



U.S. Department
of Transportation
Federal Aviation
Administration



CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

User Guide

Version 1.0

December 2022

Revisions

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

Version 1.1 January, 2023

Rev.	Date	Reason/Description For Changes	Revised By	Sections Affected
1	Jan 25, 2023	Corrected screengrabs	ISDJ	05 Manage Aircraft Registration (p 54)



Contents

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

01 Sign Up for Individual CARES Account

This user guide will show you how to access CARES Home Page and Select Sign Up/ Register, verify your Identity Using Last 4 Digits of Social Security Number (SSN) or 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 Aircraft Registration Documents Table

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



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01

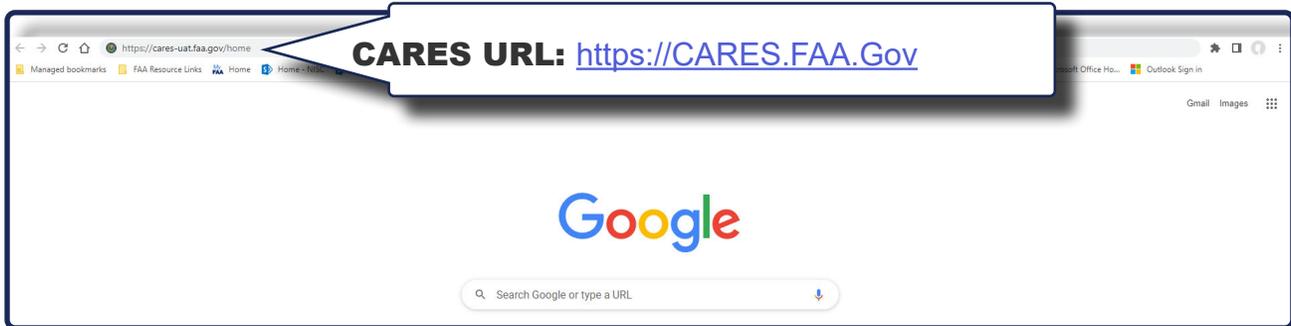
Sign up for Individual CARES Account



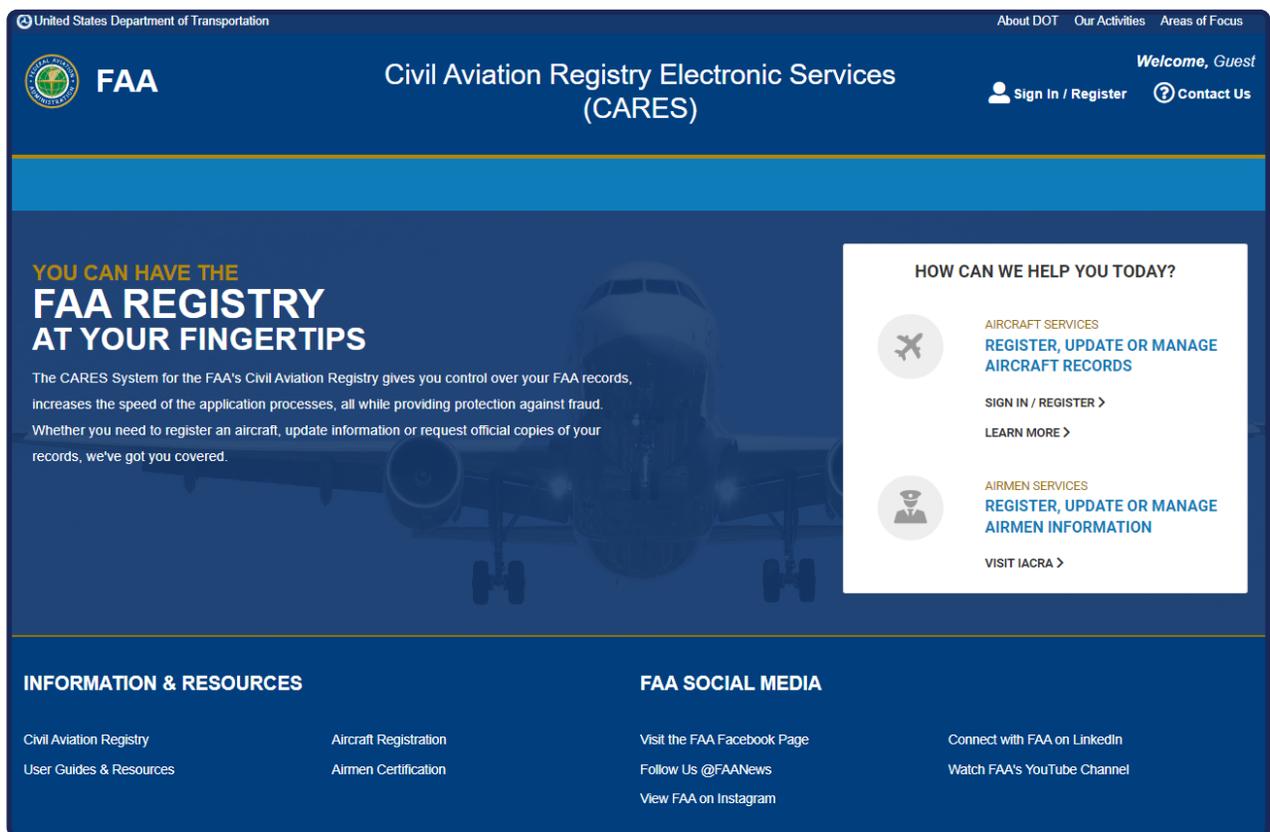
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Access CARES Home Page and Sign Up

- 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**:



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

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



Sign in using MyAccess

Email Address

Remember me

Next

OR

Continue with DOT/FAA PIV

Continue with Federal CAC/PIV

Don't have an account? Sign up

[Need help signing in?](#)

NOTE

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

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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:

The screenshot shows the FAA MyAccess External User Registration page. At the top, there is a blue header with the FAA logo, the title "MyAccess External User Registration", and a "Contact" link. Below the header, there are links for "How we protect your privacy" and "Registration Help". The main content area contains a disclaimer about U.S. Government information systems, followed by a dropdown menu for selecting the application to register for. Below this, there are input fields for "First Name", "Middle Name", "Last Name", "Suffix", and "Email Address". A callout box with an orange border highlights the "First Name", "Last Name", and "Email Address" fields. Below the callout box, there are radio buttons for "Identity validation" options: "Last 4 digits of your SSN" (selected) and "Capture Government issued ID document using mobile phone". At the bottom of the callout box, there is a reCAPTCHA widget with the text "I'm not a robot" and a "Submit" button.

FAA MyAccess External User Registration [Contact](#)

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

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following. (1) You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

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

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

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

First Name: Middle Name:

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

* First Name: Middle Name:

* Last Name: Suffix:
Select suffix

* Email Address:

Select the option below for your Identity validation

Last 4 digits of your SSN

Capture Government issued ID document using mobile phone

I'm not a robot reCAPTCHA Privacy - Terms

Submit

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Verify Identity - Last 4 of your Social Security Number

NOTE

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

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

FAA MyAccess External User Registration [Contact](#)

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

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following. (1) You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

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

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

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

* First Name: John Middle Name:

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

Select the option below for your identity validation

Last 4 digits of your SSN

Capture Government issued ID document using mobile phone

* Email Address:

Select the option below for your Identity validation

Last 4 digits of your SSN

Capture Government issued ID document using mobile phone

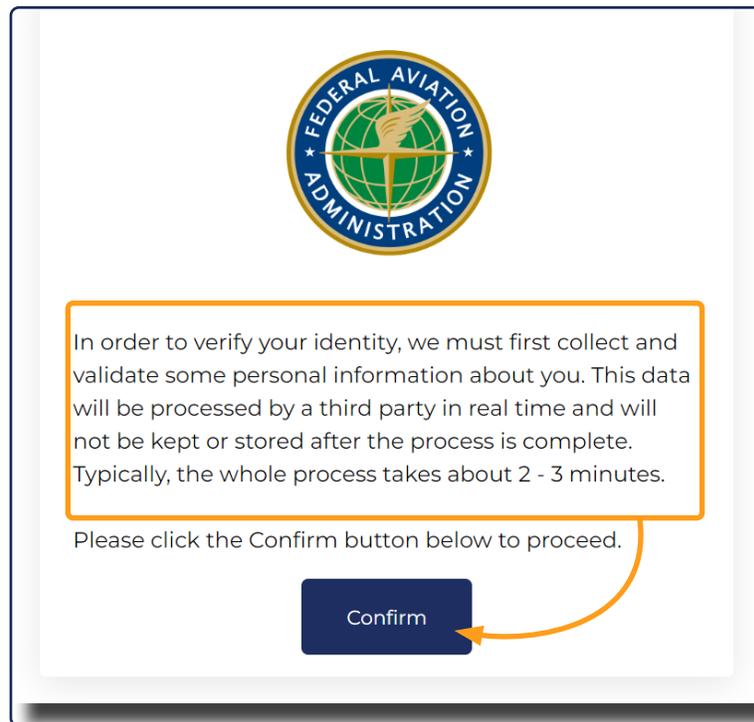
I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

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



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- 7** The identification validation window appears. Type your information into the required fields:
- a** Full Name
 - b** Residential address
 - c** Mobile phone
 - d** Date of Birth
 - e** Last 4 Social Security Number

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

The screenshot shows the FAA identification validation window. At the top is the FAA logo. Below it is a disclaimer: "In order to validate your identity, we need to collect some information about you. This information will not be saved or stored." The form contains the following fields:

- Full Name ***: A text input field with an orange callout 'a' pointing to it.
- Residential Address ***: A text input field with an orange callout 'b' pointing to it. Below the field are links for "Edit" and "Add Apt/Suite/P.O Box #", and the text "Enter address manually".
- Mobile phone ***: A text input field with a US flag icon on the left and an orange callout 'c' pointing to it.
- Date of Birth ***: A text input field with an orange callout 'd' pointing to it.
- Last 4 Social Security Number ***: A text input field with four dots "...." and an orange callout 'e' pointing to it.

At the bottom right of the form is a blue button with the text "Confirm Information". An orange arrow points from the bottom of the "Last 4 Social Security Number" field to this button.

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- 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:

FEDERAL AVIATION
ADMINISTRATION

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

Mobile phone *

0682

1111

[Resend PIN](#)

Pin Delivery Preference *

SMS (cell phone)

Voice (cell phone and land line)

Confirm Information

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

FEDERAL AVIATION
ADMINISTRATION

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

Mobile phone *

0682

111111

[Resend PIN](#)

Pin Delivery Preference *

SMS (cell phone)

Voice (cell phone and land line)

Confirm Information

NOTE

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

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Verify Identity - Government ID and Mobile Phone

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

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

NOTE

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

The screenshot shows the FAA MyAccess External User Registration page. At the top, there is a blue header with the FAA logo and the text "MyAccess External User Registration". Below the header, there are links for "How we protect your privacy" and "Registration Help". The main content area contains a disclaimer about accessing a U.S. Government information system, followed by a warning for Federal credentialed employees or contractors, and a note for Law Enforcement and Applicants who have Opted out of the Public Data. Below this, there is a section titled "Select the option below for your Identity validation" with two radio button options: "Last 4 digits of your SSN" and "Capture Government issued ID document using mobile phone". The second option is selected. Below the radio buttons is a reCAPTCHA "I'm not a robot" checkbox and a "Submit" button. The entire registration form area is highlighted with an orange border, and the three steps (a, b, c) are indicated by orange circles on the left side of the form.

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



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

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

Country *

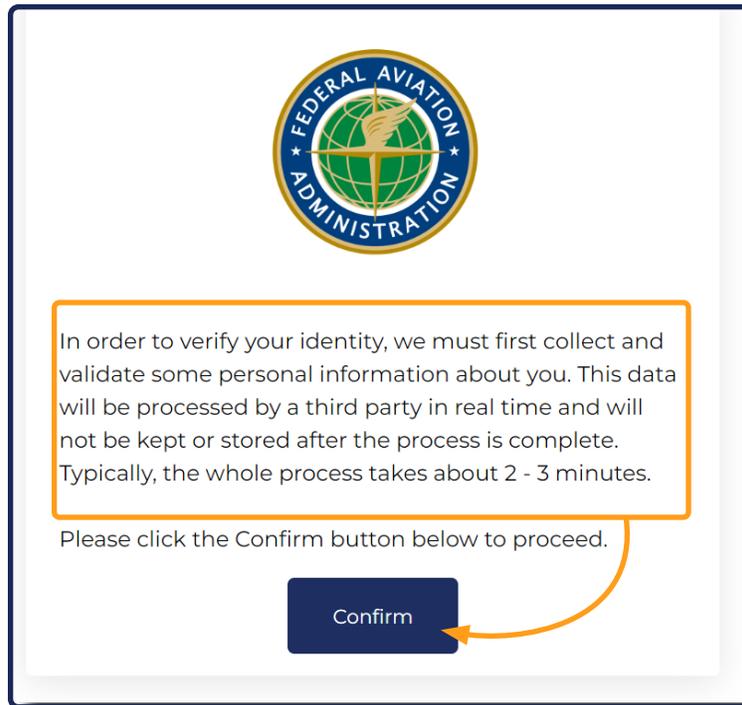
United States x v

Confirm Information

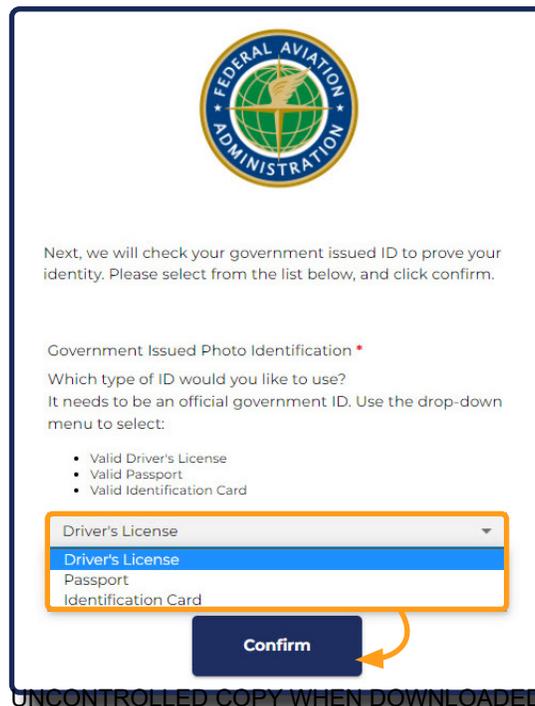
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3 A popup appears, stating personal information will be collected to verify identity but will not be stored. Select the **Confirm** button to continue:



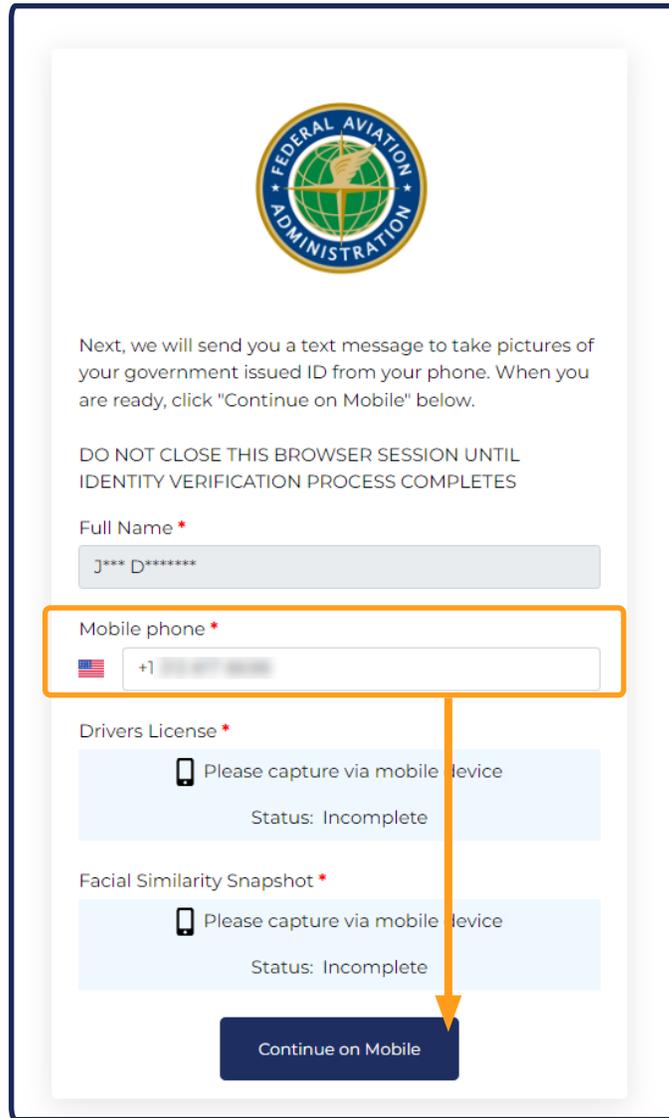
4 In the drop-down menu that appears, select the type of ID you will be using, then select the **Confirm** button:



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

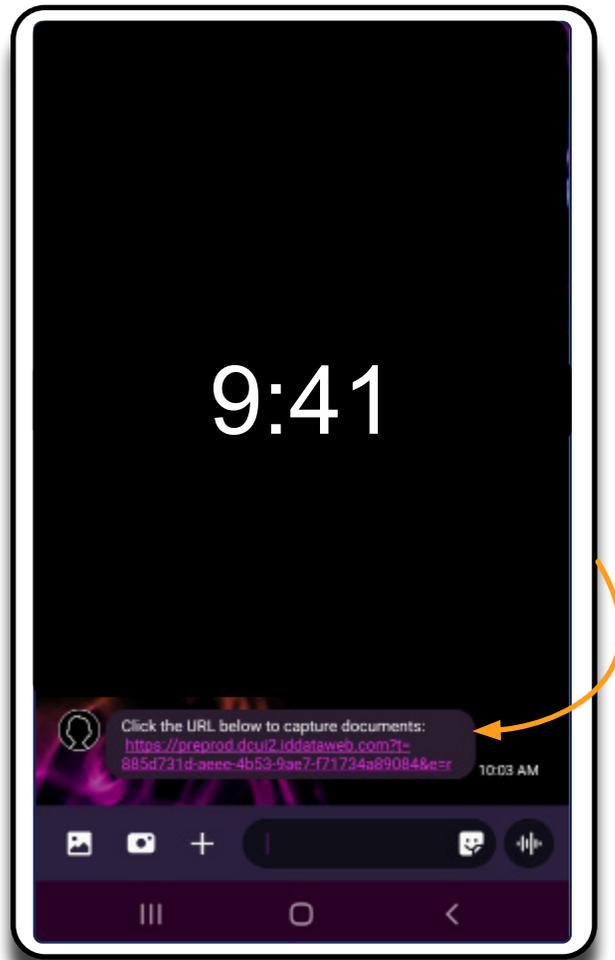


The screenshot shows the FAA identity verification interface. At the top is the FAA logo. Below it, text reads: "Next, we will send you a text message to take pictures of your government issued ID from your phone. When you are ready, click 'Continue on Mobile' below." A warning states: "DO NOT CLOSE THIS BROWSER SESSION UNTIL IDENTITY VERIFICATION PROCESS COMPLETES". The form includes a "Full Name" field with the placeholder "J*** D*****". The "Mobile phone" field is highlighted with an orange box and contains "+1" and a partially obscured number. Below are two sections for "Drivers License" and "Facial Similarity Snapshot", each with a mobile phone icon, the instruction "Please capture via mobile device", and a "Status: Incomplete" message. At the bottom is a dark blue button labeled "Continue on Mobile". An orange arrow points from the "Mobile phone" field down to the "Continue on Mobile" button.

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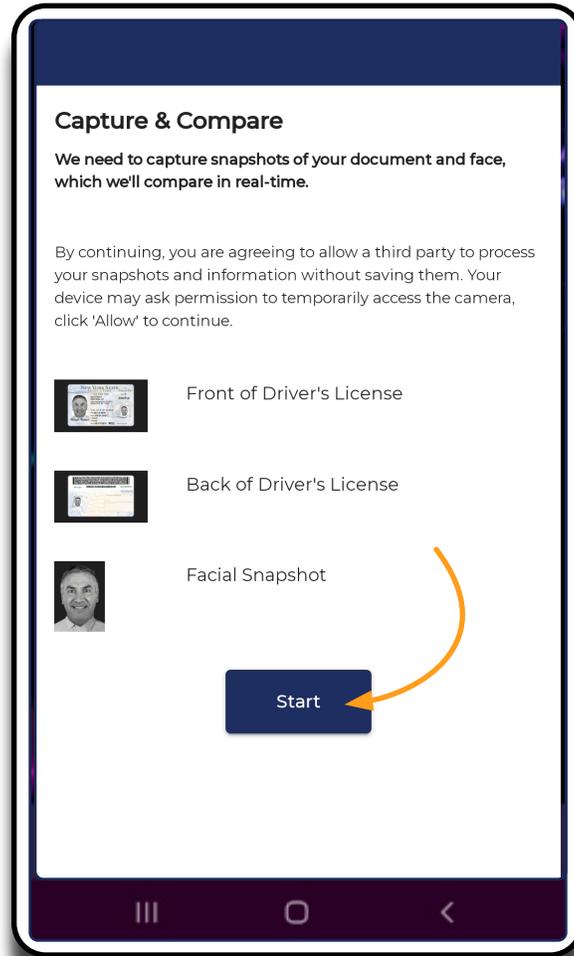
6 Open the messaging app on your mobile phone, then select the link in the message from **CARES** to capture documents:



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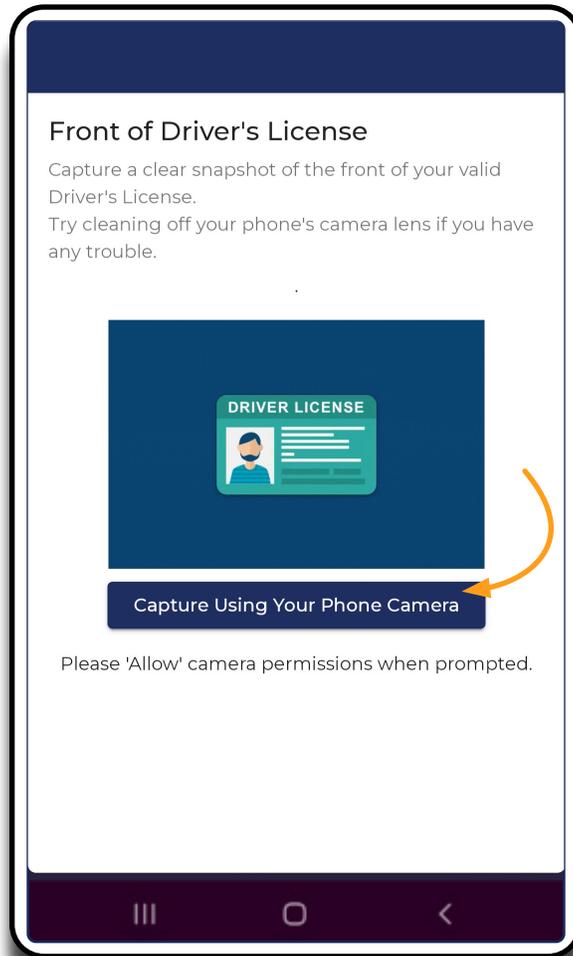
7 The **Capture & Compare** screen appears. Select the **Start** button:



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



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

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

NOTE

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

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02

First Time Sign-in and Complete Profile

Before you get started:

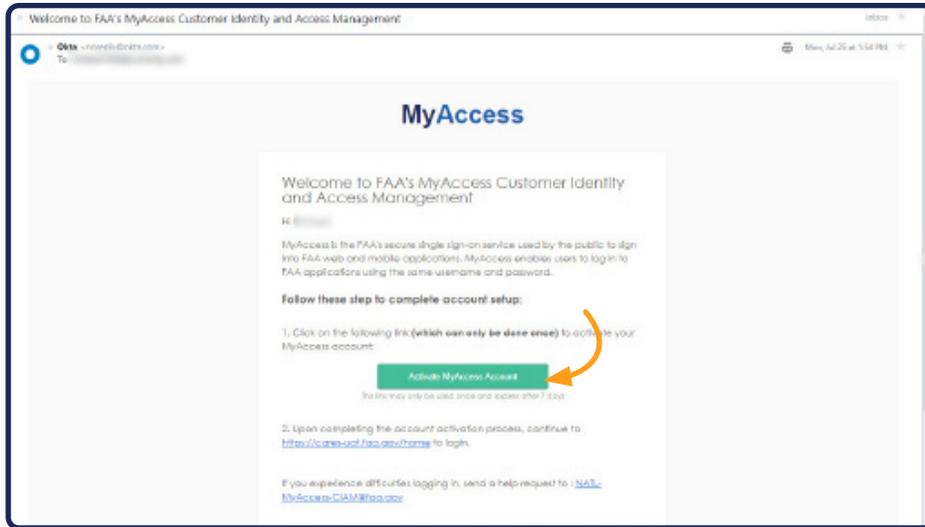
- Begin the **Sign-Up** process in CARES by visiting CARES.FAA.GOV and selecting **Sign Up/Register**. Refer to section [04 Sign Up for Individual CARES Account](#) for more information.

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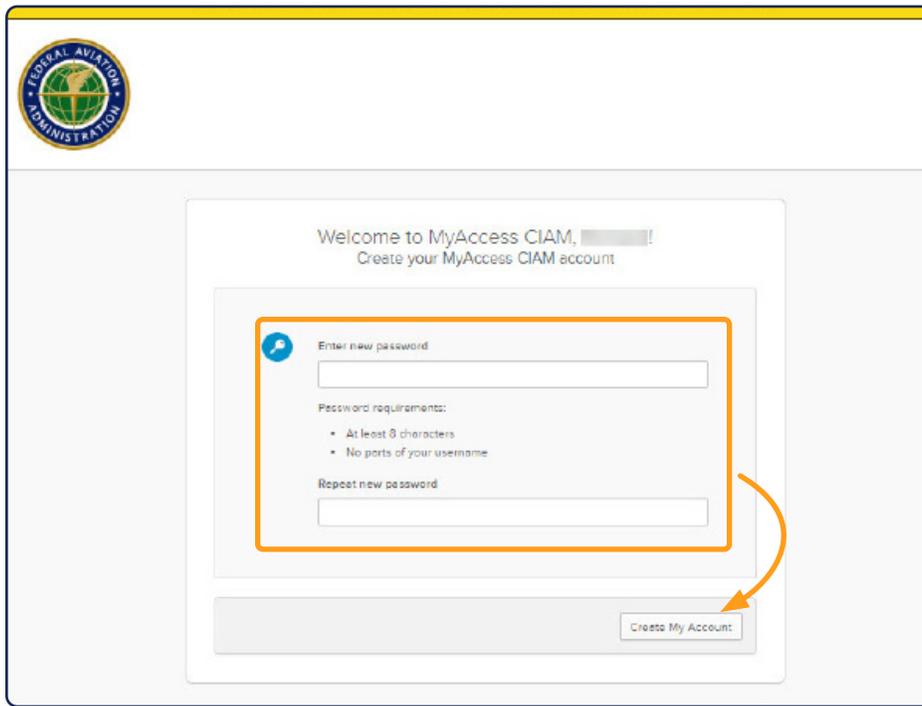


Activate with MyAccess

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



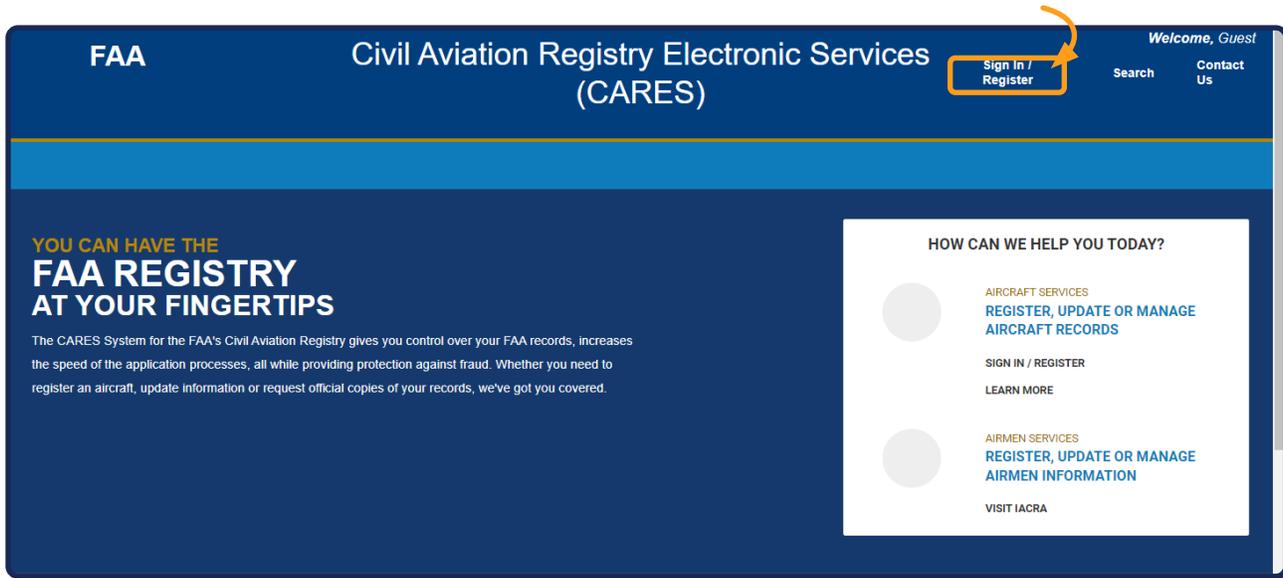
- 2 You will be directed to a password creation screen. Type a password that meets the requirements, then select the **Create My Account** button:



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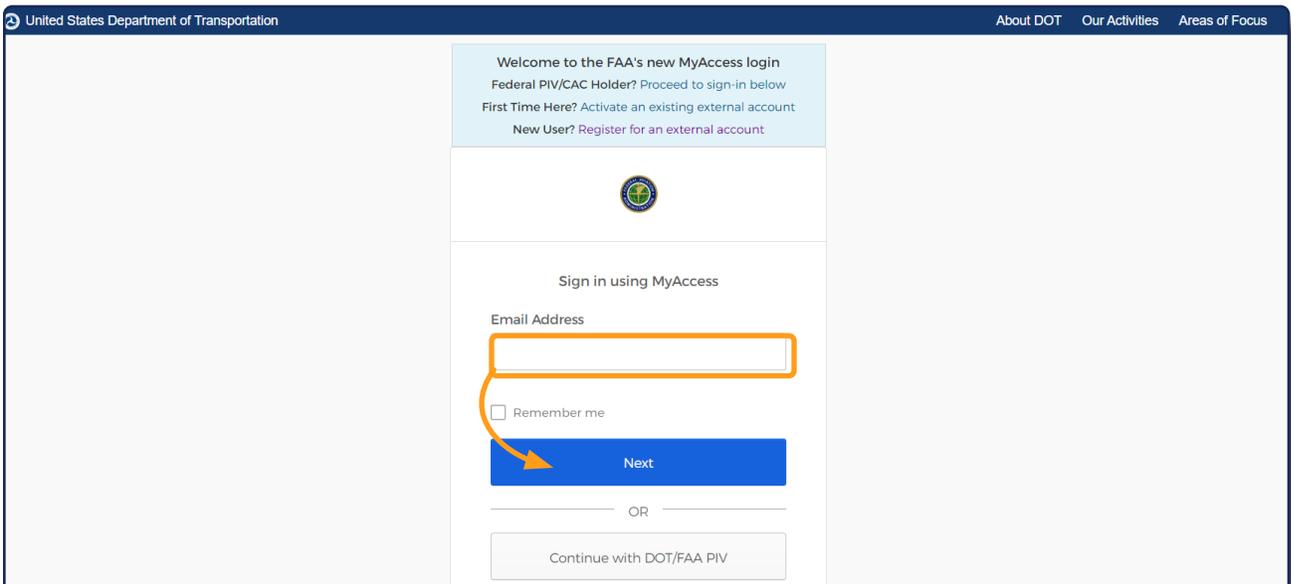
- 3 The CARES homepage appears. Select the **Sign In/Register** button:



NOTE

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

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



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

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



Password

Password

[Verify](#)

[Help](#) [Back to sign in](#)

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

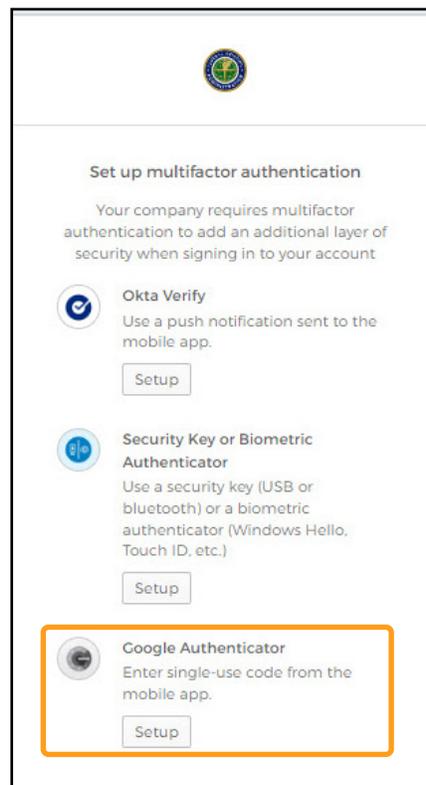
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FAA's MyAccess uses multifactor authentication (MFA), to securely sign you into CARES. The authentication method you set up when first registering for a CARES account will also be used to recover your password. Depending on the authenticator you chose, 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

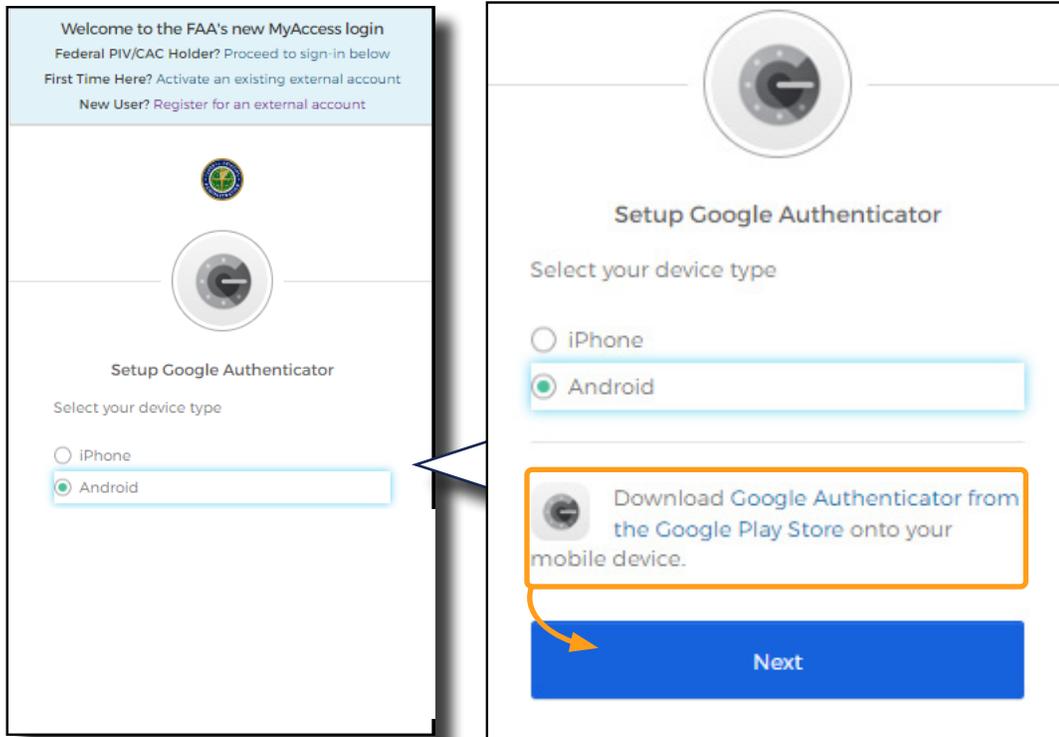
- 6 The **Set up multifactor authentication** screen appears. Select the **Setup** button for the **Google Authenticator** option:



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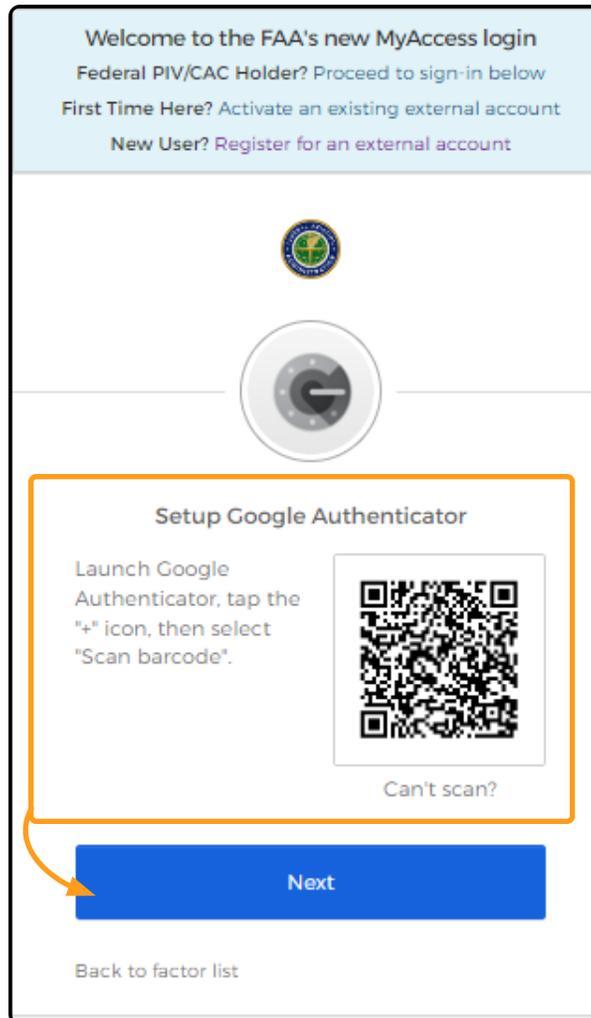
- 7 Select a radio button for the type of phone you have (iPhone or Android). A message appears, displaying instructions to download software to your mobile device to facilitate multi-factor authentication. Select the **Next** button to continue:



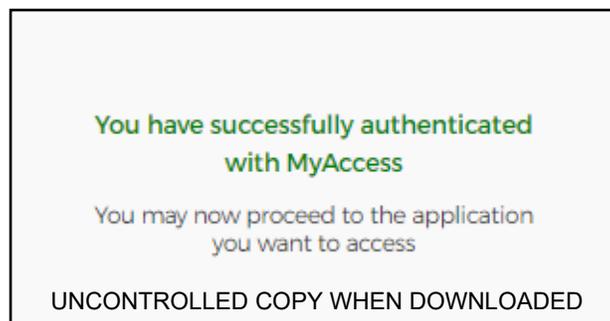
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- 8 Follow instructions to launch the Google Authentication app on your phone and scan the barcode that appears. Select the Next button to continue:

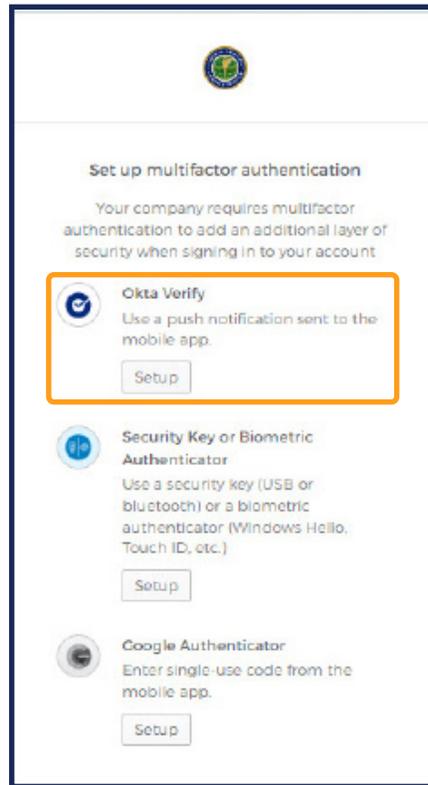


A success message appears, indicating you are able to login to CARES:

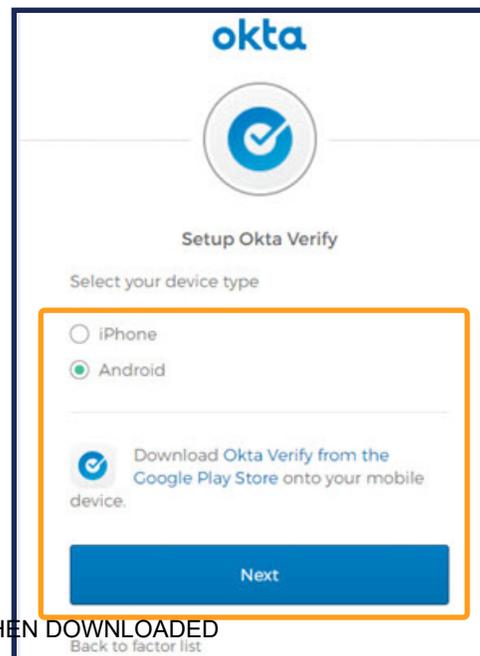


Setup OKTA Verify

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



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

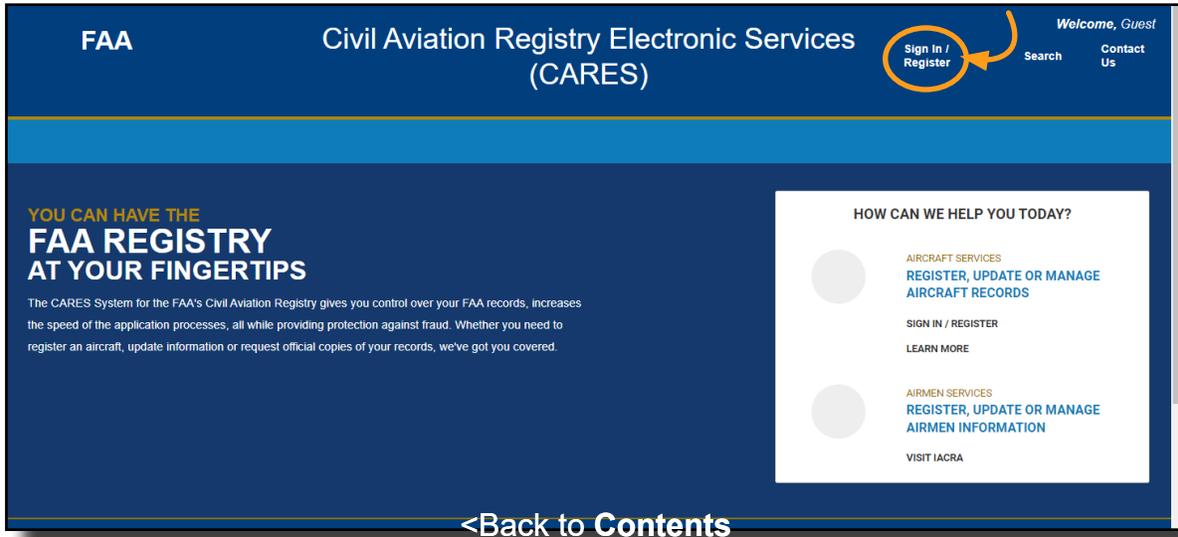


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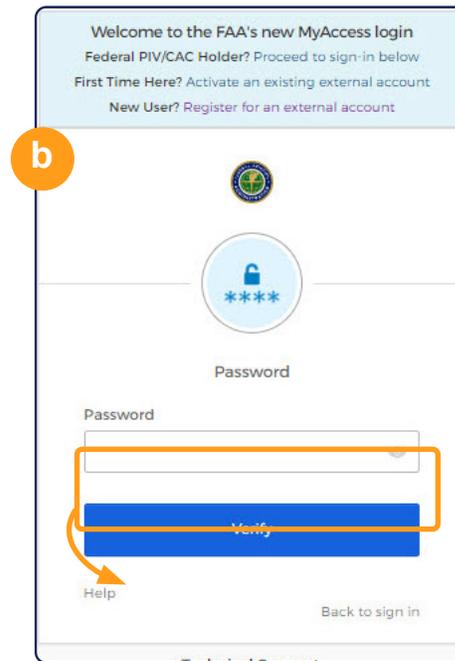
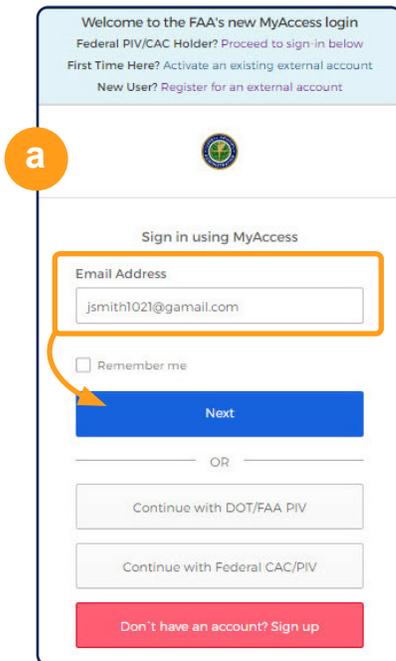
Complete Your CARES Profile

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



- 12** The MyAccess Login screen appears:

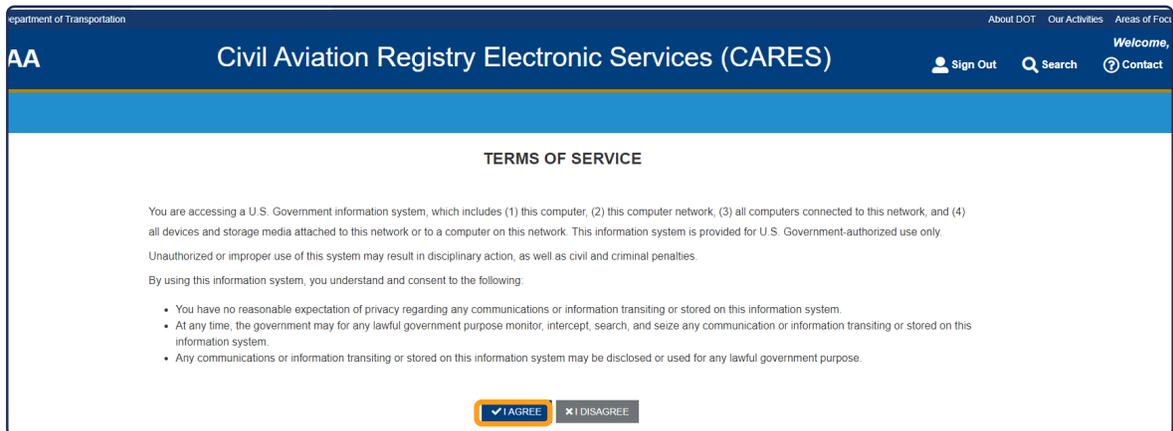
- a** Type your email into the Email Address field, then select the **Next** button:
- b** Type your password into the Password field, then select the **Verify** button:



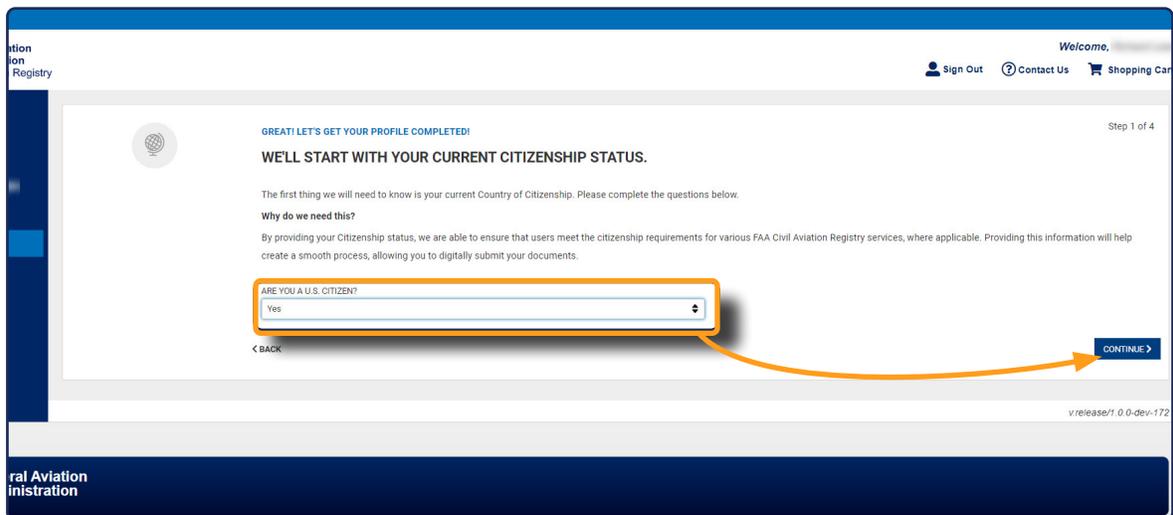
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- 13** The **CARES TERMS OF SERVICE** appears. Select the **I AGREE** button to continue:



- 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.

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

NEXT, WE'LL VERIFY YOUR RESIDENCY STATUS.

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

Why do we need this?

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

PHYSICAL / RESIDENTIAL ADDRESS

COUNTRY
United States of America (the)

ADDRESS LINE 1
Street Address, Rural Route

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

CITY STATE ZIP / POSTAL CODE
Two-Character State Code

COUNTY - Optional

< BACK **CONTINUE >**

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

LASTLY, HERE ARE SOME HELPFUL OPTIONAL ITEMS.

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

Why do we need this?

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

MAILING ADDRESS

COUNTRY
United States of America (the) **SAME AS PHYSICAL ADDRESS**

ADDRESS LINE 1
123 Main Street
Street Address, Rural Route

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

CITY STATE ZIP / POSTAL CODE
Orlando FL 32826
Two-Character State Code

COUNTY - Optional

CONTACT INFORMATION

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

< BACK **SKIP THIS STEP** **CONTINUE >**

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

ICON Step 4 of 4

GREAT! LET'S GET YOUR PROFILE COMPLETED!

LET'S REVIEW WHAT YOU'VE SUBMITTED.

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

CITIZENSHIP STATUS

ARE YOU A U.S. CITIZEN?
Yes

ADDRESSES

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

CONTACT INFORMATION

PHONE
+1 407 222-1234

ATTESTATION

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

< BACK **SUBMIT >**

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

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03

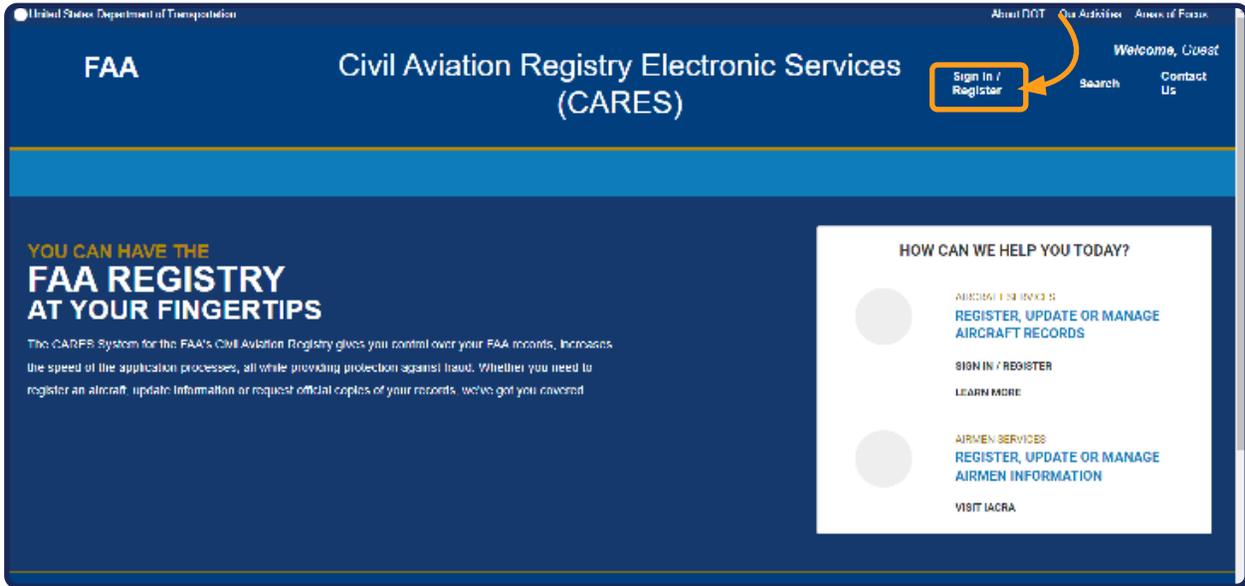
Reset Password

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.

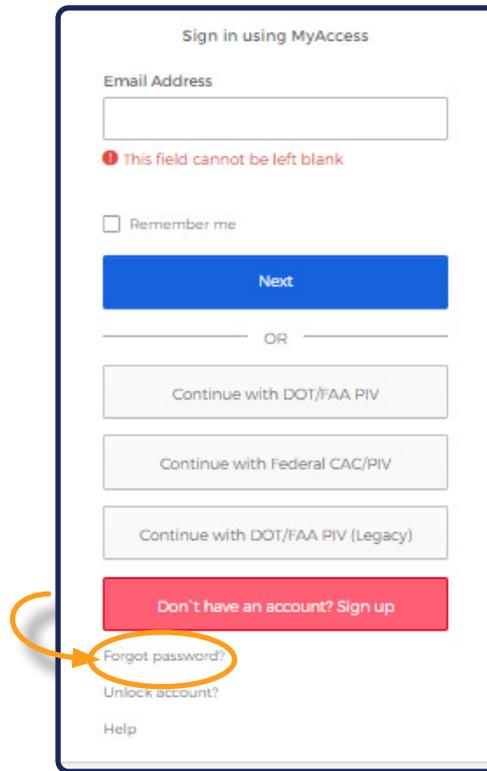


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1 On the CARES homepage found at cares.faa.gov, select **Sign In/Register**:



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



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03 Reset Password

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

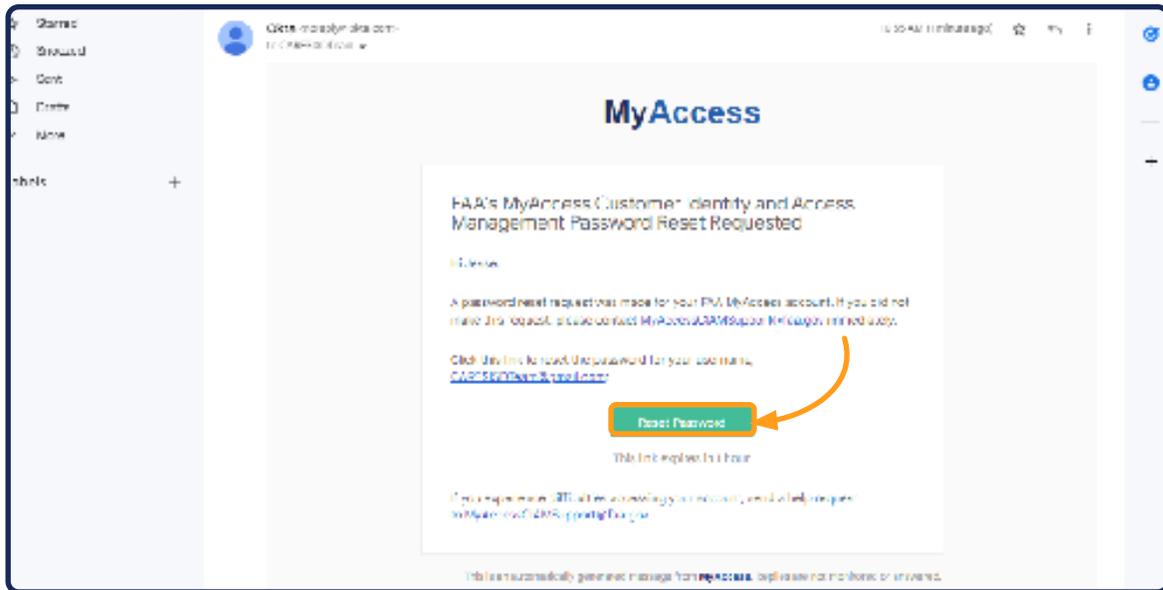
The image shows two screenshots of the FAA's MyAccess login page. The first screenshot displays the 'Reset Password' form. At the top, there is a navigation bar for the United States Department of Transportation. Below it, a light blue box contains the text: 'Welcome to the FAA's new MyAccess login', 'Federal PIV/CAC Holder? Proceed to sign-in below', 'First Time Here? Activate an existing external account', and 'New User? Register for an external account'. The FAA logo is centered below this. The main heading is 'Reset Password'. There is an 'Email Address' input field, which is highlighted with an orange border. Below the input field is a blue button labeled 'Reset via Email'. An orange arrow points from the input field to this button. Below the button is a link that says 'Back to sign in'. At the bottom, there is 'Technical Support:' information: '1 (844) FAA-MYIT or 1 (844) 322-6948' and 'helpdesk@faa.gov'. The second screenshot shows the 'Email sent!' confirmation message. It has the same header and logo as the first screenshot. The main text reads: 'Email sent!', 'Email has been sent to CARESISDTeam@gmail.com with instructions on resetting your password.', and a blue button at the bottom labeled 'Back to sign in'. An orange arrow points from the text 'An Email sent! message appears' to the 'Email sent!' message in this second screenshot.

An **Email sent!** message appears



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



NOTES

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



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

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

Reset your password

Password requirements:

- At least 8 characters
- No part of your username

New password

Repeat password

Reset Password

[Back to sign in](#)

Technical Support:
1 (844) FAA-MYIT or 1 (844) 822-6842
faa.pdesk@faa.gov

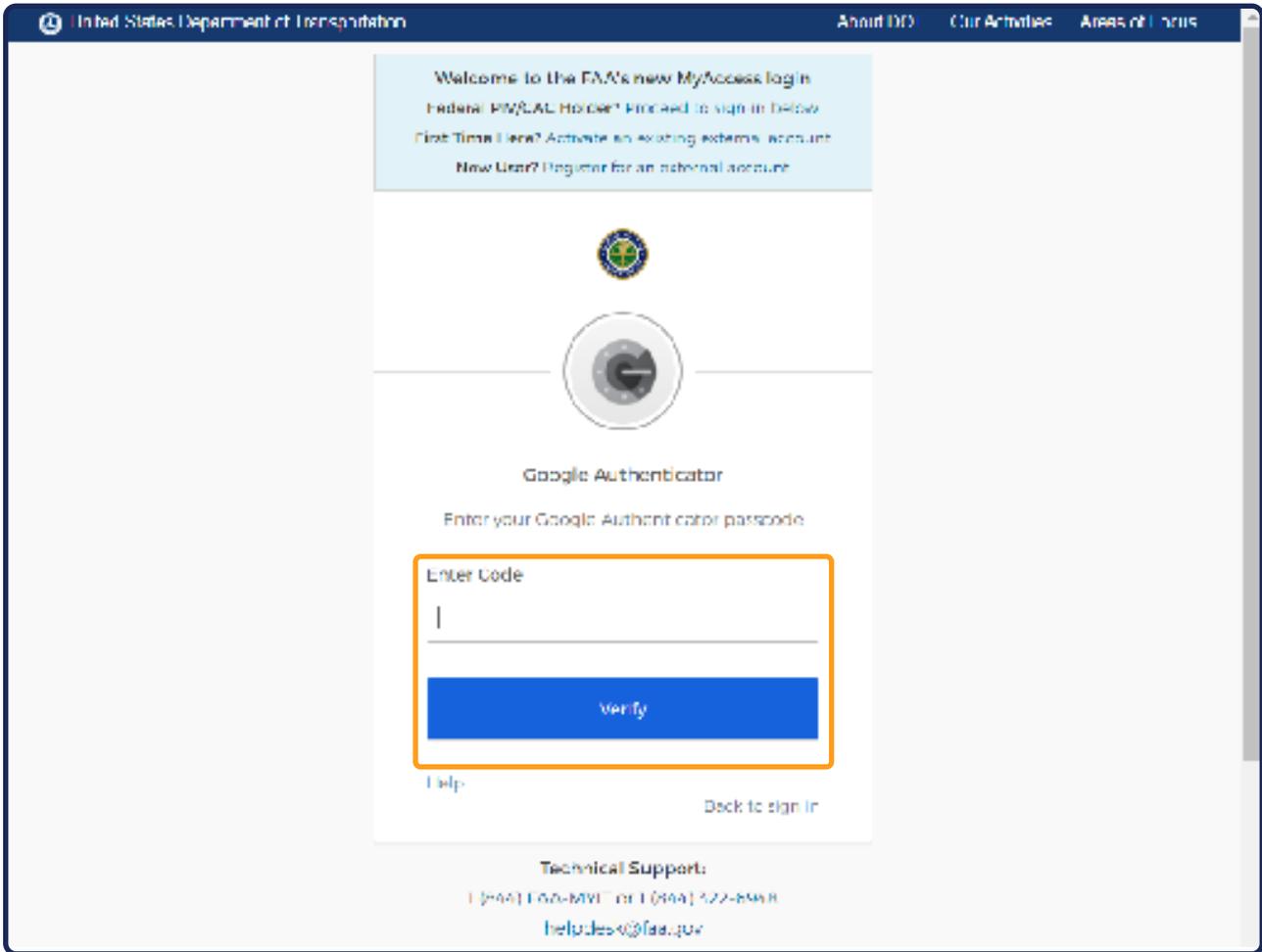


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NOTE

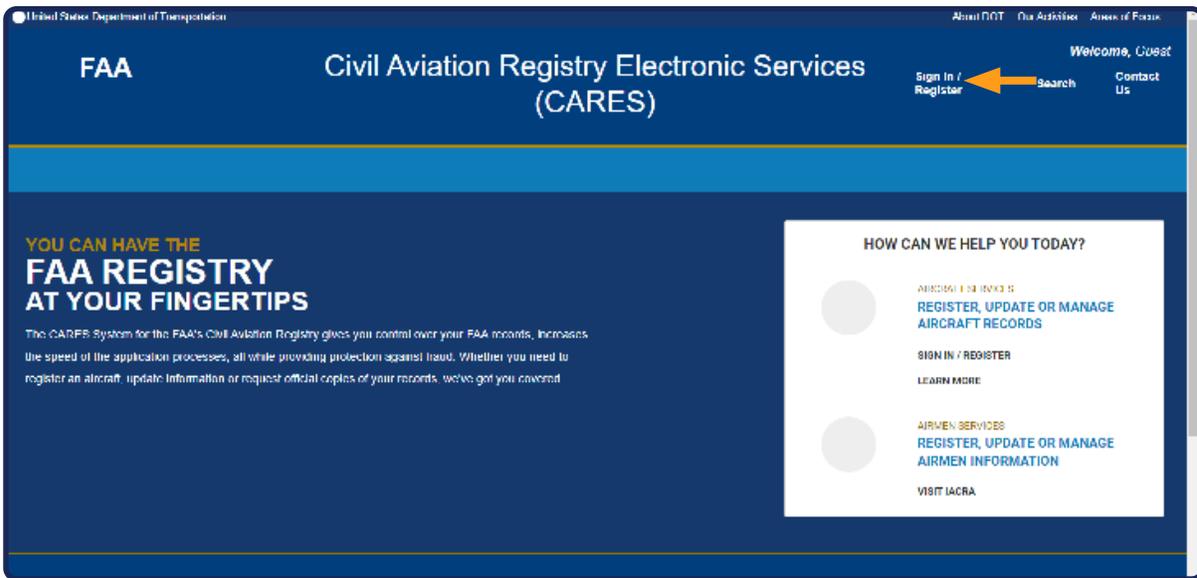
FAA's MyAccess uses multifactor authentication (MFA), which you set up during the first time registration for CARES. The authentication method you set up when first registering for a CARES account will be used to recover your password. Depending on the authenticator you chose, you need to have its app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

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



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



NOTES

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



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



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04

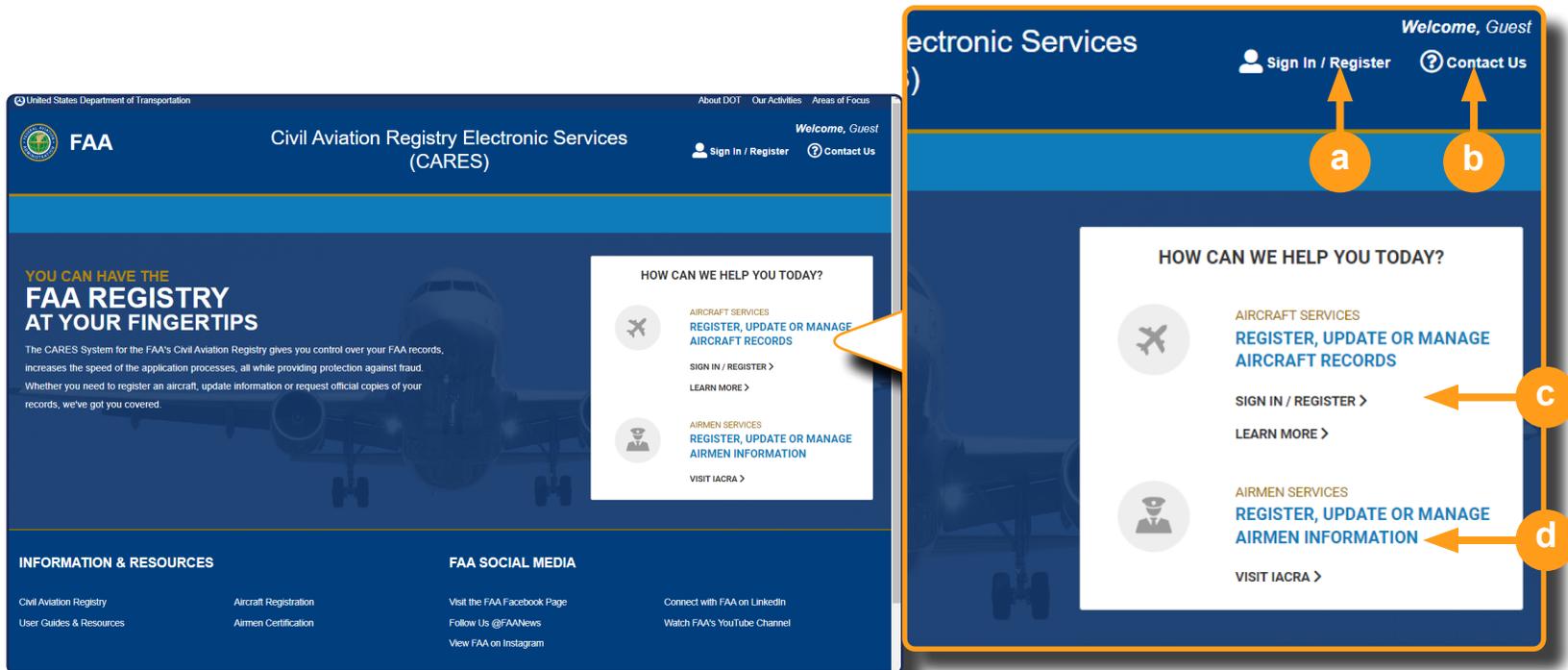
CARES User Interface (UI)

Before you get started:

- You must have a CARES Individual account to access the CARES dashboard and other registry services screens
- For help creating a CARES Individual account, refer to the [Sign Up for Individual CARES Account](#) user guide
- Sign into CARES at CARES.FAA.GOV using your email and CARES password



The CARES Homepage



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

NOTE

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



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Dashboard

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

The screenshot displays the Federal Aviation Administration Civil Aviation Registry dashboard. The top navigation bar includes the FAA logo, the text 'Federal Aviation Administration Civil Aviation Registry', and user options: 'Welcome, [user]', 'Sign Out', 'Contact Us', and 'Shopping Cart'. A 'CONNECT WITH PIN' button is also present. The left sidebar contains a 'GET STARTED' button (labeled 'a'), 'Dashboard' (labeled 'b'), and 'Profile' options. The main content area is titled 'INVITATIONS' and 'Aircraft Registration'. Below this, there is a 'PENDING AGENCY REVIEW' section (labeled 'c') with a table of pending actions. The table has columns for Description, Registration Type, Submitted, Estimated Review Date, and Status. One entry is 'Registered Aircraft Services - Renew Aircraft Registration - 1234/985214' with a status of 'Pending'. Below the pending review section is an 'APPLICATIONS IN PROGRESS' section with a table of ongoing registrations. The table has columns for Process, Date Started, Percentage Complete, and actions like 'LET'S CONTINUE' (labeled 'd') and 'REMOVE'.

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



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Dashboard (Continued)

The screenshot displays the dashboard for the Federal Aviation Administration Civil Aviation Registry. The top navigation bar includes the FAA logo, the text 'Federal Aviation Administration Civil Aviation Registry', and a 'Welcome, [user]' message. On the right side of the navigation bar, there are links for 'Sign Out' (marked with callout 'a'), 'Contact Us', and 'Shopping Cart' (marked with callout 'b'). Below the navigation bar, there is a 'CONNECT WITH PIN' button (marked with callout 'c'). The main content area is divided into sections: 'INVITATIONS', 'Aircraft Registration', and 'APPLICATIONS IN PROGRESS'. The 'APPLICATIONS IN PROGRESS' section contains a table with the following data:

PROCESS	DATE STARTED	PERCENTAGE COMPLETE		
Aircraft Registration	Oct 3, 2022	<div style="width: 50%;"></div>	LET'S CONTINUE	REMOVE

At the bottom of the page, there is a footer with the FAA logo and the text 'Federal Aviation Administration'. The version number 'v.release/1.0.0-test-79' is visible in the bottom right corner.

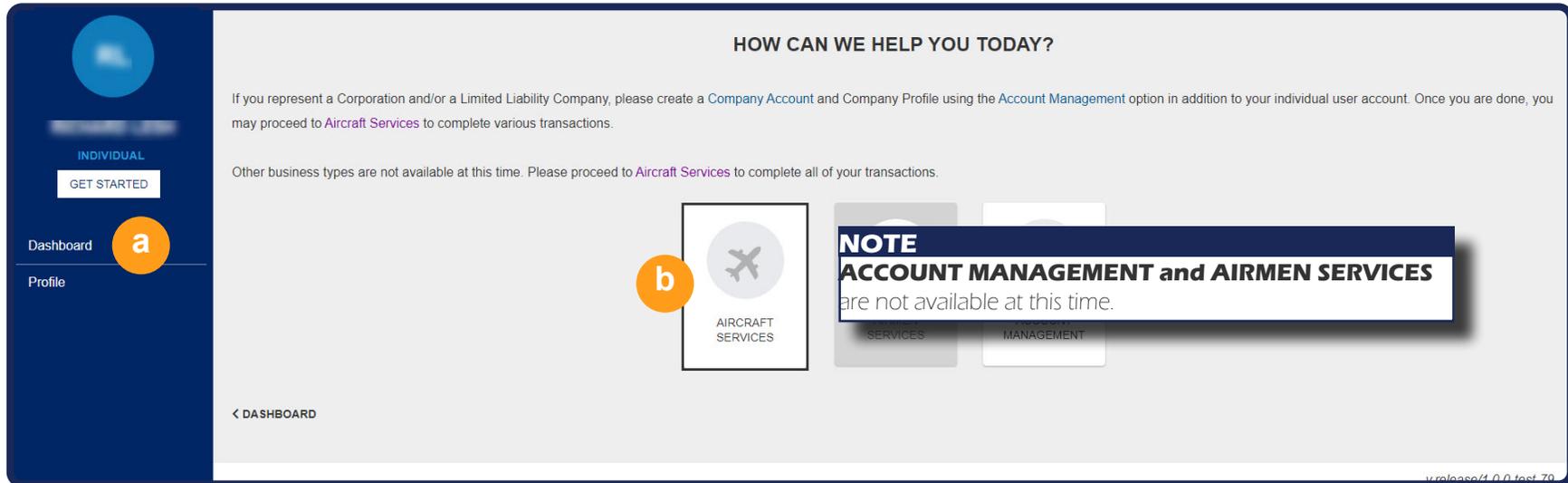
- a** Select **Sing Out** to log out of CARES
- b** Select the **Shopping Cart** icon to view registry actions awaiting payment, and to pay with **PAY.gov**
- c** Select **CONNECT WITH PIN** to accept or reject invitations from other users



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Main Options

Upon successful sign in, the Main Options screen will appear if you have no pending actions on your Dashboard. You can also use the **GET STARTED** button on your Dashboard to open this screen.



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



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AIRCRAFT SERVICES

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

Federal Aviation Administration
Civil Aviation Registry

Welcome,
Sign Out Contact Us Shopping Cart

AJ

INDIVIDUAL
GET STARTED

Dashboard
Profile

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/LEASE AGREEMENT DOCUMENT
- FILE A LIEN AGAINST AN AIRCRAFT
- FILE A RELEASE ON A SECURITY DOCUMENT
- FILE A TERMINATION ON A LEASE DOCUMENT
- SUBMIT OTHER AIRCRAFT DOCUMENTS

< BACK



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Buttons, Icons, & Indicators



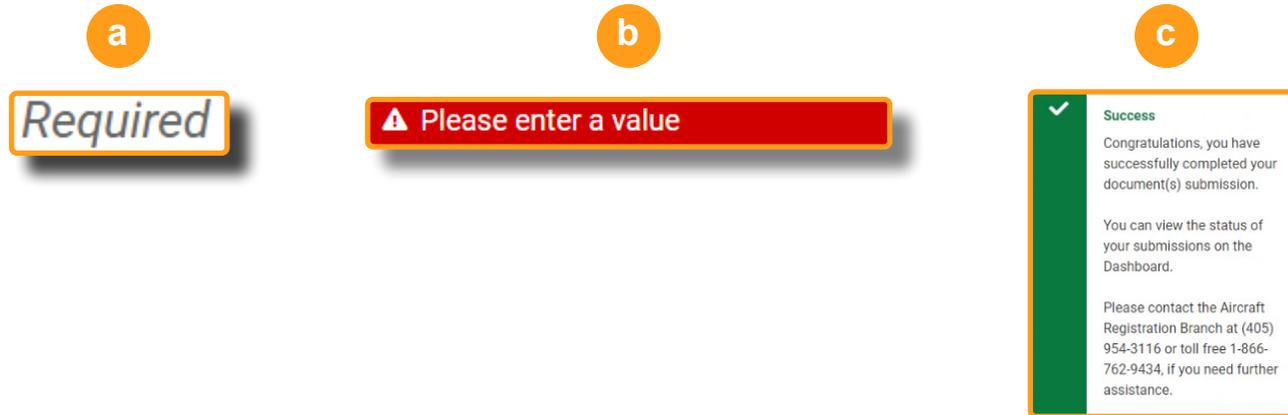
You will see these buttons often in CARES:

- 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



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Buttons, Icons, & Indicators



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



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Tool Tips

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

The screenshot shows the 'Aircraft Identification' section of a web application. The left sidebar contains a navigation menu with 'Aircraft Identification' selected. The main content area is titled 'TELL US A LITTLE ABOUT THE AIRCRAFT' and 'LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION'. The 'AIRCRAFT INFORMATION' section contains a form with several fields, each with a question mark icon: 'AIRCRAFT STATUS - Required', 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY?', 'AIRCRAFT TYPE - Required', 'YEAR', 'SERIAL NUMBER - Required', and 'N-NUMBER OPTIONS - Required'. Two tooltip windows are overlaid on the form. The first tooltip, titled 'AIRCRAFT STATUS', provides definitions for 'New U.S. Aircraft Registration', 'Previously Registered in the U.S.', and 'I Am Not Sure'. The second tooltip, titled 'AIRCRAFT TYPE', provides definitions for 'Amateur Built', 'Light-Sport', 'Unmanned Aircraft Systems (UAS) aka Drones', and 'All Other Aircraft'. The 'YEAR' field contains the value '2020'.

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

AIRCRAFT INFORMATION

AIRCRAFT STATUS - Required ?

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY?

AIRCRAFT TYPE - Required ?

YEAR
2020

SERIAL NUMBER - Required

N-NUMBER OPTIONS - Required

AIRCRAFT STATUS

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

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

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

AIRCRAFT TYPE

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

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

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

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

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



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05

Manage Aircraft Registration



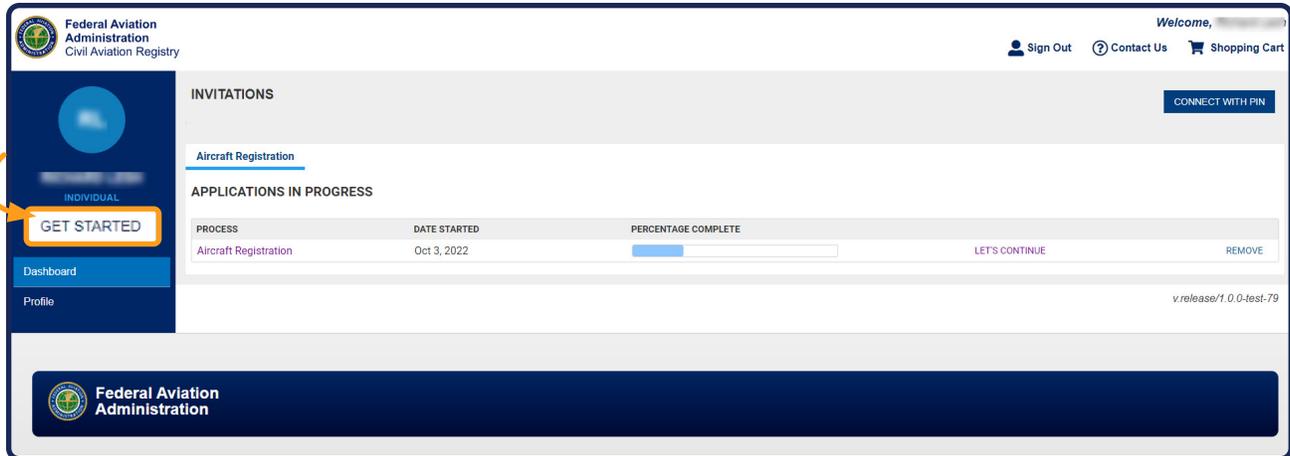
UNCONTROLLED COPY WHEN DOWNLOADED

[<Back to Contents](#)

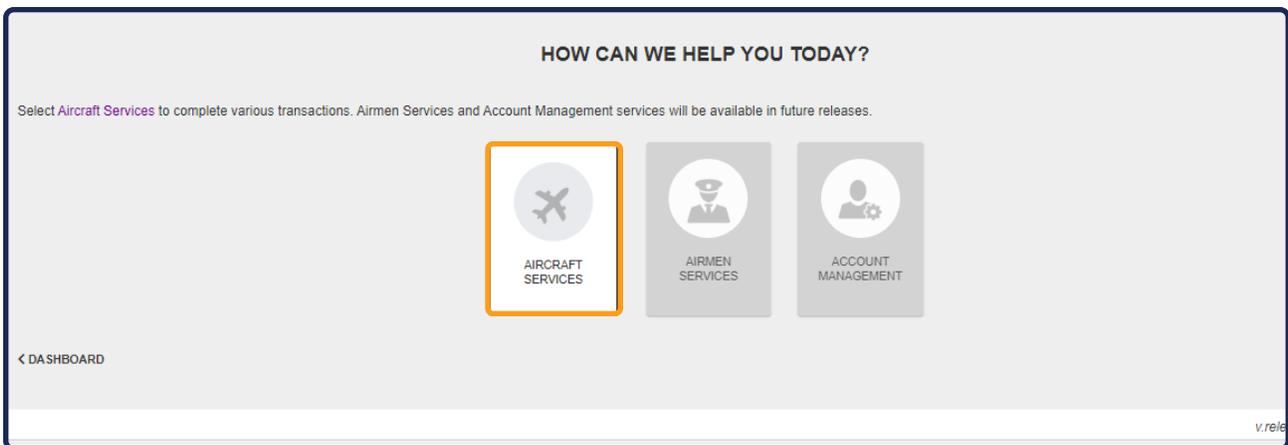
Request Aircraft Records

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

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

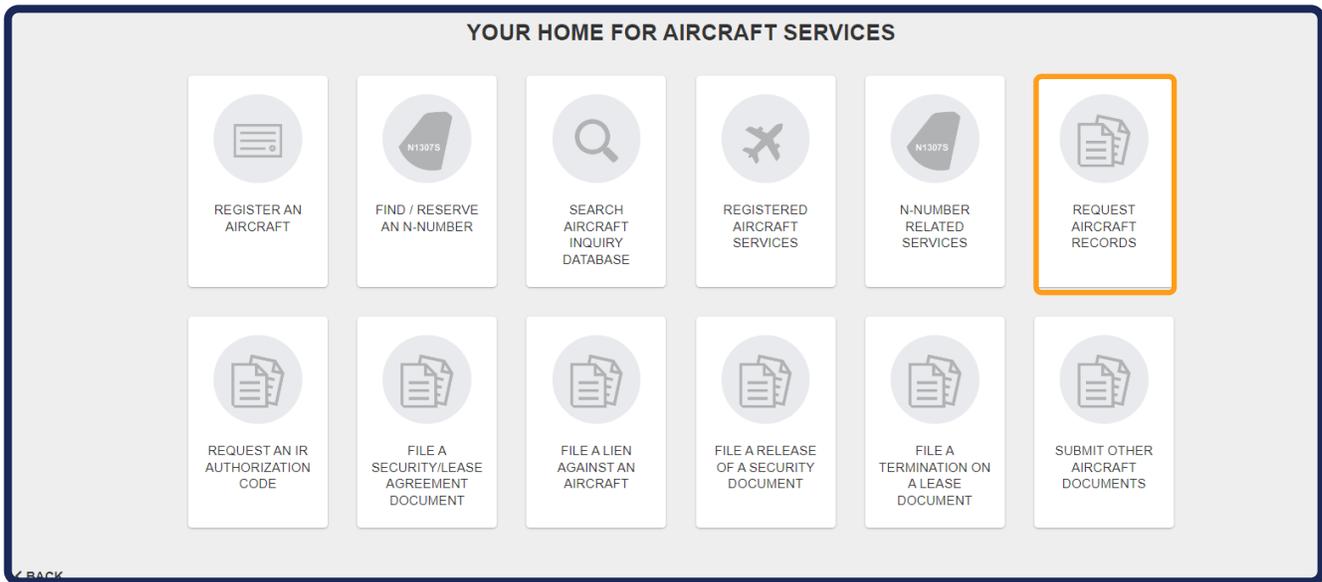


- 2 The **Services Selection** screen appears. Select **AIRCRAFT SERVICES**:



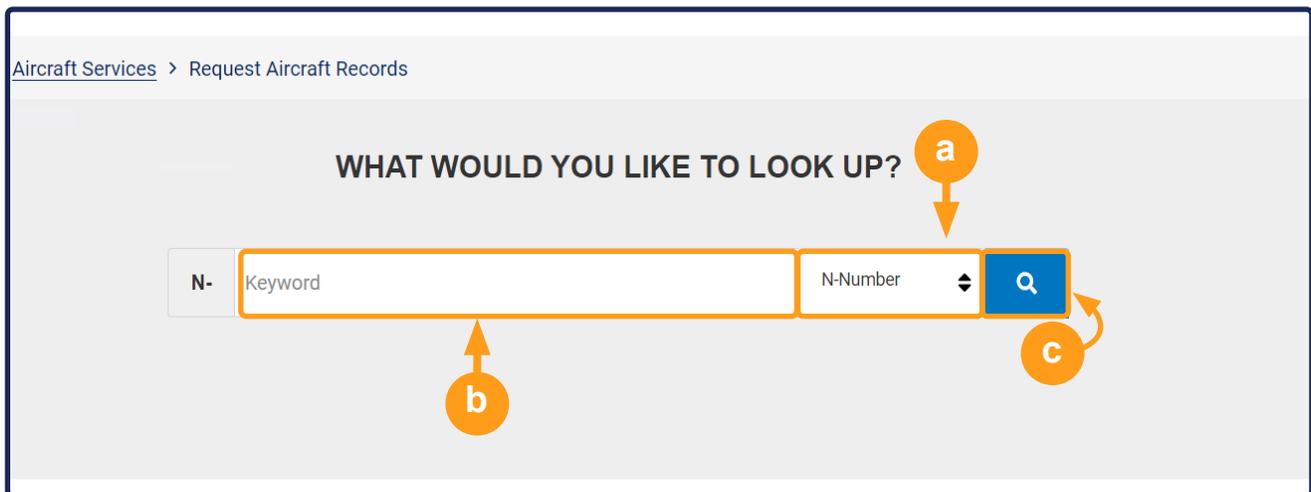
UNCONTROLLED COPY WHEN DOWNLOADED

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



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

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



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

WHAT WOULD YOU LIKE TO LOOK UP?

N: 1465

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

RESULTS
4 TOTAL ENTRIES

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

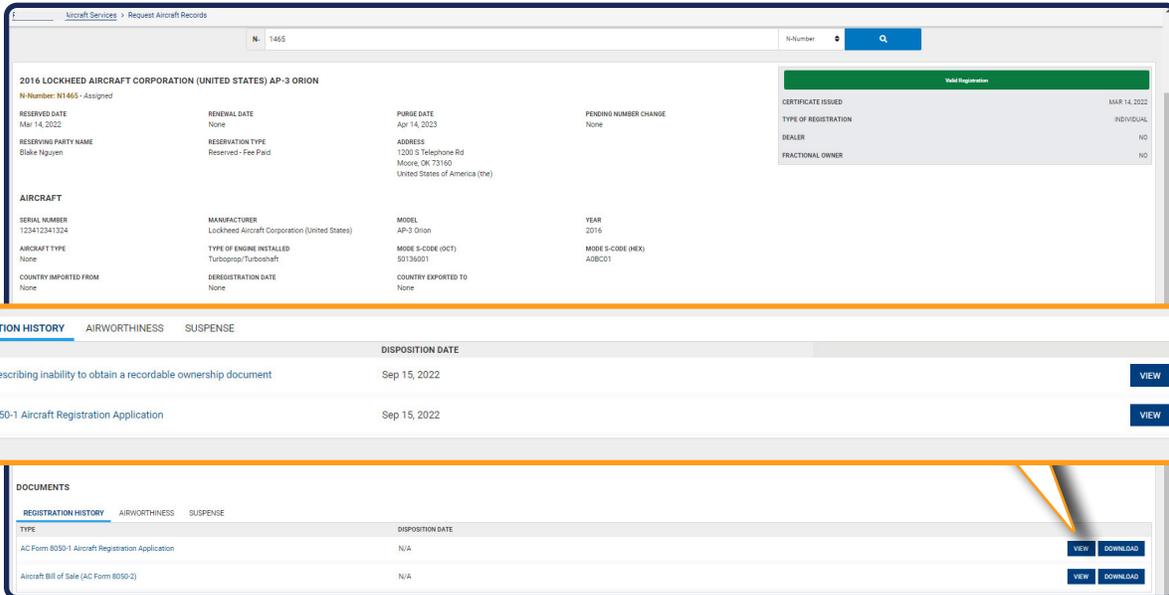
X CANCEL



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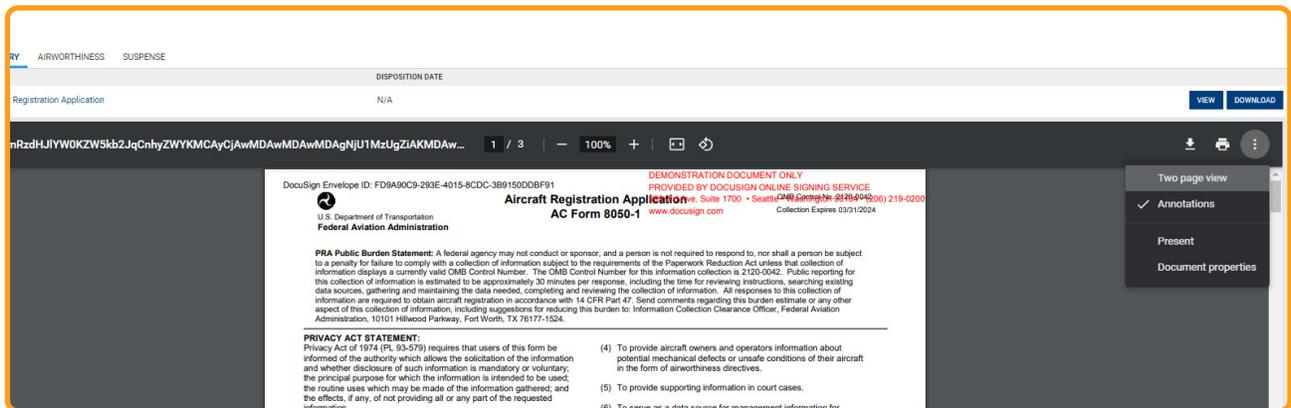
6 The aircraft record appears, displaying the **REGISTRATION HISTORY**, **AIRWORTHINESS**, and **SUSPENSE** in separate tabs.

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



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

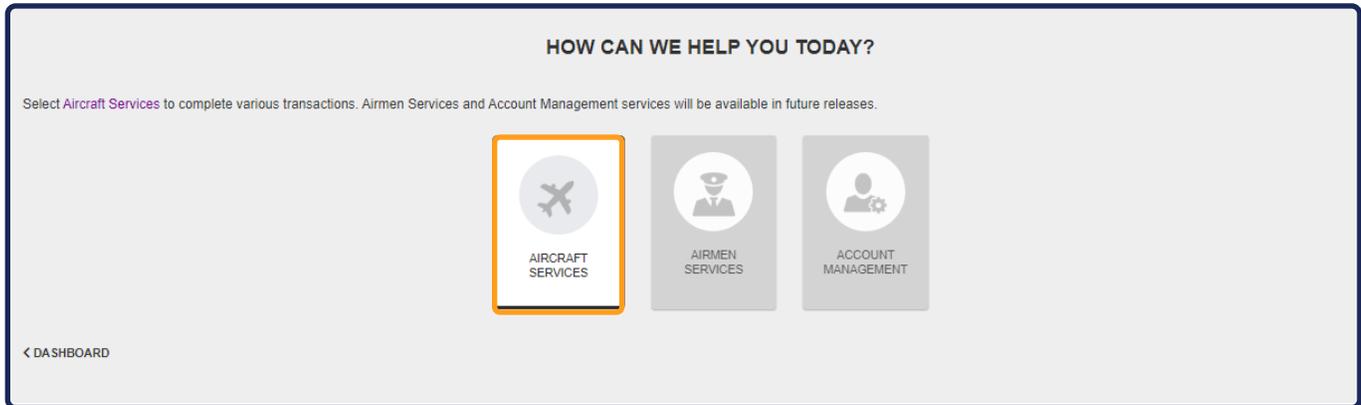
When you select the View button, the record will open in an online viewer. The viewer allows you to view, print, or download the document. Note that some files can be too large to open in the viewer. Larger files will need to be downloaded to your computer for viewing:



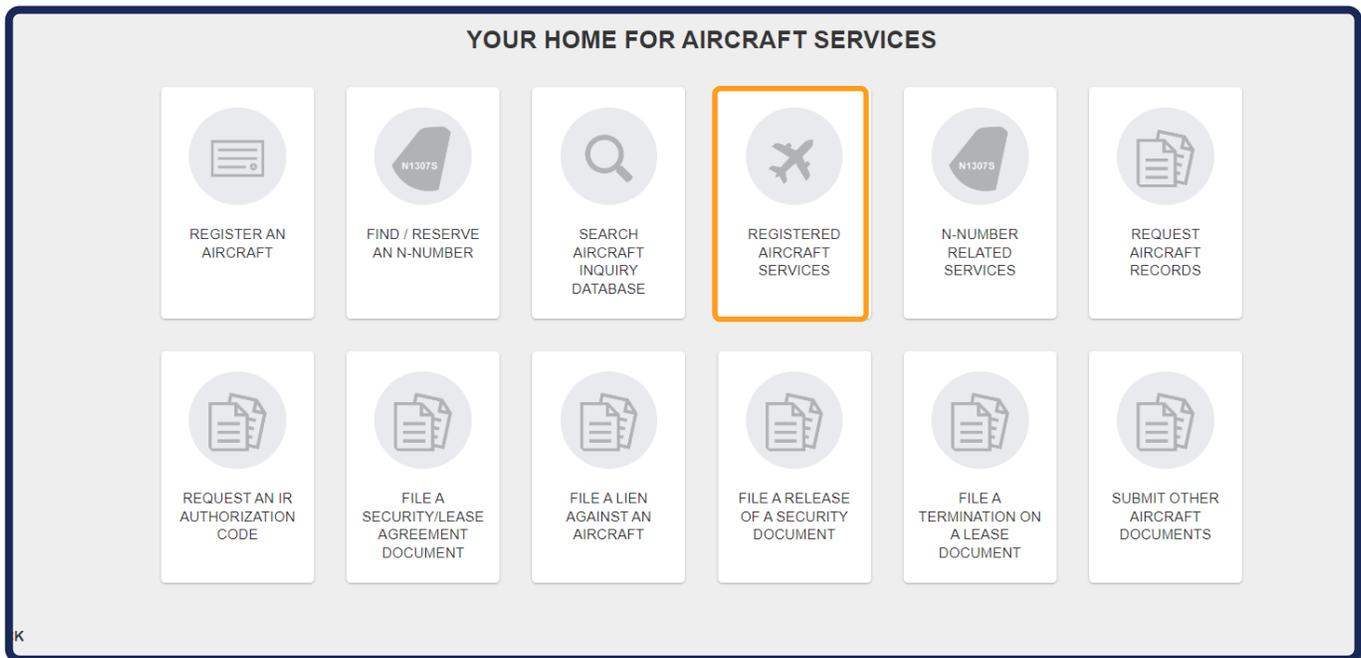
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Registered Aircraft Services

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



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



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- 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:

The screenshot shows a web interface with a header 'WHAT WOULD YOU LIKE TO DO TODAY' and a sidebar 'Documents' with a 'Review' button. A dropdown menu titled 'REQUEST TYPE - Required' is open, showing 'Select a Request Type'.

A close-up of the dropdown menu. The options are: 'Select a Request Type', 'Renew Aircraft Registration' (highlighted with an orange arrow), 'Cancel Aircraft Registration', 'Address Change', 'Transfer Aircraft Ownership', and 'Order a replacement Aircraft Certificate'.

- 4 The Documents section appears. Select the **DOCUMENT TYPE** drop-down, then select a request type document to upload.

The screenshot shows the 'DOCUMENTS' section with instructions: 'Please ensure all submitted documents are in a single file. Any electronically filed documents must be signed in ink. Documents signed in ink must be scanned.' Below this is a 'DOCUMENT TYPE' dropdown menu. A close-up of the dropdown menu shows the following options: 'Select a Document Type', 'Renew Aircraft Registration' (highlighted with an orange arrow), 'AC Form 8050-1B - Aircraft Registration Renewal Application', 'Other Supporting Documents', 'Appointment of Bankruptcy Trustee, Receiver or Liquidator', 'Articles of Organization/Incorporation/Association', and 'Business Trust'. A 'CANCEL' button is visible at the bottom left of the main form area.



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

Documents

Review

WHAT WOULD YOU LIKE TO DO TODAY

REQUEST TYPE - Required
Renew Aircraft Registration

DOCUMENTS

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

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

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

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

DOCUMENT UPLOAD ?
+ Upload File

N-NUMBER
N-

SERIAL NUMBER

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

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

DOCUMENTS

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

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

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

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

DOCUMENT UPLOAD ?
+ Upload File REMOVE

N-NUMBER
N-

SERIAL NUMBER

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



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

DOCUMENTS

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

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

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

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

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

N-NUMBER: N- [] SERIAL NUMBER: []

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

+ ADD ADDITIONAL DOCUMENT

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

N-NUMBER: N- [] SERIAL NUMBER: []

▲ Please enter a value for N-Number OR Serial Number.

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

+ ADD ADDITIONAL DOCUMENT

CANCEL **CONTINUE >**

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

NOTE

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

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



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

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

REQUEST TYPE
Renew Aircraft Registration

DOCUMENTS

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

N-NUMBER	SERIAL NUMBER
1234	985214

ATTESTATION

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

FACT MAY
SUBMIT >

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

MyFAA

CARES

Sign Out Search Contact Welcome, . Shopping Cart

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

E-FILE SUBMISSION

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

PAY WITH PAY.GOV



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

The image shows two overlapping screenshots of the FAA Aircraft Registration payment interface. The left screenshot shows the 'Payment Information' screen with the following details:

- Payment Information**
- Payment Amount \$5.00
- I want to pay with my**
- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card
- Continue** [Cancel](#)

The right screenshot shows the review screen with the following details:

- FAA Aircraft Registration**
- Please review the payment information. Required fields are marked with an *
- Agency Tracking ID: KR8pxUJGD
- Payment Amount: \$5.00
- Payment Method: Plastic Card
- Cardholder Name: James Kirk
- Card Type: MASTERCARD
- Card Number: *****4444
- Cardholder Billing Address: 123 Main Street, Billing Address 2
- City: Titusville
- Country: United States
- State/Province: FL
- ZIP/Postal Code: 32780
- * I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.
- Continue** [Previous](#) [Cancel](#)



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

The screenshot shows the Federal Aviation Administration Civil Aviation Registry dashboard. The main heading is "INVITATIONS". Below it, there is a "CONNECT WITH PIN" button. The "Aircraft Registration" section is highlighted with an orange box. Underneath, the "PENDING AGENCY REVIEW" section is also highlighted with an orange box. An orange arrow points to the information icon (i) next to the "ESTIMATED REVIEW DATE" column header. The table below shows three rows of pending items:

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

Tool Tip

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

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

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

STATUSES

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

ESTIMATED REVIEW DATE

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



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06

Aircraft Registration - Individual



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Sign In to CARES

Before you get started:

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

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

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

The screenshot shows the CARES website interface. At the top, there is a navigation bar with the FAA logo, the text 'Civil Aviation Registry Electronic Services (CARES)', and a 'Sign In / Register' button highlighted with an orange circle labeled 'a'. Below the navigation bar, there is a main content area with a heading 'YOU CAN HAVE THE FAA REGISTRY AT YOUR FINGERTIPS' and a sub-heading 'HOW CAN WE HELP YOU TODAY?'. A modal window titled 'TERMS OF SERVICE' is overlaid on the page. The modal contains the following text: '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:'. Below this text are two bullet points: '• You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.' and '• 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.' At the bottom of the modal, there are two buttons: 'I AGREE' (with a checkmark icon) and 'I DISAGREE' (with an X icon). An orange circle labeled 'b' with an arrow points to the 'I AGREE' button.



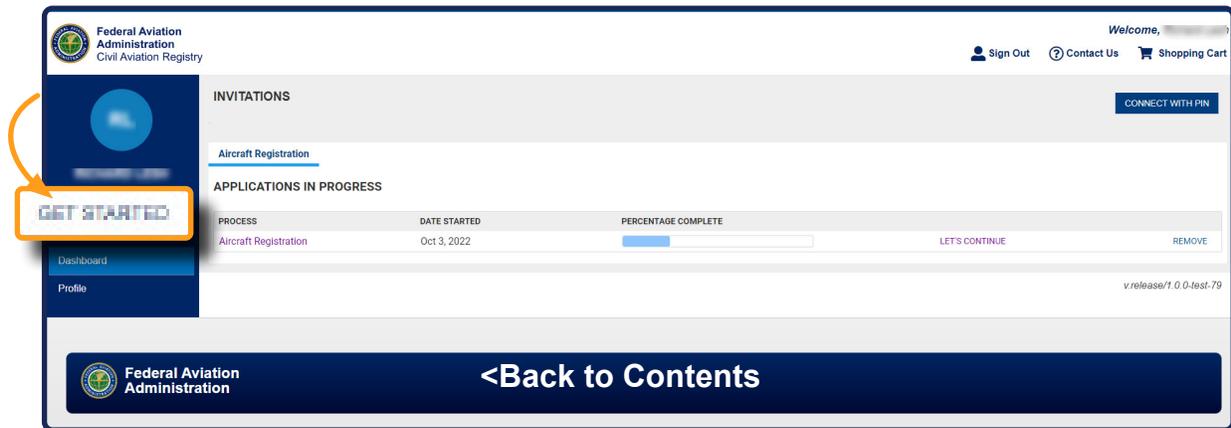
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06 Aircraft Registration – Individual

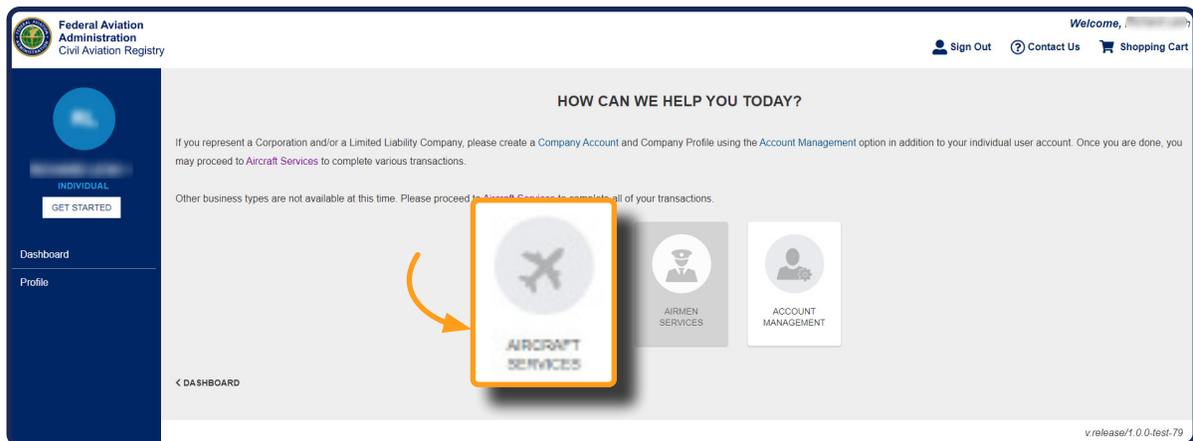
NOTE

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.

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

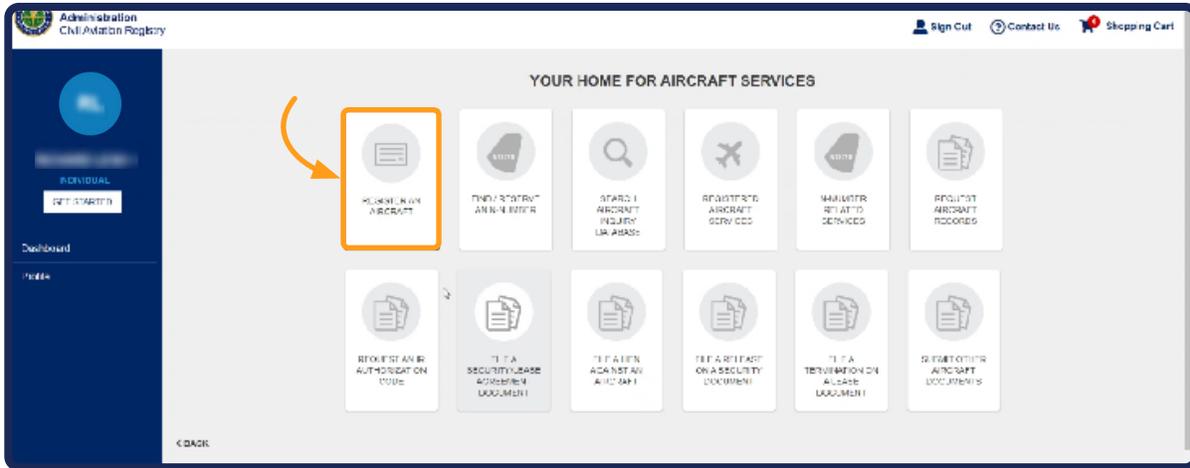


- 2 The registry option buttons appear. Select the **AIRCRAFT SERVICES** button:

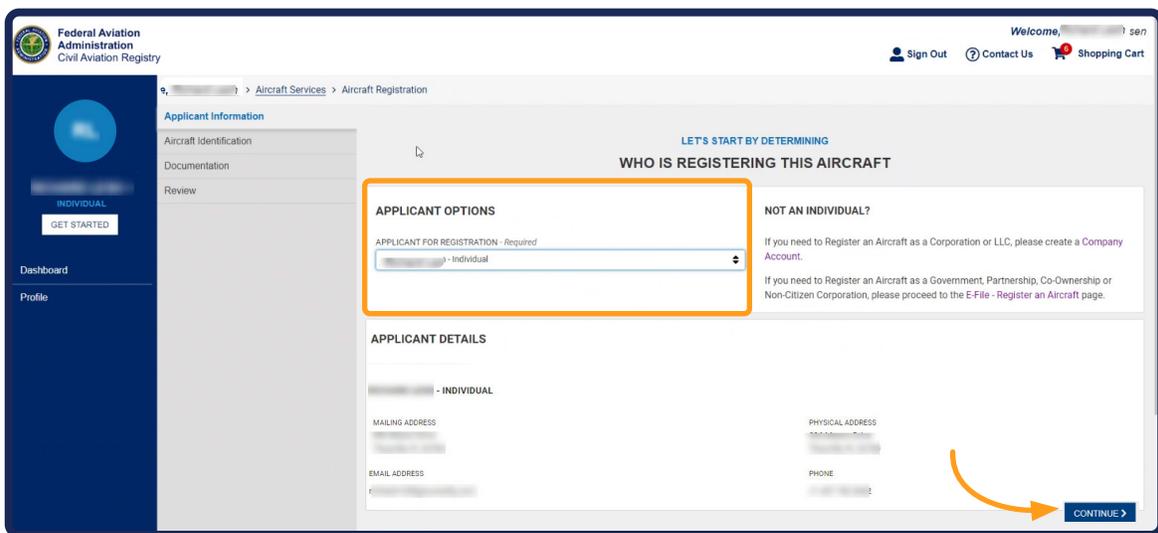


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- 3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:

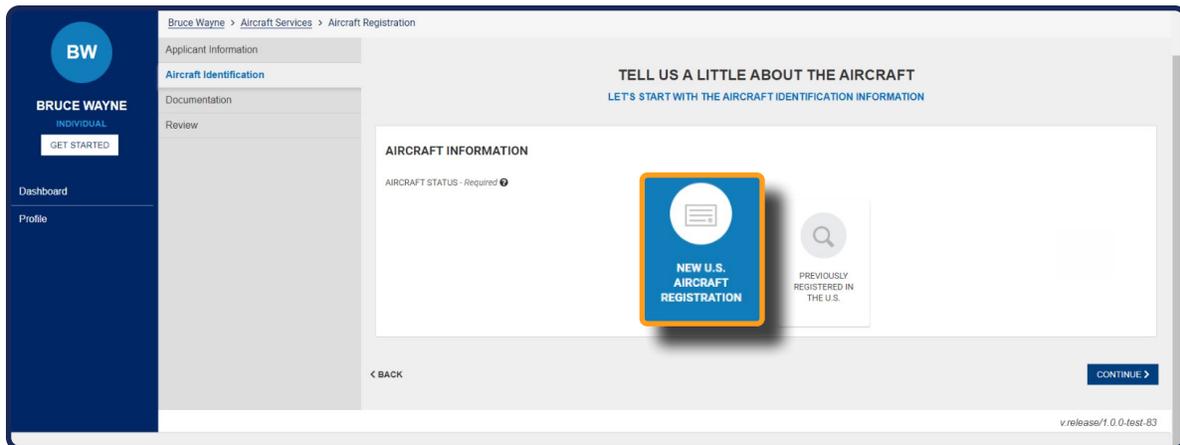


- 4 The **Applicant Information** screen appears. Select the **APPLICANT FOR REGISTRATION** drop-down menu, then select yourself as **Individual**. Next, select the **CONTINUE** button:

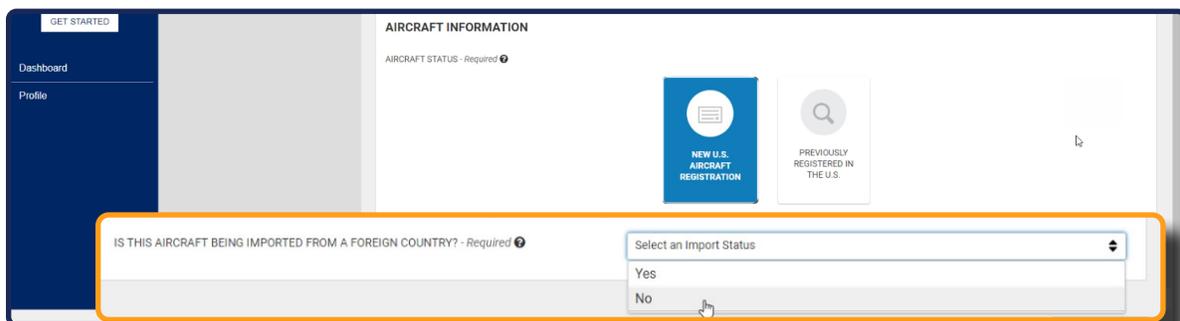


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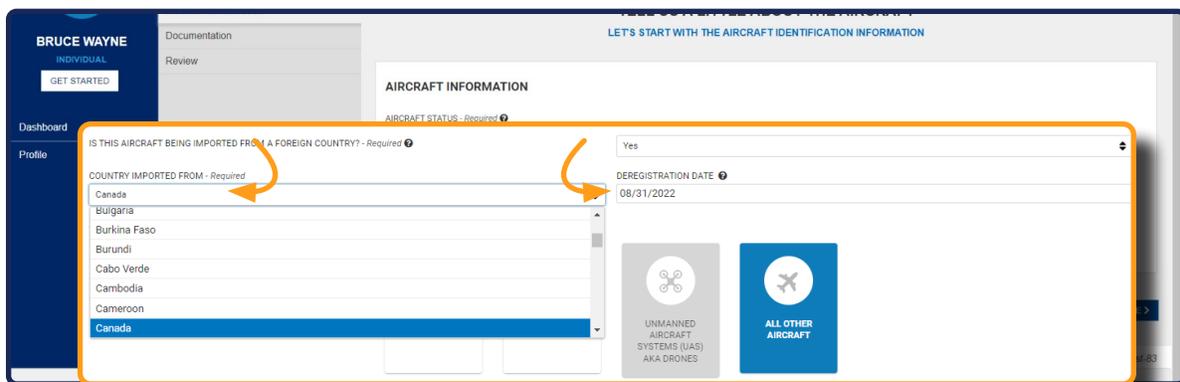
- 5 The Aircraft Identification screen appears. Select **NEW US AIRCRAFT REGISTRATION**:



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

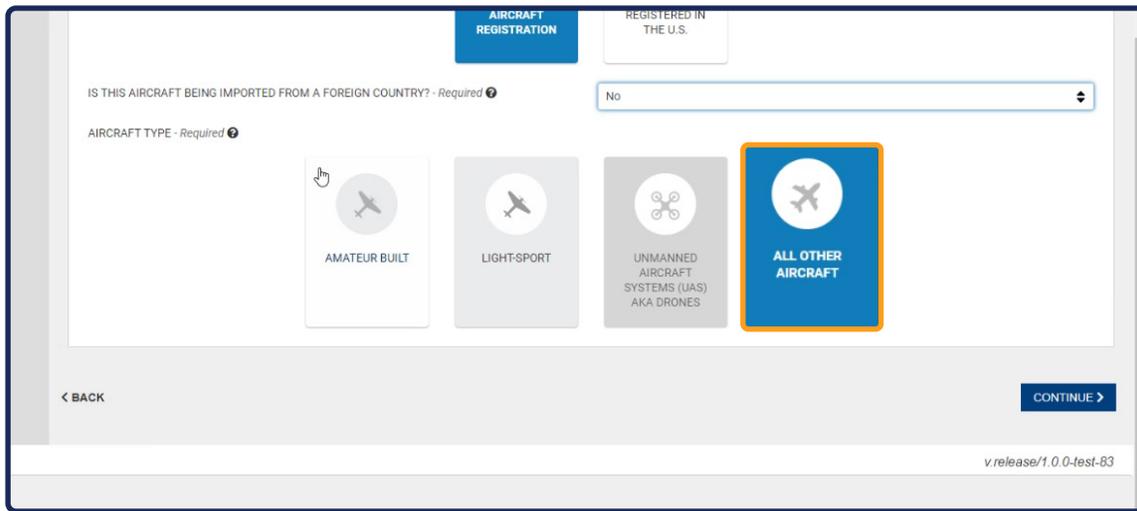


If you select Yes for Import Status, a drop down menu appears with choices for **COUNTRY IMPORTED FROM**. Select the country from the menu, then type a **DEREGISTRATION DATE**, if applicable:



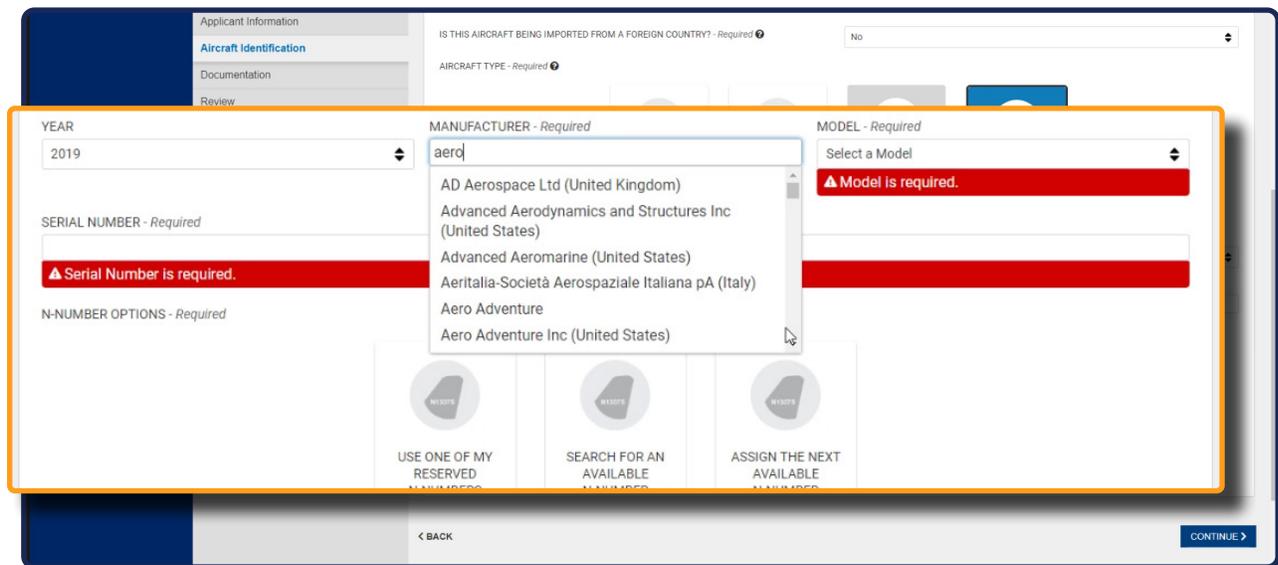
UNCONTROLLED COPY WHEN DOWNLOADED

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



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

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



The screenshot shows the 'Aircraft Identification' section of the form. The 'YEAR' dropdown is set to '2019'. The 'MANUFACTURER - Required' dropdown is open, showing a list of manufacturers including 'AD Aerospace Ltd (United Kingdom)', 'Advanced Aerodynamics and Structures Inc (United States)', 'Advanced Aeromarine (United States)', 'Aeritalia-Società Aerospaziale Italiana pA (Italy)', 'Aero Adventure', and 'Aero Adventure Inc (United States)'. The 'MODEL - Required' dropdown is open, showing 'Select a Model' and a red error message: 'Model is required.'. The 'SERIAL NUMBER - Required' field is highlighted with a red error message: 'Serial Number is required.'. Below these fields, there are three buttons: 'USE ONE OF MY RESERVED NUMBERS', 'SEARCH FOR AN AVAILABLE NUMBER', and 'ASSIGN THE NEXT AVAILABLE NUMBER'. At the bottom, there are 'BACK' and 'CONTINUE' buttons.



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Select an N-Number

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

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

The screenshot shows a web interface titled "N-NUMBER OPTIONS - Required". It features three buttons: "USE ONE OF MY RESERVED N-NUMBERS" (highlighted in blue with a callout 'a'), "SEARCH FOR AN AVAILABLE N-NUMBER", and "ASSIGN THE NEXT AVAILABLE N-NUMBER". Below the buttons is a section titled "DO YOU HAVE A RESERVED N-NUMBER?" with a text box containing instructions. To the left, a "RESERVED N-NUMBER - Required" field is visible with an "N-" label and a text input area. An orange arrow points from the selected button to the input 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:

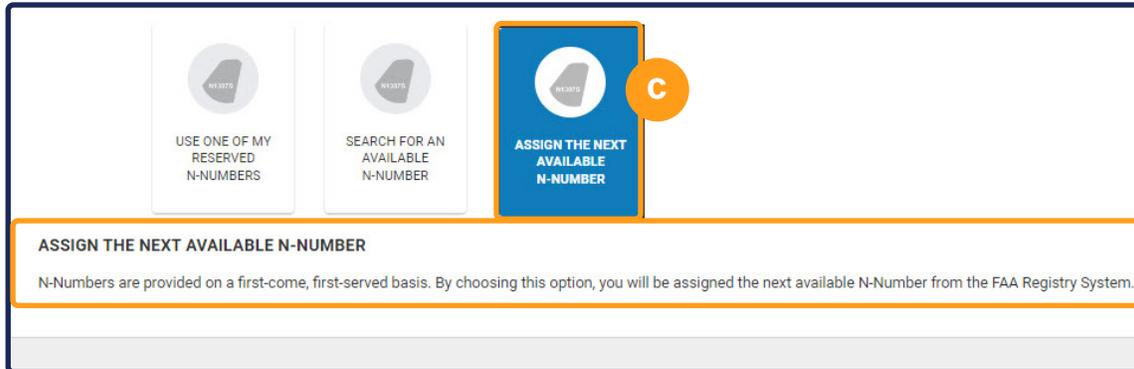
The screenshot shows the same web interface as above, but with the "SEARCH FOR AN AVAILABLE N-NUMBER" button highlighted in blue and marked with a callout 'b'. The text box below the buttons now displays information about the reservation process, including a link to the "FAA Reservation" site.



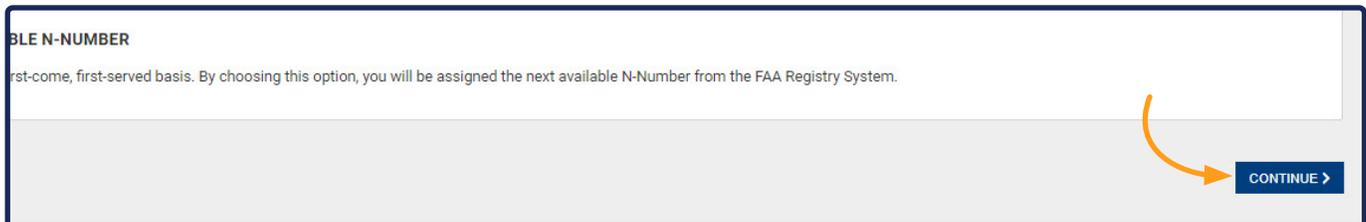
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10

- C** 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:



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Documents

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

a Select the **DOCUMENT TYPE** drop-down menu, then select **AC Form 8050-2 Aircraft Bill of Sale**

b Select the **+Upload File** button, then select the Bill of Sale document from your computer:

The screenshot shows the 'DOCUMENTS' section of the 'Aircraft Registration' page. At the top, it says 'GREAT! NOW WE JUST NEED SOME PAPERWORK. BASED ON THE INFORMATION YOU HAVE PROVIDED WE WILL NEED...'. Below this, there's a 'REQUIRED DOCUMENTATION' section with a bullet point for 'Evidence of Ownership'. The 'DOCUMENT TYPE' dropdown menu is open, showing options: 'AC Form 8050-2 - Aircraft Bill of Sale' (highlighted with an orange box and labeled 'a'), 'AC Form 8050-4 - Certificate of Repossession of Encumbered Aircraft', 'AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certified Aircraft', 'AC Form 8050-88A - Light-Sport Aircraft Manufacturers Affidavit of Ownership', 'Affidavit - Describing inability to obtain a recordable ownership document', and 'Affidavit - Heir-at-Law'. To the right, the 'DOCUMENT UPLOAD' section has a '+ Upload File' button (labeled 'b') and a 'REMOVE' button. Below the dropdown, there are input fields for 'DATE OF SALE' (mm/dd/yyyy) and 'AMOUNT OF SALE'. At the bottom, there's a '+ ADD SELLER' button.

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:

This screenshot shows the 'EVIDENCE OF OWNERSHIP' section. The 'DOCUMENT TYPE' dropdown is now set to 'AC Form 8050-2 - Aircraft Bill of Sale'. The 'DOCUMENT UPLOAD' section shows 'Bill of Sale.pdf' with a 'REMOVE' button. Below this, there's a section for 'EVIDENCE OF OWNERSHIP' with the instruction 'Please provide documentation that details the Transfer of Ownership for the aircraft'. The 'DATE OF SALE' (mm/dd/yyyy) and 'AMOUNT OF SALE' input fields are highlighted with an orange box and labeled 'c'. Below these fields, there's a '+ ADD SELLER' button (labeled 'd') and a '+ ADD ADDITIONAL DOCUMENT' button. At the bottom right, there's a 'CONTINUE >' button.

When complete, select the **CONTINUE** button



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

DOCUMENT TYPE
AC FORM 8050-98 Aircraft Security Agreement

DOCUMENT
Sample Document.pdf

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

N-NUMBER
N123AB

SERIAL NUMBER
None

N-NUMBER
N345AB

SERIAL NUMBER
None

N-NUMBER
N456AB

SERIAL NUMBER
None

NUMBER OF NON-AIRCRAFT COLLATERALS
10

ATTESTATION

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

< BACK **SUBMIT >**

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

CERTIFICATIONS

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

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

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

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

D. A CORPORATION USING A VOTING TRUST TO QUALIFY.

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

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

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

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

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

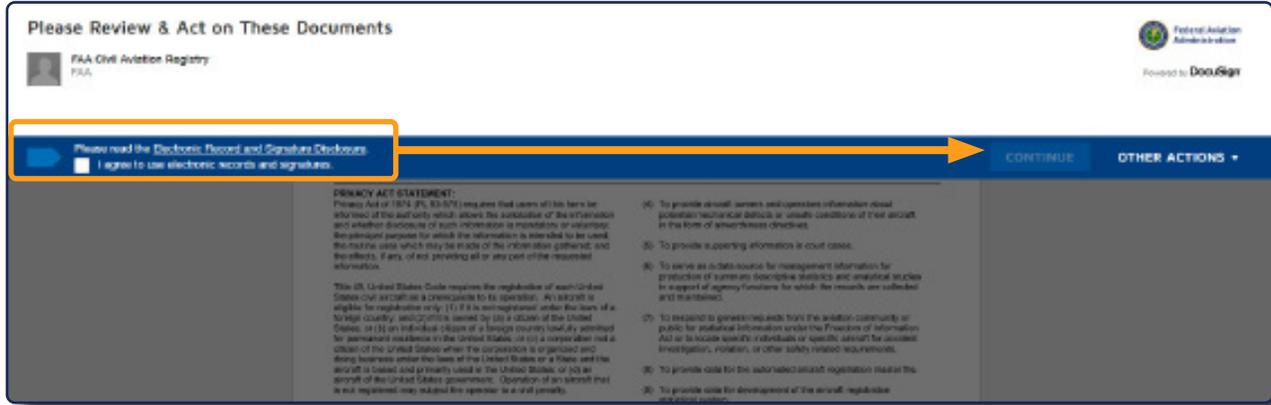
< BACK **SIGN >**



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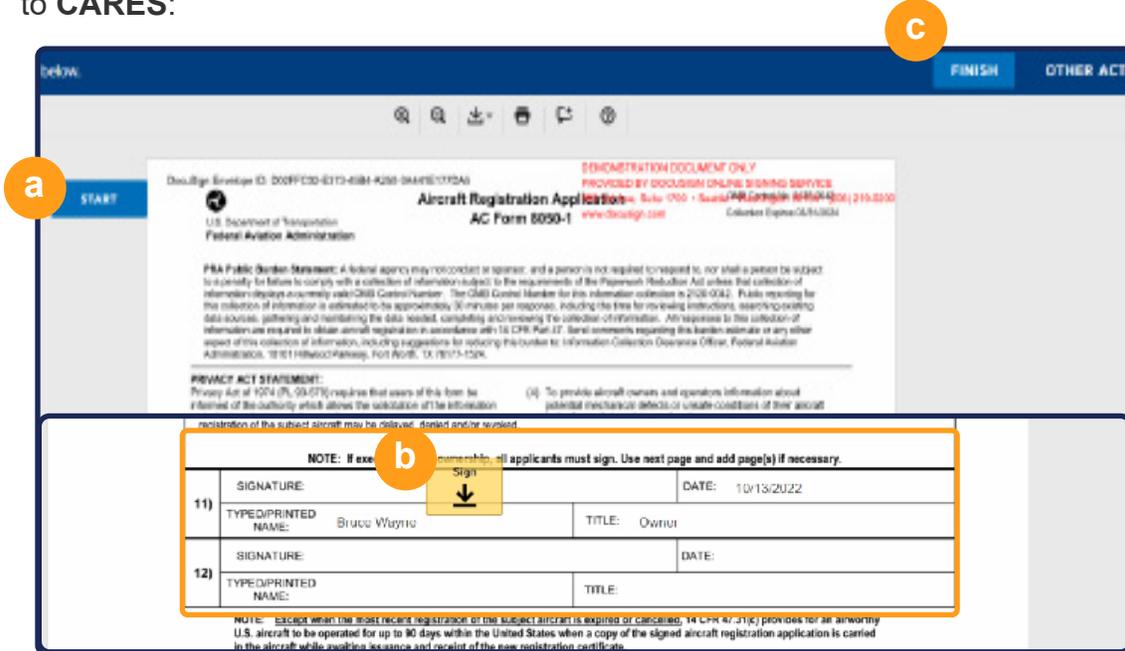
DocuSign

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**:

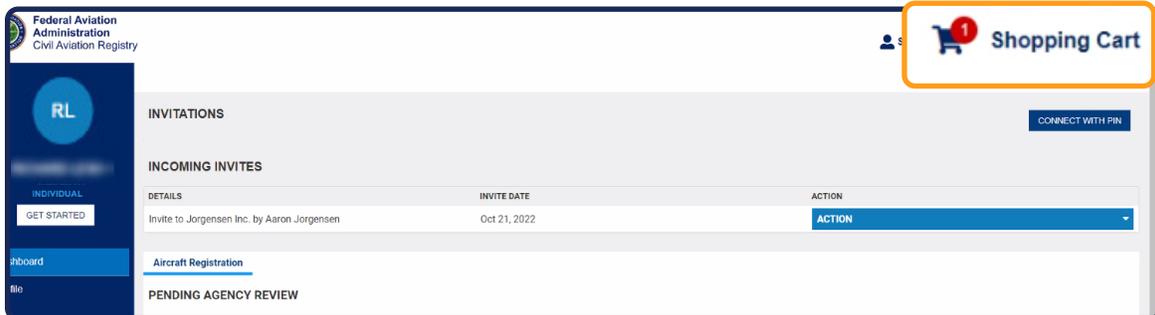


UNCONTROLLED COPY WHEN DOWNLOADED

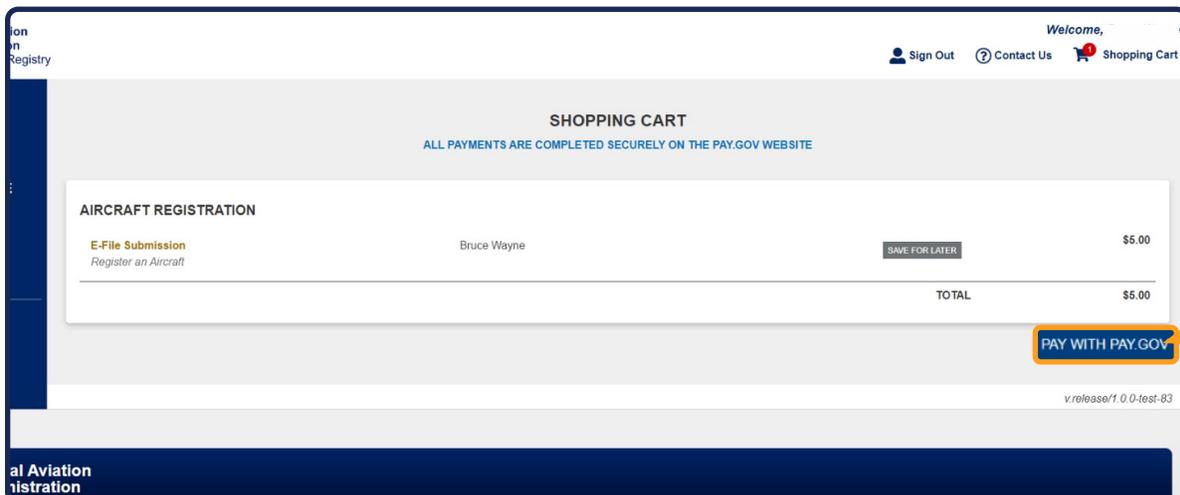
06 Aircraft Registration – Individual

PAY.gov

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

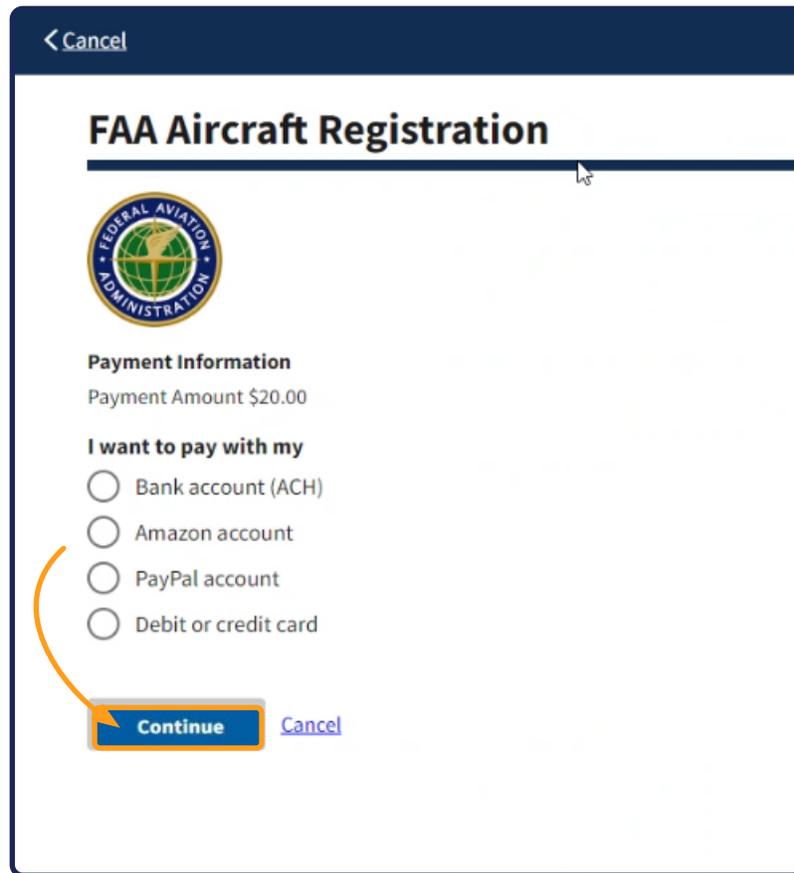


- 2 On the **SHOPPING CART** screen, select the **PAY WITH PAY.GOV** button:



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



< Cancel

FAA Aircraft Registration



Payment Information
Payment Amount \$20.00

I want to pay with my

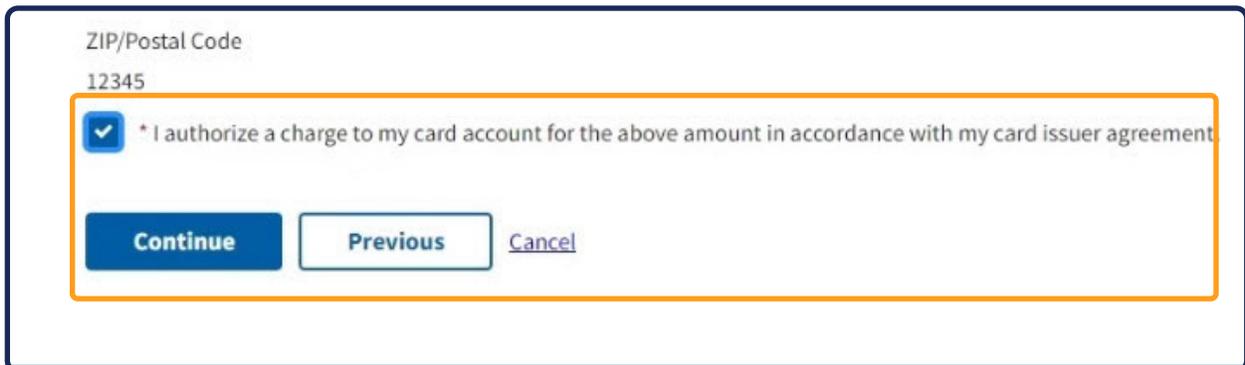
- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card

Continue [Cancel](#)



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

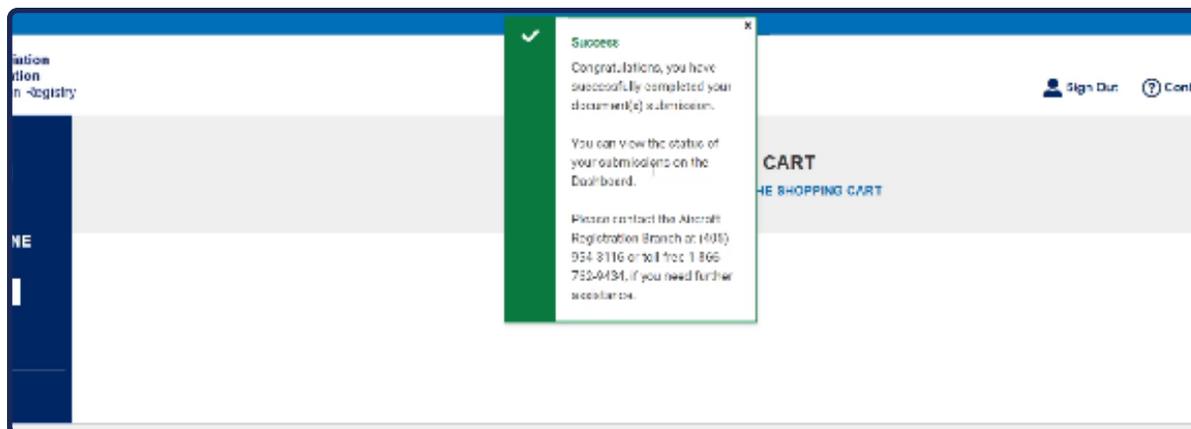


ZIP/Postal Code
12345

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

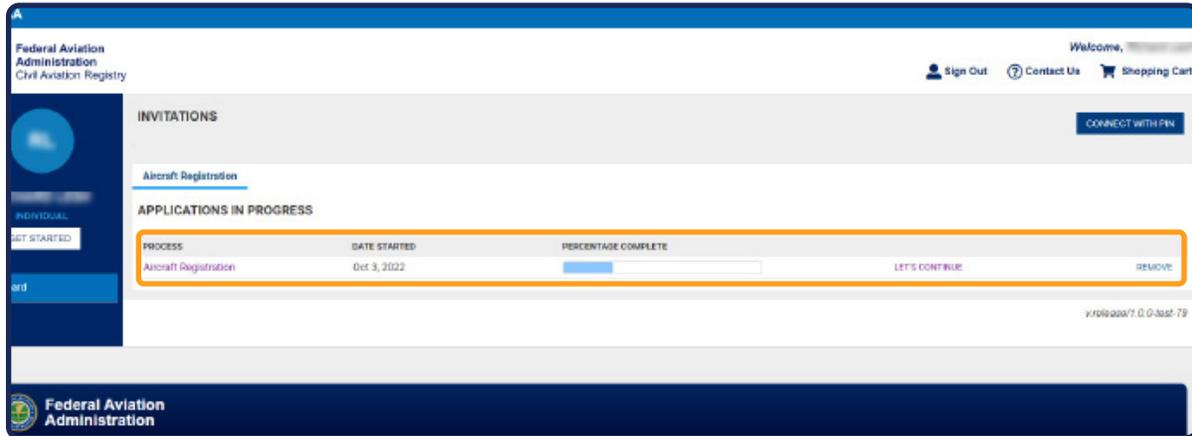
Continue Previous [Cancel](#)

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

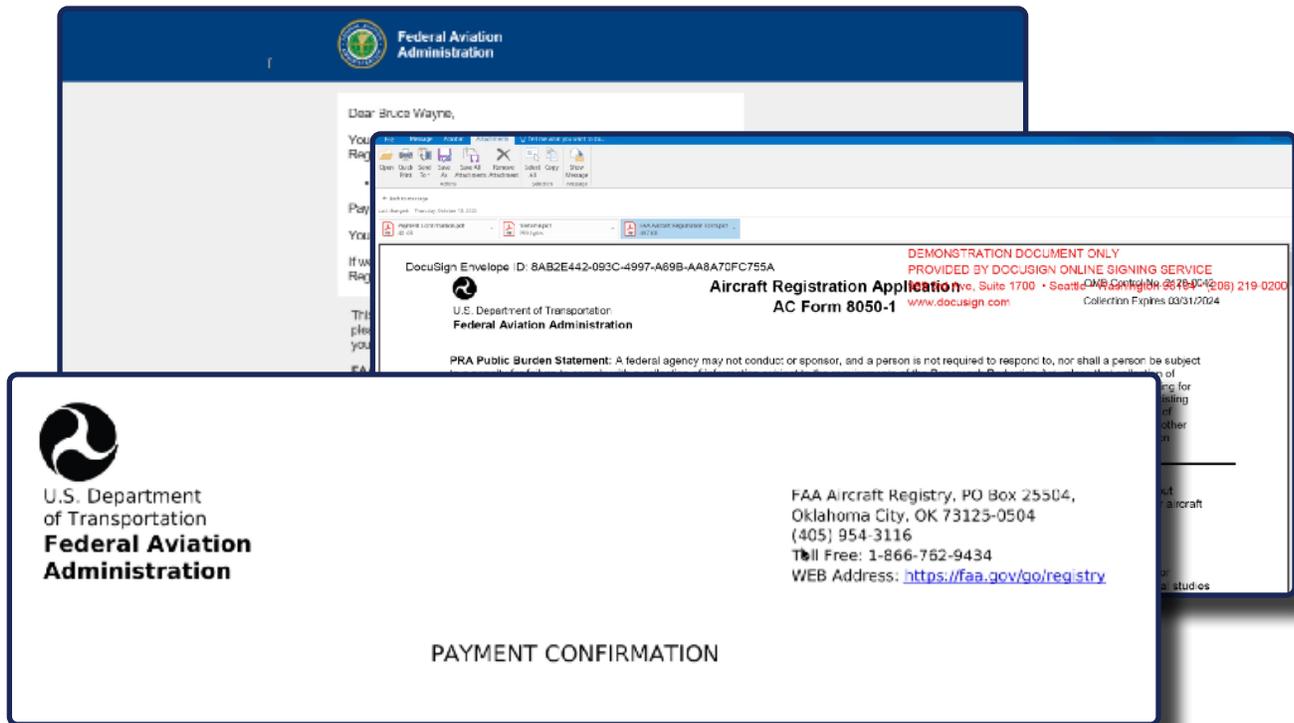


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6 Your registration appears on your Dashboard in the **PENDING AGENCY REVIEW** section:



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:



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07

N-Numbers

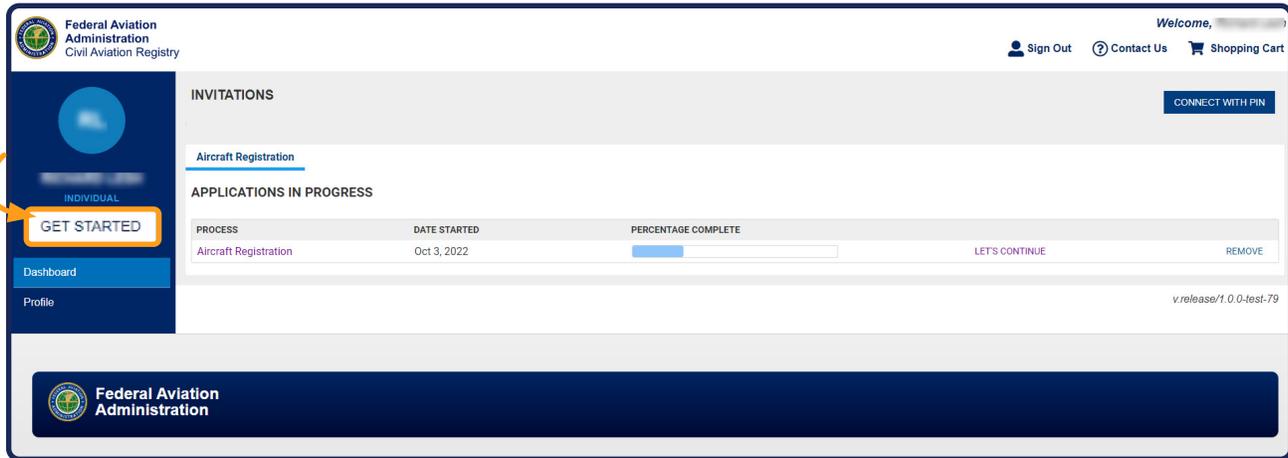


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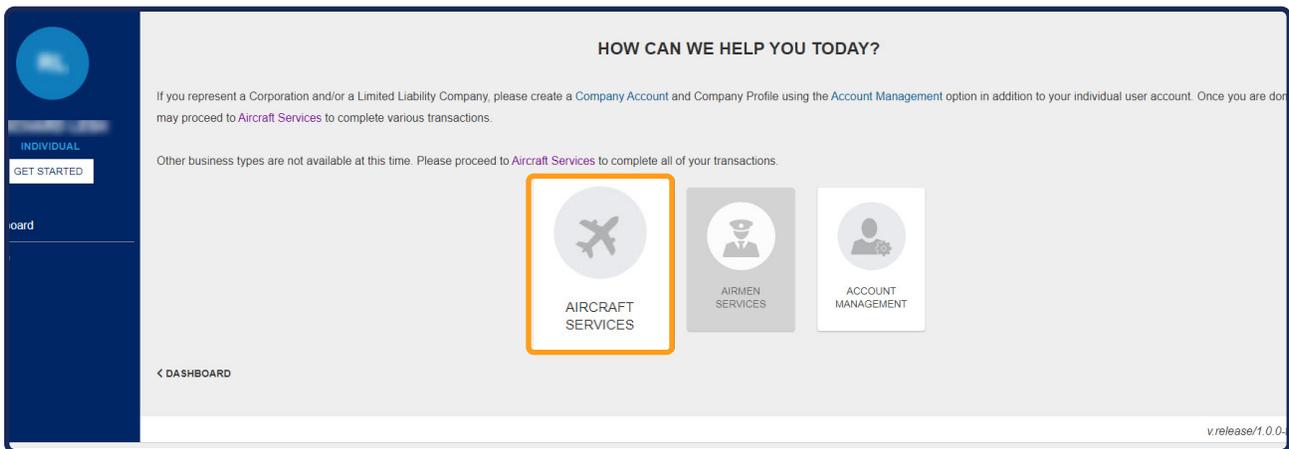
[<Back to Contents](#)

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

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

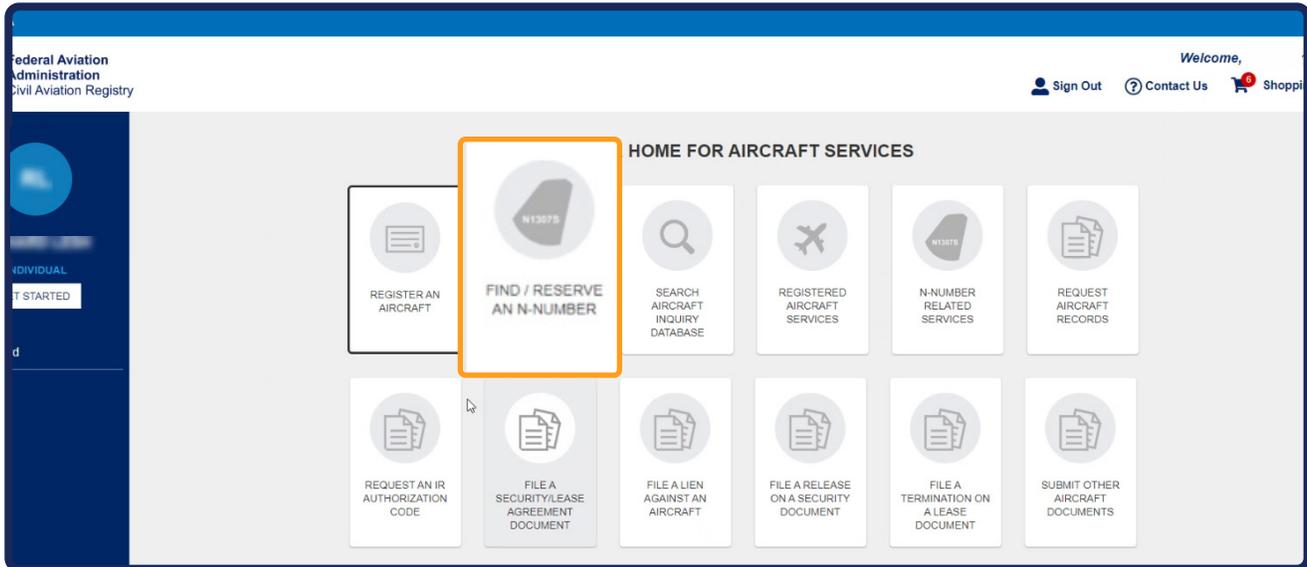


2 The **Services Selection** screen appears. Select **AIRCRAFT SERVICES**:

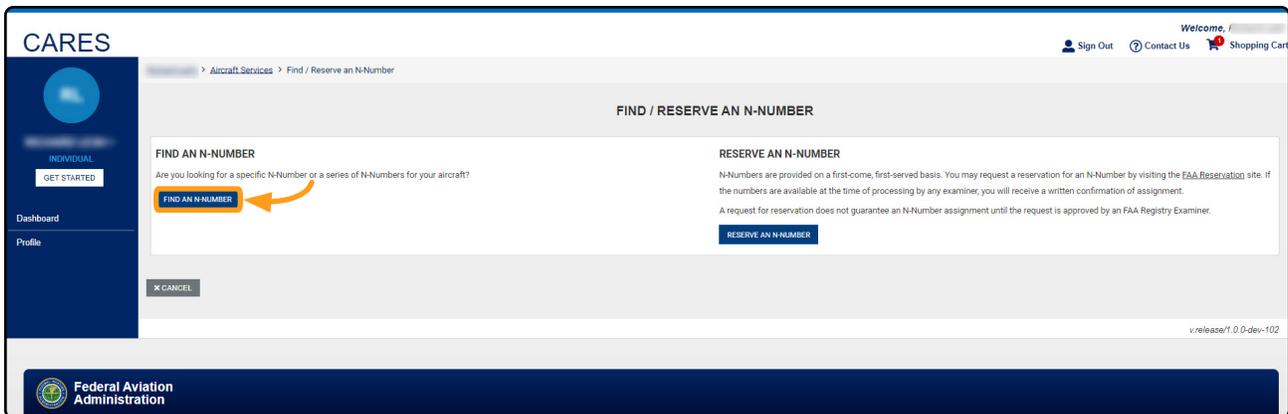


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3 The AIRCRAFT SERVICES screen appears. Select FIND/RESERVE AN N-NUMBER:

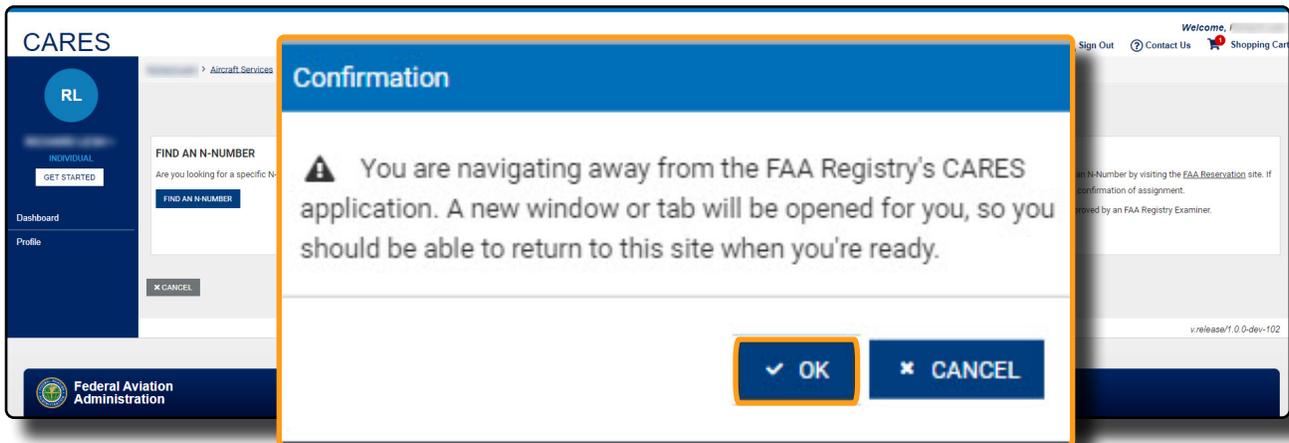


4 The FIND/RESERVE N-NUMBER screen appears. Select the FIND AN N-NUMBER button:

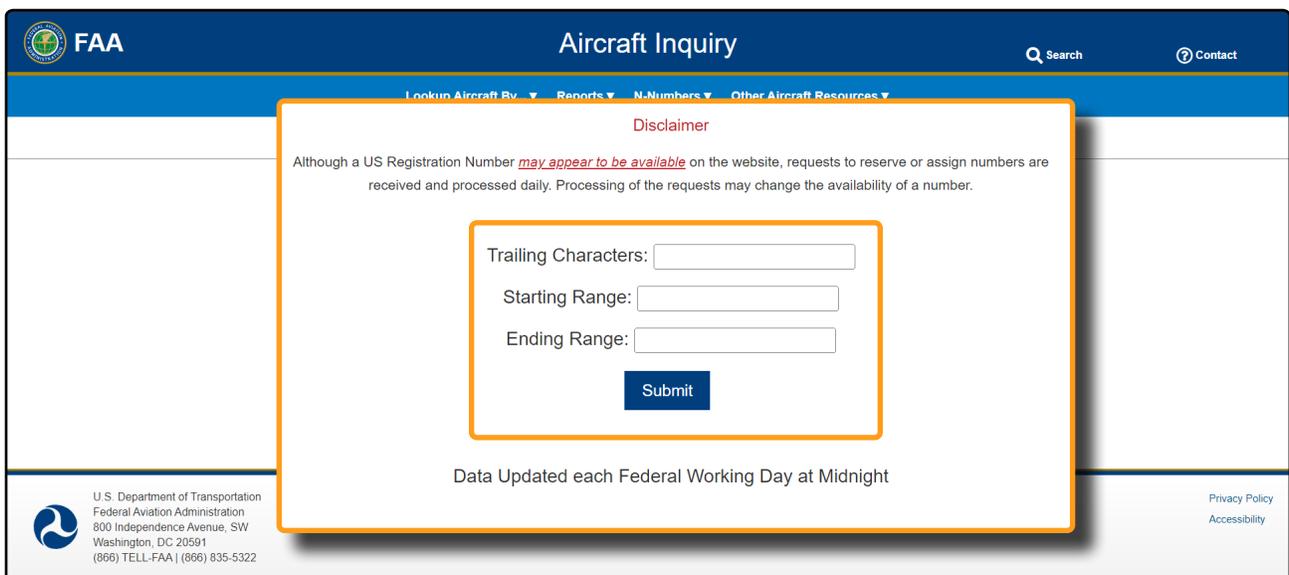


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- 5 A Confirmation message appears, stating that you will navigate away from the FAA Registry's CARES application. Select the **OK** button to open the FAA's Aircraft Registry Services page in a new window or tab:



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



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

The screenshot shows the FAA Aircraft Inquiry website. The header includes the FAA logo and the text "Aircraft Inquiry". Below the header is a navigation menu with options: "Lookup Aircraft By...", "Reports", "N-Numbers", and "Other Aircraft Resources". The main content area is titled "FAA REGISTRY" and "Expired / Pending Aircraft Registration Cancellation Results". It includes a note "Data Updated Each Federal Working Day At Midnight" and a search bar with a magnifying glass icon. Below the search bar are icons for printing, Excel, and CSV, and a pagination control showing "Showing 1 - 50 of 97 (Page 1 of 2)". The table below lists N-Numbers in a grid format. An orange arrow points to the magnifying glass icon in the search bar.

N-NUMBER RANGE ENTERED: 100AB TO 500AB									
121AB	136AB	146AB	159AB	174AB	176AB	183AB	190AB	192AB	198AB
199AB	202AB	212AB	213AB	214AB	219AB	233AB	240AB	241AB	246AB
251AB	254AB	255AB	256AB	259AB	264AB	265AB	266AB	268AB	269AB
272AB	274AB	276AB	278AB	280AB	297AB	299AB	302AB	306AB	307AB
327AB	330AB	349AB	351AB	363AB	364AB	371AB	372AB	373AB	374AB

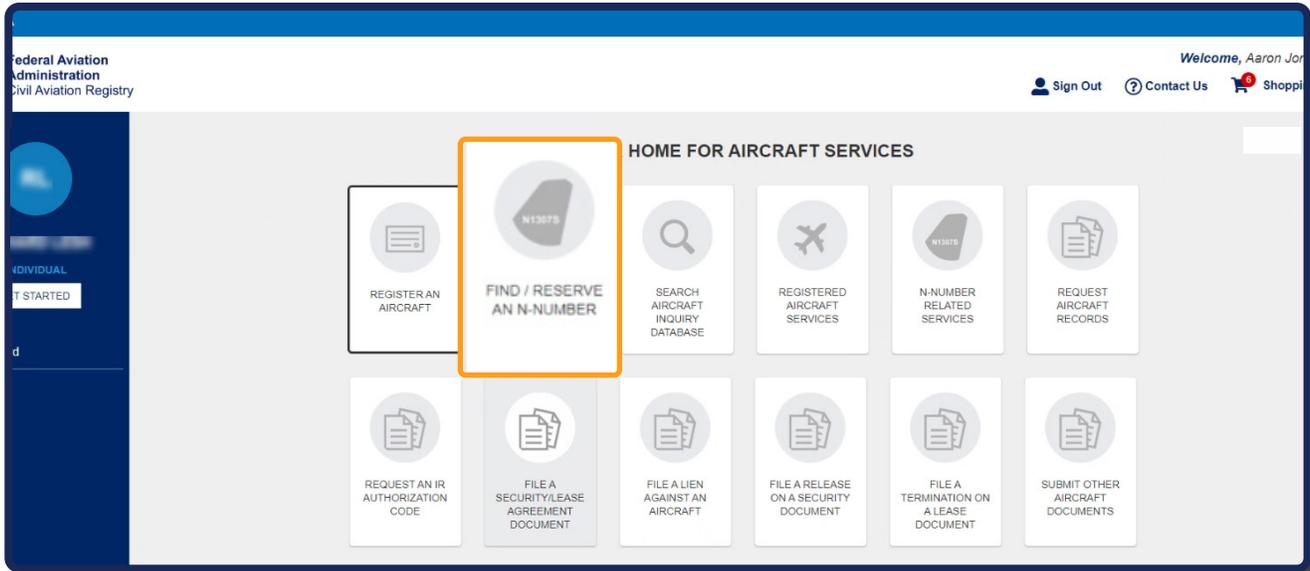


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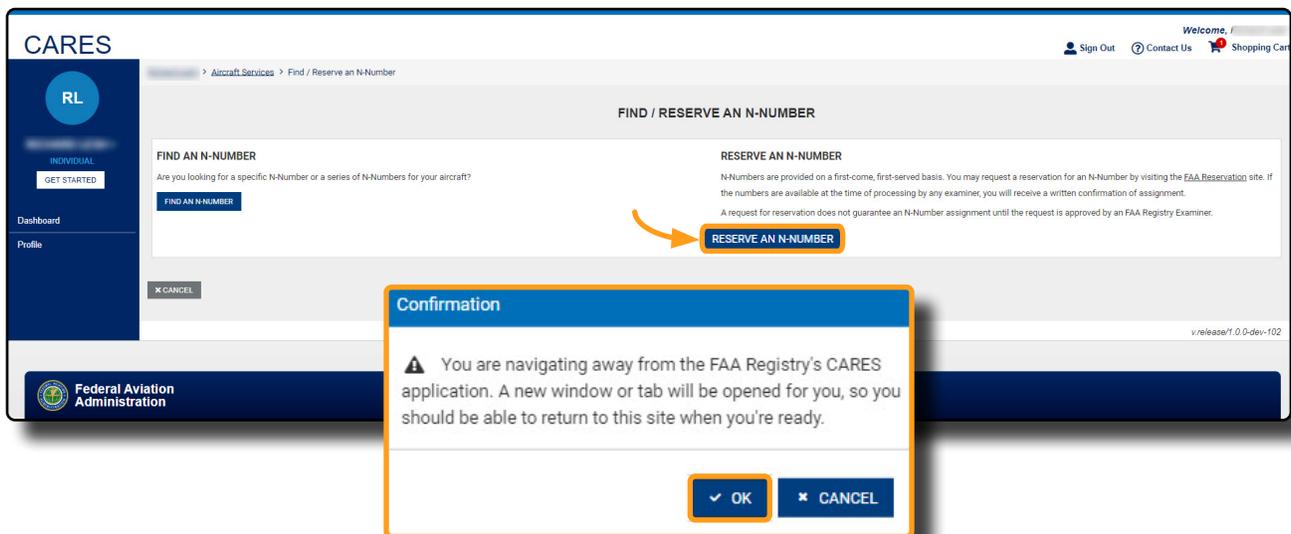
07 N-Numbers

Reserve an N-Number

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



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



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

 Federal Aviation Administration

FAA Home » Licenses & Certificates » Aircraft Certification » Reserve

FAA Registry Aircraft N-Number Reservation

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

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

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

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

Online N-Number reservation consists of the following steps:

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

What's a Valid N-Number ? [\(Click to Show Instructions...\)](#)

Let's get started...

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

... or ...

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



✔ Javascript Enabled
* = Required



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

Federal Aviation Administration

FAA Home » Licenses & Certificates » Aircraft Certification » Reserve

FAA Registry Aircraft N-Number Reservation

Monday, 09/26/2022 02:19:23 PM

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

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

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

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

Name and Address Information

*Name:

*Street:

*City:

*State:

*Zip:

*Country:

*Phone Number: - -

* Registrant Type

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

Retype the characters from the picture:

4C5Y3K

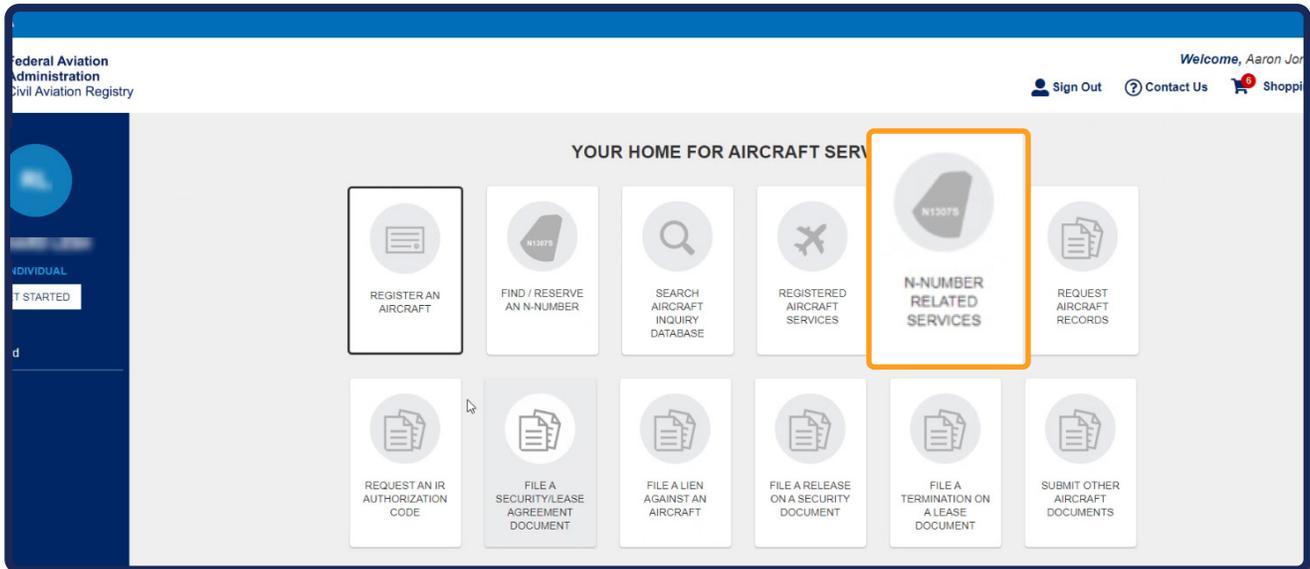


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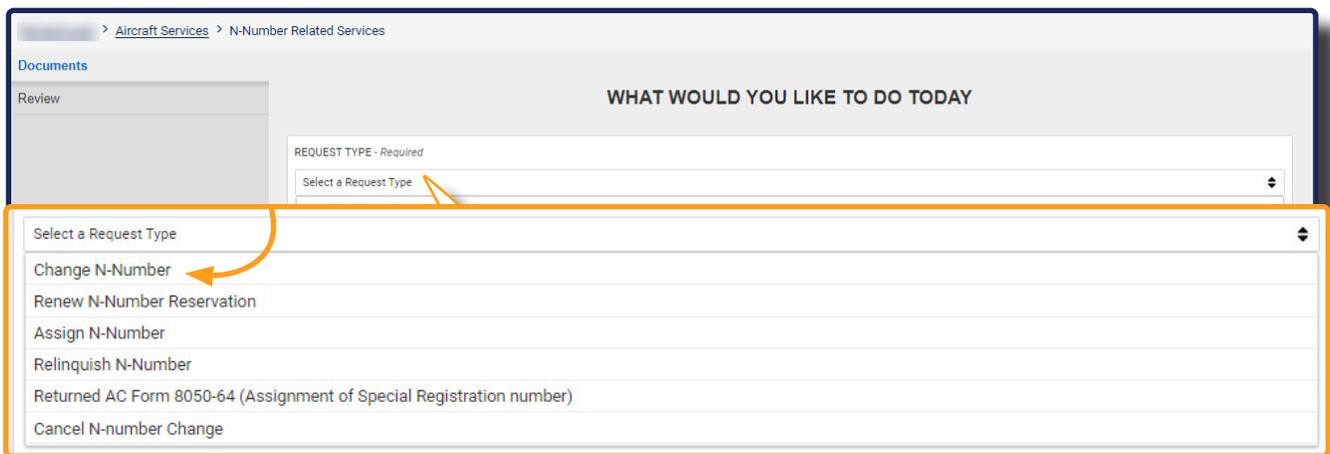
N-Number Services

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

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



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



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

The screenshot shows a web interface for 'N-Number Related Services'. The main heading is 'WHAT WOULD YOU LIKE TO DO TODAY'. Below this, there is a 'REQUEST TYPE - Required' dropdown menu. To the left, there is a 'Documents' sidebar with a 'Review' button. The 'DOCUMENT TYPE' dropdown is open, showing three options: 'Request to Change N-Number', 'Returned - REGAR-103 letter', and 'Other Supporting Documents'. Below the dropdown, there are two input fields: 'N-NUMBER' (containing 'N-') and 'SERIAL NUMBER' (empty). To the right of these fields is a 'DOCUMENT UPLOAD' section with a '+ Upload File' button and a 'REMOVE' button. Arrows point from the dropdown menu to the 'N-NUMBER' and 'SERIAL NUMBER' fields, and from the '+ Upload File' button to the 'DOCUMENT UPLOAD' section.

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

The screenshot shows the same web interface as above, but with the 'DOCUMENT TYPE' dropdown set to 'Request to Change N-Number'. The 'N-NUMBER' field still contains 'N-' and the 'SERIAL NUMBER' field is empty. The '+ Upload File' button in the 'DOCUMENT UPLOAD' section is highlighted with an orange arrow, indicating the next step in the process.

NOTE

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



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

DOCUMENT TYPE: Request to Change N-Number

DOCUMENT UPLOAD: + Upload File REMOVE

N-NUMBER: N- SERIAL NUMBER:

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

+ ADD ADDITIONAL DOCUMENT

CANCEL CONTINUE >

NOTE

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

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

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

Richard Leish > Aircraft Services > N-Number Related Services

Documents

Review

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

REQUEST TYPE: Change N-Number

DOCUMENTS

DOCUMENT TYPE	DOCUMENT
Request to Change N-Number	ChangeN_Number.pdf

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

Entity? No

N-NUMBER: N123B SERIAL NUMBER: 12365489

ATTESTATION

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

ANY FALSIFICATION, OMISSION, OR CONCEALMENT OF MATERIAL FACT MAY

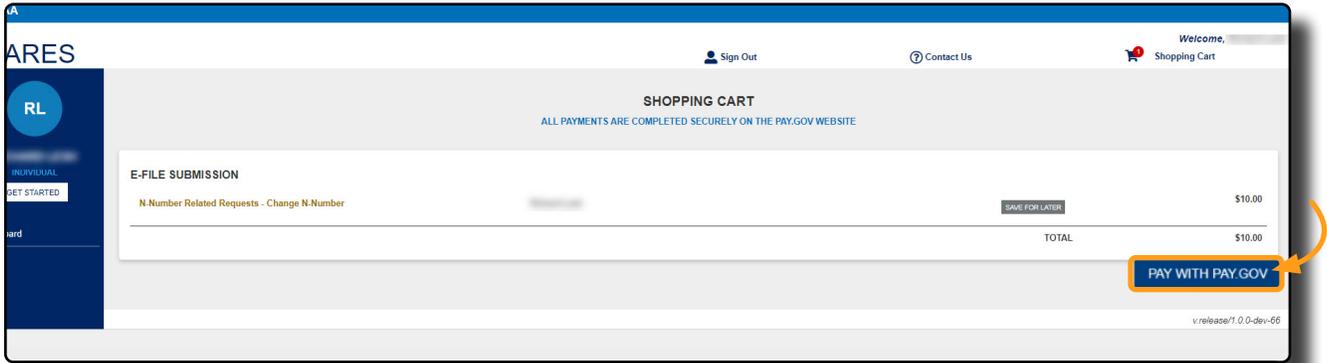
SUBMIT >

v/release/1.0.0-dev-49

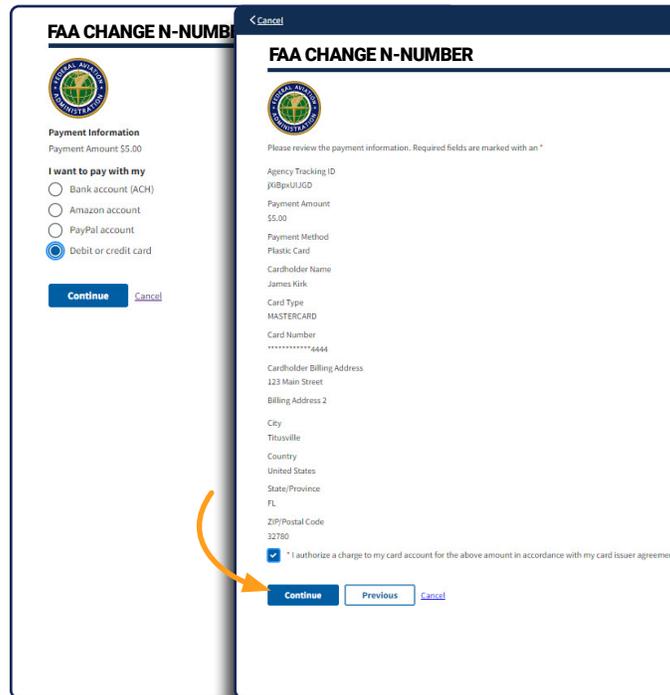


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- 7 If a payment is required, you will be redirected to your CARES Shopping Cart. Locate the transaction, then select the **PAY WITH PAY.GOV** button:



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



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

The screenshot shows the Federal Aviation Administration Civil Aviation Registry dashboard. The main content area is titled 'INVITATIONS' and contains a section for 'Aircraft Registration' with a sub-section for 'PENDING AGENCY REVIEW'. A table lists the following items:

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

Tool Tip

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

The detailed view shows the 'PENDING AGENCY REVIEW' table with an arrow pointing to the information icon in the 'ESTIMATED REVIEW DATE' column. Below the table are two pop-up boxes:

STATUSES

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

ESTIMATED REVIEW DATE

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



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08

Aircraft Registration Documents Table



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Document Types

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



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Document Types

Aircraft Services Option	Request Types	Document Types
File a Security/Lease Agreement Document	Security Agreement	Aircraft Security Agreement Engine Lien Propeller Lien Security Agreement for multiple collateral Consignment Agreement Cross Collateralization Agreement Hypothecation Agreement Subordination Agreement Amendment-Security Agreements, Leases or Sub-leases Air Carrier Spare Part Location Agreement or Lease Assignments -Security Agreement/Lease/Sublease Assumptions-Security Agreement/Lease/Sublease Supplements-Security Agreement/Lease/Sublease Substitution Agreement File an Aircraft Mortgage Other Supporting Document
	Lease	Engine Lease Propeller Lease Aircraft Lease or Head Lease Lease of multiple types of collateral Operating Agreement (Lease) Air Carrier Spare Parts Security Agreement or Lease Sublease Other Supporting Document
	Disclaimer	Disclaimer Other Supporting Document
	Legal Opinion	Legal Opinion Other Supporting Document
File a Lien Against an Aircraft	Lien	Mechanic/Artisan Lien Fieri Facias and/or Writ of Fieri Facias State Tax Lien Local Tax Lien Other Non-Consensual Liens Judgment Lien(Court Order) Other Supporting Document
File a Release of a Security Document	Release	Recordation Notice, or its equivalent(AC Form 8050-41) Statement of premature release Release of consensual and non-consensual liens Release an Aircraft Mortgage Amendment to a release Other Supporting Document
	Legal Opinion	Legal Opinion submitted with other documents Other Supporting Document
File a Termination On a Lease Document	Termination	Notice of Recordation Termination Request for amendment to a lease termination Other Supporting Document



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Document Types

Aircraft Services Option	Request Types	Document Types
Submit Other Aircraft Documents	Flight Hour	Flight Hour Report(AC Form 8050-117) Flight Hour Report-Address Change Other Supporting Documents
	Truth in Leasing	Truth in Leasing Foreign Leases Master Interchange Agreement Time Share Agreement Other Supporting Document
	Legal Opinion	Legal Opinion Other Supporting Document
	Other Supporting Documents	Estate Certificate of Incorporation Name Change Merger Consolidation Distribution of Assets Power of Attorney Resolution of the Board Guardian Receivership Bankruptcy Limited Liability Company Trust Business Trust Statutory Trust Voting Trust Other



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