

# SAR FROM THE DESIGNEE SIDE (DMIR)

Federal Aviation Administration

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## What is SAR?

- Selection, Appointment, and Renewal (SAR) system.
- Developed as a component of the Designee Information Network (DIN) to automate the designee registration, renewal, and change request approval processes.
- Allows designees to view their designation information online and submit renewal requests, individual profile change requests, and designation change requests electronically.

## Designee SAR Process

The Designee process to use SAR is fairly simple and straight forward.

1. **Notification** - You received notification of the new process and the URL for the Web site and this guidance.
2. **Registration** – A **one time** registration is needed that requires a validation number, your designee number and your valid email address. After successful registration an email is sent to you with your user name and system supplied password.
3. **Initial Login** – When you login for the first time you must change your password. This login will never expire.
4. **Data Management** – You will now be able to manage your personal data in SAR and request renewals by logging on to the system via the internet.

## Setup before you begin

Before you enter the SAR Web site there are a few items you need to review and follow. You need to change the Pop-Up Blocker settings in your Internet Explorer browser and add the SAR Web site as a trusted site.

*Note: Contact your local computer support before making any change.*

**How to change the Pop-Up Blocker settings in your Internet Explorer browser:**

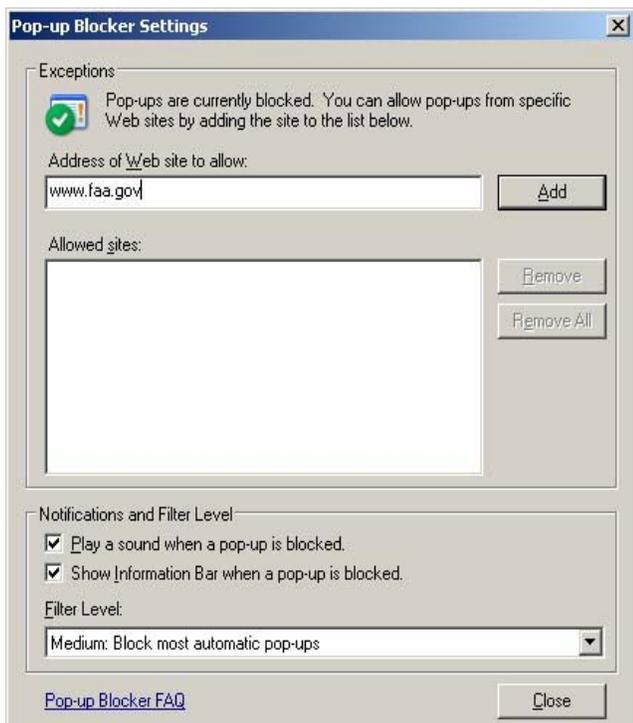
1. **Launch Microsoft Internet Explorer** .
2. **Click on “Tools”.**
3. **Select “Pop-up Blocker”.**
4. **Click “Pop-up Blocker Settings”.**



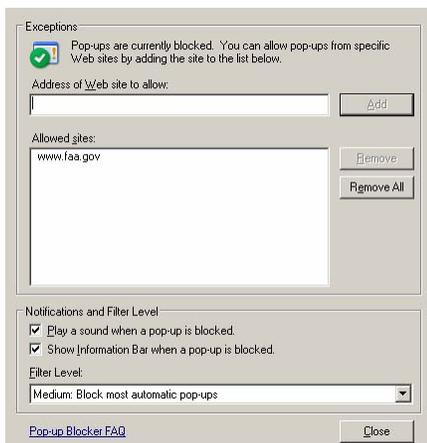
5. **Enter [www.faa.gov](http://www.faa.gov) into the “Address of the Web site to allow” field.**

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6. Click "Add".



7. Click "Close" (Note that www.faa.gov is added).

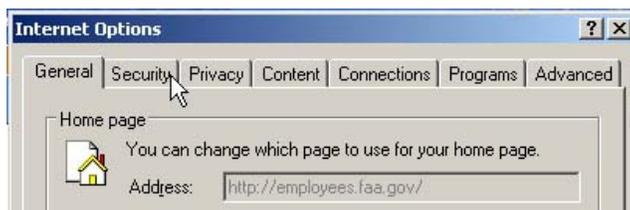


## How to change trusted sites settings:

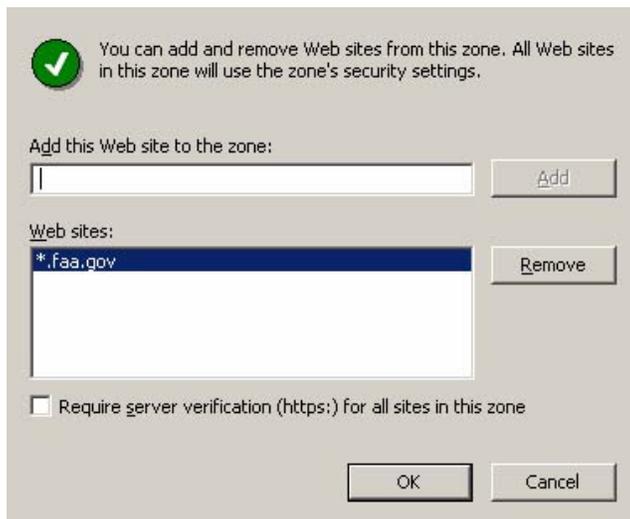
1. Launch "Microsoft Internet Explorer".
2. Click on "Tools".



3. Click "Internet Options".
4. Click the "Security" tab.



5. Click on "Sites box" enter https://www.faa.gov into the "Add this Web site to the zone" field.
6. Click "Add".
7. Click "OK".



## How to setup your SAR account

1. Go to the FAA Web site at:  
[https://av-apps.faa.gov/sar/sar02.nsf/f\\_login?openform](https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform)
2. An FAA warning pop-up window will appear. Click “OK”.



3. Click Register.



4. Enter the required information in all fields:

DESIGNEE REGISTRATION FORM

\* REQUIRED FIELDS

\* Validation Number:  [?](#)

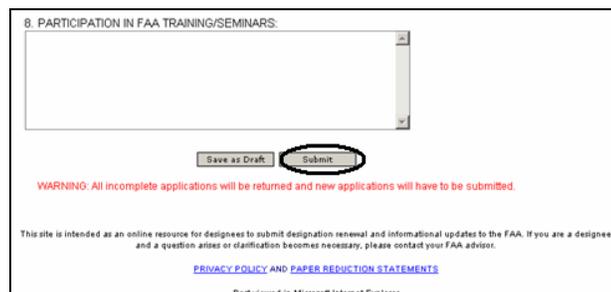
\* Designee Number:  (enter only the number: DAS-100079-CE) [?](#)

\* Email:  [?](#)



**IMPORTANT:** Be sure you enter your correct email address. Ensure you enter it in correctly! Otherwise, your registration will not be processed.

5. Click “Submit”.



6. Check your email after 10 minutes. You should have received an email registration confirmation. If you do not receive the email within 20 minutes check your Junk Mail folder.
7. Go to the FAA Web site at:  
[https://av-apps.faa.gov/sar/sar02.nsf/f\\_login?openform](https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform)
8. Login using your email address as your user-id. Use the temporary password you were supplied from the email registration confirmation. You will be prompted to change your password. Your SAR account setup is now complete.

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## Using SAR to renew

1. Go to the FAA Web site at: [https://av-apps.faa.gov/sar/sar02.nsf/f\\_login?openform](https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform)
2. Click “Login” Login using your email address as your user-id and the password you previously created.
3. Click “Request Renewal.”

4. Complete the form as required. Verify that the information is correct. If it is, check all 3 boxes that state “Information Verified”.

5. Click “Attach File” to attach the PAH or the PAH’s suppliers DMIR’s letter of request. Use the Browse function to attach your electronic file.

6. Once you have completed the form, click “Submit Renewal Report”. You have now requested to be renewed.



### IMPORTANT:

1. When you work with a web browser you have a certain amount of time to work before the session ends. If you do not complete the work you may lose everything and must start again. If you have a lot to type, you may wish to enter the information into a Word document and then copy and paste from that document into the SAR text boxes.
2. Or you may “Save as Draft” if it takes more than 20 minutes to complete the form. If you save as Draft, then you can “Edit Draft Renewal Request” from the Designee Profile screen. You have seven days to edit the request.

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## Status of the Renewal

The status of the Renewal is shown on the Profile Page.

Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
DARF-405686-NE	2/7/2006	Active	In Progress	Michelle L Oauthier-Cox	<a href="#">Request Designation Change</a>
DART-405686-GL	3/19/2005	Active	* (see below)	Michelle L Oauthier-Cox	<a href="#">Request Designation Change</a>
DERT-405686-CE	11/22/2006	Active	In Progress	Michelle L Oauthier-Cox	<a href="#">Request Renewal</a>
DERP-405686-NE	11/23/2006	Active	Renewable	Michelle L Oauthier-Cox	<a href="#">Request Designation Change</a>
DERY-405686-CE	3/6/2006	Active	Renewable	Michelle L Oauthier-Cox	<a href="#">Request Renewal</a> <a href="#">Request Designation Change</a>

Renewal Status	Meaning
Renewable	Available for renewal
* (see below)	Contact your Managing Office
In Progress	The Renewal Request has been submitted to the FAA.
In-Review	The FAA is currently reviewing your request.
Approved	Although this status may show on your screen it is advisable to wait until you receive your Certificate of Authority to know that your request has been Approved..
Denied	If you see this status on your screen you may wish to contact your Advisor if you have any questions.

## Using SAR to Change your Designee Profile

You can make changes to your Profile which will apply to all your designations. The information that can be changed includes:

- First Name
- Middle Name
- Last Name
- Prefix
- Suffix
- Email Address:

1. Go to the FAA Web site at: [https://av-apps.faa.gov/sar/sar02.nsf/f\\_login?openform](https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform)
2. Click “Login”. Login using your email address as your user-id and the password you previously created.
3. Click “Request Profile Change”.

4. Make the desired changes, and then click “Submit Profile Change Request.” You have now requested that your individual profile be changed. Once accepted by the advisor the information is updated within 24 hours.

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## Using SAR to Request a Designation Change

You can make changes to each designation that you hold. For example, if you hold a consultant DER authorization and a company DER authorization, you will have different addresses. The information that can be changed includes:

### Communication Information

- Business Phone
- Cellular Phone
- Business FAX
- Pager
- Notification Mode

### Address Information

- Current Physical Address Information
  - Street 1
  - Street 2
  - Street 3
  - Mail Stop
  - City
  - State
  - Zip Code
  - Country
- Current Mailing Address Information
  - Street 1
  - Street 2
  - Street 3
  - Mail Stop
  - City
  - State
  - Zip Code
  - Country

1. Go to the FAA Web site at:  
[https://av-apps.faa.gov/sar/sar02.nsf/f\\_login?openform](https://av-apps.faa.gov/sar/sar02.nsf/f_login?openform)
2. Click “Login”. Login using your email address as your user-id and the password you previously created.
3. Locate the Designation you wish to modify.
4. Click “Request Designation Change”.

The screenshot shows the FAA Designation Renewal System interface. At the top, it says "Federal Aviation Administration" and "Designation Renewal System". Below that, there's a "DESIGNEE PROFILE" section with fields for Prefix, Middle Name / Initial, Suffix, First Name, Last Name, and Email. Below the profile is a "Request Profile Change" section with a link to "ACIP". At the bottom, there's a table of designations with columns for Designations, Expiration Date, Designation Status, Renewal Status, Advisor, and Actions. A black arrow points to the "Request Designation Change" link in the Actions column for the DMIR-142003-NE designation.

Designations	Expiration Date	Designation Status	Renewal Status	Advisor	Actions
DABF-142003-NE	8/10/2007	Active	Renewable	Judy Brundage	Request Renewal Request Designation Change
DEBT-142003-CE	9/10/2007	Active	Renewable	Judy Brundage	Request Renewal Request Designation Change
DABT-142003-CL	5/10/2007	Active	Renewable	Judy Brundage	Request Renewal Request Designation Change
DERV-142003-CE	5/10/2007	Active	Renewable	Judy Brundage	Request Renewal Request Designation Change
DMIR-142003-NE	5/10/2007	Active	Renewable	Judy Brundage	Request Renewal Request Designation Change

5. Make the desired changes, and then click “Submit Designation Change Request”. You have now requested that this particular designation be changed. Once accepted by the advisor the information is updated within 24 hours.

The screenshot shows a form for designating a new address. It has fields for Mail Stop, City, State, Zip Code, and Country, with "New" versions of each field. A black arrow points to the "Submit Designation Change Request" button at the bottom. Below the form, there's a note: "Please note that your change request will not take effect until approved."

## Things to Consider While Using SAR

- Remember to be sure you enter your correct email address during your initial SAR registration.
- Remember to check your “Junk Mail” folder if you haven’t received a registration confirmation message from the SAR system.
- Remember to complete the form within twenty minutes or click “Save as Draft”.

## Help

If you need assistance using SAR, contact your FAA Advisor or established contact. If necessary, the FAA Advisor will contact local computer support to resolve the issue.