Form 8050-2 Aircraft Bill of Sale
- AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft

**DOCUMENT TYPE**

AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft

AC Form 8050-2 Aircraft Bill of Sale

AC Form 8050-4 - Certificate of Repossession of Encumbered Aircraft

AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft

AC Form 8050-88A - Light-Sport Aircraft Manufacturers Affidavit of Ownership

Affidavit - Describing inability to obtain a recordable ownership document

**DOCUMENT UPLOAD**

+ Upload File REMOVE

**AMOUNT OF SALE**

\$

c Ensure all documents requiring a digital signature, such as affidavits, follow the requirements for a legible and acceptable digital signature as described below:

**DIGITAL SIGNATURE**

The "FAA 2016 Policy Clarification | 81 Fed. Reg. Vol 76 | Components of Digital Signature" defines what a digital signature must have. If using a digital signature it has to meet the requirements even if we don't require a printed name of the signer (using an ink signature) on the document. All five (5) elements (below) must be met:

A legible and acceptable digital signature will have, at minimum, the following components:

- (1) Shows the name of the signer and is applied in a manner to execute or validate the document,
- (2) Includes the type or printed name of the signer below or adjacent to the signature when the signature uses a digitized or scanned version of the signer's hand scribed signature or the name is in a cursive font,
- (3) Shows the signer's corporate, managerial, or partnership title as part of or adjacent to the digital signature when appropriate,
- (4) Shows evidence of authentication of the signer's identity such as the text "digitally signed by" along with the software provider's seal or watermark, date and time of execution; or, have an authentication code or key identifying the software provider, and
- (5) Has a font, size and color density that is clearly legible and reproducible when reviewed, copied and scanned into a black on white format.

A signature without the digital markings or code will be considered a photocopy signature.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**

- d** You have the option to provide Date of Sale, Amount of Sale or Seller information as Evidence of Ownership.
- e** Should you need to upload additional documents, click the **+Add Additional Documents** button and repeat steps a - c until you have uploaded all documentation.

AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certified Aircraft

EVIDENCE OF OWNERSHIP

Please provide documentation that details the Transfer of Ownership for this aircraft.

DATE OF SALE  
mm/dd/yyyy

AMOUNT OF SALE

SELLERS

Please add the sellers provided on this Evidence of Ownership Document.

+ ADD SELLER

+ ADD ADDITIONAL DOCUMENT

BACK

CONTINUE >

When complete, select the **CONTINUE** button.

- 2** The information provided appears on the top portion of the screen, review the information is accurate. Select the **View** button to open up a PDF to review the documents you attached.

AIRCRAFT INFORMATION

YEAR  
2023

MANUFACTURER  
Cessna Aircraft Co

MODEL  
162 (Skycatcher)

N-NUMBER  
None

SERIAL NUMBER  
123456

DOCUMENTS

AC FORM 8050-2 AIRCRAFT BILL OF SALE

DATE OF SALE  
Not Set

AMOUNT OF SALE  
Not Set

SELLERS

None

UPLOADED FILE

Bill of Sale.pdf

AC Form 8050-2 Aircraft Bill of Sale

VIEW

SIGNATORY MEMBERS

The members selected below will receive an email from DocuSign requesting their signature on the AC Form 8050-1 Aircraft Registration Application. Please select the members who will need to serve as a signatory on this

FIRST NAME	LAST NAME	TITLE	EMAIL ADDRESS
<input type="checkbox"/>		Member	
<input type="checkbox"/>	John	Smith	

CERTIFICATIONS

- 3** Select the member(s) who are to sign the application:



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**

- 4 The **CERTIFICATIONS** portion appears below the review area. Follow the on-screen instructions to select the appropriate citizenship status, then select the **SIGN** button if all information is correct or the **<BACK** button to make any corrections:

**CERTIFICATIONS**

I/We certify that the above aircraft is owned by the undersigned applicant who is: (Must Check A, B, C or D)

☐ A. A CITIZEN OF THE UNITED STATES AS DEFINED BY 49 USC 40102(A)(15)  
☐ B. A RESIDENT ALIEN WITH ALIEN REGISTRATION (FORM 1-551) NO.  
☐ C. A NON-CITIZEN CORPORATION AND SAID AIRCRAFT IS BASED AND PRIMARILY USED IN THE UNITED STATES.  
☐ D. A CORPORATION USING A VOTING TRUST TO QUALIFY.

If box C or D above is checked, I, the below signed, certify that I am authorized, by the applicant shown above, to sign corporate documents and to seek aircraft registration on behalf of the entity and that I will provide the same authorization if requested;

I/We certify that the aircraft is not registered under the laws of any foreign country; and

I/We certify that legal evidence of ownership is attached or has been filed with the Federal Aviation Administration.


ANY AND ALL SIGNATORIES OF THIS APPLICATION MUST READ THE FOLLOWING AND UNDERSTAND THAT, BY APPLYING A SIGNATURE TO THIS DOCUMENT, THEY ARE SUBJECT TO THE REFERENCED STATUTES AND ASSOCIATED PENALTIES.

I/we hereby certify that the information provided in, and in any attachments to, this application for aircraft registration is true, accurate and correct to the best of my/our knowledge and belief. I/we understand that the FAA administrator will rely on the information I/we provide in determining my/our qualification for aircraft registration. I/we understand that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device any material fact(s), statement(s), representation(s) or entry(ies) may be fined up to \$500,000 or imprisoned for not more than five (5) years or both (18 U.S.C. §§ 1001 and 3571). I/we understand that to knowingly and willfully: a) falsify or conceal a material fact; or b) use a document knowing it contains a false, fictitious or fraudulent statement/entry; or c) provide any inaccurate, false statement/information can subject me to criminal prosecution (49 U.S.C. § 46306), and the registration of the subject aircraft may be delayed, denied and/or revoked.

**< BACK** **SIGN >**

## NOTE

All other signatory members selected to sign the application receive an email with a link to **DocuSign** and a pop-up appears at top of screen: Aircraft Registration applications that are pending signature will display in the **Applications in Progress** section of the company Dashboard. These applications will remain inactive until all required signatures are complete, with the exception of the **Remove** option. After all signatures are applied, it can take up to 24 hours to appear in the company's **Shopping Cart**.



FAA Civil Aviation Registry sent you a document to review and sign

**REVIEW DOCUMENTS**

Civil Aviation Registry  
[N-CTR.Shcherbakov@faa.gov](mailto:N-CTR.Shcherbakov@faa.gov)

Smith,

se DocuSign FAA Aircraft Registration Form (information), FAA Aircraft  
stration Form, FAA Aircraft Registration Form (signatures)

Thank You, FAA Civil Aviation Registry

by DocuSign

**Aircraft Application**

Almost there! You have successfully completed the aircraft registration documents.

Awaiting Signatures & Payment

We are awaiting signatures from other members of your company.

Once we receive all signatures and payment information, your documents will be submitted to the FAA for review.

You can view the status of your submissions on the Dashboard.



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**

# DocuSign

- 5 If the applicant is also the selected signer, they are redirected to DocuSign to provide an electronic signature. Select the **I agree to use electronic records and signature** check-box, then select the **Continue** button:

Please Review & Act on These Documents

FAA Civil Aviation Registry  
FAA

Federal Aviation Administration  
Powered by DocuSign

Please read the [Electronic Record and Signature Disclosure](#).  
☒ I agree to use electronic records and signatures.

**CONTINUE** **OTHER ACTIONS ▾**

**PRIVACY ACT STATEMENT:**  
 Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

Title 49, United States Code requires the registration of each United States civil aircraft as a prerequisite to its operation. An aircraft is eligible for registration only: (1) if it is not registered under the laws of a foreign country; and (2) if it is owned by (a) a citizen of the United States; or (b) an individual citizen of a foreign country lawfully admitted for permanent residence in the United States; or (c) a corporation not a citizen of the United States when the corporation is organized and doing business under the laws of the United States or a State and the aircraft is based and primarily used in the United States; or (d) an aircraft of the United States government. Operation of an aircraft that is not registered may subject the operator to a civil penalty.

- (4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of airworthiness directives.
- (5) To provide supporting information in court cases.
- (6) To serve as a data source for management information for production of summary descriptive statistics and analytical studies in support of agency functions for which the records are collected and maintained.
- (7) To respond to general requests from the aviation community or public for statistical information under the Freedom of Information Act or to locate specific individuals or specific aircraft for accident investigation, violation, or other safety related requirements.
- (8) To provide data for the automated aircraft registration master file.
- (9) To provide data for development of the aircraft registration statistical system.

- 6 To digitally sign the document:

- a Select the **START** button
- b Select the **Sign** button to place your digital signature
- c Select the **FINISH** button to complete and return to the **CARES** Shopping Cart:

use review the documents below.

**C** **FINISH** **OTHER ACT**

DocuSign Envelope ID: D02FFC02-E373-45B4-A250-3A441E177DA5

DEMONSTRATION DOCUMENT ONLY  
 PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
 19000 1st Avenue, Suite 1700 • Seattle, WA 98101-3142  
 www.docuSign.com Collection Expires 03/31/2024

**U.S. Department of Transportation  
 Federal Aviation Administration**

**Aircraft Registration Application  
 AC Form 8050-1**

**PRA Public Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0042. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain aircraft registration in accordance with 14 CFR Part 47. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

**PRIVACY ACT STATEMENT:**  
 Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

(4) To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft

NOTICE: For commercial use, all applicants must sign. Use next page and add page(s) if necessary.

11)	SIGNATURE:	DATE:
	TYPED/PRINTED NAME: Bruce Wayne	TITLE: Owner
12)	SIGNATURE:	DATE:
	TYPED/PRINTED NAME:	TITLE:

**NOTE:** Except when the most recent registration of the subject aircraft is expired or cancelled, 14 CFR 47.31(c) provides for an airworthy U.S. aircraft to be operated for up to 90 days within the United States when a copy of the signed aircraft registration application is carried in the aircraft while awaiting issuance and receipt of the new registration certificate.

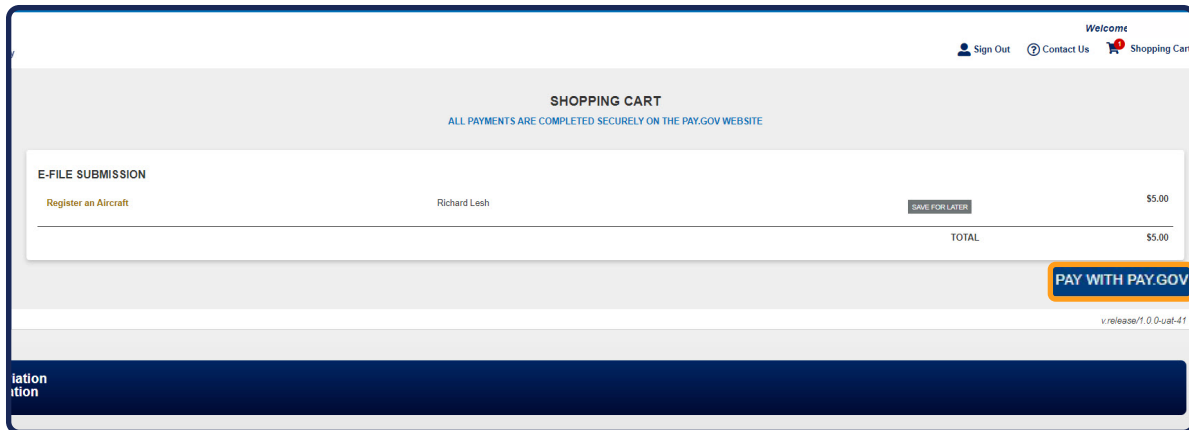


UNCONTROLLED COPY WHEN DOWNLOADED

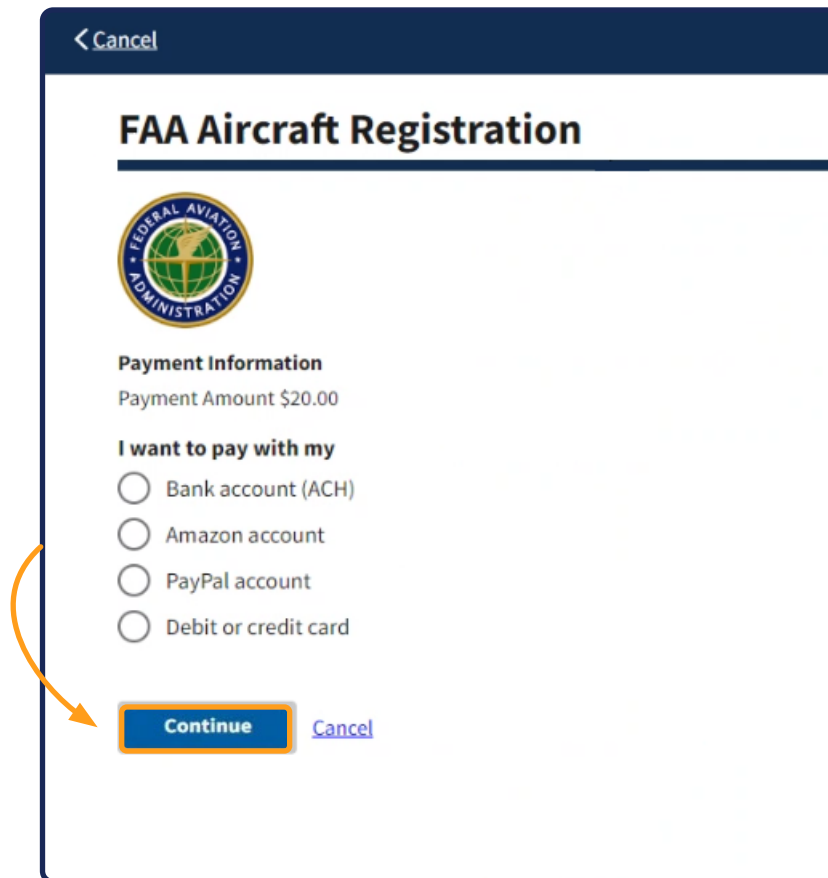
**Aircraft Registration - Company**



- 1 On the **SHOPPING CART** screen, select the **PAY WITH PAY.GOV** button:



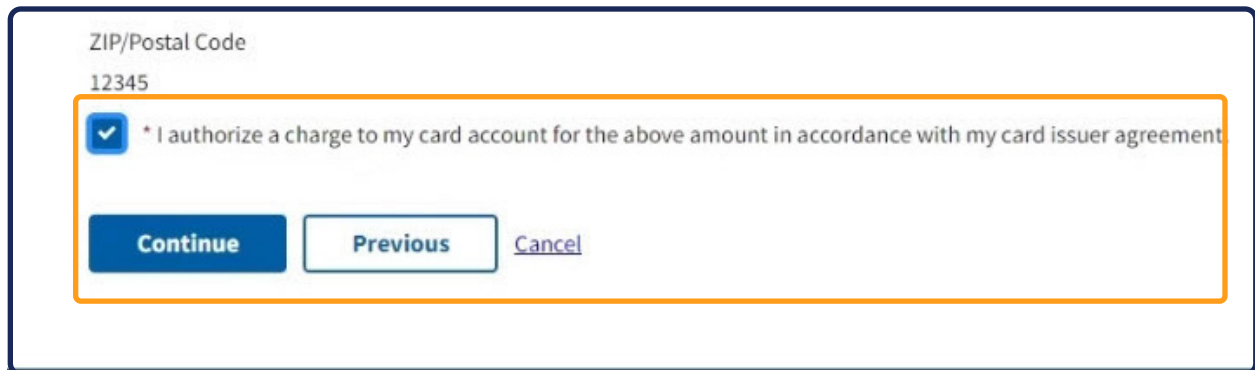
- 2 You will be re-directed to PAY.gov. Select a payment method, then select the **Continue** button:



UNCONTROLLED COPY WHEN DOWNLOADED



- 3 Enter, review, and authorize your payment information, then select the **Continue** button:

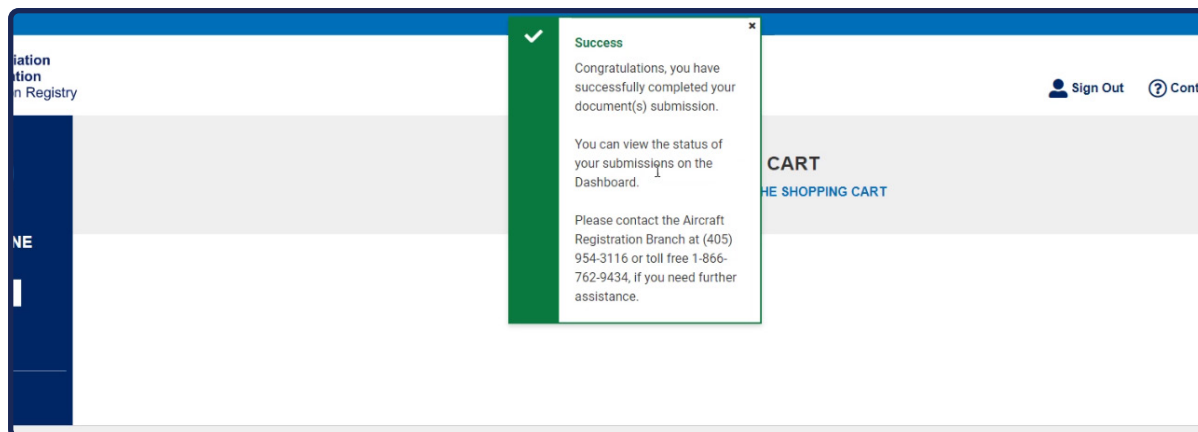


ZIP/Postal Code  
12345

☒ \* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement

[Continue](#) [Previous](#) [Cancel](#)

- 4 When your payment has been approved, you will return to CARES, and a success message will appear:




UNCONTROLLED COPY WHEN DOWNLOADED



- 5 Your registration appears on your Dashboard in the **APPLICATIONS SUBMITTED OR AWAITING PAYMENT** section:

APPLICATIONS SUBMITTED OR AWAITING PAYMENT			
DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE ⓘ	STATUS ⓘ
Register an Aircraft - Classic Aircraft Corporation (United States), Waco Classic/112345	Sep 29, 2022	Jun 15, 2023	Pending
Register an Aircraft - Lockheed Aircraft Corporation (United States), Electra (L-10)/123456789	Oct 4, 2022	Jun 20, 2023	Pending
File a Release of a Security Document - Release - N123AB/1213456789, N123AB/123456789	Oct 6, 2022	Jun 22, 2023	Pending
N-Number Related Requests - Change N-Number - N1234R/123456789	Awaiting FAA Submission	Jun 28, 2023	Awaiting Payment
Register an Aircraft - Amateur Services, Model A/123456	Awaiting FAA Submission	Oct 6, 2023	Pending

- 6 You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:

**Federal Aviation  
Administration**

Dear Bruce Wayne,

You Reg  
Pay  
If we  
Reg  
This  
ple  
you  
EA

DocuSign Envelope ID: 8AB2E442-093C-4997-A69B-AA8A70FC755A

**Aircraft Registration Application**  
U.S. Department of Transportation  
**Federal Aviation Administration**

**AC Form 8050-1**

**PRA Public Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to any penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Project (03/31/2024).

FAA Aircraft Registry, PO Box 25504,  
Oklahoma City, OK 73125-0504  
(405) 954-3116  
Toll Free: 1-866-762-9434  
WEB Address: <https://faa.gov/go/registry>

**PAYMENT CONFIRMATION**

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
Suite 1700 • Seattle, Washington 98101-3206 • 219-0200  
www.docusign.com Collection Expires 03/31/2024



UNCONTROLLED COPY WHEN DOWNLOADED

**Aircraft Registration - Company**

# Sign into CARES

To get started:

- a Navigate to the CARES home page at <https://CARES.FAA.GOV/>
- b Sign in with your Registered Public User Account
- c Accept the Terms of Service:

The screenshot shows the CARES website interface. At the top, a blue banner contains the FAA logo, the text 'Civil Aviation Registry Electronic Services (CARES)', and a 'Sign In / Register' button. A callout box labeled 'a' points to the URL 'https://CARES.FAA.GOV/'. Below the banner, the main content area features the heading 'FAA REGISTRY AT YOUR FINGERTIPS' and a paragraph about limited online aircraft registration services. To the right, a sidebar titled 'HOW CAN WE HELP YOU TODAY?' lists 'AIRCRAFT SERVICES' (REGISTER, UPDATE OR MANAGE AIRCRAFT RECORDS) and 'AIRMEN SERVICES' (REGISTER, UPDATE OR MANAGE AIRMEN INFORMATION). A callout box labeled 'b' points to the 'Sign In / Register' button. Below the main content area, a 'TERMS OF SERVICE' section is displayed, containing a paragraph about U.S. Government-authorized use, a paragraph about unauthorized use, and a list of terms. A callout box labeled 'c' points to the 'I AGREE' button at the bottom of the terms section.

**CARES URL:** <https://CARES.FAA.GOV/>

**FAA REGISTRY AT YOUR FINGERTIPS**

The FAA Registry is now offering limited online aircraft registration services for aircraft owners who classify as individuals, corporations and LLCs. Aircraft registration services for other company types, partnerships, non-citizen trusts and more will be made available online in future releases. Online services will continue to be expanded and enhanced.

**HOW CAN WE HELP YOU TODAY?**

**AIRCRAFT SERVICES**  
[REGISTER, UPDATE OR MANAGE AIRCRAFT RECORDS](#)

[SIGN IN / REGISTER >](#)  
[LEARN MORE >](#)

**AIRMEN SERVICES**  
[REGISTER, UPDATE OR MANAGE AIRMEN INFORMATION](#)

**TERMS OF SERVICE**

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:

- 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, 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.

**I AGREE** **I DISAGREE**

UNCONTROLLED COPY WHEN DOWNLOADED

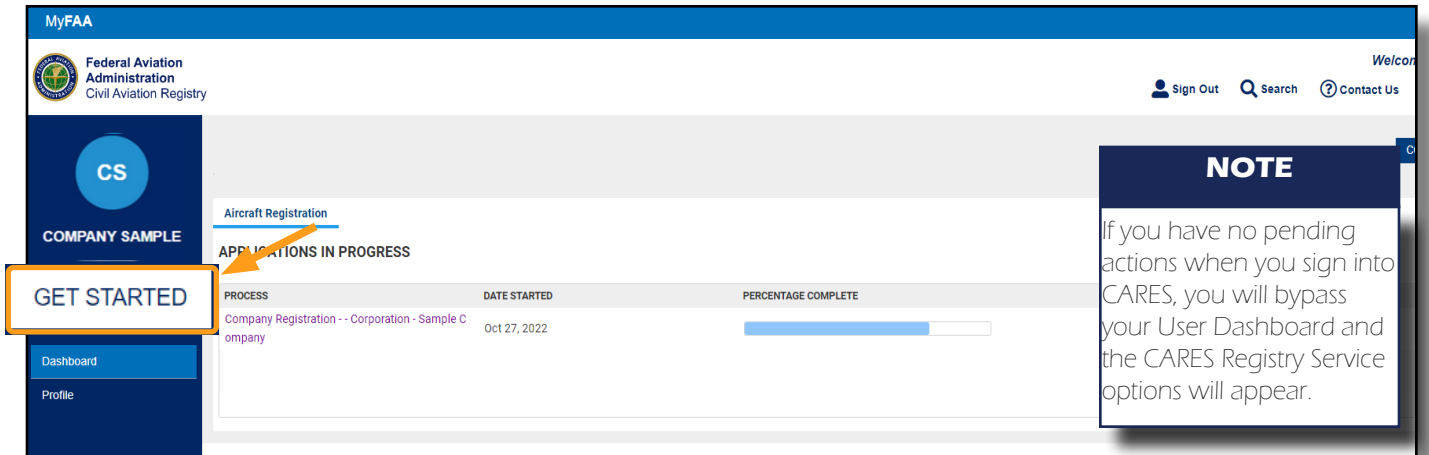


**Create a Company Account - LLC**

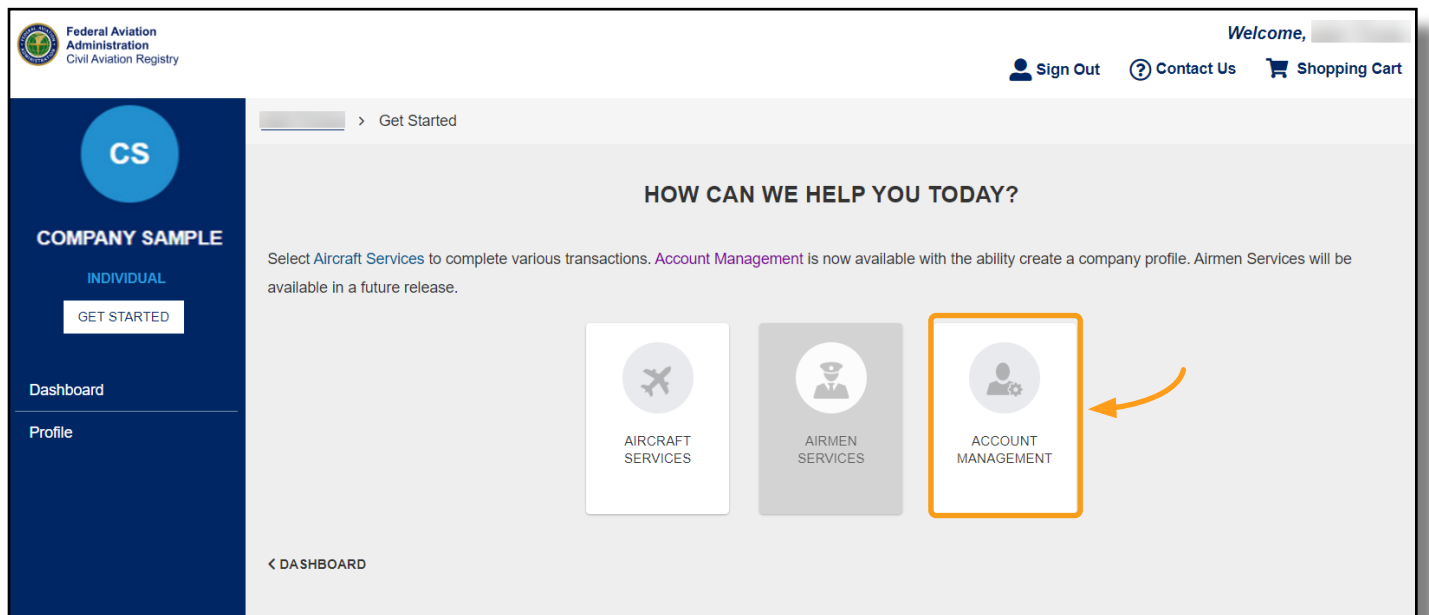
# Create an LLC Account

CARES allows users to create and customize a company profile according to their business' needs, and in accordance with FAA regulations. This guide provides instruction on how to Create a Limited Liability Company (LLC) Account.

**1** On your user dashboard, select the **GET STARTED** button:



**2** Next, select the **Account Management** option:




UNCONTROLLED COPY WHEN DOWNLOADED


Create a Company Account - LLC


- 3 On the Account Management home screen, select the **CREATE A COMPANY ACCOUNT** option:


**YOUR HOME FOR ACCOUNT MANAGEMENT**


Some Account Management options are currently not available. For the options that are not available, please proceed to the [Aircraft Services](#) page and submit all associated paperwork (i.e. Power of Attorney, Trust Agreement, etc.) when completing one of the [Aircraft Services](#).

  
CREATE A  
COMPANY  
ACCOUNT

  
CREATE A  
CO-OWNERSHIP  
ACCOUNT

  
APPLY FOR A  
DEALER  
CERTIFICATE

  
SET UP  
A POWER OF  
ATTORNEY

  
SET UP  
A TRUSTEE  
PROFILE

< BACK

- 4 On the Type of Company page, select **LIMITED LIABILITY COMPANY (LLC)**:

Sample > Account Management > Create a Company Account


of Company


**LET'S GET DOWN TO BUSINESS**


LET'S START WITH SOME INFORMATION ABOUT THE COMPANY


**COMPANY DETAILS**

COMPANY TYPE - Required

  
CORPORATION

  
GOVERNMENT

  
**LIMITED  
LIABILITY  
COMPANY (LLC)**

  
NON-CITIZEN  
CORPORATION



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

**5** More information will appear. Begin entering the following information into the required fields:

**a** The Company Name

**b** Enter the Company's **Physical/Residential Address** and **Mailing Address** in the fields below. If they are the same, once the Physical/Residential Address is complete, select the **SAME AS PHYSICAL ADDRESS** button and the address will copy over.

COMPANY NAME - Required

Sample LLC

**PHYSICAL / RESIDENTIAL ADDRESS**

COUNTRY - Required  
United States of America (the)

ADDRESS LINE 1 - Required  
123 S Main St  
Street Address, Rural Route

ADDRESS LINE 2  
Apartment, suite, unit, building, floor, etc.

CITY - Required  
Los Angeles

STATE - Required  
CA  
Two-Character State Code

ZIP / POSTAL CODE - Required  
90012-3701

COUNTY  
Los Angeles

**MAILING ADDRESS**

COUNTRY - Required  
United States of America (the)

ADDRESS LINE 1 - Required  
123 S Main St  
Street Address, Rural Route

ADDRESS LINE 2  
Apartment, suite, unit, building, floor, etc.

CITY - Required  
Los Angeles

STATE - Required  
CA  
Two-Character State Code

ZIP / POSTAL CODE - Required  
90012-3701

COUNTY  
Los Angeles

**SAME AS PHYSICAL ADDRESS**

- In most cases, an **ADDRESS VERIFICATION** popup will appear, indicating CARES has found a more accurate version of your address. Select **Use My Address** if you would like to use the address you have inputted, or select **Use Suggested Address** if you would like to use the Suggested Address:

**Address Verification**

We believe we've found a more accurate version of your address.  
For the most accurate profile information, please confirm the one that you would like to use.

You Entered	Suggested Address
123 S Main St	123 S Main St
Los Angeles, CA	Los Angeles, CA 90012-3701
United States of America (the)	United States of America (the)

**USE MY ADDRESS** **USE SUGGESTED ADDRESS**



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

6 Then, enter **Contact Information** for the Company and select **CONTINUE**

**CONTACT INFORMATION**

EMAIL ADDRESS - Required  
SampleCompany@gmail.com

PHONE - Required  
+1 800 555 5555  
Format: +1 555 555 5555

**CANCEL** **CONTINUE >**

7 On the Review screen, review your submission. If you notice any information that needs to be edited, use the **BACK** button until you reach the section that needs changing. When you're ready, continue through to the Review page and select the **SUBMIT** button:

**ALMOST DONE.**  
TAKE A MINUTE TO REVIEW YOUR SUBMISSION.

**NOTE**  
A warning message will appear if information matching what is already in CARES is inputted( duplicate). If you choose to proceed, the Profile will be created with a Unique Company ID.

**COMPANY DETAILS**

COMPANY NAME  
Sample LLC

COMPANY TYPE  
LLC

**ADDRESSES**

PHYSICAL ADDRESS  
123 S Main St  
Los Angeles, CA 90012-3701  
Los Angeles  
United States of America (the)

MAILING ADDRESS  
123 S Main St  
Los Angeles, CA 90012-3701  
Los Angeles  
United States of America (the)

**CONTACT INFORMATION**

EMAIL ADDRESS  
SampleCompany@gmail.com

PHONE  
+1 516 555 5555

**< BACK** **SUBMIT >**

8 You will receive an email confirming company creation to the email address provided and a success message appears, indicating your company profile has been submitted:

✓ **Company Registration**  
Your Company Registration  
has been Submitted

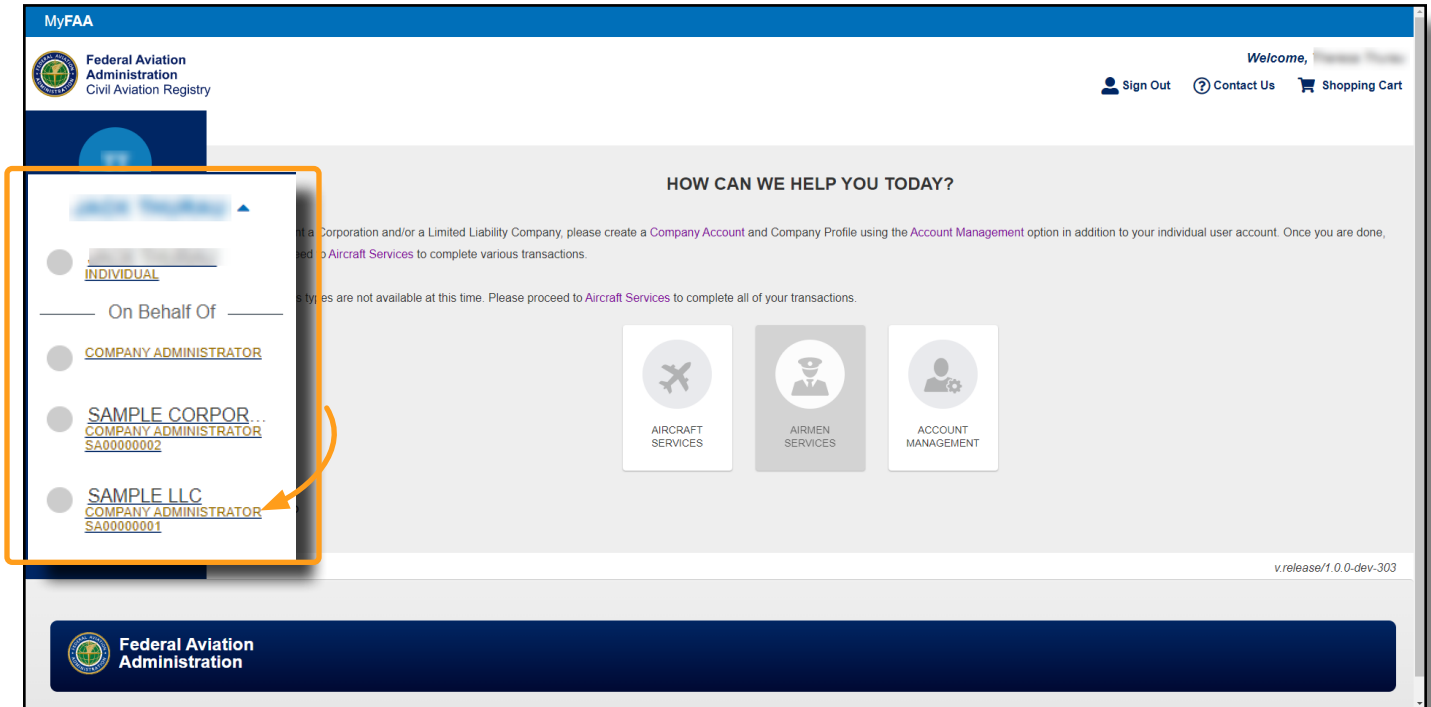


UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

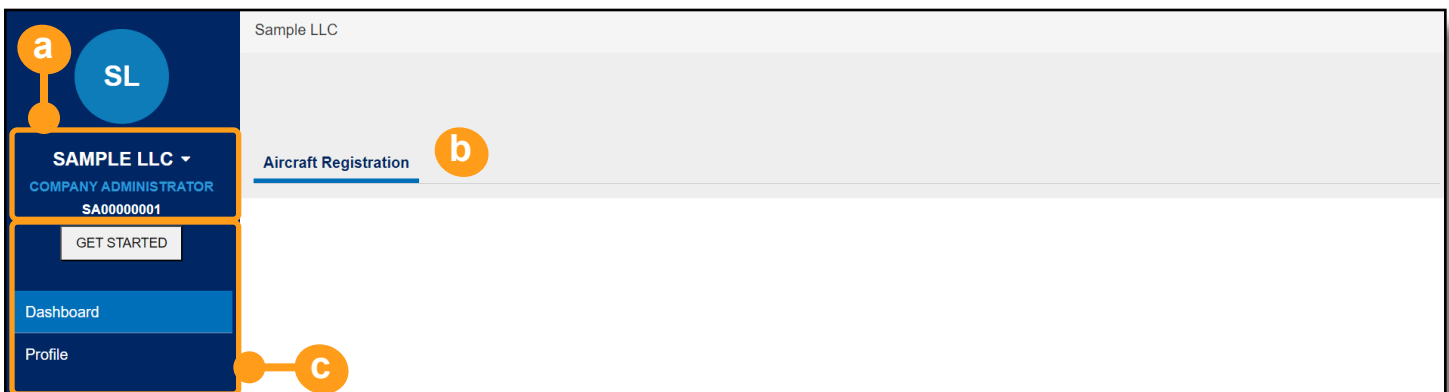
# Access your Company Account

- 1 You will be brought back to the Get Started page where you will see your Individual Account. Select the dropdown to the right of your Individual Account name and select the Company Name you just created:



- 2 On your **Company Dashboard** you will see:

- a Your Company Name and Unique Company ID
- b The **Aircraft Registration** section (this will be blank until you begin that process)
- c Company menu options on the left

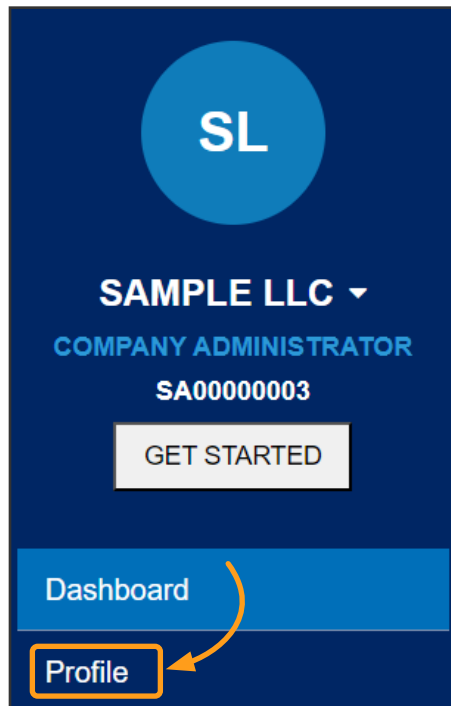


UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

# Complete Your Company Profile

- 1 To complete your Company Profile, select **Profile** on the left menu:



- 2 **Company Information** and **Contact & Addresses** will carry over from the company creation, though they may be edited here if needed. Additionally, if applicable, **Trade Names** may be added here. If any changes are made, be sure to select the Save button

A web form titled 'Sample LLC > Profile - Company Information'. On the left is a sidebar with 'Company Information' (highlighted with an orange box), 'Contact & Addresses', 'Citizenship', 'Company Structure', and 'Documentation'. The main area is titled 'PROFILE Limited Liability Company (LLC)' and has 'CANCEL' and 'SAVE' (highlighted with an orange box and an orange arrow) buttons. Below this is a message: 'Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.' The 'COMPANY INFORMATION' section has a 'COMPANY NAME - Required' field with 'Sample LLC' entered. Below that is 'CARES COMPANY ID' with 'SA00000003'. The 'TRADE NAMES' section has a button '+ ADD A TRADE NAME (DBA/AKA)' highlighted with an orange box.

UNCONTROLLED COPY WHEN DOWNLOADED

Create a Company Account - LLC



**3** To attest to whether or not your company meets United States Citizen eligibility:

- a** Navigate to **Citizenship** on the left hand menu
- b** Choose **Yes** from the dropdown. Choosing **No** will keep your profile as Basic, restricting some Aircraft Services
- c** Select **Save** to save your changes

Sample LLC > Profile - Citizenship

Company Information  
Contact & Addresses  
**Citizenship**  
Company Structure  
Documentation

**PROFILE** Limited Liability Company (LLC)

CANCEL SAVE

Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.

**CITIZENSHIP INFORMATION**

Some of the Aircraft Services are unavailable if your company does not meet the requirements for United States Citizen. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#) for additional information

DOES YOUR LIMITED LIABILITY COMPANY (LLC) MEET THE UNITED STATES CITIZEN ELIGIBILITY?

Select an Option

Yes  
No

**4** Next, navigate to **Company Structure** to complete the following:

- a** Choose the State in which the LLC is organized
- b** The date it was legally formed or organized
- c** Use the dropdown to select how the LLC is managed, keeping in mind multiple options may be selected

Sample LLC > Profile - Company Structure

Company Information  
Contact & Addresses  
Citizenship  
**Company Structure**  
Documentation

**PROFILE** Limited Liability Company (LLC)

CANCEL SAVE

Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.

**COMPANY STRUCTURE**

STATE IN WHICH THE LLC IS LAWFULLY ORGANIZED - Required

New York

LEGALLY FORMED OR ORGANIZED DATE - Required

06/12/2019

HOW IS THE LLC MANAGED - Required

Officer(s), Manager(s)

☐ ☒ Manager(s)  
☒ Officer(s)  
☐ Member(s)  
☐ Board of Governor(s)  
☐ Managing Member(s)



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

**5** To add members to your company:

- a** Select **+ ADD A MEMBER** and member details will appear
- b** Use the dropdown to select the **Member Type** that applies.
- c** Enter the required information, including selecting whether that member can sign documents (Signatory) and what the voting interest percentage is
- d** If you would like to add yourself as a member of the company, select **+ADD ME AS A MEMBER** and your information will populate *(optional)*

**MEMBERS**

Some Aircraft services might be unavailable for Company Profiles without members. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#) for additional information.

There are no members available for this profile.

**+ ADD A MEMBER** ← **a**

**ADD A MEMBER** **+ ADD ME AS A MEMBER**

MEMBER TYPE - Required

Select a Type

**x REMOVE**

**b**

Co-Ownership

Corporation

Individual

LLC

Partnership

**c** **ADD A MEMBER** **d** **+ ADD ME AS A MEMBER**

MEMBER TYPE - Required

LLC

COMPANY NAME - Required

Sample LLC

EMAIL ADDRESS OF REPRESENTATIVE - Required

SampleCompany@gmail.com

CARES COMPANY ID ?

SA00000003

PERCENTAGE OF VOTING INTEREST - Required

100 %

THIS MEMBER IS A SIGNATORY ?

Yes

TITLE - Required

Select a Title

**x REMOVE**



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

**6** Lastly, you will need to upload at least one (1) document in order to consider your LLC Company Profile complete:

- a** Navigate to **Documentation** on the left hand menu
- b** Under the **Upload Documents** section, use the **Document Type** dropdown to select which document you will be uploading
- c** Select the **+Upload File** button, locate, and select the corresponding file from your computer
- d** Should you wish to upload more documentation, select the **+Add Additional Document** button to receive another document type dropdown and repeat steps **6a - c** until you have uploaded all desired documentation
- e** Select **Save** to save all your changes

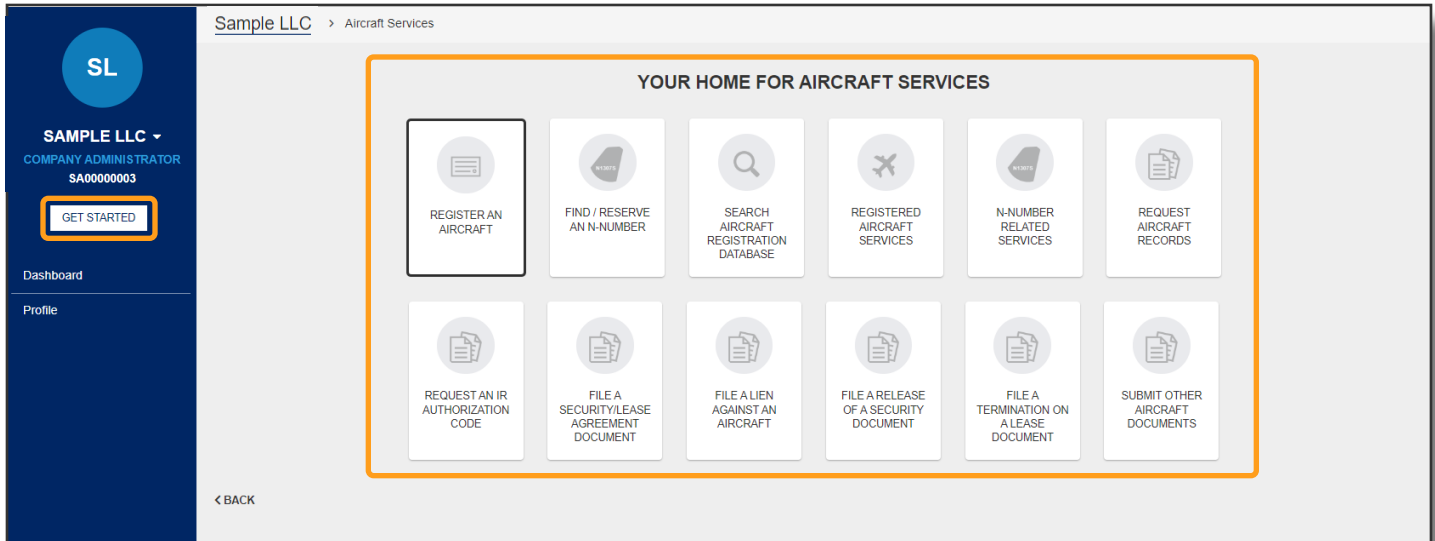
The screenshot shows the 'PROFILE' page for a 'Limited Liability Company (LLC)'. On the left is a sidebar menu with options: 'Company Information', 'Contact & Addresses', 'Citizenship', 'Company Structure', and 'Documentation'. An orange arrow labeled 'a' points to the 'Documentation' menu item. The main content area is titled 'PROFILE Limited Liability Company (LLC)' and has 'CANCEL' and 'SAVE' buttons in the top right. An orange circle labeled 'e' is around the 'SAVE' button. Below the title, a message states: 'Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.' The 'DOCUMENTS' section shows 'No Documents Uploaded'. Below this is the 'UPLOAD DOCUMENTS' section with a note: 'Please refer to the list of information to be included in the uploaded documents along with other information in the Limited Liability Companies Info Sheet (faa.gov)'. Under 'OPTIONAL DOCUMENTATION', there is a list: 'Articles of Organization/Incorporation/Association', 'LLC Operating Agreement', and 'LLC Written Representation Statement'. At the bottom, there is a 'DOCUMENT TYPE' dropdown menu with 'Select a Document Type' selected. An orange arrow labeled 'b' points to this dropdown. To the right of the dropdown is a 'DOCUMENT UPLOAD' section with a '+ UPLOAD FILE' button (labeled with orange circle 'c') and a 'REMOVE' button. Below these is a large blue button labeled '+ ADD ADDITIONAL DOCUMENT' with an orange arrow labeled 'd' pointing to it.



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

- 8 Now that your Company Profile is completed, you will have full access to all Aircraft Services:



#### NOTE

All Company members you added when creating the LLC profile will receive an email with a link to create an Individual CARES Registered Public User account. after creating an individual account they may navigate to the company account to conduct business in CARES



UNCONTROLLED COPY WHEN DOWNLOADED

**Create a Company Account - LLC**

**<Back to Contents**

## Appendix



UNCONTROLLED COPY WHEN DOWNLOADED

# 1 Document Types

Aircraft Services Option	Request Types	Document Types
Registered Aircraft Services	Renew Aircraft Registration	Aircraft Reg Renewal App (AC Form 8050-1B) Other Supporting Docs
	Cancel Aircraft Registration	Aircraft Reg Renewal App (AC Form 8050-1B) Request to Cancel Aircraft Documents Other Supporting Docs
	Address Change	Request to change address Other Supporting Docs
	Transfer Aircraft Ownership	Report a Sale Bill of Sale Other Transfer Document Other Supporting Docs
	Order a replacement Aircraft Certificate	Request to order a replacement Aircraft Certificate Other Supporting Docs
N-Number Related Services	Change N-Number	Request to Change N-Number Returned- REGAR-103 letter Other Supporting Document
	Renew N-Number	Request to Renew N-Number Other Supporting Docs
	Assign N-Number	Request to Assign N-Number Other Supporting Documents
	Relinquish N-Number	Request to Relinquish N-Number Other Supporting Document
	Returned AC-Form 8050-64 (Assignment of Special Registration Numbers)	Returned AC Form 8050-64 (Assignment of Special Registration number) Reserve special N-number back Other Supporting Document
	Cancel N-Number Change	Request to cancel a N-number change Returned AC Form 8050-64 (Assignment of Special Registration number) Reserve special N-number back Returned- REGAR-103 letter Other Supporting Document



UNCONTROLLED COPY WHEN DOWNLOADED

# Document Types

Aircraft Services Option	Request Types	Document Types
File a Security/Lease Agreement Document	Security Agreement	Aircraft Security Agreement Engine Lien Propeller Lien Security Agreement for multiple collateral Consignment Agreement Cross Collateralization Agreement Hypothecation Agreement Subordination Agreement Amendment-Security Agreements, Leases or Sub-leases Air Carrier Spare Part Location Agreement or Lease Assignments -Security Agreement/Lease/Sublease Assumptions-Security Agreement/Lease/Sublease Supplements-Security Agreement/Lease/Sublease Substitution Agreement File an Aircraft Mortgage Other Supporting Document
	Lease	Engine Lease Propeller Lease Aircraft Lease or Head Lease Lease of multiple types of collateral Operating Agreement (Lease) Air Carrier Spare Parts Security Agreement or Lease Sublease Other Supporting Document
	Disclaimer	Disclaimer Other Supporting Document
	Legal Opinion	Legal Opinion Other Supporting Document
File a Lien Against an Aircraft	Lien	Mechanic/Artisan Lien Fieri Facias and/or Writ of Fieri Facias State Tax Lien Local Tax Lien Other Non-Consensual Liens Judgment Lien(Court Order) Other Supporting Document
File a Release of a Security Document	Release	Recordation Notice, or its equivalent(AC Form 8050-41) Statement of premature release Release of consensual and non-consensual liens Release an Aircraft Mortgage Amendment to a release Other Supporting Document
	Legal Opinion	Legal Opinion submitted with other documents Other Supporting Document
File a Termination On a Lease Document	Termination	Notice of Recordation Termination Request for amendment to a lease termination Other Supporting Document

UNCONTROLLED COPY WHEN DOWNLOADED



## Document Types

Aircraft Services Option	Request Types	Document Types
Submit Other Aircraft Documents	Flight Hour	Flight Hour Report(AC Form 8050-117) Flight Hour Report-Address Change Other Supporting Documents
	Truth in Leasing	Truth in Leasing Foreign Leases Master Interchange Agreement Time Share Agreement Other Supporting Document
	Legal Opinion	Legal Opinion Other Supporting Document
	Other Supporting Documents	Estate Certificate of Incorporation Name Change Merger Consolidation Distribution of Assets Power of Attorney Resolution of the Board Guardian Receivership Bankruptcy Limited Liability Company Trust Business Trust Statutory Trust Voting Trust Other



UNCONTROLLED COPY WHEN DOWNLOADED