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)

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

02 First Time Sign In and Complete Profile

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

03 Reset Password

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

04 CARES User Interface

This guide provides a visual reference of CARES screens, buttons, icons, and other registry actions users can initiate in CARES

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FEDERAL AVIATION ADMINISTRATION

CARES

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01

Sign up for Individual CARES Account

Access CARES Home Page and Sign Up

1 Type the URL **CARES.FAA.GOV** into your web browser then press the **ENTER** key on your keyboard:
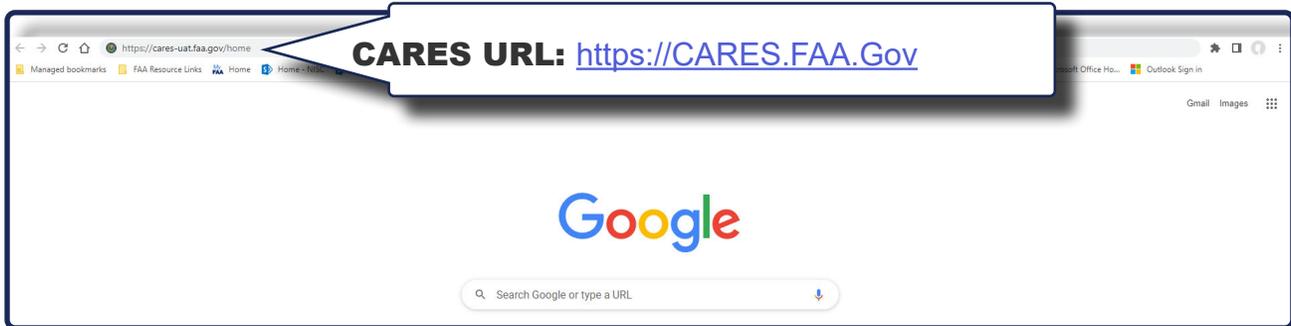
2 The CARES homepage appears. Select **Sign in/Register**:
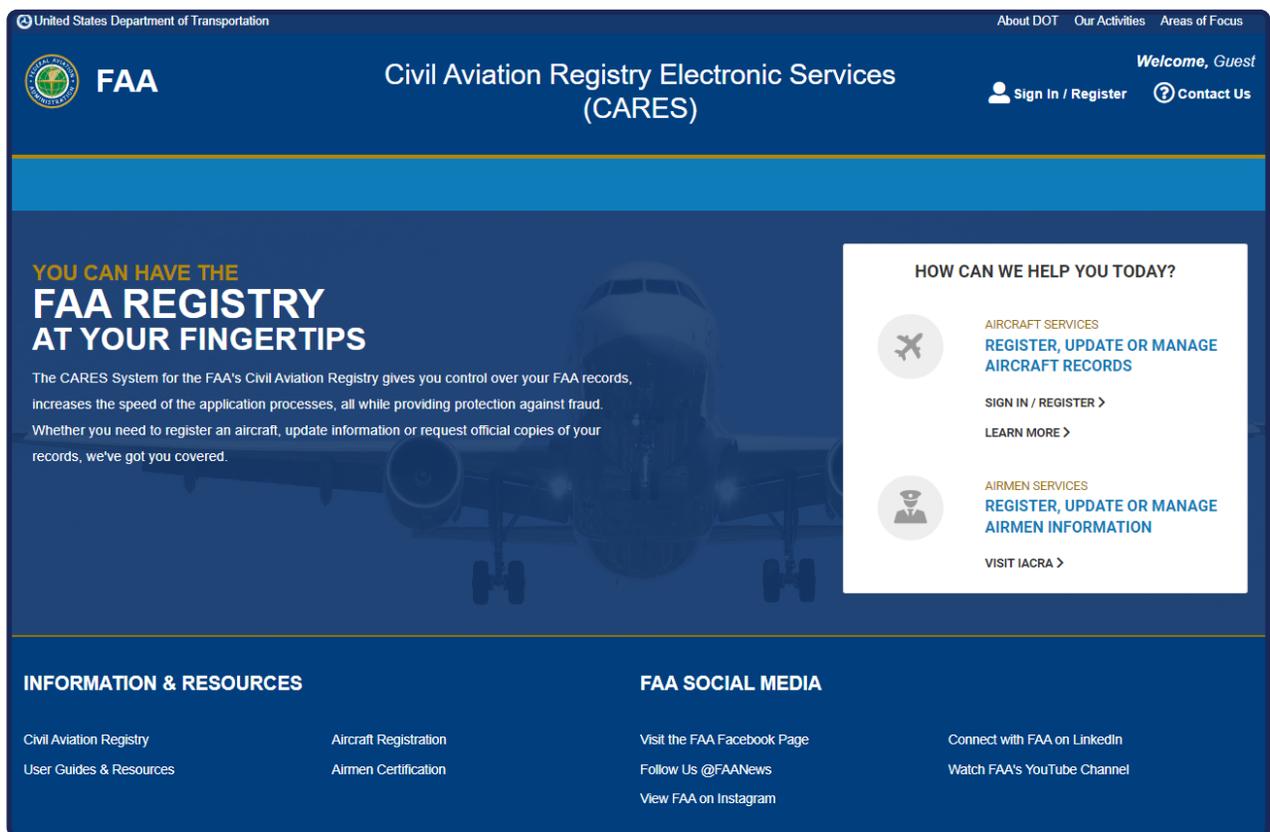
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3 The **Welcome to FAA's MyAccess** login message appears. To sign up for a new CARES account, Select the **Register for an external account** button:

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.

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

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

The easiest and quickest way to verify your indentity 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:

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

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

Please click the Confirm button below to proceed.

Confirm

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

    a Full Name

    b Residential address

    c Mobile phone

    d Date of Birth

    e Last 4 Social Security Number

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

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

Full Name *

Residential Address *

Edit   Add Apt/Suite/P.O Box #

Enter address manually

Mobile phone *

Date of Birth *

Last 4 Social Security Number *

....

Confirm Information

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

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

Mobile phone *

0682

111111|

Resend PIN

Pin Delivery Preference *

◉ SMS (cell phone)

◯ Voice (cell phone and landline)

Confirm Information

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

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.

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 Governement 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

FAA   MyAccess External User Registration

How we protect your privacy   Registration Help

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

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

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

You are registering for the access to the application

Select the option below for your Identity validation

○ Last 4 digits of your SSN

a ● Capture Government issued ID document using mobile phone

b ☐ I'm not a robot   reCAPTCHA   Privacy - Terms

c Submit

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 ✕ ⌄

Confirm Information

3 A popup appears, stating personal information will be collected to verify identity but will not be stored. Select the **Confirm** button to continue:
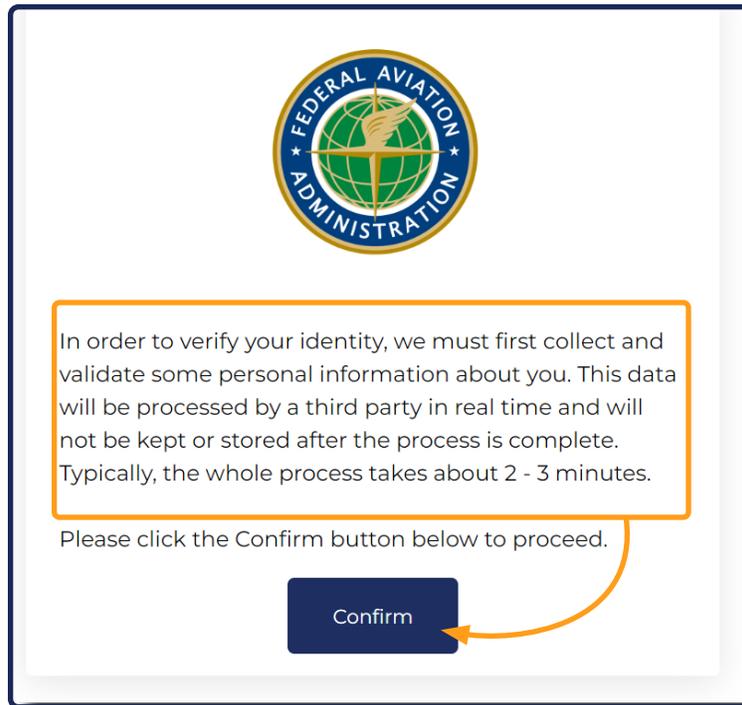
4 In the drop-down menu that appears, select the type of ID you will be using, then select the **Confirm** button:
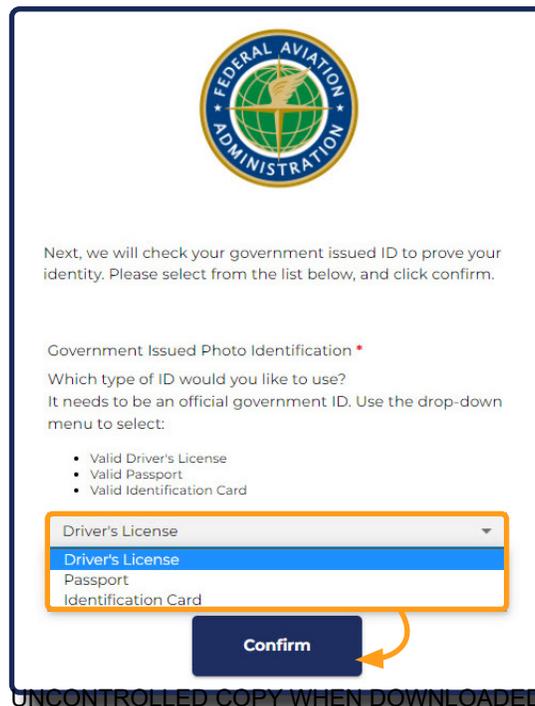
5 You will be asked to provide pictures of your ID and a Facial Similarity Snapshot. Type your Mobile phone number in the required field, then select the **Continue on Mobile** button:
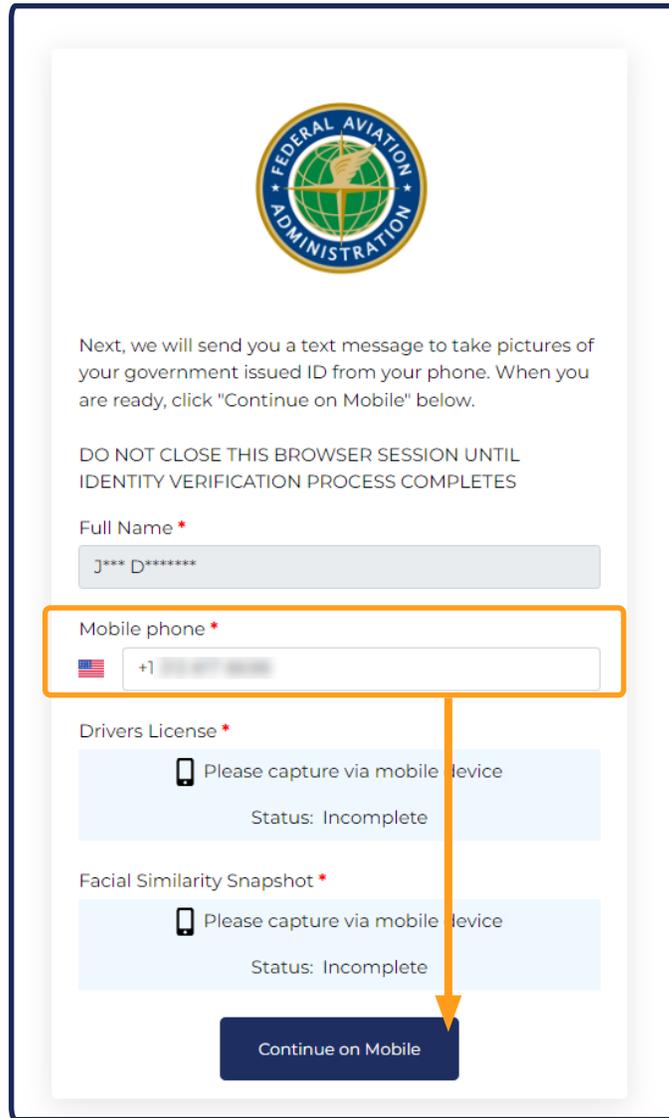
6 Open the messaging app on your mobile phone, then select the link in the message from **CARES** to capture documents:
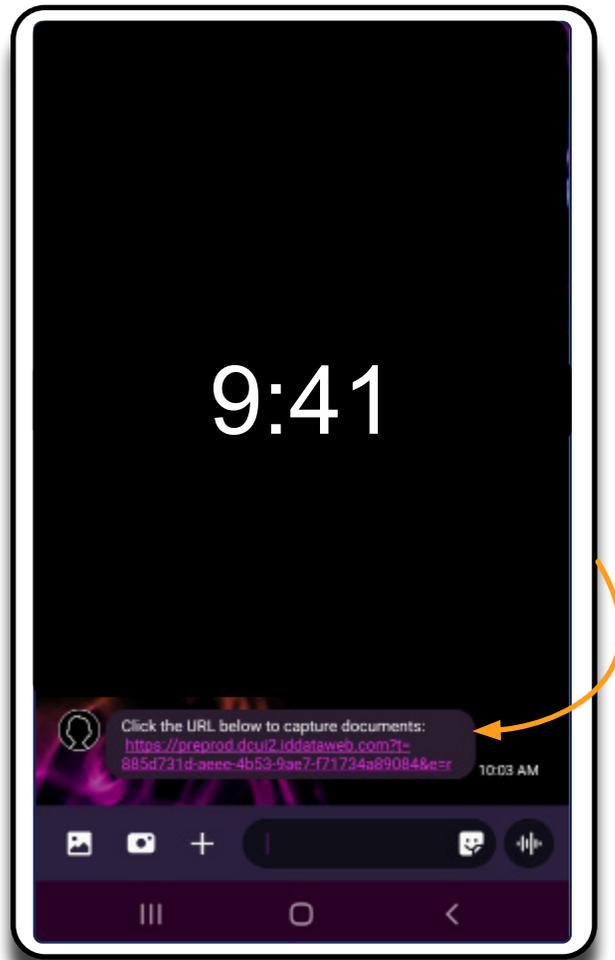
7 The **Capture & Compare** screen appears. Select the **Start** button:
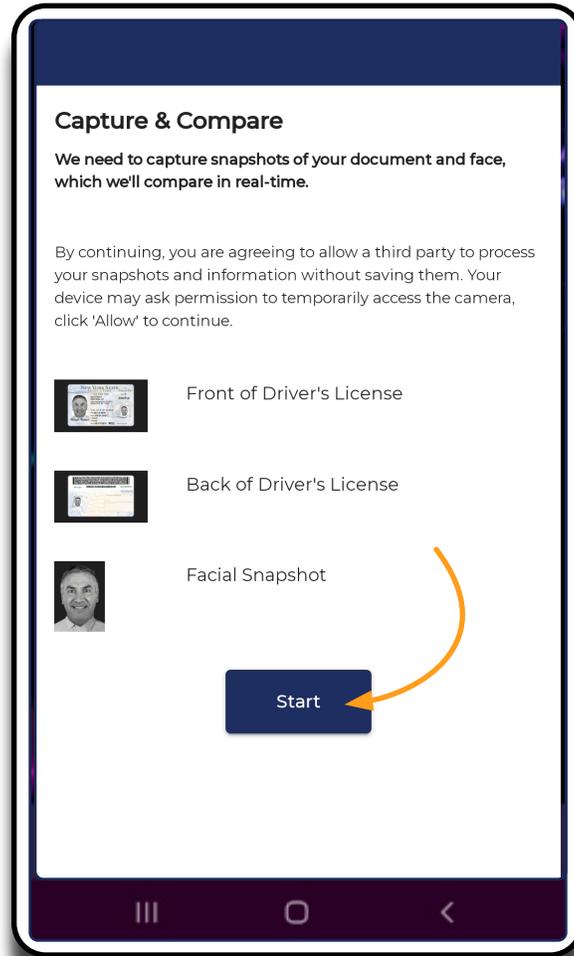
8 Follow the instructions to take a clear photo of the front side of your ID, then select the **Capture Using Your Phone Camera** button:
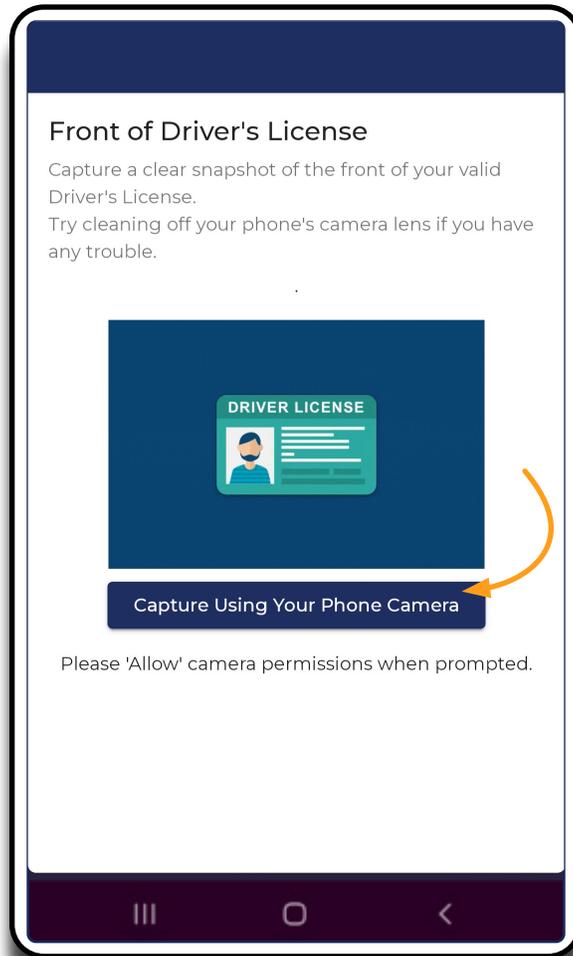
9 Continue to capture the backside of your ID, and a selfie using your phone's camera. When complete, select the **Confirm Information** button:

DO NOT CLOSE THIS BROWSER SESSION UNTIL IDENTITY VERIFICATION PROCESS COMPLETES

Full Name *
R*** S. L*******

Mobile phone *

Drivers License *
Click on any image to preview it
Status: Complete✔

Facial Similarity Snapshot *
Click on the image to preview it
Status: Complete✔

Confirm Information

NOTE

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

NOTE

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

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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.

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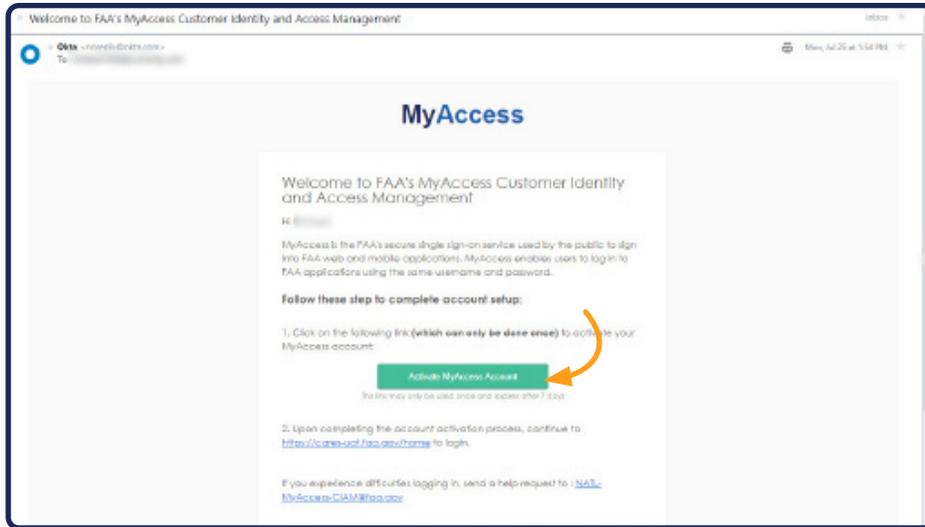
2 You will be directed to a password creation screen. Type a password that meets the requirements, then select the **Create My Account** button:

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

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

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

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

Setup Google Authenticator

6 The **Set up multifactor authentication** screen appears. Select the **Setup** button for the **Google Authenticator** option:
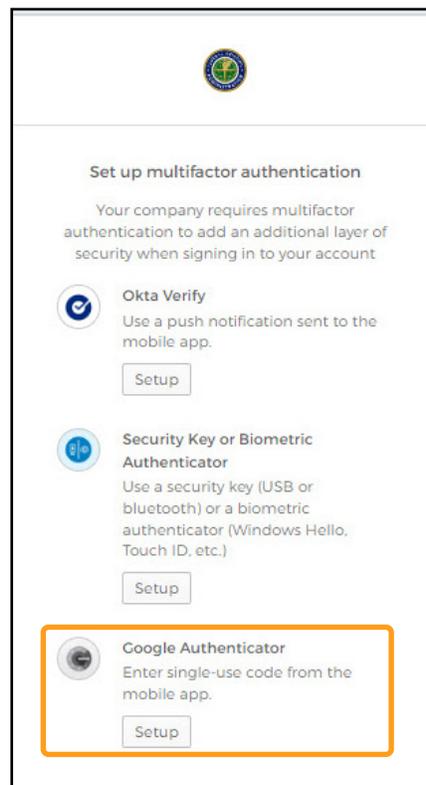
7 Select a radio button for the type of phone you have (iPhone or Android). A message appears, displaying instructions to download software to your mobile device to facilitate multifactor authentication. Select the **Next** button to continue:
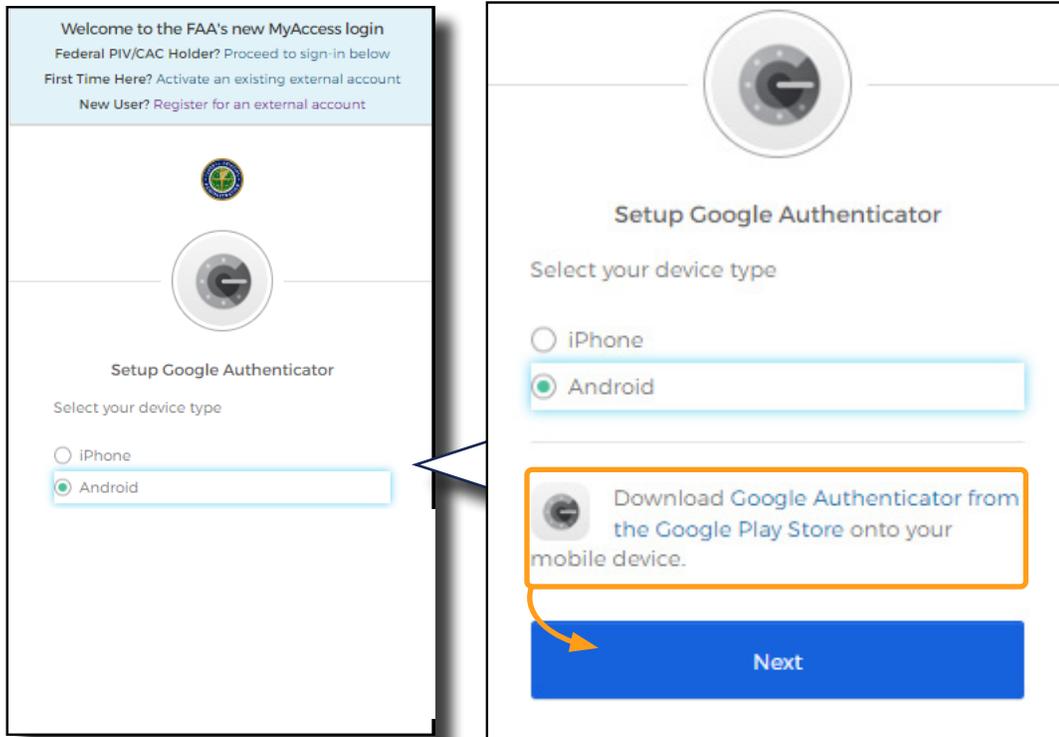
8 Follow instructions to launch the Google Authentication app on your phone and scan the barcode that appears. Select the Next button to continue:
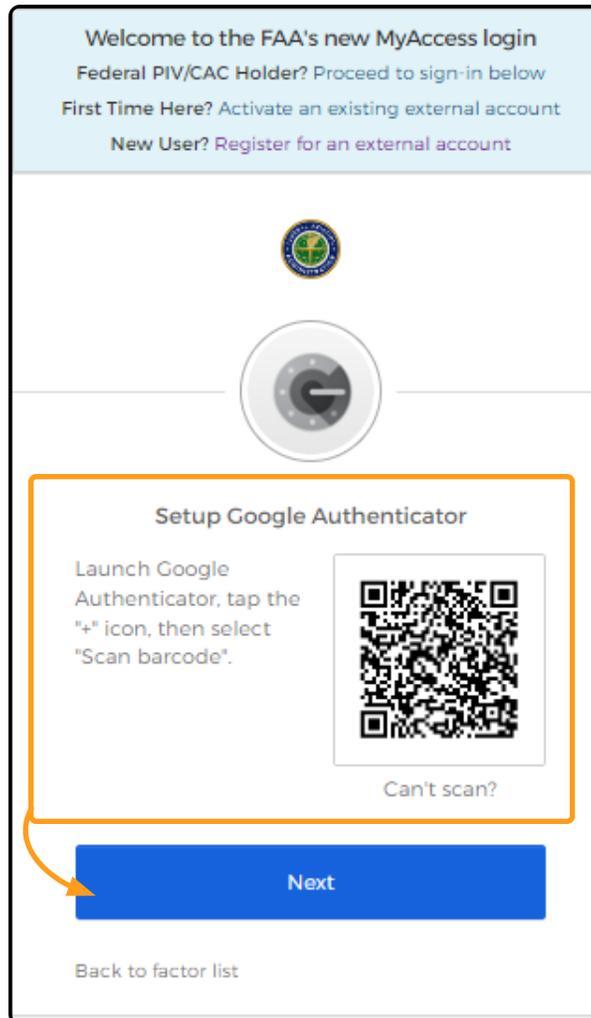
A success message appears, indicating you are able to login to CARES:

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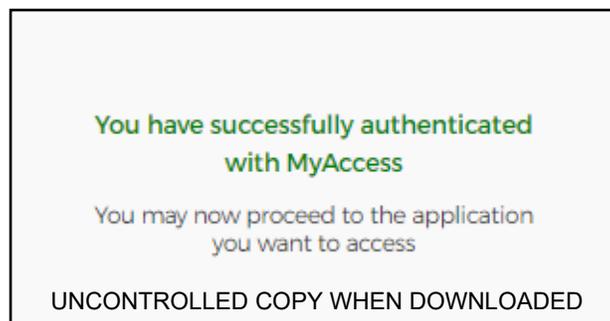
Setup OKTA Verify

9   Select the **Setup** button for the Okta Verify option:
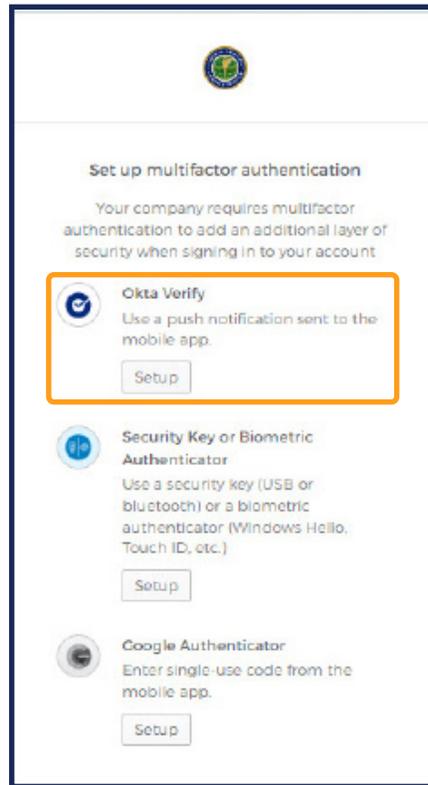
10   Select the radio button that corresponds with type of phone you have. A message appears, displaying instructions to download software to your mobile device to facilitate multifactor authentication. Select the **Next** button to continue:
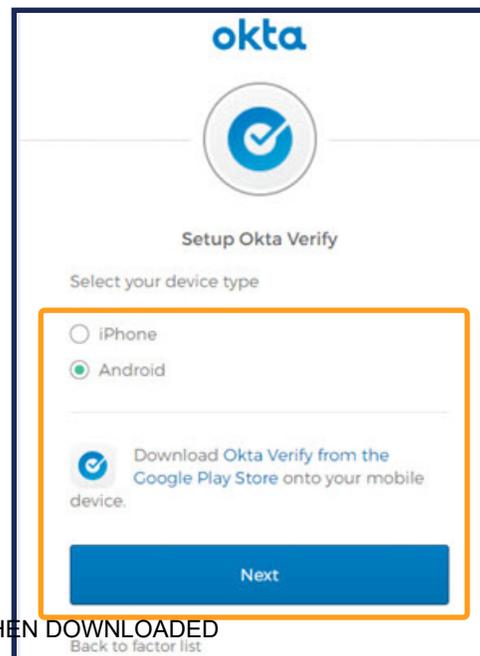
Complete Your CARES Profile

11 Navigate to the CARES homepage at CARES.FAA.GOV, then select **Sign In/Register**:
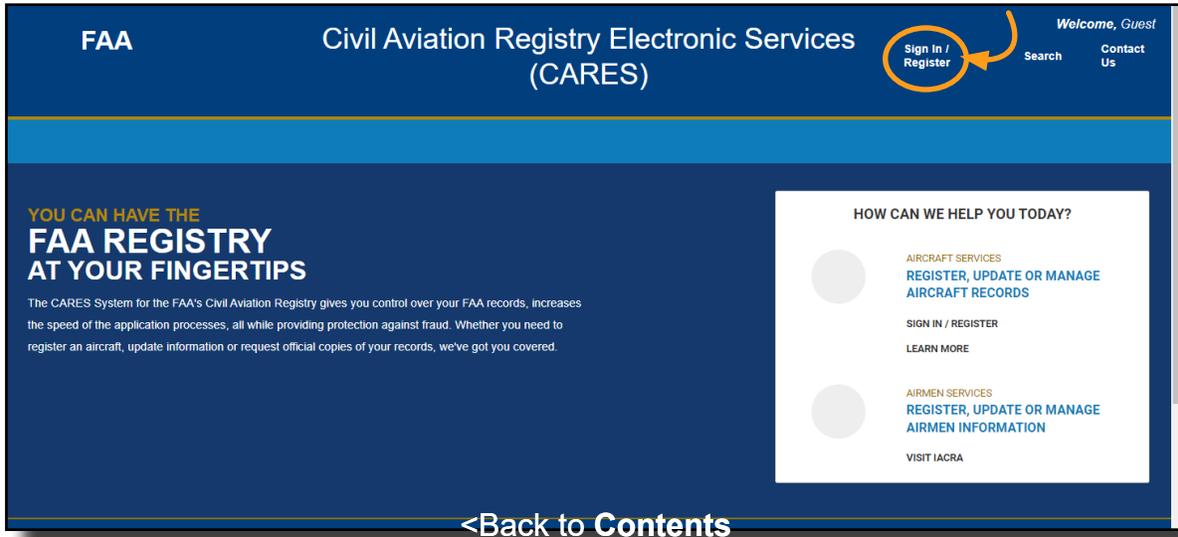
12 The MyAccess Login screen appears:
a Type your email into the Email Address field, then select the **Next** button:
b Type your password into the Password field, then select the **Verify** button:
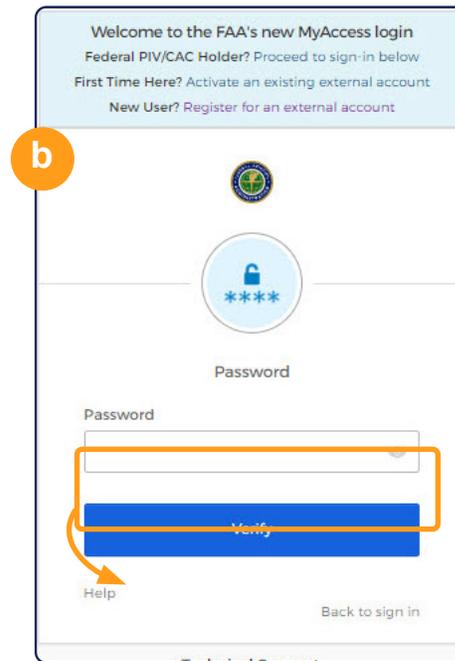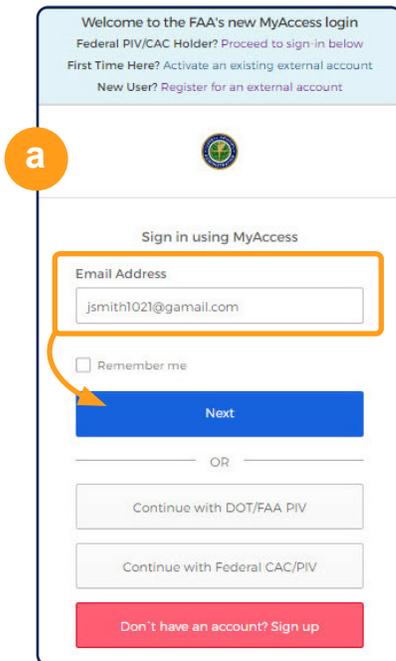
13 The **CARES TERMS OF SERVICE** appears. Select the **I AGREE** button to continue:
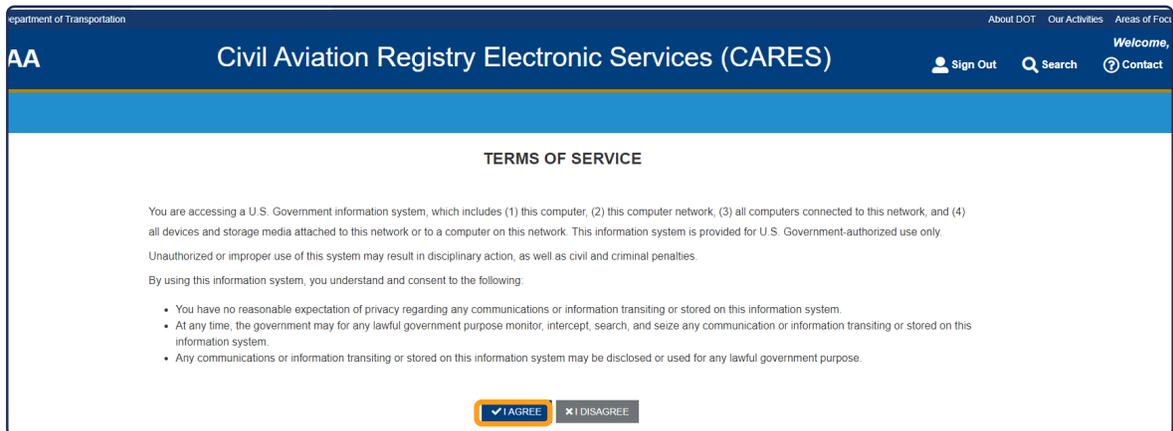
14 The Complete Profile screen appears. Select Yes or No from the **ARE YOU A US CITIZEN** drop-down, then select the **CONTINUE** button:
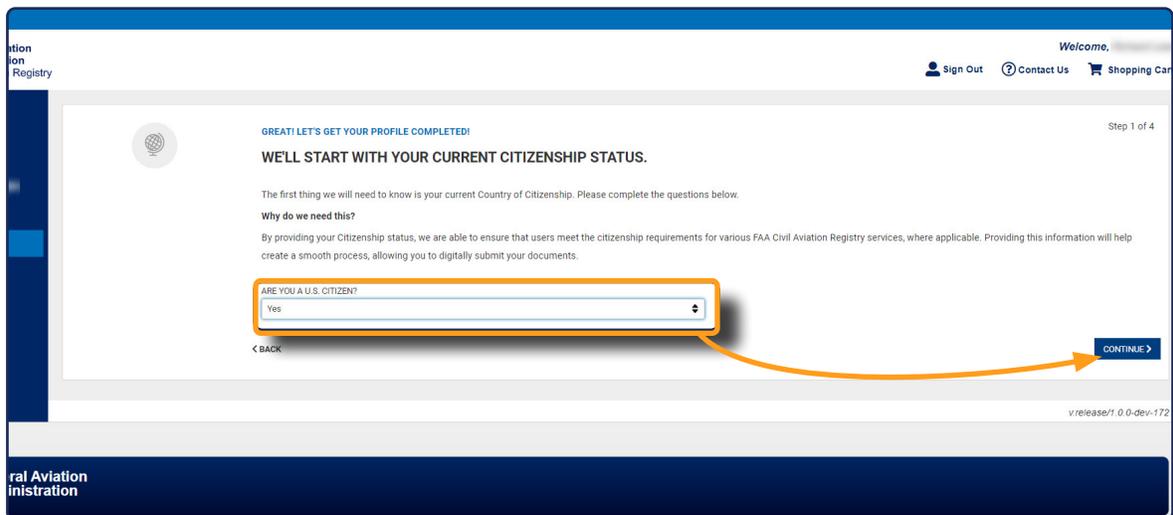
NOTE

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

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

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

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:

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.

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

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

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

An **Email sent!** message appears

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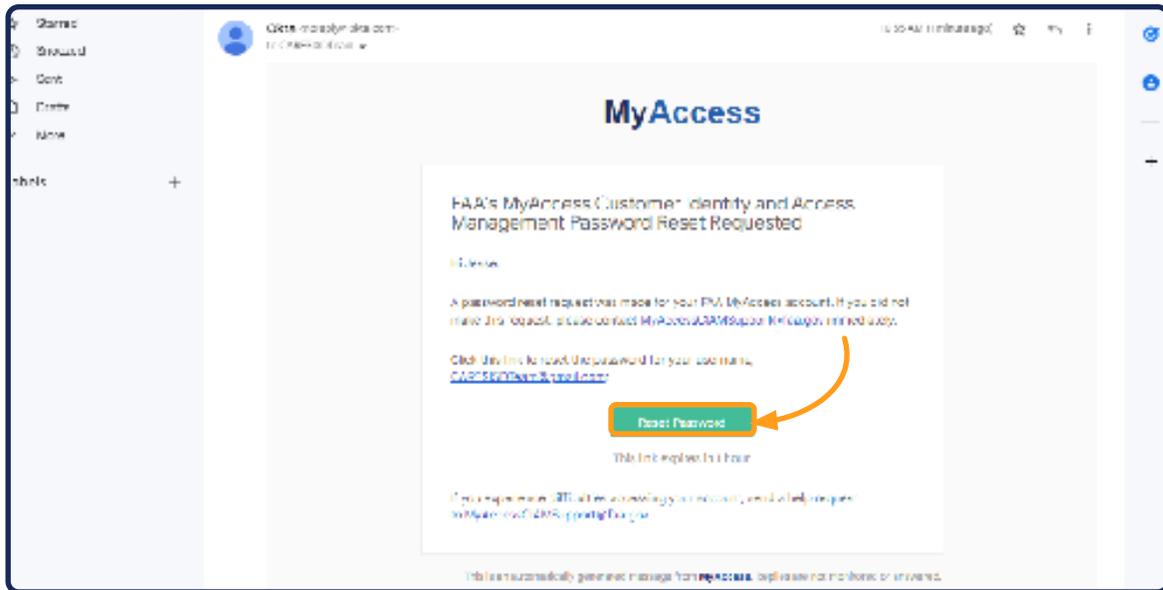
NOTES

- 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

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:

NOTE

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

6   Open the authenticator app on your smart phone, then type the code you received into the **Enter Code** field. When complete, select the **Verify** button:
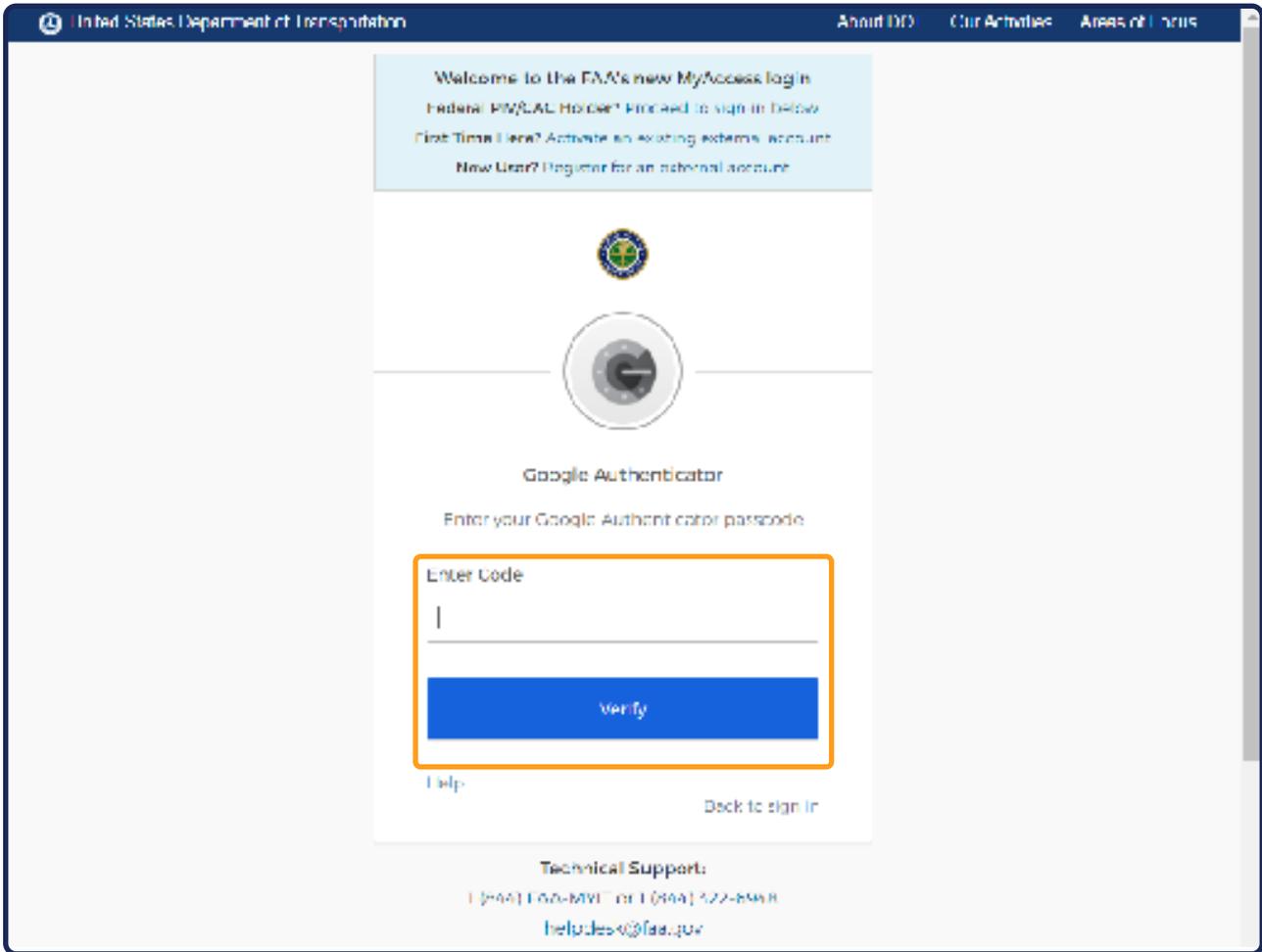
7   Once multifactor authentication is verified, navigate to CARES and select **Sign In/Register**, then use your CARES email and *new* password to sign in:
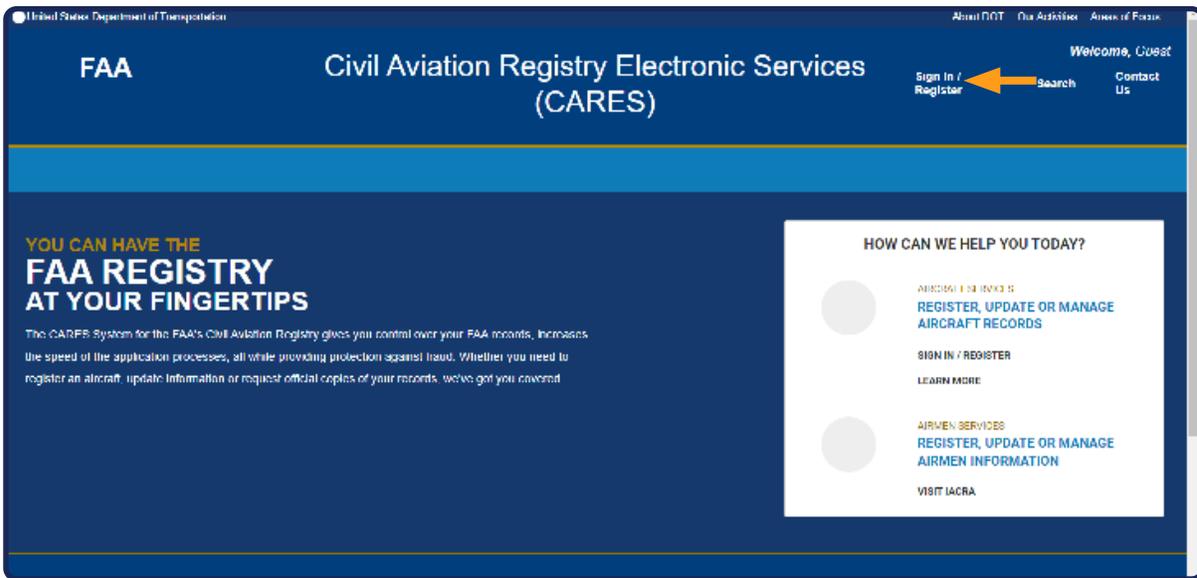
NOTES
- *You will not be automatically re-directed to CARES to login upon verification. Use the link in the confirmation email you receive, or navigate to CARES at CARES.FAA.GOV.*
- *If you continue to have difficulty logging in, select the* **Contact Us** *link to view contact informatoin for the FAA MyIT Help Desk:*

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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
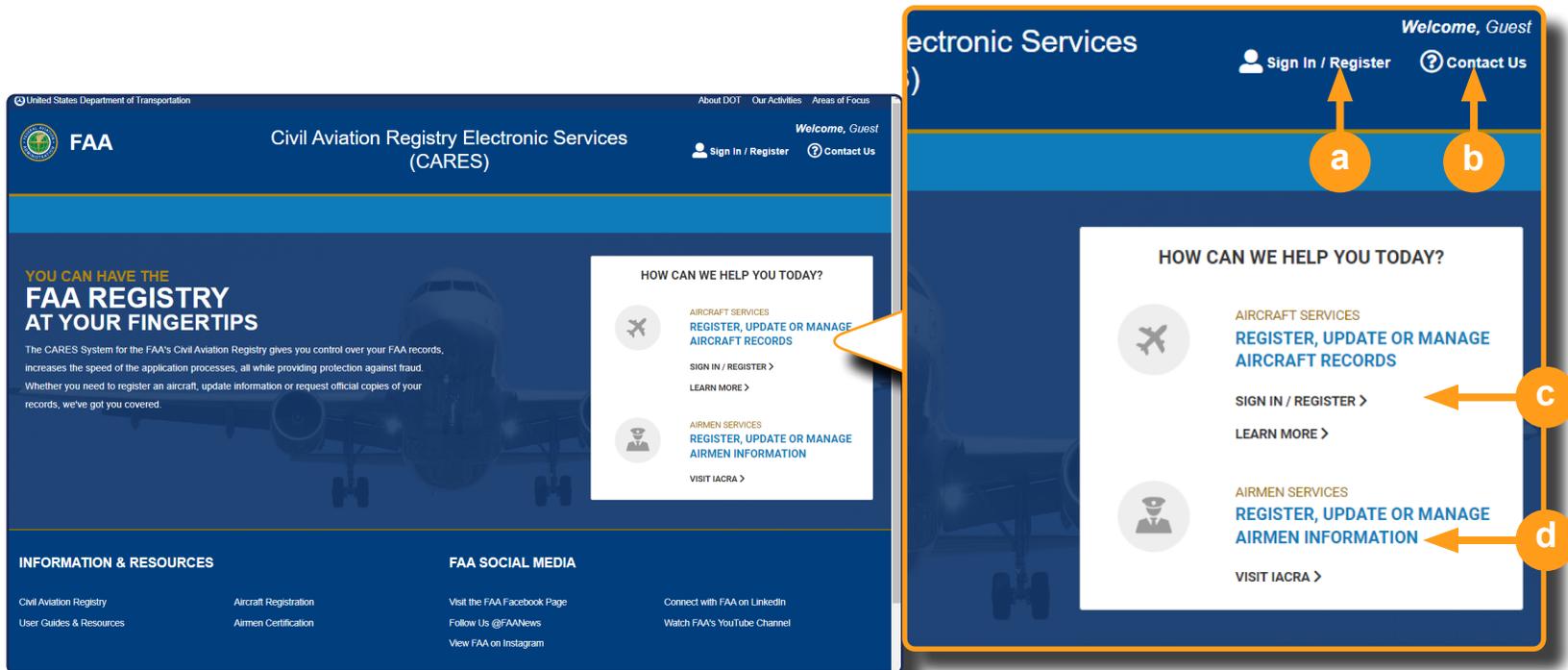
a   Use the **Sign In/Register** link to sign into CARES, or to sign up for a new account.

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.

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)

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

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.
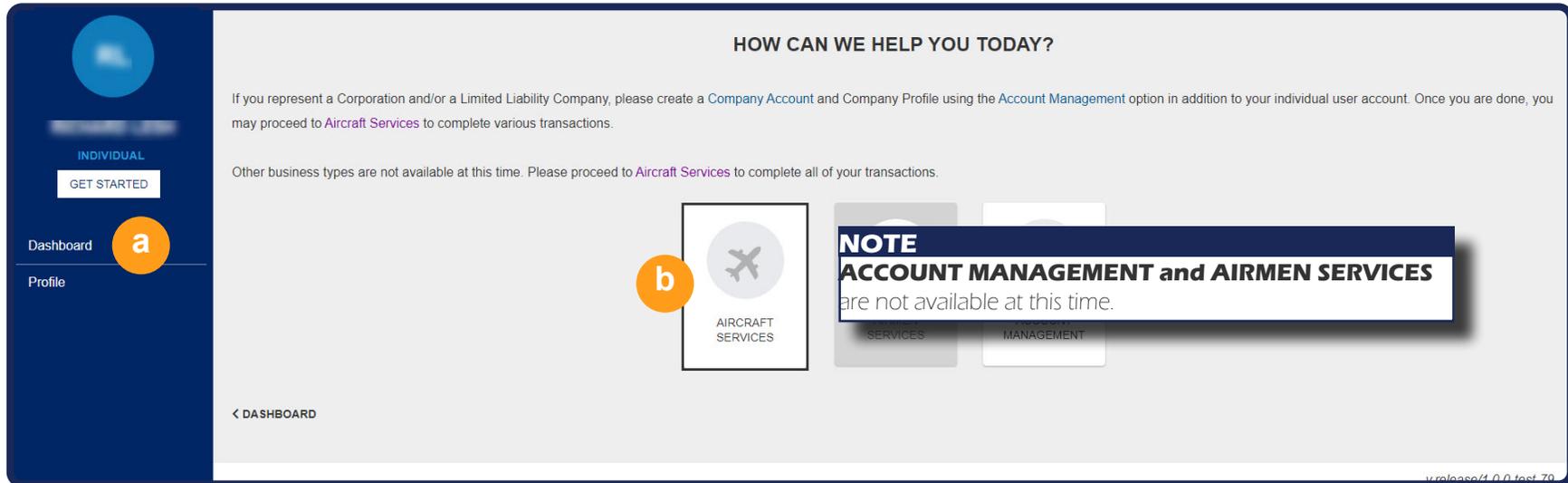
a   Select **Dashboard** to open your user dashboard

b   Select **AIRCRAFT SERVICES** to view aircraft registry options

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.

Buttons, Icons, & Indicators

a **b** **c** **d** **e**

SAVE   CANCEL   ❮ BACK   CONTINUE ❯   SUBMIT ❯

You will see these buttons often in CARES:

a   **SAVE** button- clicking this button will store the information in CARES

b   **CANCEL** button- clicking this button will terminate whatever information was input or process was begun

c   **BACK** button- clicking this button will return you to the previous screen

d   **CONTINUE** button- clicking this button will advance you to the next screen and step in whichever process you began

e   **SUBMIT** button- clicking this button will send your information to be processed by FAA examiners

Buttons, Icons, & Indicators

a

Required

b

⚠ Please enter a value

c

✓ **Success**

Congratulations, you have successfully completed your document(s) submission.

You can view the status of your submissions on the Dashboard.

Please contact the Aircraft Registration Branch at (405) 954-3116 or toll free 1-866-762-9434, if you need further assistance.
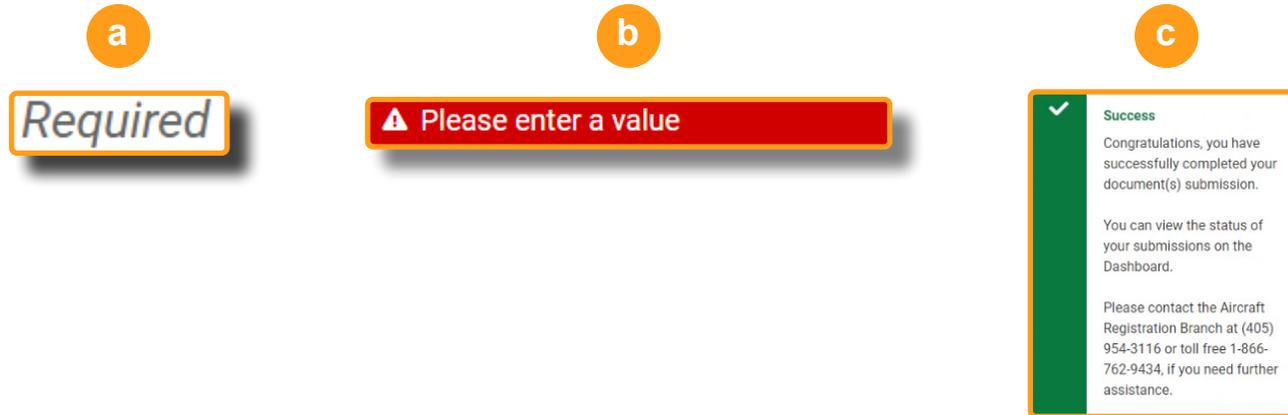
a **Required**- Indicates a field needs to be filled out with mandatory information

b **Error-** Indicates a required field is incomplete and you cannot continue

c **Confirmation-** Indicates you have successfully competed a task

Tool Tips

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

Applicant Information	
Aircraft Identification	
Documentation	
Review	

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

AIRCRAFT INFORMATION

AIRCRAFT STATUS - *Required* ❓

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.

IS THIS AIRCRAFT BEING IMPORTED FROM A FOR...

AIRCRAFT TYPE - *Required* ❓

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.

YEAR
2020

SERIAL NUMBER - *Required*

N-NUMBER OPTIONS - *Required*

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05

Manage Aircraft

Registration

Request Aircraft Records

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

1 From your user dashboard, select the **GET STARTED** button:
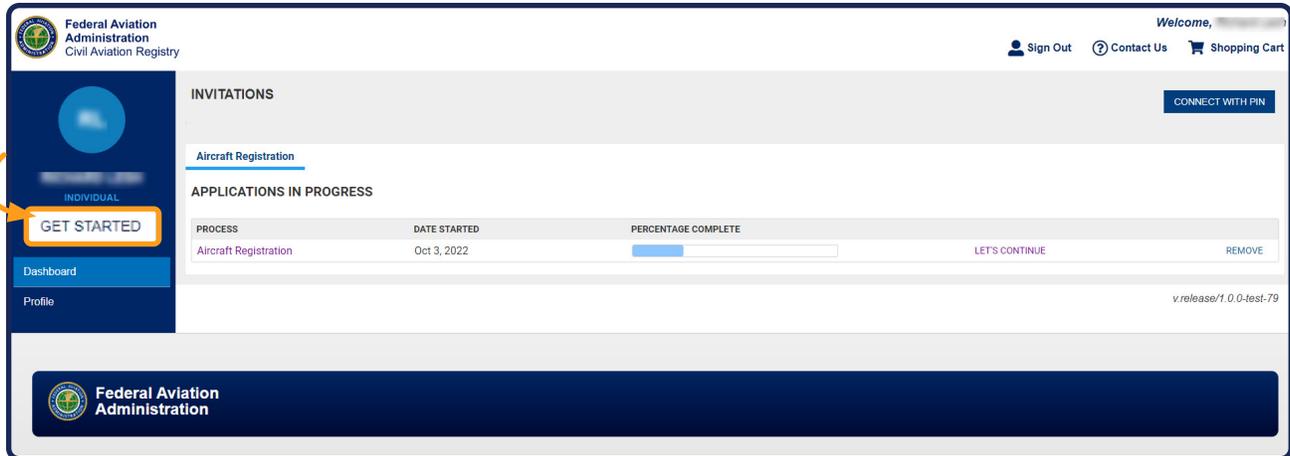
2 The **Services Selection** screen appears. Select **AIRCRAFT SERVICES**:
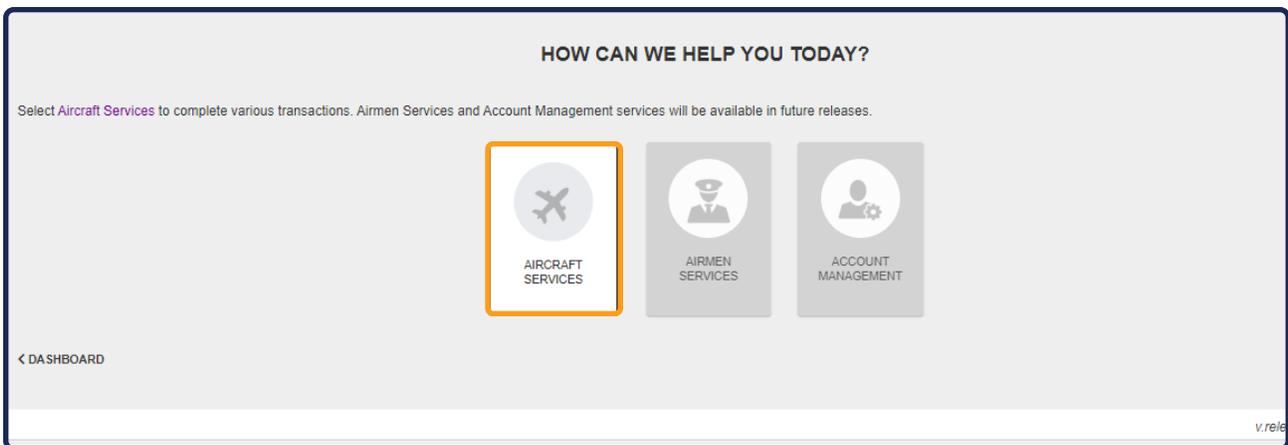
3 The **AIRCRAFT SERVICES** screen appears. Select **REQUEST AIRCRAFT RECORDS:**

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 OF A SECURITY DOCUMENT	FILE A TERMINATION ON A LEASE DOCUMENT	SUBMIT OTHER AIRCRAFT DOCUMENTS

‹ BACK

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

    a Use the drop-down menu to select N-Number or Serial Number.

    b Type the N-Number or Serial Number you're requesting records for

    c Select the **Search** button:

Aircraft Services > Request Aircraft Records

WHAT WOULD YOU LIKE TO LOOK UP?

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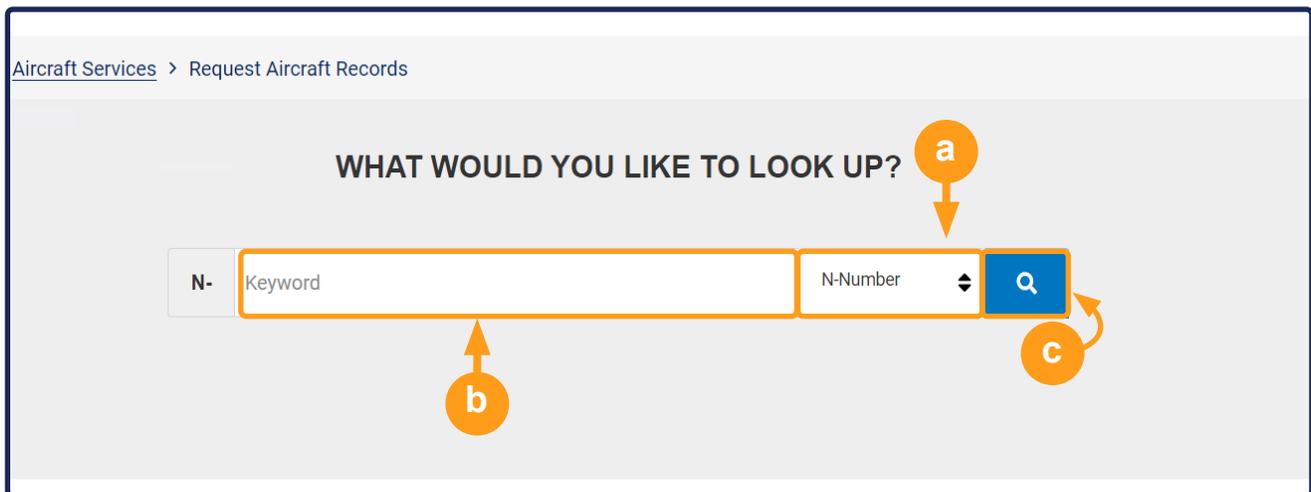
5   Search results appear. If there is more than one aircraft record (past or present) with the same N-Number or Serial Number, all aircraft will appear. Select the radio button for your aircraft:

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:
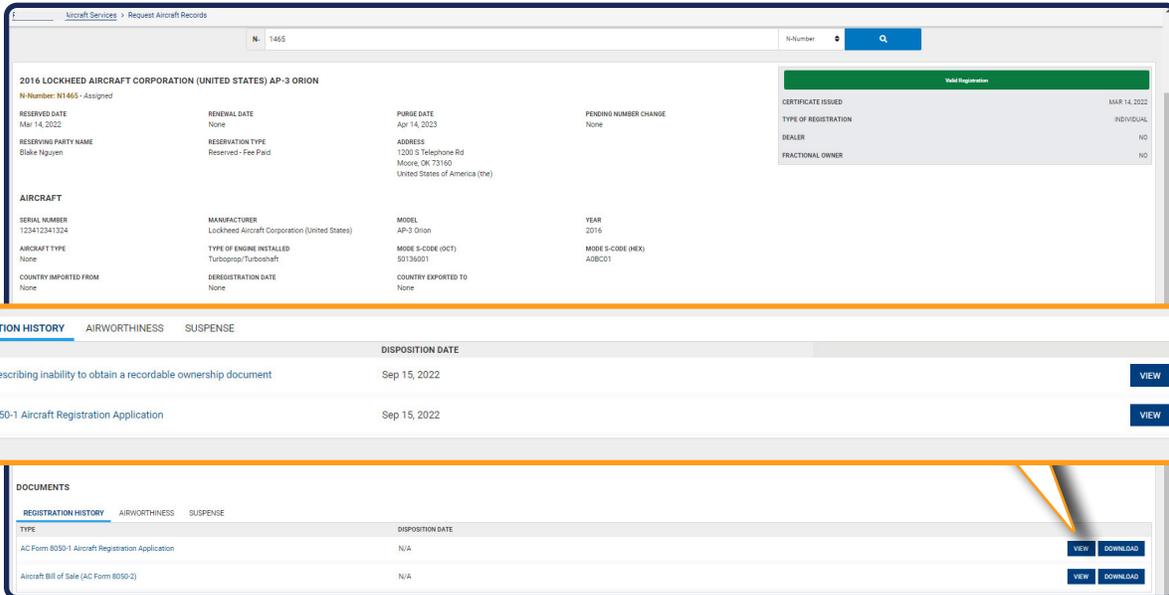
NOTE

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:
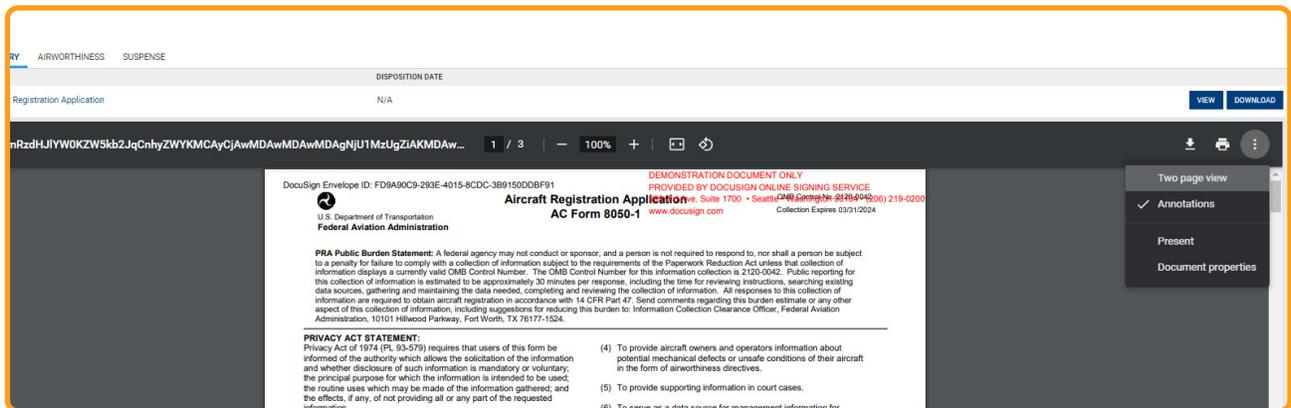
Registered Aircraft Services

1 On the **Services Selection** screen, select **AIRCRAFT SERVICES**:
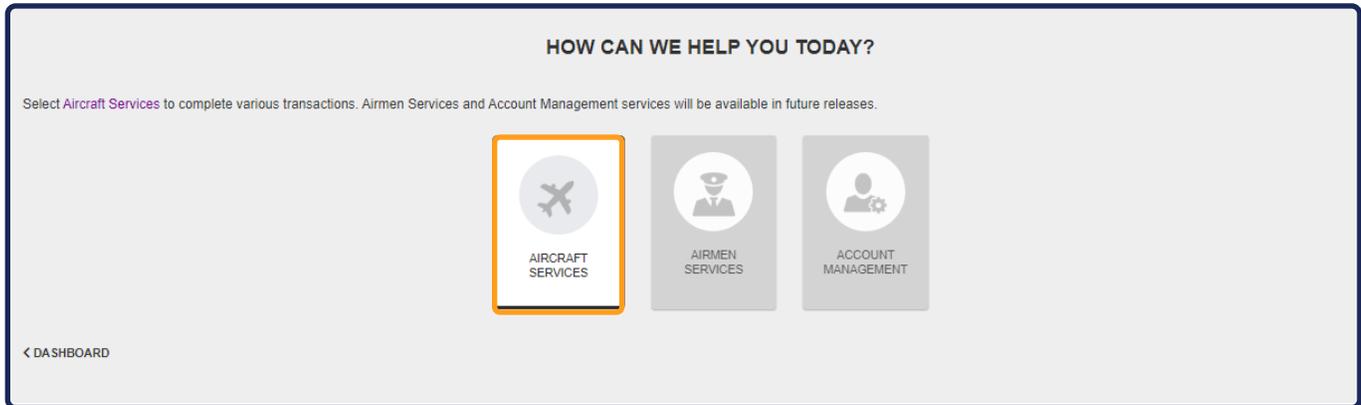
2 The **AIRCRAFT SERVICES** screen appears. Select **REGISTERED AIRCRAFT SERVICES** button:
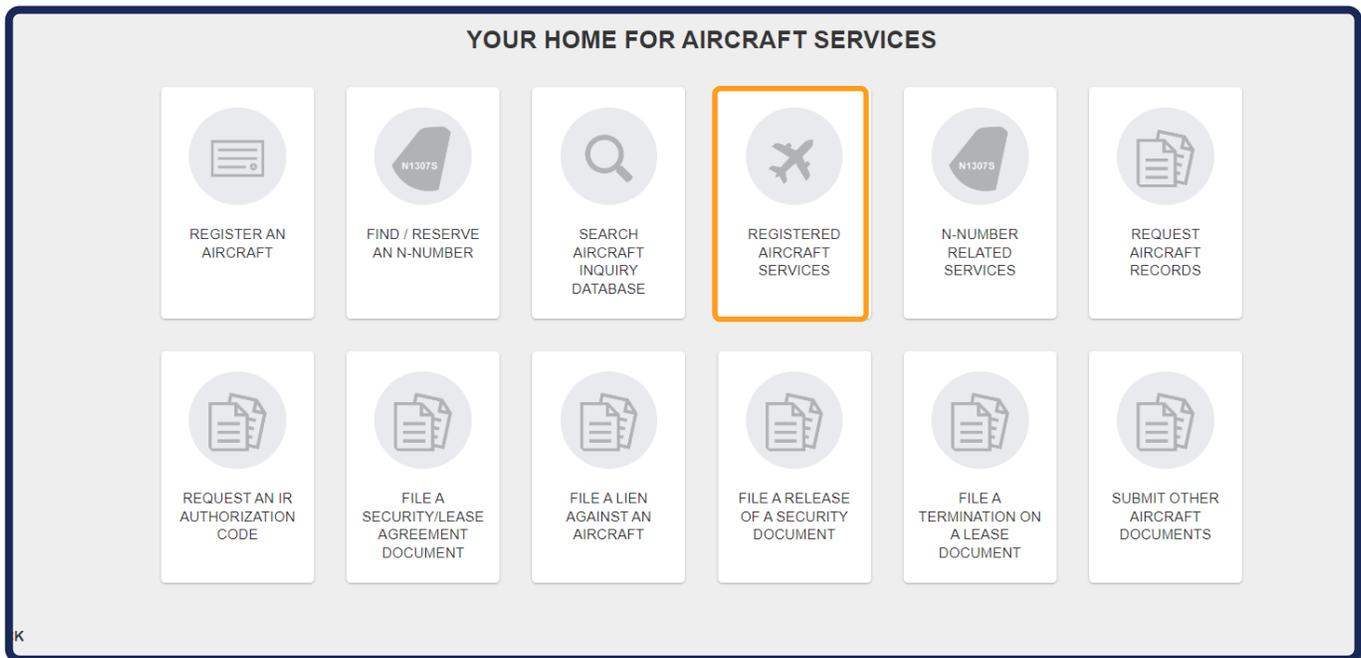
3   The **REGISTERED AIRCRAFT SERVICES** screen appears. Select the drop-down menu to select a registry service. In this example, **Renew Aircraft Registration** is selected:

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

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

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

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 ❓

.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 govenrment 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

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 W

TAKE A MINUTE TO REVIEW YOUR S

REQUEST TYPE
Renew Aircraft Registration

DOCUMENTS

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

DOCUMENT
RenewalApp.pdf

N-NUMBER
1234

SERIAL NUMBER
985214

ATTESTATION

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

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

INDIVIDUAL
GET STARTED

Dashboard
Profile

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

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

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

Tool Tip

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

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.

FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

06
Aircraft Registration - Individual

Sign In to CARES

Before you get started:

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

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

           a   Sign in with your Registered Public User Account

           b   When the Terms of Service appear, select the **I AGREE** button:

United States Department of Transportation

About DOT   Our Activities   Areas of Focus

FAA   Civil Aviation Registry Electronic Services (CARES)

Welcome, Guest

a Sign In / Register   Search   Contact Us

YOU CAN HAVE THE
FAA REGISTRY
AT YOUR FINGERTIPS

The CARES System for the FAA's Civil Aviation Registry gives you control over your FAA records, increases the speed of the application processes, all while providing protection against fraud. Whether you need to register an aircraft, update information or request official copies of your records, we've got you covered.

HOW CAN WE HELP YOU TODAY?

AIRCRAFT SERVICES
REGISTER, UPDATE OR MANAGE AIRCRAFT RECORDS

SIGN IN / REGISTER

LEARN MORE

PDATE OR MANAGE ORMATION

TERMS OF SERVICE

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

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

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

- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
- At any time, and for any lawful go**b**t purpose, communication between the user and this information system, data transiting to/from the system, or this system is subject to monitoring, interception, and search.

✔ I AGREE   **✖ I DISAGREE**

UNCONTROLLED COPY WHEN DOWNLOADED

06 Aircraft Registration – Individual

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:
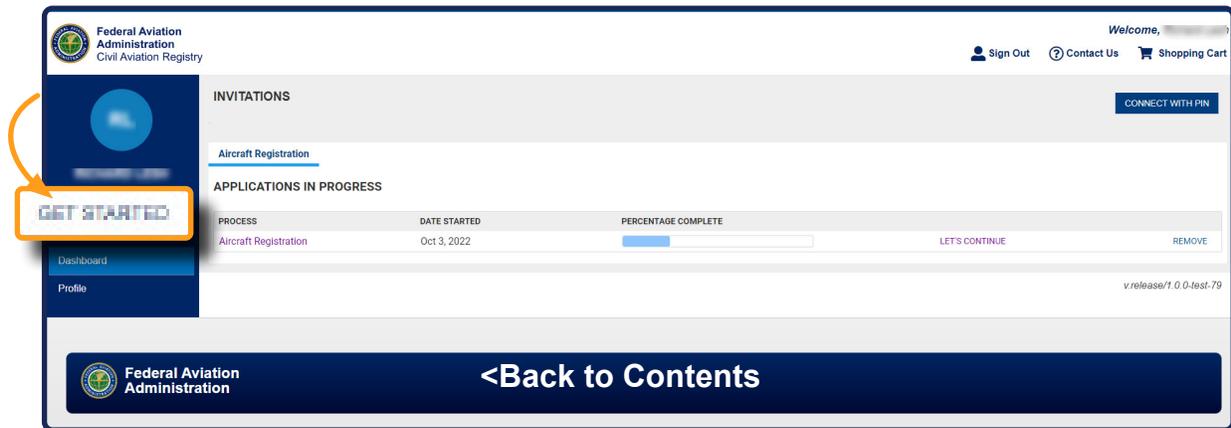
2 The registry option buttons appear. Select the **AIRCRAFT SERVICES** button:
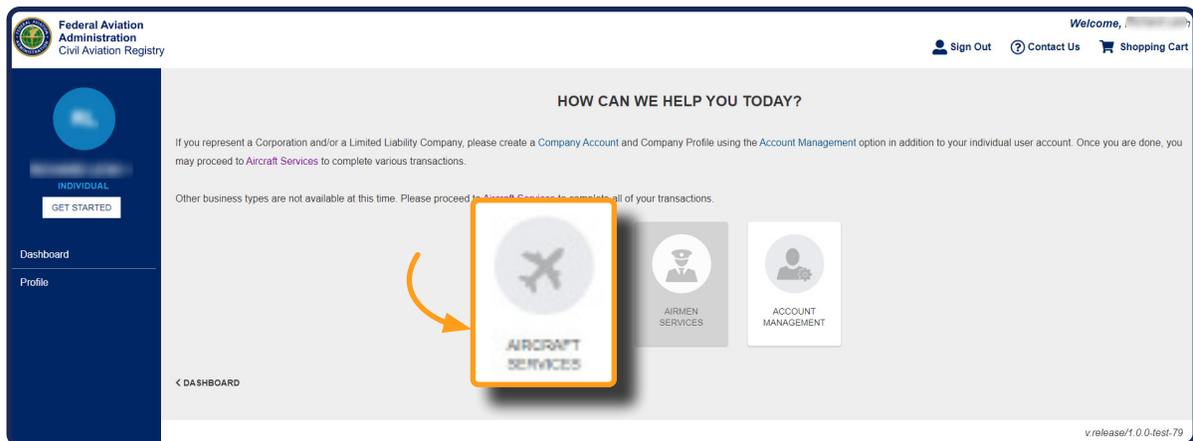
3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:
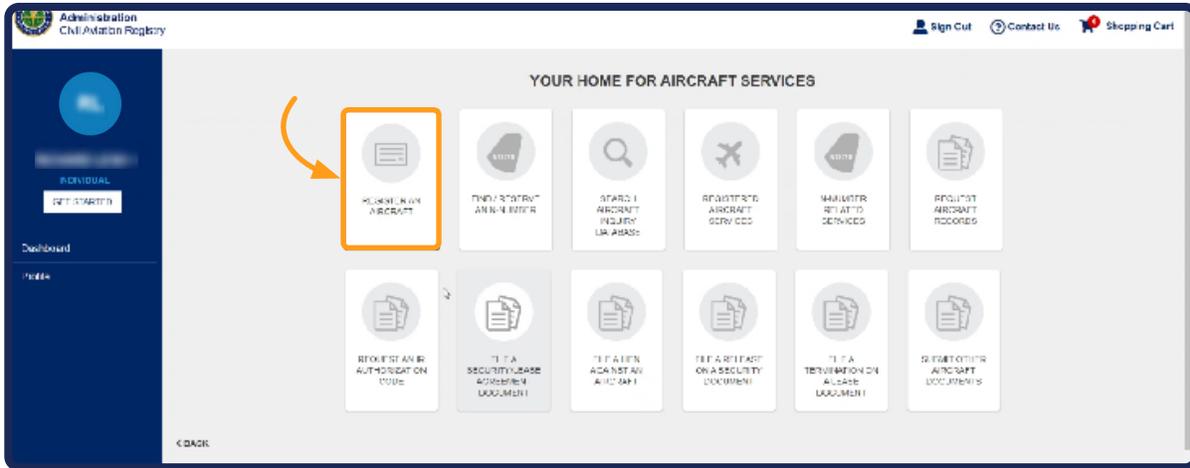
4 The **Applicant Information** screen appears. Select the **APPLICANT FOR REGISTRATION** drop-down menu, then select yourself as **Individual**. Next, select the **CONTINUE** button:
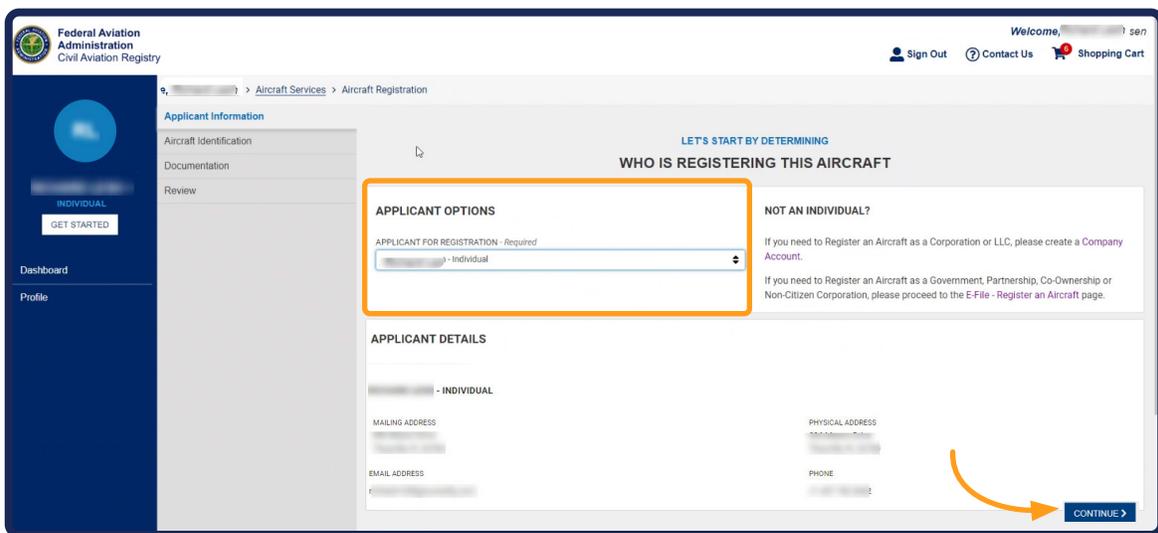
5 The **Aircraft Identification** screen appears. Select **NEW US AIRCRAFT REGISTRATION**:
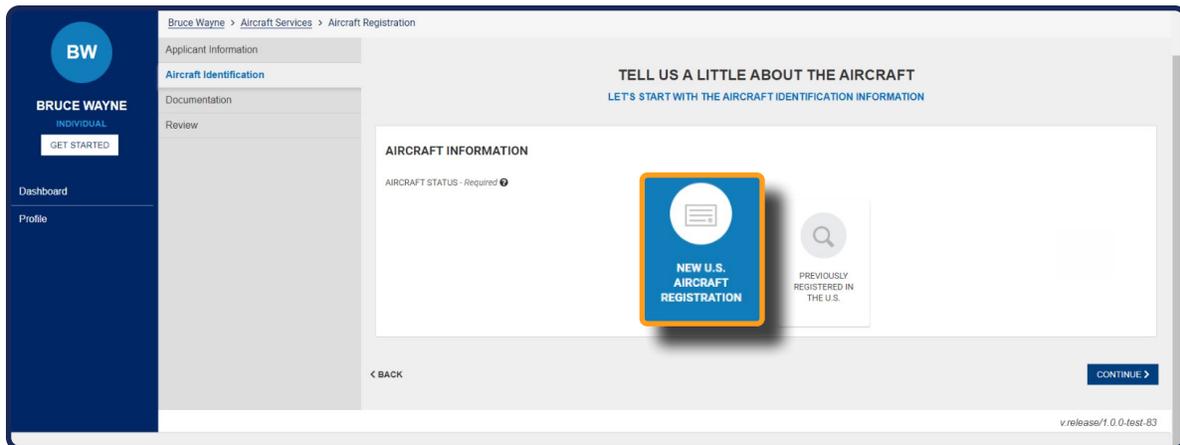
6 The **Select Import Status** drop-down menu appears. Select **Yes** or **No**:
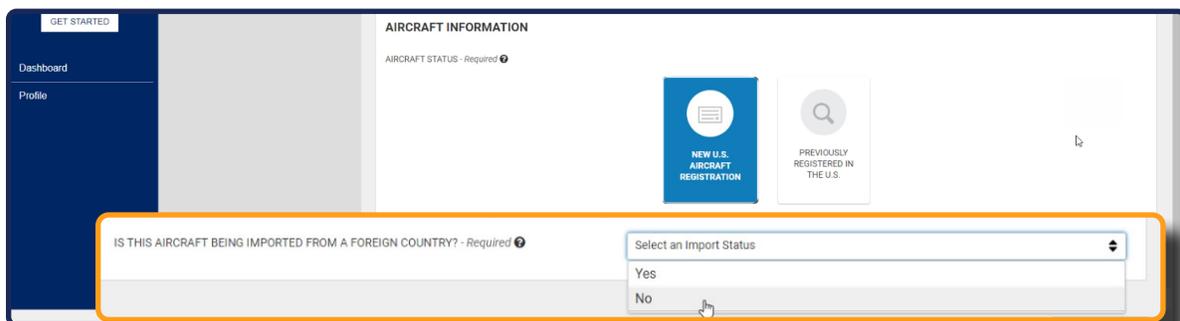
If you select Yes for Import Status, a drop down menu appears with choices for **COUNTRY IMPORTED FROM**. Select the country from the menu, then type a **DEREGISTRATION DATE**, if applicable:
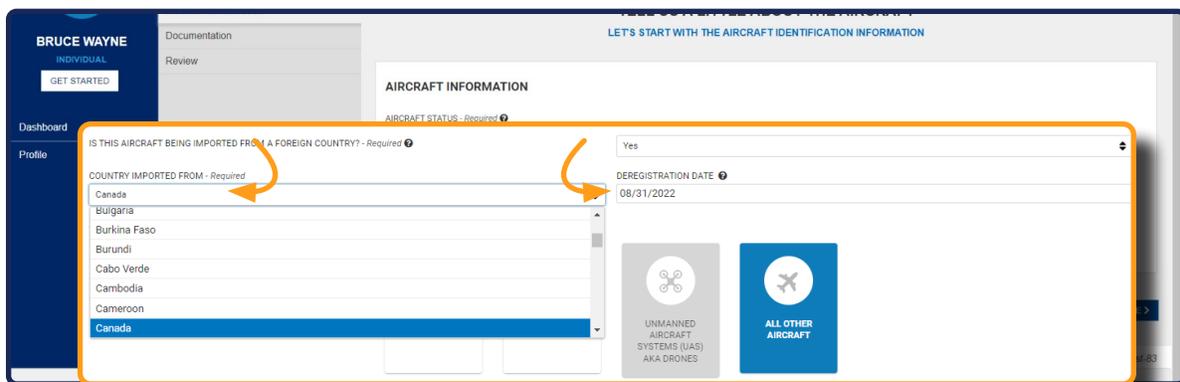
UNCONTROLLED COPY WHEN DOWNLOADED

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

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

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:

   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:

c Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:
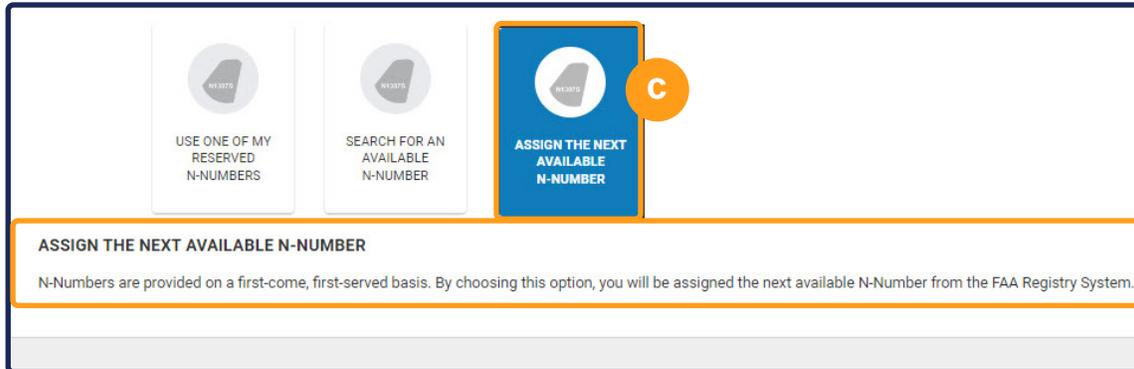
USE ONE OF MY RESERVED N-NUMBERS

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

c

ASSIGN THE NEXT AVAILABLE N-NUMBER

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

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

BLE N-NUMBER

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

CONTINUE >
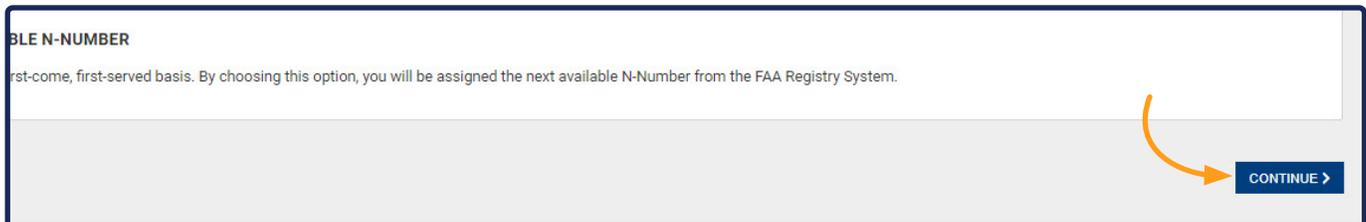
Documents

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

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

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

   c Type the **DATE OF SALE** and **AMOUNT OF SALE** in their respective fields

   d Select the **+ ADD SELLERS** button to add the seller or sellers name and title:

When complete, select the **CONTINUE** button

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

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

DocuSign

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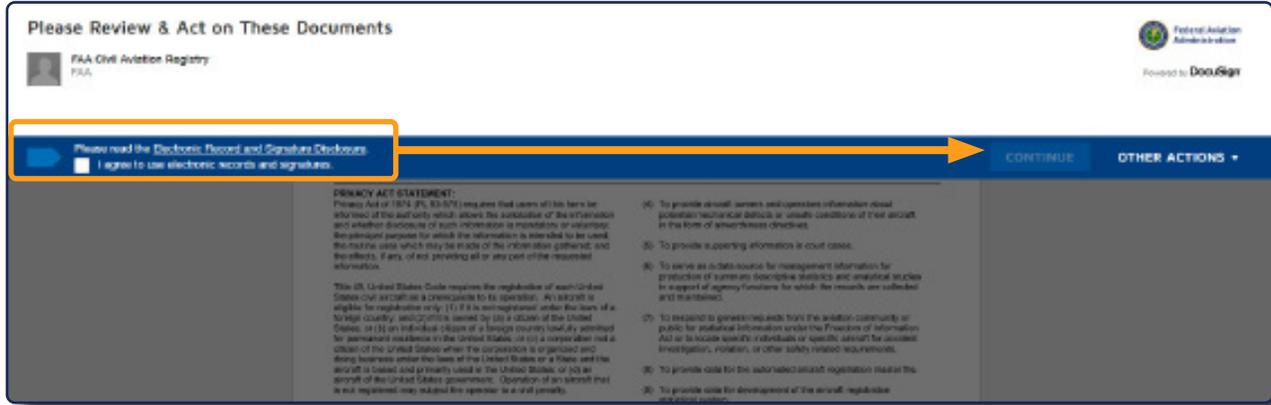
2 To digitally sign the document:

    a Select the **START** button

    b Select the **Sign** button to place your digital signature

    c Select the **FINISH** button to complete signing and return to **CARES**:
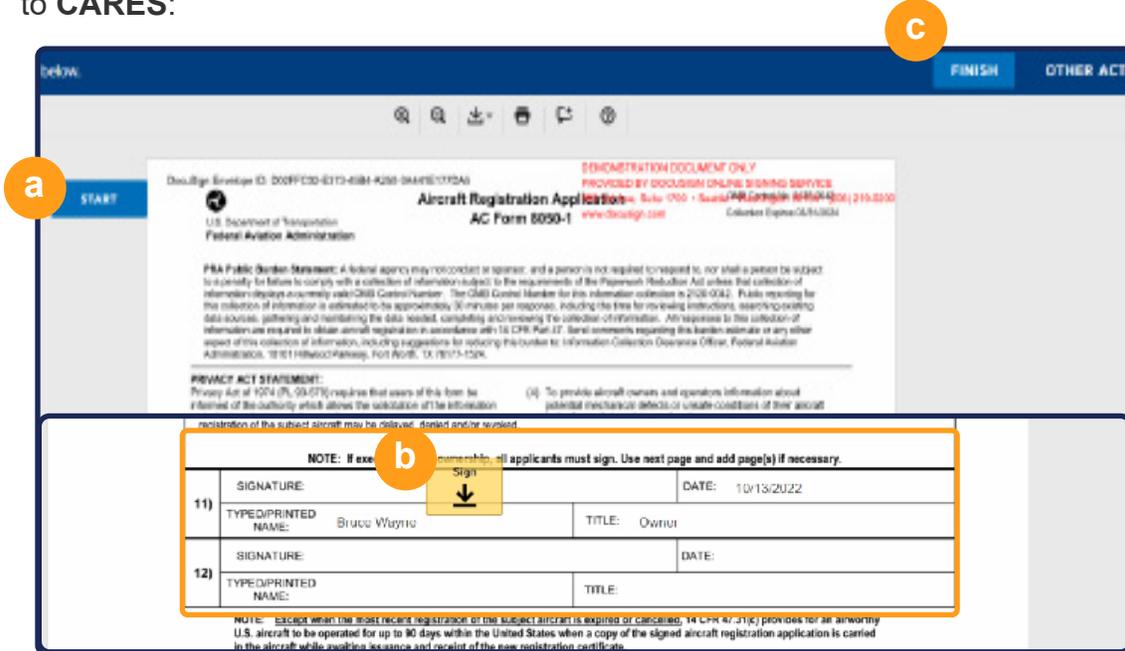
PAY.gov

1   Navigate to your **CARES** shopping cart by selecting the **Shopping Cart** icon:
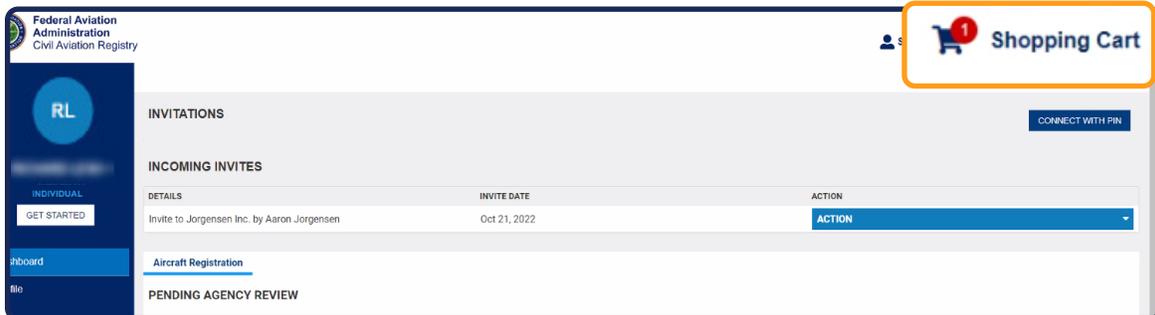
2   On the **SHOPPING CART** screen, select the **PAY WITH PAY.GOV** button:
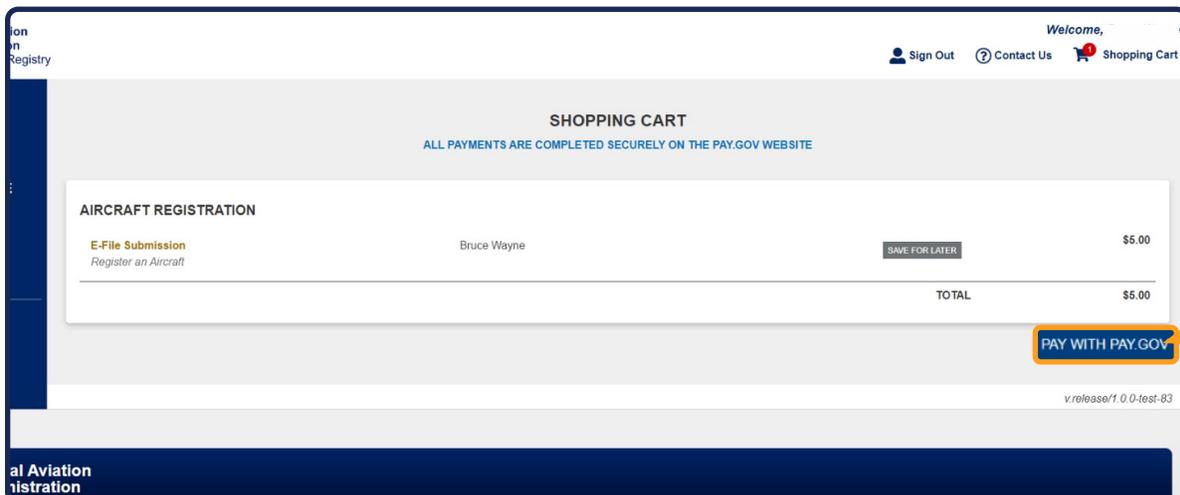
3 You will be re-directed to PAY.gov. Select a payment method, then select the **Continue** button:
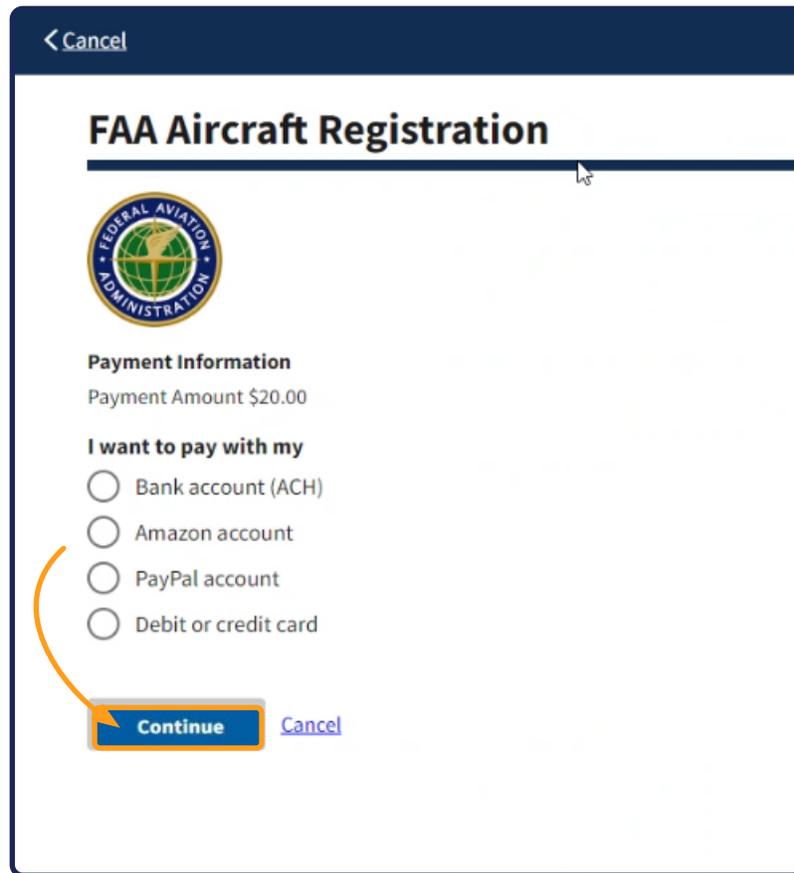
4 Enter, review, and authorize your payment information, then select the **Continue** button:
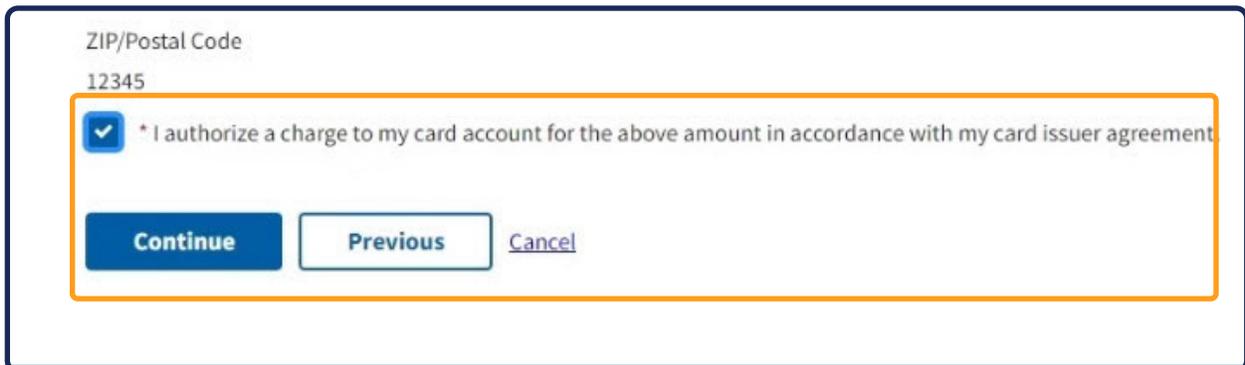
5 When your payment has been approved, you will return to CARES, and a success message will appear:
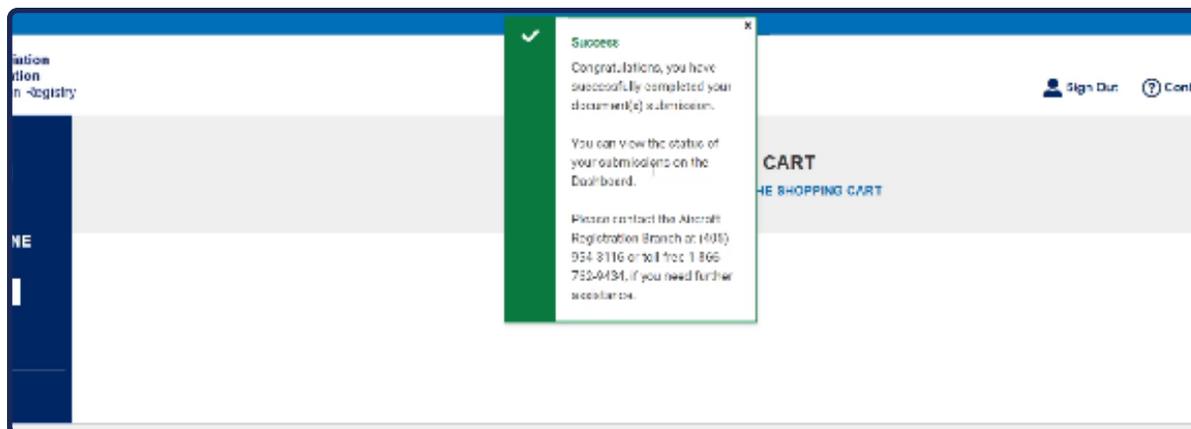
6 Your registration appears on your Dashboard in the **PENDING AGENCY REVIEW** section:
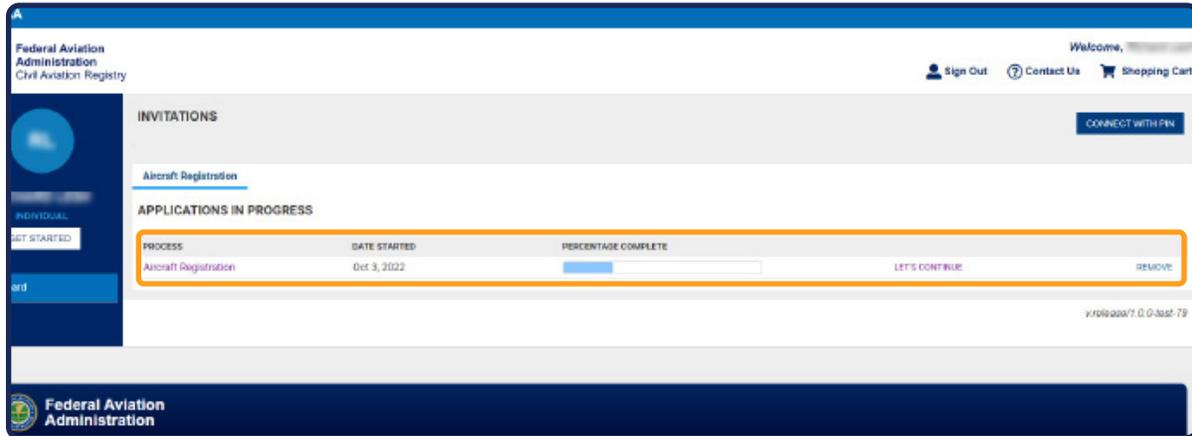
7 You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:
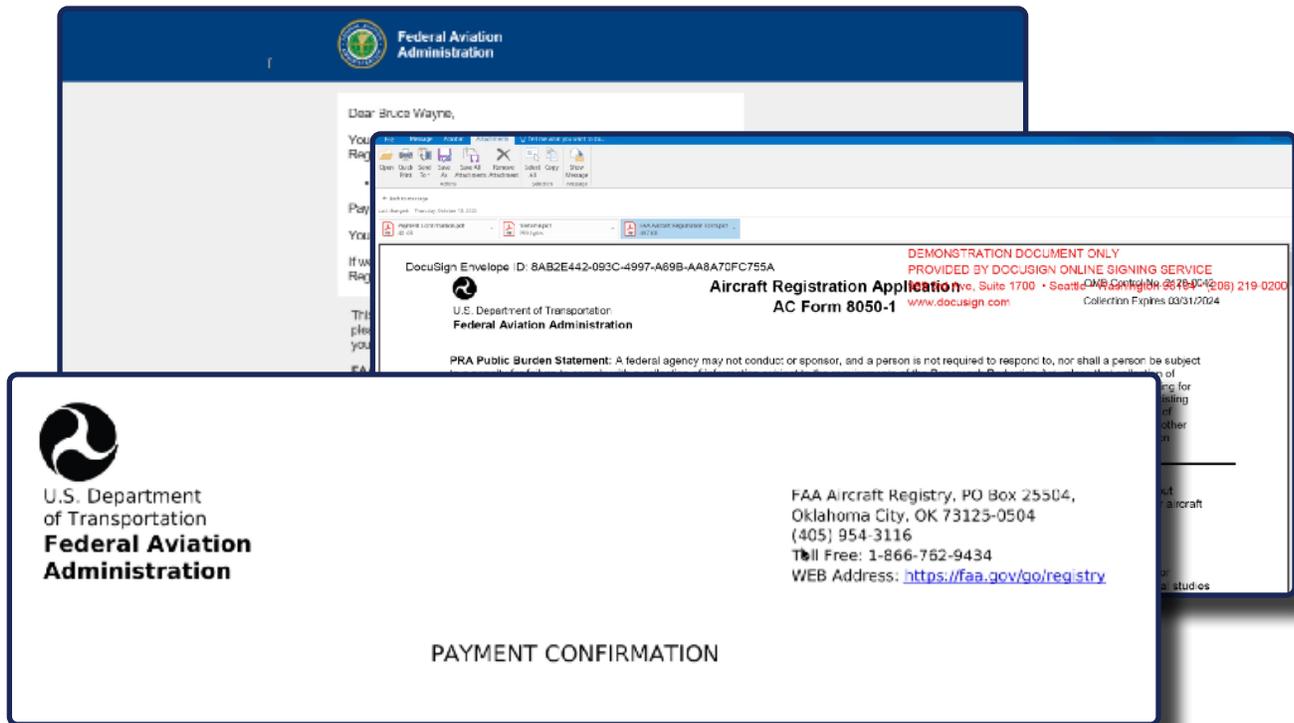
FEDERAL AVIATION ADMINISTRATION

CARES
CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

07
N-Numbers

You can use CARES to initiate a search for N-Number availablity, 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:
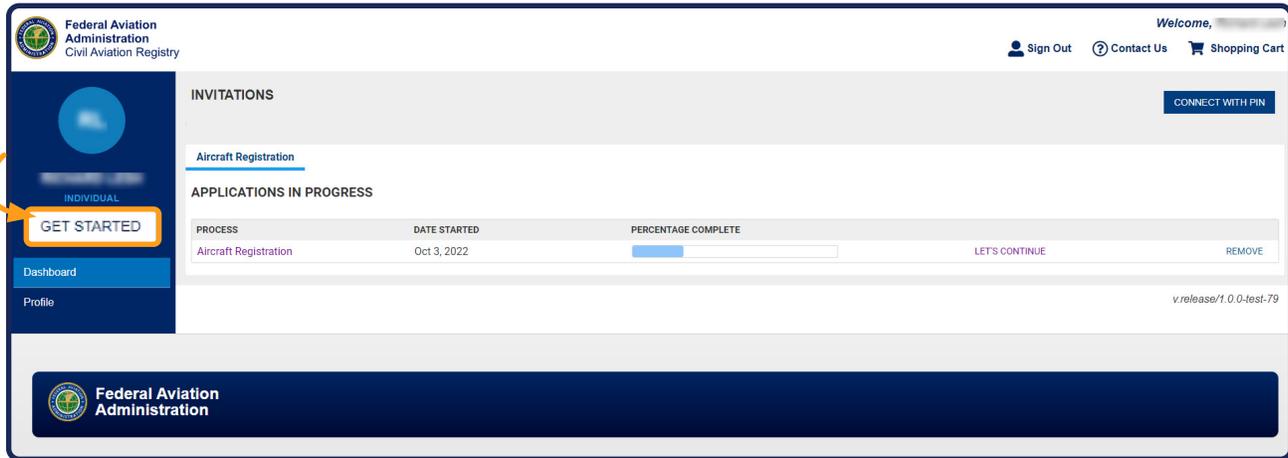
2 The **Services Selection** screen appears. Select **AIRCRAFT SERVICES**:
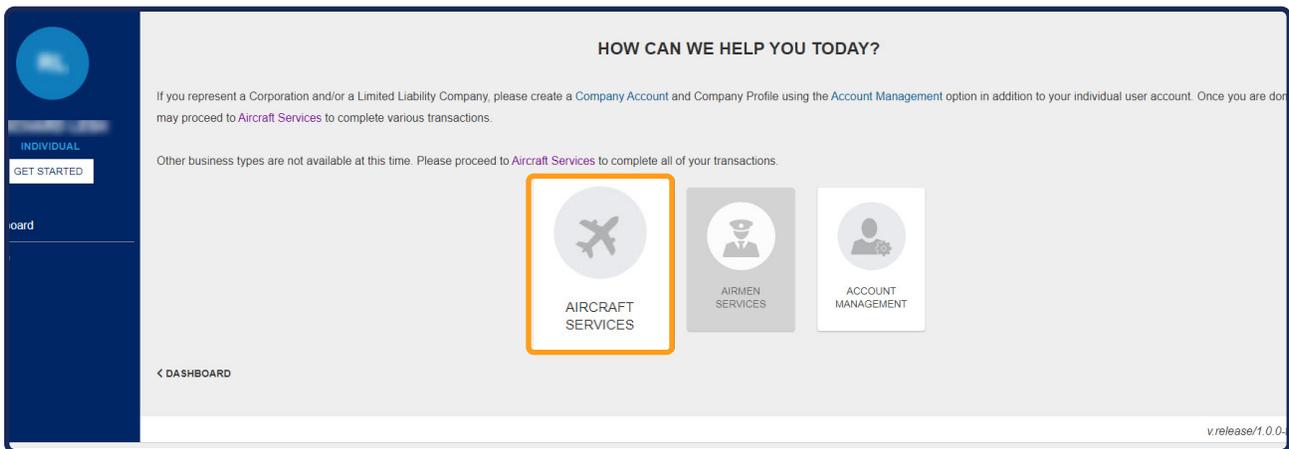
3 The **AIRCRAFT SERVICES** screen appears. Select **FIND/RESERVE AN N-NUMBER:**
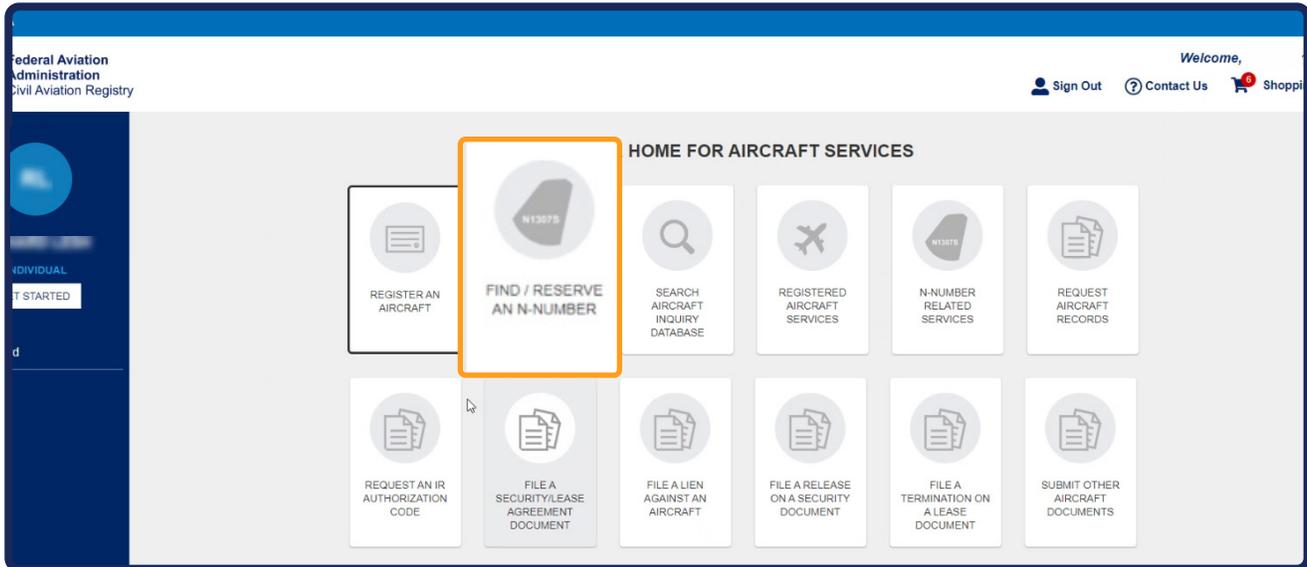
4 The **FIND/RESERVE N-NUMBER** screen appears. Select the **FIND AN N-NUMBER** button:
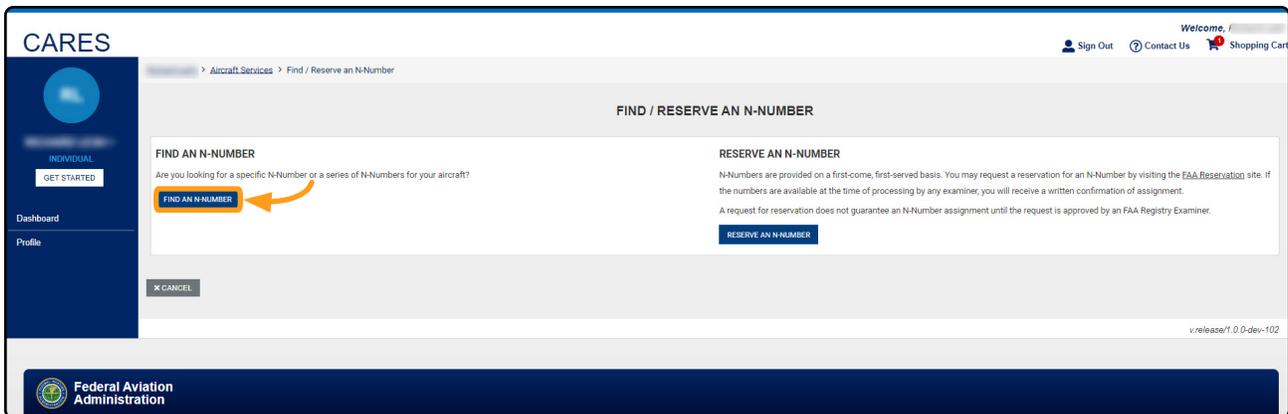
5 A Confirmation message appears, stating that you will navigate away from the FAA Registry's CARES application. Select the **OK** button to open the FAA's Aircraft Registry Services page in a new window or tab:
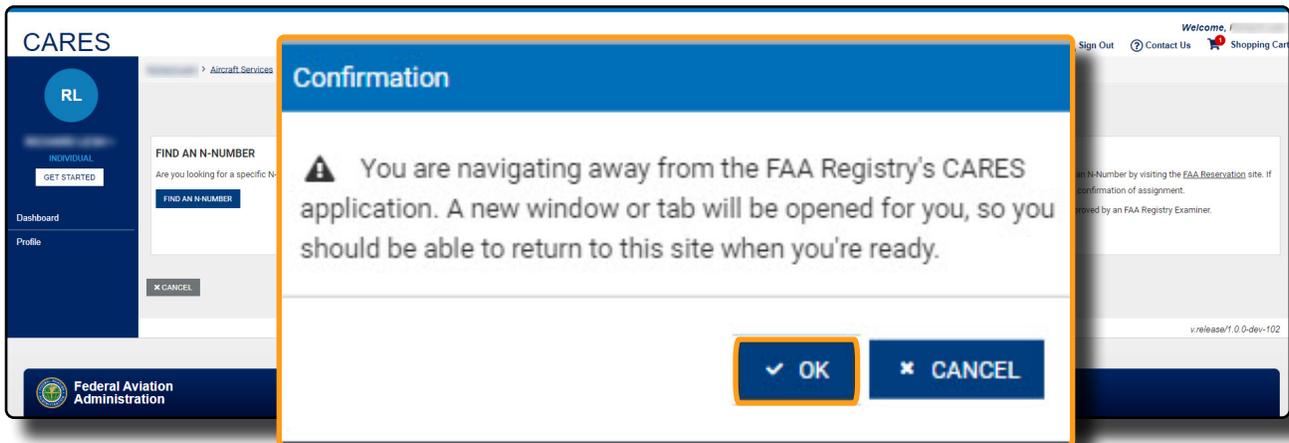
6 The FAA Aircraft Inquiry screen for N-Number Availablity appears in a new window or tab in your browser. To view a specified range of N-Numbers currently available, enter the **Trailing Characters**, **Starting Range**, and **Ending Range** of the N-Number range you wish to use or reserve:
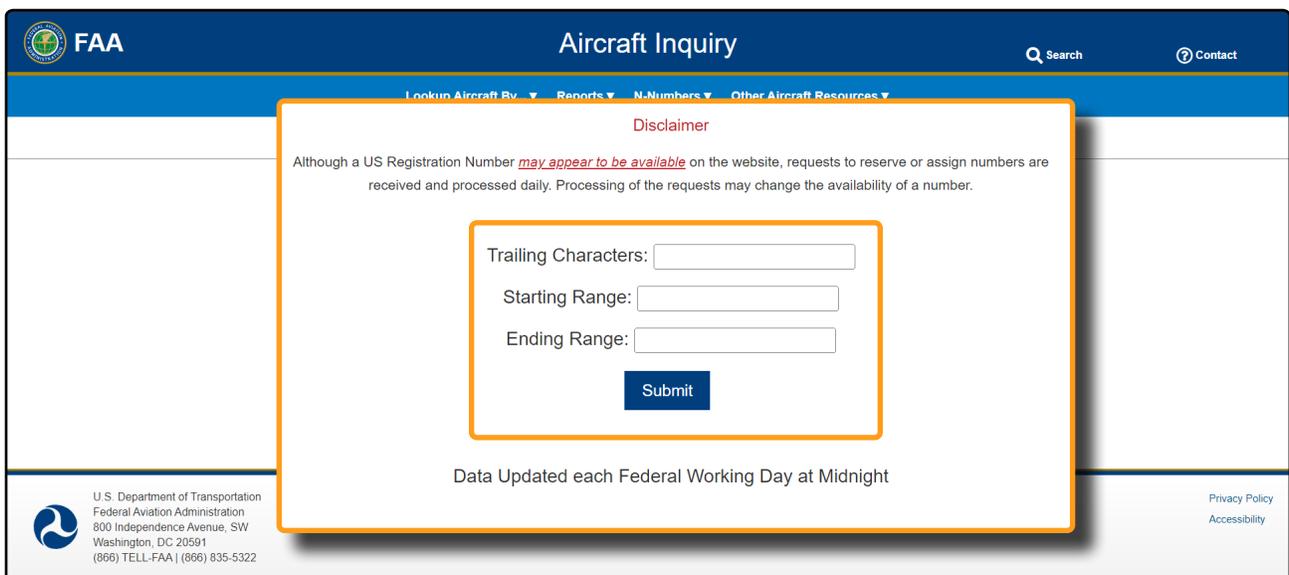
7 The list of expired or pending expiration N-Numbers within the range are listed. You can print, save the list as an excel or comma-sperated value (csv) spreadsheet, or redo the search by selecting the magnifying glass icon:

United States Department of Transportation							About DOT	Our Activities	Are

FAA   Aircraft Inquiry   🔍 Search   ⍰ Con

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

FAA REGISTRY

Expired / Pending Aircraft Registration Cancellation Results

Data Updated Each Federal Working Day At Midnight

🖶   🗎   🗎CSV   🔍

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

1	2	>

N-NUMBER RANGE ENTERED: 100AB TO 500AB									
121AB	136AB	146AB	159AB	174AB	176AB	183AB	190AB	192AB	198AB
199AB	202AB	212AB	213AB	214AB	219AB	233AB	240AB	241AB	246AB
251AB	254AB	255AB	256AB	259AB	264AB	265AB	266AB	268AB	269AB
272AB	274AB	276AB	278AB	280AB	297AB	299AB	302AB	306AB	307AB
327AB	330AB	349AB	361AB	363AB	364AB	371AB	372AB	373AB	374AB

1	2	>

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:
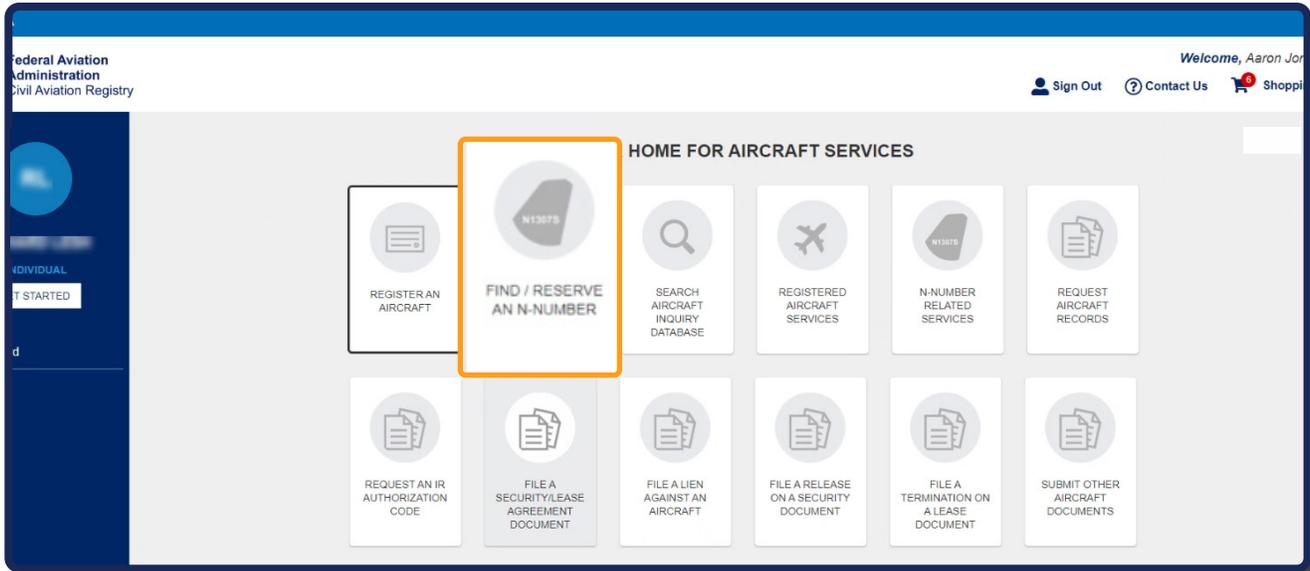
9 On the Find/Reserve An N-Number screen, select the **Reserve an N-Number** button. A confirmation message appears, indicating that you will be redirected away from CARES. Select **OK** to continue:
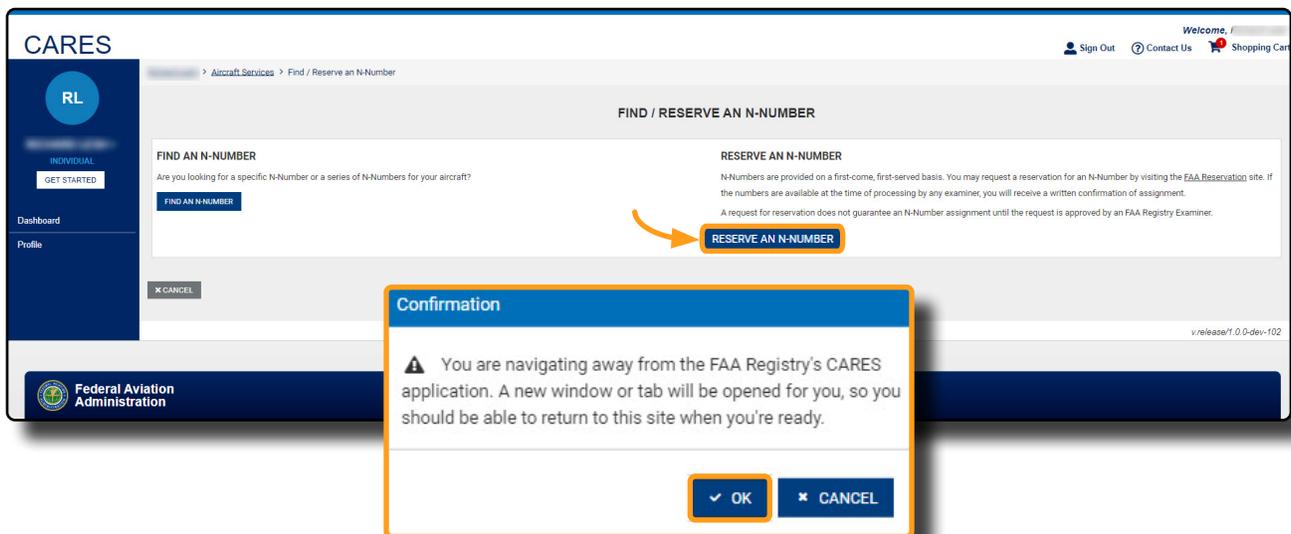
10 The FAA Registry Aircraft N-Number Reservation window appears. Type up to five N-Numbers to reserve exact N-Number, or you can reserve up to 10 numbers ending in 2 characters. When complete, select **Proceed with Request**:

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**:

N-Number Services

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

1 On the **AIRCRAFT SERVICES** screen, select **N-NUMBER RELATED SERVICES**:
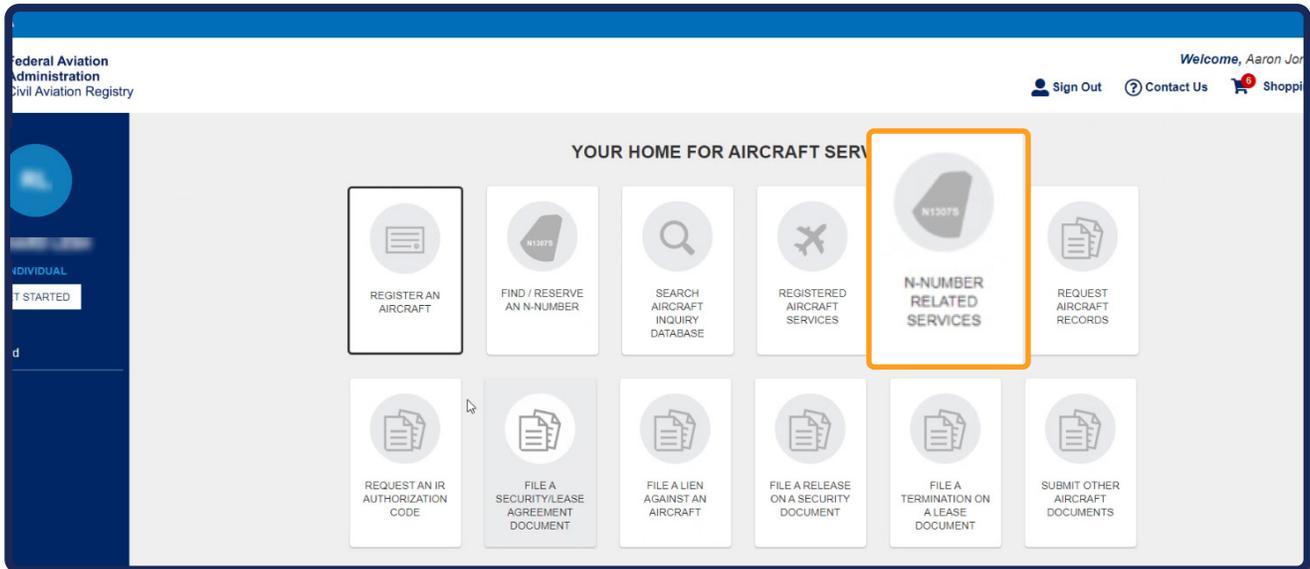
2 The **N-NUMBER RELATED SERVICES** screen appears. Select the **REQUEST TYPE** drop-down, then select a service from the menu. For this example, **Change N-Number** is selected.
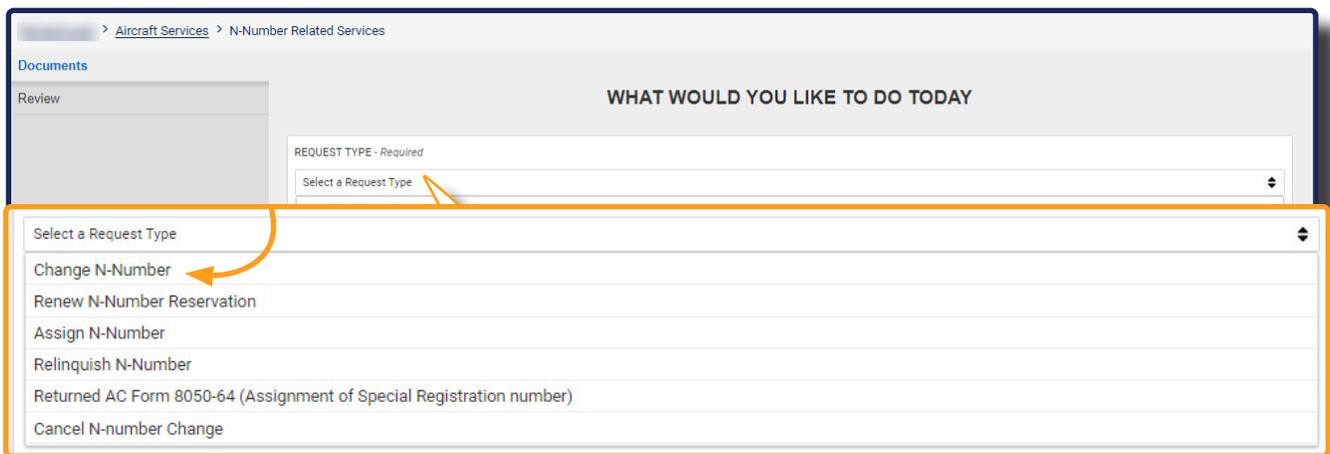
3 Select the **DOCUMENT TYPE** drop-down, then select a document to upload that supports your request. Fields appear to type N-Number and Serial Number of the aircraft:

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

NOTE

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

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

Select the check-box to indicate your submission has been previously paid for, is a correction, or being submitted for govenrment, 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.

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

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:

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

Tool Tip

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

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.

FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY
ELECTRONIC SERVICES

08
Aircraft Registration Documents Table

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 Docucments
	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

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 Subleases 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

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