# Revisions

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

## Version 1.2 June 2023

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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 government 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 registry 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

**08 Register Aircraft - Light Sport**
This guide demonstrates how to register a single light sport aircraft

**09 Register Aircraft - Amateur Built**
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**10 Register Unmanned Aircraft System (UAS)**
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### Appendix

**1 Aircraft Registration Documents Table**
This guide explains the documents and forms required for aircraft registration in CARES or at FAA Registry Services
Contents

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

11 Create CARES Company Account: Corporation
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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
01

Sign up for Individual CARES Account
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:
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:

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

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4 The **MyAccess External User Registration** page appears. Type your first and last name, and your email address in the required fields:
Verify Identity - Last 4 of your Social Security Number

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:

![Image of registration form with reCAPTCHA and email input fields]

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

![Popup](image)

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

![Confirm Information button](image)

**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.
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:

   ![MyAccess External User Registration Form](image)

   **NOTE**
   Government issued ID types are: driver’s licence, passport, or Government issued identification card

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2 In the popup that appears, select your country from the drop-down menu, then select the **Confirm Information** button:
3 A popup appears, stating personal information will be collected to verify identity but will not be stored. Select the **Confirm** button to continue:

![Confirm button](image)

3 In the drop-down menu that appears, select the type of ID you will be using, then select the **Confirm** button:
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:
6 Open the messaging app on your mobile phone, then select the link in the message from CARES to capture documents:

Click the URL below to capture documents:
https:// preserves.dev.CARESweb.com/2c-
8115771f-9f3-9ea777f87f6a990844f4f

10:03 AM
7 The **Capture & Compare** screen appears. Select the **Start** button:
Follow the instructions to take a clear photo of the front side of your ID, then select the **Capture Using Your Phone Camera** button:
9 Continue to capture the backside of your ID, and a selfie using your phone’s camera. When complete, select the **Confirm Information** button:

![Confirm Information button](image)

**NOTE**

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

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.
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.
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:

![Activate MyAccess](image1.png)

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

![Create My Account](image2.png)
3 The CARES homepage appears. Select the **Sign In/Register** button:

![CARES homepage](image)

**NOTE**

If the CARES homepage does not open automatically, navigate to [CARES.FAA.GOV](https://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:

![MyAccess Welcome page](image)

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5 Next, type your password into the MyAccess login Password field, then select the Verify button:
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:
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:
Follow instructions to launch the Google Authentication app on your phone and scan the barcode that appears. Select the Next button to continue:

A success message appears, indicating you are able to login to CARES:
9  Select the **Setup** button for the Okta Verify option:

![Setup OKTA Verify](image1.png)

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:

![Setup Okta Verify](image2.png)
Complete Your CARES Profile

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

![MyAccess Login Screen](image)

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

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

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

![Physical Residential Address Form](image)

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

![Mailing Address Form](image)
You have completed your CARES profile. Return to the CARES homepage at CARES.FAA.GOV and select Sign In/Register to use available registry services.
03
Reset Password
1. On the CARES homepage found at cares.faa.gov, select **Sign In/Register**.

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

An **Email sent!** message appears.
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:

![MyAccess Reset Password](image)

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

- 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.

If you have questions or concerns using the CARES system, please contact the FAA helpdesk:

Phone: 1-844 FAA-MYIT (322-6948)
Email: helpdesk@faa.gov
04
CARES User Interface (UI)
The CARES Homepage

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

**NOTE**
Use the **Google Chrome** browser for best results.
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 in the image.

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

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

NOTE: ACCOUNT MANAGEMENT and AIRMEN SERVICES are not available at this time.
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.
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
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 competed a task
Tool Tips

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

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 - The aircraft has either never been registered in the U.S. or 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.

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY - Required

AIRCRAFT TYPE - Required

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.

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

![AIRCRAFT SERVICES Screen](image)

4 The **Request Aircraft Records** screen appears:
   - Use the drop-down menu to select N-Number or Serial Number.
   - Type the N-Number or Serial Number you're requesting records for.
   - Select the **Search** button:

![Request Aircraft Records Screen](image)

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

- Select the **View** button to open the record in an online viewer
- Select the **Download** button to download the record to your computer:

**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.
Registered Aircraft Services

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

   ![Aircraft Services Screen]

   - **HOW CAN WE HELP YOU TODAY?**
   - Select Aircraft Services to complete various transactions. Airmen Services and Account Management services will be available in future releases.

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

   ![Aircraft Services Options]

   - **YOUR HOME FOR AIRCRAFT SERVICES**
   - Register an Aircraft
   - Find/Reserve an N-Number
   - Search Aircraft Inquiry Database
   - Registered Aircraft Services
   - N-Number Related Services
   - Request Aircraft Records
   - Request an IR Authorization Code
   - File a Security/Lien 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
3 The REGISTERED AIRCRAFT SERVICES screen appears. Select the drop-down menu to select a registry service. In this example, Renew Aircraft Registration is selected:

4 The Documents section appears. Select the DOCUMENT TYPE drop-down, then select a request type document to upload.
5 Fields appear to type N-Number and Serial Number of the aircraft:

![Document upload interface](image)

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

![Document upload interface](image)
Select the +Add Additional Document button to receive another document type drop down and repeat step 6 - 7 until you have uploaded all documentation.

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.

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

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:
The Pay.gov interface appears. Follow the steps to enter your payment information, then select the **Continue** button:
12 On your CARES dashboard, **Renew Aircraft Registration** displays under the heading of Pending Agency Review:

**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** - 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** is the estimated date that your application or document will be worked on by an Examiner.
06
Aircraft Registration - Individual
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:

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

![User Dashboard with GET STARTED button highlighted](image1)

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

![AIRCRAFT SERVICES button highlighted](image2)

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

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

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

![AIRCRAFT REGISTRATION Screen]

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

![AIRCRAFT REGISTRATION Screen with Drop-down Menus]

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Select an N-Number

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:

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

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

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

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:
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:
3 You will be re-directed to PAY.gov. Select a payment method, then select the **Continue** button:
4 Enter, review, and authorize your payment information, then select the **Continue** button:

![Payment Authorization Screen]

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

![Success Message]

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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:
07

N-Numbers
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:

![GET STARTED button](image)

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

![AIRCRAFT SERVICES](image)

**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:
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:

![Confirmation message](image)

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:

![Aircraft Inquiry screen](image)
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:
To start the N-Number reservation process using CARES, select **FIND/RESERVE AN N-NUMBER** on the **AIRCRAFT SERVICES** screen:

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:
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:
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:
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 dropdown, then select a service from the menu. For this example, Change N-Number is selected.
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:

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

**NOTE**

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

![Add Another Document Button](image)

**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.

![Check-Box](image)

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

![Review Screen](image)
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:

![Image of Pay.gov interface](image1)

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

![Image of FAA Change N-Number interface](image2)
On your CARES dashboard, **Change N-Number** displays under the heading of **Pending Agency Review**:

**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** - 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.
08
Register Single Aircraft - Light Sport
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:

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

![CARES Home Page]

![Terms of Service]

UNCONTROLLED COPY WHEN DOWNLOADED
1. On your User Dashboard, select the **GET STARTED** button:

![Get Started Screen]

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

![Aircraft Services Screen]
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 **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.
5 The Aircraft Identification screen appears. Select NEW U.S. AIRCRAFT REGISTRATION:

6 The Select an Import Status drop-down menu appears. Select Yes or 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:
7 The **AIRCRAFT TYPE** options appear. Select **LIGHT-SPORT**:

![AIRCRAFT TYPE options](image)

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](image)
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:

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**
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 format (+1 555 555 5555)):

![TurboTax TaxSlayer Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation Administration Federal Aviation 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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:

   ![Reserved N-Number Option]

   **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.

   ![Reserved N-Number Description]

   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:

   ![Available N-Number Option]

   **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.

   ![Available N-Number Description]
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:

![Assigned N-Number Process](image)

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

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:
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:
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)(10)
B. ☐ A RESIDENT ALIEN WITH ALIEN REGISTRATION (FORM I-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**
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:

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

![PAY.GOV Shopping Cart](image1)

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

![PAY.GOV Payment Method](image2)
4 Enter, review, and authorize your payment information, then select the **Continue** button:

5 When your payment has been approved, you will return to CARES, and a success message will appear:
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:
09
Register Single Aircraft - Amateur Built
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:
1 On your User Dashboard, select the **GET STARTED** button:

![GET STARTED button on the User Dashboard](image)

**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:

![AIRCRAFT SERVICES button](image)
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 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:
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:

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

![Image of aircraft registration form with Amateur Built option selected](image)

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

![Image of aircraft registration form with Amateur Built details](image)

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

![Image of aircraft registration form with declarations](image)
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:

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

When complete, select the **CONTINUE** button:
Previously Registered in the U.S.

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

2. Type your N-Number and select the search icon:
3 Search results appear. Select the aircraft you want to register:

![Aircraft registration form]

**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:

![Aircraft information displayed]

*Federal Aviation Administration*

*Aircraft Registration - Amateur Built*
Upon completing required aircraft information, the Documentation screen appears:

- Select the DOCUMENT TYPE drop-down menu, then select AC Form 8050-80 Affidavit of Ownership for Amateur-Built/Non-Type Certified Aircraft

- Select the +Upload File button, then select the document from your computer:

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.

Should you need to upload additional documents, click the +Add Additional Documents button and repeat steps a - c until you have uploaded all documentation.

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.

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:
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:

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

![PAY.GOV Shopping Cart](image1)

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

![PAY.gov Payment Method](image2)
3 Enter, review, and authorize your payment information, then select the **Continue** button:

![Payment Authorization Screen](image)

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

![Success Message](image)
Your registration appears on your Dashboard in the **APPLICATIONS SUBMITTED OR AWAITING PAYMENT** section:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SUBMITTED</th>
<th>ESTIMATED REVIEW DATE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register an Aircraft - Classic Aircraft Corporation (United States): Waco Classic/11/2345</td>
<td>Sep 29, 2022</td>
<td>Jun 16, 2023</td>
<td>N/Awaiting</td>
</tr>
<tr>
<td>Register an Aircraft - Lockheed Aircraft Corporation (United States): Electra L-10/12/3456/789</td>
<td>Oct 4, 2022</td>
<td>Jun 20, 2023</td>
<td>N/Awaiting</td>
</tr>
<tr>
<td>N-Number/Related Requests - Change N-Number - N1234/12/3456/789</td>
<td></td>
<td></td>
<td>N/Awaiting</td>
</tr>
<tr>
<td>Register an Aircraft - Amateur Services, Model ART 23456</td>
<td></td>
<td></td>
<td>N/Awaiting</td>
</tr>
</tbody>
</table>

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:

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: 3FPD2JAM

You may check the status of your application in your [FAA](https://faa.gov) account.

If you may be of further assistance, please contact the Aircraft Registration Branch at (405) 954-3116 or toll free 1-866-762-9434.
10

Register Unmanned Aircraft Systems (UAS)
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:
1 On your User Dashboard, select the **GET STARTED** button:

![User Dashboard](image)

**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:

![AIRCRAFT SERVICES](image)
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 **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:
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:

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

![Aircraft Type Options](image.png)

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:

![Registration Questions](image.png)

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

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:
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:

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

8 When complete, select the **CONTINUE** button:
Previously Registered in the U.S.

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

2. Type your N-Number and select the search icon:
3. Search results appear. Select the aircraft you want to register:

![Aircraft Registration Screen](image)

**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:

![Selected Aircraft Screen](image)
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:

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.

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

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:
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:

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

![PAY.GOV shopping cart](image1)

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

![PAY.gov payment page](image2)

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

![Payment Information Image]

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

![Success Message Image]
Your registration appears on your Dashboard in the APPLICATIONS SUBMITTED OR AWAITING PAYMENT section:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SUBMITTED</th>
<th>ESTIMATED REVIEW DATE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register an Aircraft - Classic Aircraft Corporation (United States). Waco Classic/11/2345</td>
<td>Sep 29, 2022</td>
<td>Jun 16, 2023</td>
<td>Invoice</td>
</tr>
<tr>
<td>Register an Aircraft - Lockheed Aircraft Corporation (United States). Electric L-10/123456789</td>
<td>Oct 4, 2022</td>
<td>Jun 20, 2023</td>
<td>Invoice</td>
</tr>
<tr>
<td>NS-Number/Related Requests - Change NS-Number - N12345B/123456790</td>
<td></td>
<td></td>
<td>Invoice</td>
</tr>
<tr>
<td>Register an Aircraft - Amateur Services, Model ART 72456</td>
<td>Awaiting FAA Submission</td>
<td>Jun 28, 2023</td>
<td>Invoice</td>
</tr>
</tbody>
</table>

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.
11
Create Company Account - Corporation
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:

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

![Image of Create a Company Account](image1)

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

![Image of Selecting Corporation](image2)
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.

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:
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:

![Review Screen](image)

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:

![Contact Information](image)

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.

![Success Message](image)
**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:

   ![Diagram of Account Access](image)

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

   ![Diagram of Company Dashboard](image)
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:
**Complete Your Company Profile**

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

![Profile screenshot](image)

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:

![Profile screenshot](image)
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
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

**NOTE**
Any added member will receive an email with a link to create their own CARES Registered Public User Account.
Now that your Company Profile is completed, you will have full access to all Aircraft Services:
12
Create Company Account - LLC
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:

CARES URL: https://CARES.FAA.GOV

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

![Create a Company Account](image1)

4 On the Type of Company page, select LIMITED LIABILITY COMPANY (LLC):

![Type of Company](image2)
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.

   ![Address Information Form]

   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:

   ![Verification Popup]

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6 Then, enter **Contact Information** for the Company and select **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:

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:
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
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.
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

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
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)
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
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.
Register
Company Aircraft
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
  a  Sign in with your Registered Public User Account
  b  When the Terms of Service appear, select the I AGREE button:
1. On your User Dashboard, select the down-arrow after your Individual profile name:

![User Dashboard screenshot](image)

2. A drop-down appears. Select the **Company Name** of the profile you created:
3. On the company Dashboard, select the **GET STARTED** button:

![Dashboard with Get Started button highlighted](image1)

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

![Registry option buttons with Aircraft Services highlighted](image2)

**NOTE**

If the company profile is not complete, (Citizenship and Company Structure), some of the Aircraft Services buttons may be grayed out.

![Aircraft Services section with greyed out buttons](image3)
If a complete profile has been created, the Aircraft Services screen appears. The screen displays all available services. Select the **REGISTER AN AIRCRAFT** button:

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 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

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

![Aircraft Identification Screen]

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

![Select an Import Status]

**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:

![Import Status and DEREGISTRATION DATE]

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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.
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:

2. Enter the correct information in the fields shown below:

3. Select the proper declaration concerning how the amateur aircraft was built:

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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:

![Diagram of reserved N-Number selection](image)

**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:

![Diagram of available N-Number search](image)

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

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

Go to the [Documents](#) section to continue with the registration of your aircraft:
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**:

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.
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:

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**:

   **DECLARATIONS** - Required
   - I CERTIFY THAT THE AIRCRAFT DESCRIBED ABOVE IS A NEWLY MANUFACTURED AIRCRAFT, THAT IT WILL MEET ALL APPLYABLE 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 APPLYABLE CONSENSUS STANDARDS UNDER 14 CFR 21.191(1)(2); AND THE AIRCRAFT IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY.

   **DEALER CERTIFICATE NUMBER**
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))

6 Under **MANUFACTURER ADDRESS**, type the manufacturer’s address:
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:

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

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

Go to the [Documents](#) section to continue with the registration of your aircraft:
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):

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

![AIRCRAFT DETAILS section](image)

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 section](image)
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:

![Reserved N-Number Image]

**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:

![Available N-Number Image]

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

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

Go to the [Documents](#) section to continue with the registration of your aircraft:
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):

![AIRCRAFT TYPE Selection](image)

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

![Year, Manufacturer, Model Selection](image)
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:

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

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

Go to the [Documents](#) section to continue with the registration of your 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:

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:

10 Verify the information and select CONTINUE:
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:

c. Ensure all documents requiring a digital signature, such as affidavits, follow the requirements for a legible and acceptable digital signature as described below:

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 signed signature or the name is in a curative 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 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.
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.

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.

3 Select the member(s) who are to sign the application:
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:

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**.
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:

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

![Payment Authorization Screen](image)

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

![Success Message](image)
Your registration appears on your Dashboard in the **APPLICATIONS SUBMITTED OR AWAITING PAYMENT** section:

<table>
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<tr>
<td>Register an Aircraft - Classic Aircraft Corporation (United States); Waco Classic/11/2345</td>
<td>Sep 29, 2022</td>
<td>Jun 16, 2023</td>
<td>Processing</td>
</tr>
<tr>
<td>Register an Aircraft - Lockheed Aircraft Corporation (United States); Electra L-10 /123456789</td>
<td>Oct 4, 2022</td>
<td>Jun 20, 2023</td>
<td>Processing</td>
</tr>
<tr>
<td>N-Number Related Requests - Change N-Number - N12345/123456789</td>
<td>Awaiting FAA Submission</td>
<td>Jun 20, 2023</td>
<td>Processing</td>
</tr>
<tr>
<td>Register an Aircraft - Amateur Services, Model A/123456</td>
<td>Awaiting FAA Submission</td>
<td>Oct 6, 2023</td>
<td>Processing</td>
</tr>
</tbody>
</table>

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:

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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:

CARES URL: https://CARES.FAA.GOV

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.
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:

![Get Started Image]

**NOTE**
If you have no pending actions when you sign into CARES, you will bypass your User Dashboard and the CARES Registry Service options will appear.

2. Next, select the **Account Management** option:

![Account Management Image]

**UNCONTROLLED COPY WHEN DOWNLOADED**
3 On the Account Management home screen, select the **CREATE A COMPANY ACCOUNT** option:

![Create a Company Account](image1)

4 On the Type of Company page, select **LIMITED LIABILITY COMPANY (LLC)**:

![Type of Company Page](image2)
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.

- 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:
6 Then, enter **Contact Information** for the Company and select **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:

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:
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
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.
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

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
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).
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
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.
Appendix
# 1 Document Types

<table>
<thead>
<tr>
<th>Aircraft Services Option</th>
<th>Request Types</th>
<th>Document Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Aircraft Services</td>
<td>Renew Aircraft Registration</td>
<td>Aircraft Reg Renewal App (AC Form 8050-1B) Other Supporting Docs</td>
</tr>
<tr>
<td></td>
<td>Cancel Aircraft Registration</td>
<td>Aircraft Reg Renewal App (AC Form 8050-1B) Request to Cancel Aircraft Documents Other Supporting Docs</td>
</tr>
<tr>
<td></td>
<td>Address Change</td>
<td>Request to change address Other Supporting Docs</td>
</tr>
<tr>
<td></td>
<td>Transfer Aircraft Ownership</td>
<td>Report a Sale Bill of Sale Other Transfer Document Other Supporting Docs</td>
</tr>
<tr>
<td></td>
<td>Order a replacement Aircraft Certificate</td>
<td>Request to order a replacement Aircraft Certificate Other Supporting Docs</td>
</tr>
<tr>
<td>N-Number Related Services</td>
<td>Change N-Number</td>
<td>Request to Change N-Number Returned- REGAR-103 letter Other Supporting Document</td>
</tr>
<tr>
<td></td>
<td>Renew N-Number</td>
<td>Request to Renew N-Number Other Supporting Docs</td>
</tr>
<tr>
<td></td>
<td>Assign N-Number</td>
<td>Request to Assign N-Number Other Supporting Documents</td>
</tr>
<tr>
<td></td>
<td>Relinquish N-Number</td>
<td>Request to Relinquish N-Number Other Supporting Document</td>
</tr>
<tr>
<td></td>
<td>Returned AC-Form 8050-64 (Assignment of Special Registration Numbers)</td>
<td>Returned AC Form 8050-64 (Assignment of Special Registration number) Reserve special N-number back Other Supporting Document</td>
</tr>
<tr>
<td></td>
<td>Cancel N-Number Change</td>
<td>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</td>
</tr>
</tbody>
</table>
# Aircraft Registration Documents Table

<table>
<thead>
<tr>
<th>Aircraft Services Option</th>
<th>Request Types</th>
<th>Document Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease</td>
<td>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</td>
<td>Disclaimer, Other Supporting Document</td>
</tr>
<tr>
<td>Disclaimer</td>
<td>Disclaimer</td>
<td>Legal Opinion, Other Supporting Document</td>
</tr>
<tr>
<td>Legal Opinion</td>
<td>Legal Opinion</td>
<td>Other Supporting Document</td>
</tr>
<tr>
<td>File a Lien Against an Aircraft</td>
<td>Lien</td>
<td>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</td>
</tr>
<tr>
<td>File a Release of a Security Document</td>
<td>Release</td>
<td>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</td>
</tr>
<tr>
<td>Legal Opinion</td>
<td>Legal Opinion submitted with other documents</td>
<td>Other Supporting Document</td>
</tr>
<tr>
<td>File a Termination On a Lease Document</td>
<td>Termination</td>
<td>Notice of Recordation, Termination, Request for amendment to a lease termination, Other Supporting Document</td>
</tr>
</tbody>
</table>
## Document Types

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<tr>
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<th>Request Types</th>
<th>Document Types</th>
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</thead>
<tbody>
<tr>
<td>Submit Other Aircraft Documents</td>
<td>Flight Hour</td>
<td>Flight Hour Report (AC Form 8050-117)</td>
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<tr>
<td></td>
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<td>Flight Hour Report - Address Change</td>
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<td>Other Supporting Documents</td>
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<tr>
<td>Truth in Leasing</td>
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<td>Truth in Leasing</td>
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<td>Foreign Leases</td>
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<td>Master Interchange Agreement</td>
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<td></td>
<td>Time Share Agreement</td>
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<td>Other Supporting Document</td>
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<td>Legal Opinion</td>
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<td>Other Supporting Document</td>
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<td>Other Supporting Documents</td>
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<td>Estate</td>
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<td>Certificate of Incorporation</td>
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<td>Merger</td>
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<td>Consolidation</td>
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<td>Distribution of Assets</td>
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<td>Power of Attorney</td>
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<td>Resolution of the Board</td>
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<td>Limited Liability Company</td>
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<td></td>
<td>Voting Trust</td>
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<td>Other</td>
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