

## **How to Send Your Petition for Exemption or Rulemaking**

You can send your petition by Internet or in Writing:

### **By Internet**

Send your petition to the Federal Docket Management System (FDMS) electronically by accessing the public portal: [www.regulations.gov](http://www.regulations.gov).

#### **For a New Petition**

1. In the center of the homepage, locate the “Search for” field.
2. In the “Search for” field, enter the Shell Docket **FAA-2007-0001**.
3. Select “Search” or click your “Enter” button. Regulations.gov will display a Search Results page.
4. Select the “Comment Now” icon.
5. Under “No. 1 Enter Information” type your name and mailing address and, if you wish, other contact information such as a fax number, telephone number, or e-mail address (Note: Title 14 of the Code of Federal Regulations requires your name and address when submitting a petition).
6. In the required “No. 2 Type Comment” field, type or copy and paste your entire petition or type “petition for exemption/rulemaking” and add an attachment (Note: When an attachment is added, it will appear in bold below the “No. 3 Upload File” field. You can remove the document by clicking the red “X” beside the uploaded document).
7. Scroll to “Privacy Notice” and read the Privacy and Use Notice.
8. To preview your submission select “Preview Comment.” A separate browser window will display all the information you have entered thus far. When you are done, close the preview window by selecting close or clicking on the “X” at the top of the browser window.
9. If you approve, select “Submit” to send your petition. Once the confirmation page appears with your comment tracking number, print the page or record your comment tracking number to locate your petition after submission).

#### **For an Existing Petition**

1. In the center of the homepage, locate the “Search for” field.
2. In the “Search for” field, enter the Docket ID (FAA-XXXX-XXXX) associated with your petition.
3. Select “Search” or click your “Enter” button. Regulations.gov will display a Search Results page.
4. Select the “Comment Now” icon.
5. Under “No. 1 Enter Information” type your name and mailing address and, if you wish, other contact information such as a fax number, telephone number, or e-mail address (Note: Title 14 of the Code of Federal Regulations requires your name and address when submitting a petition).
6. In the required “No. 2 Type Comment” field, type or copy and paste your entire petition or type “petition for exemption/rulemaking” and add an attachment (Note: When an attachment is added, it will appear in bold below the “No. 3 Upload File” field. You can remove the document by clicking the red “X” beside the uploaded document).
7. Scroll to “Privacy Notice” and read the Privacy and Use Notice.
8. To preview your submission select “Preview Comment.” A separate browser window will display all the information you have entered thus far. When you are done, close the preview

window by selecting close or clicking on the “X” at the top of the browser window.

9. If you approve, select “Submit” to send your petition. Once the confirmation page appears with your comment tracking number, print the page or record your comment tracking number to locate your petition after submission).

**In Writing**

Send the original signed copy of your petition to:

Docket Management Facility US Department of Transportation 1200 New Jersey Avenue, SE West Building Ground Floor Room W12-140 Washington, DC 20590