

Federal Aviation Administration



Airworthiness Certification (AWC)

New Applicant Registration Guide

and

AWC Application Process Overview

Version 4.0

JAN 2024

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Introduction

The *Airworthiness Certification (AWC)* tool allows Applicants to create and submit applications for a U.S. Airworthiness Certificate online and, if desired, request a designee.

FAA *Advisory Circular (AC) 21-12, Application for U.S. Airworthiness Certificate, FAA Form 8130-6*, provides guidance and information needed to prepare and submit an application for U.S. Airworthiness Certificate. This application is required to obtain an airworthiness certificate or to amend a current certificate.

Once submitted, the AWC tool will generate an electronically signed *FAA Form 8130-6, Application for U.S. Airworthiness Certificate* and securely transmit the completed application and related documents to the selected FAA Office for processing.

Through the *AWC External Applicant Portal*, Applicants have the ability to create and submit Airworthiness applications for:

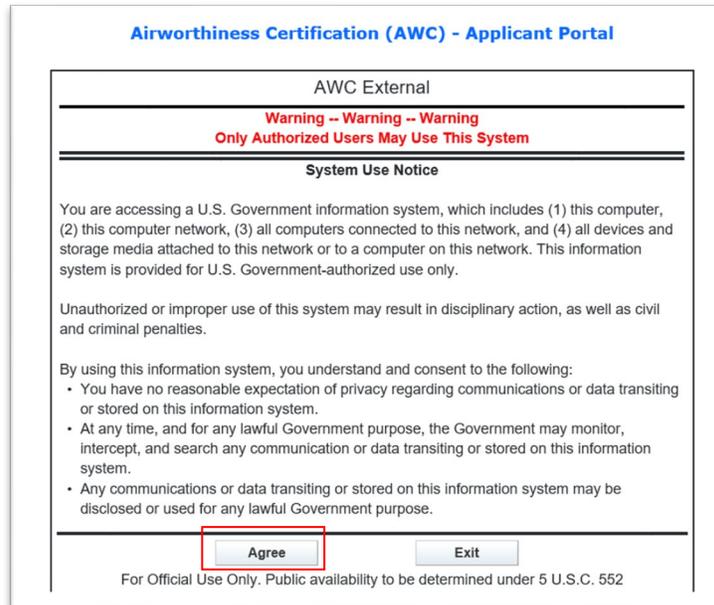
- Standard Certificates
- Special Certificates
- Special Flight Permits
- Special Flight Authorizations
- Amended Certificates
- Exchange Certificates
- Replacement Certificates
- Multiple Certificates

The AWC Application Process at a Glance

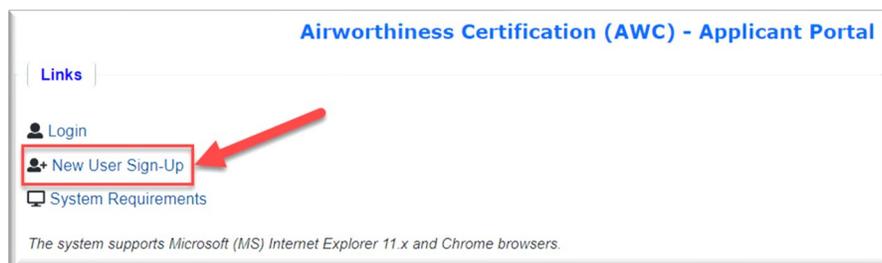
- Access the [AWC External Applicant Portal](#).
- Sign-up as a *New User* to create an account.
- Log on to the system using the credentials you created during the Sign-Up/Registration process.
- Create an application from your *MY AWC* dashboard.
- Upload required documents.
- Submit application to your local FAA office (CM Section/FSDO/CMO/IFO)
- After submission, you can log into AWC to check application status.
- You will receive email notifications as the application status changes.

Sign-Up/Register for an AWC Account

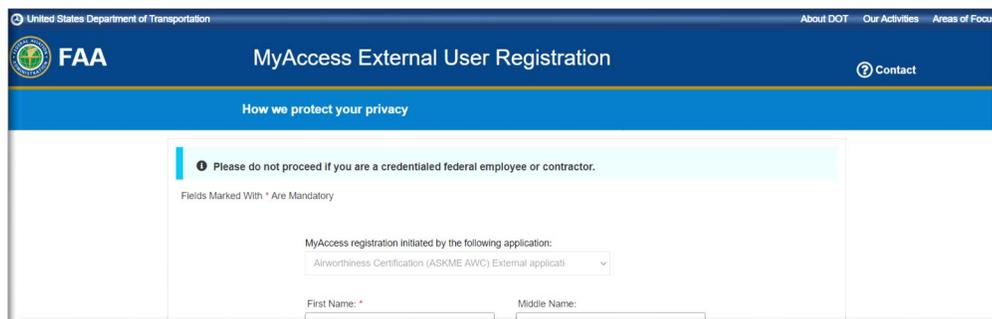
1. To gain access to the AWC Applicant Portal, register for a new account at the [AWC Applicant Portal](#). A **System Use Notice** will display. Click **Agree** to enter AWC.



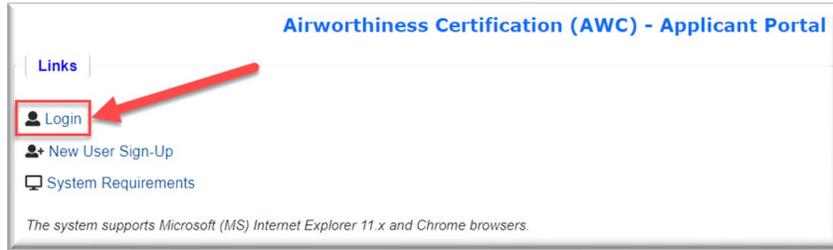
2. The **Login** page will display. Select **New User Sign-Up**.



3. The **MyAccess External User Registration** page appears. For assistance with the **MyAccess** process, please review the demonstration video at <https://youtu.be/4KTqNomv5eo> or contact the FAA MyIT Service Center by emailing helpdesk@FAA.gov or calling 1-844-322-6948.



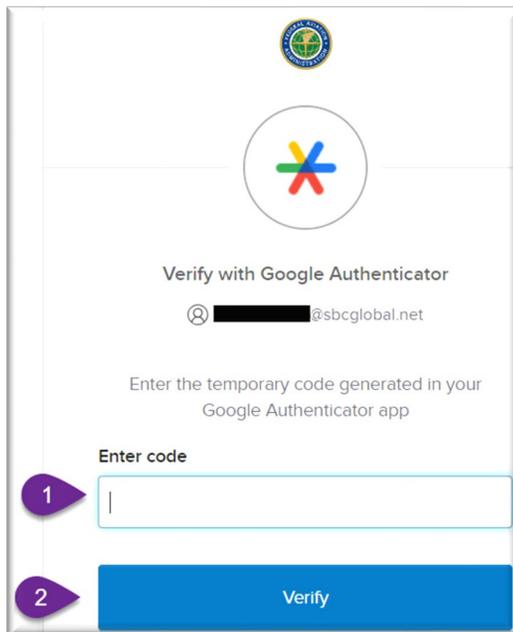
4. After your *MFA* is set-up, proceed to *AWC Applicant Portal* and click on *Login*.



5. The *Sign in Using MyAccess* screen appears. Enter your *Email Address* and then select *Next*.

6. The *Verify with your password* screen appears. Enter your *MFA Password* and then select *Verify*.

7. Verify using your chosen authenticator, in this example *Google Authenticator* is being used. Enter the code received via your authenticator and then select *Verify*.



8. The AWC Applicant Portal *New User Registration* screen appears. Complete required fields and then select *Submit User Registration*.

9. The Registration process is complete. The *AWC Dashboard* page now appears.

Your AWC Dashboard

After registering for the AWC Applicant Portal, the *AWC Dashboard* will display once the applicant logs into AWC. From here, you can create new and view previous applications.

- **To create a new application**, choose the certificate type from the *Create Application* options.
- **To view your previous applications**, select the certificate type from the *My Applications* options.

Notes for Create Application selections:

- Select *New Application* for a **Standard** or **Special** Airworthiness Certificate.
- Select *Replacement Certificate* when a certificate is lost, mutilated, no longer legible, contains inaccurate and/or erroneous information, or when the aircraft registration number has changed.
- Select *Amended Certificate* when there is:
 - o A change in the aircraft model specified on an airworthiness certificate.
 - o An alteration to the aircraft that changes the category of the aircraft specified in block 4 of the standard airworthiness certificate.
 - o A change in the operating limitations for an aircraft with a special airworthiness certificate.

United States Department of Transportation
Federal Aviation Administration

Sample External Applicant Dashboard

Help | User Guide | References | Signout

Built-in Help tools

Ann Taylor

Airworthiness Certification (AWC) - Applicant Portal

My AWC Search Reports My Profile

CREATE APPLICATION	MY APPLICATIONS	
▶ New Application	▶ New Applications	2
▶ Replacement Certificate	▶ Replacement Certificates	0
▶ Amended Certificate	▶ Amended Certificates	0
▶ Exchange Certificate	▶ Exchange Certificates	0
▶ Special Flight Permit	▶ Special Flight Permits	3
▶ Special Flight Authorization - New	▶ Special Flight Authorizations	0
▶ SFA-Update Blanket Authorization	▶ SFA-Update Blanket Authorizations	0
▶ Multiple Certificates	▶ Multiple Certificates	0
	▶ Completed Applications	0

+ Announcements (0)

+ My Applications (5)

Applicant Application Process Overview

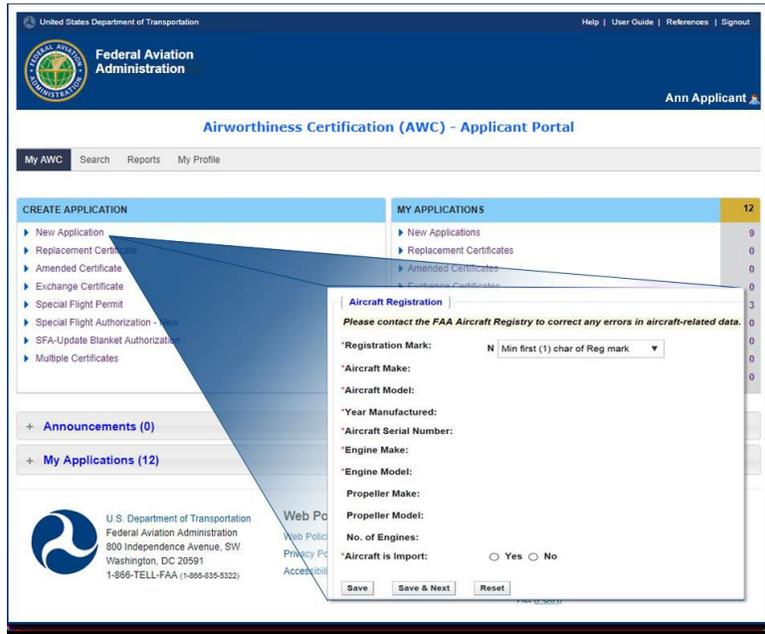
NOTE: This general overview does not address every application type. The user guide for the AWC Applicant Portal contains the essential information required for Applicant users to perform all functions within AWC. At the top right of each page embedded in the standard FAA header is the link to the user guide.



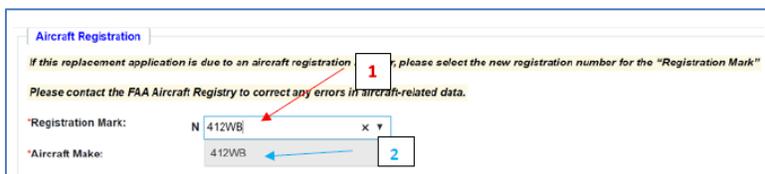
1. INITIATING THE APPLICATION

Applicant selects the *New Application* link to create an application for their aircraft and then enters the aircraft by entering the *N-number* and other required information in the *Aircraft Registration* section.

Note: Most of the Aircraft Registration information will be auto-populated from the FAA Registry database.



NOTE for Registration Mark: When you type the aircraft N-Number in the **Registration Mark** box (1) ensure you select the aircraft registration number from the gray shaded area (2) of dropdown list below.



2. AIRCRAFT INFO TAB

After the *Aircraft Registration* section is completed, the Applicant updates the *Aircraft Location* section to complete the *Aircraft Info* tab.

Application Type: New Application	N-Number: [REDACTED]	Owner: [REDACTED]
Make & Model: [REDACTED]	Status/State: Open	Application#: 08282019-14
Certification Type: N/A	Application Date: 08/28/2019	Created By: Ann Applicant
Created Date: 08/28/2019	Last Updated By: N/A	Last Updated: N/A

✓ Aircraft Info ✓ Aircraft Registration ✓ Aircraft Location	> Certification Request ✗ Certification Request ✓ Owner's Information	! Certification Basis ✗ Certification Basis ✗ Aircraft Operation ✗ Owner's Certification	! Documents Documents ✗ Designee	! Review/Submit ✗ Review Change Status
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Aircraft Location

Facility Name: [REDACTED]

Nearest Airport Name: [REDACTED]

*Address(1): [REDACTED]

Address(2): [REDACTED]

*City: [REDACTED]

*State: [REDACTED]

*Zip Code: [REDACTED] - [REDACTED]

*Country: United States

Facility POC: Ann

POC Phone Number: [REDACTED] ext [REDACTED]

Directions: N/A

NOTE: The Aircraft Info, Certification Request, Certification Basis, Documents, and Review/Submit tabs are color-coded indicating whether the pages under that tab are complete (green), in progress (yellow) or not yet started (red). Those pages with required fields are marked with icons indicating completed (green ✓), in progress (yellow !), or not yet started (red ✗).

3. CERTIFICATION REQUEST TAB

In this example, the Applicant is requesting a *Special Airworthiness Certificate (Experimental, Amateur Built)* in the **Certificate Requested** section of the **Certification Request** tab.

Note: The Owner's Information is auto-populated from the FAA Registry database and displayed in read-only format.

✓ Aircraft Info	✓ Certification Request	! Certification Basis	! Documents	! Review/Submit
✓ Aircraft Registration ✓ Aircraft Location	✓ Certification Request ✓ Owner's Information	✗ Certification Basis ✗ Aircraft Operation ✗ Owner's Certification	Documents ✗ Designee	✗ Review Change Status

Certificate Requested

*Certificate Type:

*Special Certificate:

*Experimental:

4. CERTIFICATION BASIS TAB

Applicant enters the necessary information regarding the ***Certification Basis, Aircraft Operation, and Owner's Certification.***

Note: Reference AC 21-12, Application for U.S. Airworthiness Certificate for guidance and [Dynamic Regulatory System \(DRS\)](#) to search for TCDS/AD Biweekly/STC information.

✓ Aircraft Info ✓ Aircraft Registration ✓ Aircraft Location	✓ Certification Request ✓ Certification Request ✓ Owner's Information	✓ Certification Basis ✓ Certification Basis ✓ Aircraft Operation ✓ Owner's Certification	! Documents Documents ✗ Designee	! Review/Submit ✗ Review Change Status
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Certification Basis

*Aircraft Certification Basis:

All applicable ADs are complied with: Yes No

*Latest AD biweekly supplement No:

Applicable STCs:

STC Number:

A document that lists the Number and Title of the STC's applicable to the aircraft may be uploaded instead of listing each STC

Not Applicable:

5. DOCUMENTS TAB-Uploading Documents

Applicant uploads the necessary documentation in the **Documents** page by selecting the **Document Type** drop-down menu and adds these documents by using the **Add Files** button.

✓ Aircraft Info	✓ Certification Request	✓ Certification Basis	! Documents	! Review/Submit
<ul style="list-style-type: none"> ✓ Aircraft Registration ✓ Aircraft Location 	<ul style="list-style-type: none"> ✓ Certification Request ✓ Owner's Information 	<ul style="list-style-type: none"> ✓ Certification Basis ✓ Aircraft Operation ✓ Owner's Certification 	<ul style="list-style-type: none"> Documents ✗ Designee 	<ul style="list-style-type: none"> ✗ Review Change Status

Project Documents

Please consult 8130.2 to confirm which documents are required for this application type.

*Document Type:

[Export To Excel](#) [Export to PDF](#)

Drag a column header and drop it here to group by that column

Document Type	Attachment	Action
FAA Form 8000-38, Fabrication/Assembly Operation Checklist		
FAA Form 8130-12, Eligibility Statement, Amateur Built Aircraft		
Maintenance records, historical records, repairs, and alterations		
Aircraft builder's log or equivalent		
Documentation of completed in-process and pre cover inspections		
D. Current weight and balance information available in aircraft		
Applicant's program letter		
AC Form 8050-3, Certificate of Aircraft Registration		

Page 1 of 1 10 items per page 1 - 8 of 8 items

6. DOCUMENTS TAB- Requesting A Designee

Applicants can request a specific designee to conduct the airworthiness certification in the *Designee* page. When requesting a designee, the designee selected will be considered by the FAA or they may assign the application to another Designee or an FAA Aviation Safety Inspector.

✓ Aircraft Info	✓ Certification Request	✓ Certification Basis	✓ Documents	! Review/Submit
✓ Aircraft Registration ✓ Aircraft Location	✓ Certification Request ✓ Owner's Information	✓ Certification Basis ✓ Aircraft Operation ✓ Owner's Certification	Documents ✓ Designee	✗ Review Change Status

[Designee](#)

[Export To Excel](#) [Export to PDF](#)

Drag a column header and drop it here to group by that column

Full Name	Designee Number	Designee Type	Status	Action
Jerry Designee	123456789	DAR-T	Selected	

Page 1 of 1 10 items per page 1 - 1 of 1 items

*Are you requesting a designee? Yes No

Note: This is a request and will be taken under consideration by the FAA. Circumstances may require the FAA to assign your application to another Designee or an FAA ASI.

7. REVIEW/SUBMIT TAB

In the **Review page**, the Applicant reviews all completed sections of the application and completes the **Office Information** section by selecting the appropriate FAA Office and checking the “*reviewed & ready to submit*” box. Once you click on **Submit Application** button, a completed/digitally signed **FAA Form 8130-6, Application for U.S. Airworthiness Certificate** and all related documents are securely transmitted to the selected FAA Office for further processing.

✓ Aircraft Info	✓ Certification Request	✓ Certification Basis	✓ Documents	✓ Review/Submit
✓ Aircraft Registration ✓ Aircraft Location	✓ Certification Request ✓ Owner's Information	✓ Certification Basis ✓ Aircraft Operation ✓ Owner's Certification	Documents ✓ Designee	✓ Review Change Status

Expand All

- + Aircraft Registration
- + Aircraft Location
- + Certificate Requested
- + Owner's Information
- + Certification Basis
- + Aircraft Operation and Maintenance Records
- + Owner's Certification
- + Documents
- + Designee
- + FAA Form 8130-6, Application for U.S. Airworthiness Certification

Office Information

*Select FAA Office: FSDO Office [Look Up Office Information](#)

*State: Kansas

*FSDO Office: Wichita

I have reviewed all the information in this application and am ready to submit.

Submit Application

Help Tools

Any time during the application process, you can access help tools from the upper right corner of the screen. Choose **Help** for page-specific help, **User Guide** for the complete AWC User Guide, or **References** for links to helpful FAA information and documentation.



On the *My AWC* home page, under the **Announcements** section, there is a **portfolio PDF that contains Job Aids**. These aids are not directive in nature, but refer to process requirements described in the AWC Applicant User Guide. They are intended to assist with the use & functionality of AWC.

Airworthiness Certification (AWC) - Applicant Portal

My AWC Search Reports My Profile

CREATE APPLICATION	MY APPLICATIONS	
<ul style="list-style-type: none">▶ Replacement Certificate▶ New Application▶ Amended Certificate▶ Exchange Certificate▶ Special Flight Permit▶ Special Flight Authorization - New▶ SFA-Update Blanket Authorization▶ Multiple Certificates	<ul style="list-style-type: none">▶ New Applications▶ Replacement Certificates▶ Amended Certificates▶ Exchange Certificates▶ Special Flight Permits▶ Special Flight Authorizations▶ SFA-Update Blanket Authorizations▶ Multiple Certificates▶ Other Applications▶ Completed Applications	<ul style="list-style-type: none">0000000000

Announcements (4)

Guidance on signature requirement in Section IV of FAA Form 8130-6, Inspection Agency Verification of the Application for U.S. Airworthiness Certificate.

Advisory Circular (AC) 21-12C, Application for U.S. Airworthiness Certificate, FAA Form 8130-6, contains the guidance on how to complete Section IV, Inspection Agency Verification, of FAA Form 8130-6, the Application for U.S. Airworthiness Certificate. Currently, AWC does not allow for the responsible person at the inspection agency to electronically sign Section IV of FAA Form 8130-6. The attached Policy Memorandum, AIR600-22-630-DM07 dated April 27, 2022, grants relief from the signature requirement in Section IV of FAA Form 8130-6. In lieu of the signature in Section IV of FAA Form 8130-6, this Policy Memorandum gives guidance on how to record the signature of the responsible person at the inspection agency in the aircraft records.

[AIR600-FY22-630-DM07_27APR2022.pdf](#)

Applicant User Job Aids

These Job Aids are not directive in nature, but refer to process requirements described in the AWC User Guides. They are intended to assist with the use & functionality of AWC. However, future changes to AWC may diminish its accuracy. If that occurs, please notify the AWC Support Team at 9-avs-awc-notifications@faa.gov, and describe the inaccuracy encountered. We are always grateful for your feedback. -AWC Support Team

[_Applicant Job Aids_03JUN2022.pdf](#)

If you have any AWC process issues/questions, select the **Contact AWC** email link at the bottom of the page. When emailing, please be specific (e.g., Application number, Registration number, etc.) as to the issue you are experiencing. Be sure to include screenshots, when appropriate.

	U.S. Department of Transportation Federal Aviation Administration 800 Independence Avenue, SW Washington, DC 20591 1-866-TELL-FAA (1-866-835-5322)	Web Policies Web Policies & Notices Privacy Policy Accessibility	Government Sites USA.gov Plainlanguage.gov Regulations.gov Data.gov	Contact Us Contact AWC  Contact FAA	Updated: 10/14/2020 Version: 1.6.0.0
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