



### WHEN

After the Applicant has completed the MyAccess account creation process if one does not already exist

### WHERE

External Portal login page  
[sas.faa.gov](https://sas.faa.gov)

### WHY

Submit intended operations to the FAA for certification

### WHO

New Applicants

## What is it?

### Preapplication Information

After completing the MyAccess process and selecting “I want to submit a Preapplication Information for a new certificate application” radio button, applicants must fill in their intended operations into the SAS Preapplication Information. Please refer to Q Card Q9-02 Sign up for SAS for MyAccess account information.

### FAA Form 8400-6, the Preapplication Statement of Intent (PASI)

Applicants must fill out FAA Form 8400-6. Use the information from FAA Form 8400-6 to enter Preapplication Information in the SAS External Portal. Upload a signed copy of FAA Form 8400-6 when submitting the Preapplication Information in the SAS External Portal.

### Disposition of Preapplication Information

Certification Services Oversight Process (CSOP) will begin when Preapplication Information is submitted. CSOP works simultaneously with the SAS initial certification process.



User Role	Preapplication Information
New Applicants	<ol style="list-style-type: none"><li>1. Select the radio button next to “<i>I want to submit a Preapplication Information for a new certificate application</i>”.</li><li>2. Select the Next button.</li></ol>



Federal Aviation  
Administration

Safety Assurance System (SAS)  
External Portal

To continue the process of registering for a SAS User ID, please provide the requested information.

Select a Submission Option

- I want to submit a Preapplication Information for a new certificate application
- My company's Preapplication Information has already been submitted
- My company already holds a certificate

1

2

Next



### User Role

### Preapplication Information

New Applicants

3. Fill in the **My Contact Information**.

**Note:** The local FSDO will need to be identified in order to complete this form. Select the proper FSDO from the available drop-down list. For assistance, select the  icon.

4. When finished, select the **Next** button.

To continue the process of registering for a SAS User ID, please provide the requested information.

#### My Contact Information

\* required field

* Company:	<input type="text" value="Test FAA Demo 05242016"/>
* FSDO:	<input type="text" value="SO11 - ATLANTA FSDO SO11 / ATL FSDO"/>
* First Name:	<input type="text" value="Jane"/>
Middle Initial:	<input type="text"/>
* Last Name:	<input type="text" value="Doe"/>
Title:	<input type="text"/>
* Address Line 1:	<input type="text" value="55 Broadway"/>
Address Line 2:	<input type="text"/>
* City:	<input type="text" value="Cambridge"/>
* State:	<input type="text" value="MA - MASSACHUSETTS"/>
* Zip Code:	<input type="text" value="02142"/>
* Country:	<input type="text" value="US - UNITED STATES"/>
* Phone:	<input type="text"/>
Email:	<input type="text"/>

3

Note



Reset

4

Next



User Role	Preapplication Information
New Applicants	5. Select from the <i>Type of Certificate Applied For</i> drop-down selection

### Preapplication Information

\* required field

\* Type of Certificate Applied For

- Part 91K - Fractional Ownership
- Part 121 - Domestic, Flag and Supplemental Operations
- Part 125 - Seating Capacity of 20 or more/Payload Capacity of 60K pounds or more
- Part 133 - Rotorcraft External-Load Operations
- Part 135 - Commuter and On Demand Operations
- Part 137 - Agricultural Aircraft Operations
- Part 141 - Pilot Schools

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Country:

2. Address of Principal Base where Operations will be Conducted

Check here if address is same as mailing address

5



User Role

Preapplication Information

New Applicants

6. Enter required information for the Applicant in **Section 1A**, indicated by the red asterisk \*, including 1) Name and Mailing Address of the Company, and 2) Address of Principal Base Where Operations will be Conducted.

### Preapplication Information

\* required field

\* Type of Certificate Applied For

Part 135 - Commuter and On Demand Operations

### Section 1A - To Be Completed By All Applicants

#### 1. Name and Mailing Address of the Company

\* Company Name: Rusty's Flying Services

\* Address Line 1: 123 Main Street

Address Line 2:

\* City: Fort Lauderdale

\* State: FL - FLORIDA

\* Zip Code:

\* Country: US - UNITED STATES

6

#### 2. Address of Principal Base where Operations will be Conducted

Check here if address is same as mailing address

Address Line 1: 123 Main Street

Address Line 2:

City: Fort Lauderdale

State: FL - FLORIDA



### User Role

### Preapplication Information

### New Applicants

7. Scroll to the bottom of the screen and enter the **Proposed Start-up Date**.
8. Optionally, enter **Requested Three-Letter Identifier in Order of Preference**.
9. Enter a minimum of First Name and Last Name for **Management Personnel**.
10. Select the **Next** button. **Previous** returns you to the previous screen. **Save Draft** allows information to be saved for completion later. **Reset** clears all data fields.

Zip Code: 33015  
Country: US - UNITED STATES

#### 3. Proposed Start-up Date

\* 06/15/2020

7

#### 4. Requested Three-Letter Identifier in Order of Preference

1. RUS 2. RUR 3. RRM

8

#### 5. Management Personnel

Position	First Name	Middle	Last Name	Title	Telephone	Email
* Director of Operations	Rusty		Rocket	Director of Operations	Phone	
* Chief Pilot	Charlie		Chowhound	Chief Pilot	Phone	
* Director of Maintenance	Dusty		Buckets	Director of Maintenance	Phone	

9

Add Position Delete Position

Reset

10

Save Draft Previous Next



User Role	Preapplication Information						
New Applicants	<p>11. Select the appropriate radio buttons based upon your CFR part:</p> <table border="0"> <tr> <td>(121) Complete Section 1B</td> <td>(141) Complete Section 1D</td> </tr> <tr> <td>(135) Complete Section 1B</td> <td>(142) Complete Section 1D</td> </tr> <tr> <td>(145) Complete Section 1C</td> <td>(147) Complete Section 1C</td> </tr> </table>	(121) Complete Section 1B	(141) Complete Section 1D	(135) Complete Section 1B	(142) Complete Section 1D	(145) Complete Section 1C	(147) Complete Section 1C
	(121) Complete Section 1B	(141) Complete Section 1D					
(135) Complete Section 1B	(142) Complete Section 1D						
(145) Complete Section 1C	(147) Complete Section 1C						
	<p>12. Select the <b>Next</b> button at the bottom right of the screen.</p> <p>Note: If working on CFR part 141, 142, 145, or 147, please skip to Step 13.</p>						

Preapplication Information

\* required field

Section 1B. To Be Completed By Air Operators (Part 135)

\* 6. Proposed Type of Operation

- Air Carrier Certificate
- Operating Certificate

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- Passengers and Cargo
- Cargo Only

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- Scheduled Operations
- Non Scheduled Operations

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- Single Pilot Operator
- Pilot-in-Command Operator
- Basic Part 135 Operator

11
12

Reset
Save Draft
Previous
Next



User Role	Preapplication Information
New Applicants	<p>13. Complete <b>Section 1C</b> or <b>Section 1D</b>, as appropriate.</p> <p>Note: The Make/Model/Series field is a type ahead field and does not allow free text entry. If completing Aircraft Data and your aircraft is not listed, contact your local FSDO for assistance. Please refer to FAQs on the SAS External Portal Information Guide.</p> <p>14. Select the <b>Next</b> button.</p>

13

Preapplication Information

\* Required field

Section 1D. To Be Completed By Air Operators

\* 8. Aircraft Data

Make/Model/Series	Number of Aircraft	Configuration	Seats	Payload (lbs)
CESSNA CE-210-T210L TURBOCENTURION	1	Pax/Cargo	4	2500

Add Row Delete Row

\* 9. Geographic Area of Intended Operations

48 contiguous United States, Canada, Mexico, Bahamas, Alaska

14

Reset

Save Draft Previous Next



User Role	Preapplication Information
New Applicants	<p>15. Optionally, enter additional comments in the <b>Description</b> box. If you entered an aircraft that you were unable to find in the database on the previous slide, please enter the correct Make/Model/Series in this box.</p> <p>16. Attach a signed copy of the Preapplication Statement of Intent (PASI) or Letter of Intent (LOI), as appropriate for the CFR Part, in Section 1E by selecting the <b>Attach Document</b> button.</p> <p>17. Enter your <b>Name</b> and <b>Title</b> in Section 1F.</p> <p>18. Select the <b>Submit</b> button.</p>

\* required field

\* Section 1E. Additional Information That Provides A Better Understanding Of Proposed Operation Or Business

Description

15

\* Attach required current and applicable FAA application form, or application letter for the associated CFR type

Attachments:

Sample Application.docx

16

\* Section 1F. The Statements And Information Contained In This Form Denote An Intent To Apply For FAA Certification

Date: 05/28/2020

\* Name:

\* Title:

17

18