



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

InFO

Information for Operators

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http://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/info

An InFO contains valuable information for operators that should help them meet certain administrative, regulatory, or operational requirements with relatively low urgency or impact on safety.

Subject: Filing Air Taxi/On-Demand Air Carrier Operator Documents under Title 14 of the Code of Federal Regulations (14 CFR) with the FAA

Purpose: This InFO provides guidance to Air Taxi/On-Demand air carrier operators on the submission of registrations, amendments, and aircraft liability insurance certifications that are required for all operators certificated under Title 14 of the Code of Federal Regulations (14 CFR) part 135. This InFO lists the documents and associated filing fees that must be submitted and provides postal, fax and email addresses.

Discussion: Submission of required economic authority documentation by Air Taxi/On-Demand air carrier operators is required under the provisions of 14 CFR Parts 298 and 205. Such operators should review the current procedures described in this InFO to ensure that their filings are timely, complete and compliant. Information and Office of the Secretary of Transportation (OST) forms for Air Taxi/On-Demand Air Carrier operators can be found at the following website:

http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs200/branches/afs260/exemptions/

Forms, fees and procedures for initial registration, amendments and provision of evidence of aircraft liability insurance are discussed below.

Initial Air Taxi Operator Registration under Part 298. All **initial** requests for Air Taxi Operator Registration require the following to be submitted to the FAA:

- Completed and signed OST Form 4507;
- Certificate of Insurance as required under 14 CFR Part 205 (OST Form 6410) showing liability insurance coverage for aircraft listed on OST Form 4507; and
- Check or money order for \$8.00 filing fee payable to the Department of Transportation (DOT).

For all Air Taxi operators **except** those based in the State of Alaska, submit forms and filing fee to:

Federal Aviation Administration (FAA)
Air Transportation Division, AFS-200, Room 831
800 Independence Avenue, S.W., Washington, D.C. 20591.

For Air Taxi operators located in the State of Alaska:

Federal Aviation Administration (FAA)

Alaskan Region Headquarters, AAL-231
222 West 7th Avenue, Box 14, Anchorage, Alaska 99513.

NOTE: Allow several weeks for the processing of U.S. mail sent to Federal office buildings. Expedited shipping methods may be preferred. All applications received are date stamped and will be processed on a first in first out (FIFO) basis.

Air Taxi Operator Amendments under Part 298. Air Taxi Operator Amendments require OST Form 4507 and OST Form 6410. OST Form 4507 amendments must include all aircraft used by the operator with changes (i.e., additions, removals) highlighted for easy identification. OST Form 4507 amendments must be accompanied by an OST Form 6410 for any changes in insurance coverage or aircraft listed on the policy. Be sure to complete all information and sign the forms. All incomplete forms will be returned to the operator.

Amendments to OST Form 4507 do not require the \$8.00 filing fee and, therefore, do not need to be mailed. With the exception of operators in Alaska, all required forms for other than initial registrations should be emailed, if possible, to: AFS-260-Insurance@faa.gov. Alternatively, they may be faxed to: 202-267-5229. For operators in Alaska, amendments may be emailed to AAL-230-Insurance@FAA.GOV, or faxed to: 907-271-1665. Filed amendments will be date stamped and processed on a FIFO basis.

Aircraft Accident Liability Insurance Changes. For changes to aircraft accident liability insurance coverage only without any changes to the aircraft that are listed on the part 135 certificate, submit a completed and signed OST Form 6410 to the appropriate email address or fax number above.

Recommended Action: Air Taxi/On-Demand air carrier operators should consult the information, forms and publications described in this InFO (plus those available through the FAA Web site referenced above) to identify their current filing requirements and ensure these are submitted to the correct address, along with (when required) the appropriate filing fees.

Contact: Questions or comments regarding this InFO should be directed to the Technical Programs Branch, AFS-260 at (202) 267-8166.