



U.S. Department
of Transportation
Federal Aviation
Administration



CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

Company Accounts User Guide Book

Version 1.3

October 2023

Revisions

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Check the revisions on this page to verify that this is the correct version before use.

Version 1.3 October 2023

Rev.	Date	Reason/Description For Changes	Revised By	Sections Affected
1	Jan 25, 2023	Corrected screengrabs	ISDJ	05 Manage Aircraft Registration (p 54)
2	Mar 6, 2023	+3 new sections: 09 Register Light Sport, 10 Register Amateur Built, 11 Register Unmanned Aircraft System (UAS) Various layout, grammar, and design changes	CARES ISD Team	Sec. 09, 10, 11 All
3	June 21, 2023	+3 new sections: 12 Create Company Account: Corporation, 13 Create Company Account: LLC, 14 Register Company Aircraft	CARES ISD Team	Sec. 12, 13, 14
4	Aug 14, 2023	Revised Reset Password steps, added Unlock Account process	CARES ISD Team	Sec. 3
5	Sep 29, 2023	Revised Company Account (Corporation/ LLC) sections	CARES ISD Team	Sec. 11, 12
6	October 27, 2023	Divided Company Accounts guides and Individual guides into 2 separate documents	ISD Team	All



Contents

Select a topic below to navigate to the step-by-step instructions:

01 Create CARES Company Account: Corporation

This user guide will show you how to create a company account in CARES using a Corporation Profile

02 Create CARES Company Account: LLC

This user guide will show you how to create a company account in CARES using a Limited Liability Corporation (LLC) Profile

03 Register Company Aircraft

This guide covers the steps a user will take to register an aircraft under a Company Account in CARES

Appendix

1 Aircraft Registration Documents Table

This guide explains the documents and forms required for aircraft registration in CARES or at [FAA Registry Services](#)



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01

Create Company Account - Corporation



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[<Back to Contents](#)

Sign into CARES

To get started:

- a Navigate to the CARES home page at <https://CARES.FAA.GOV/>
- b Sign in with your Registered Public User Account
- c Accept the Terms of Service:

The screenshot shows the CARES website home page. Callout 'a' points to the browser address bar with the URL <https://CARES.FAA.GOV/>. Callout 'b' points to the 'Sign In / Register' button in the top right navigation bar. The page features the FAA logo, the title 'Civil Aviation Registry Electronic Services (CARES)', and a main heading 'YOU CAN HAVE THE FAA REGISTRY AT YOUR FINGERTIPS'. Below this is a paragraph about the CARES system. On the right, there is a section titled 'HOW CAN WE HELP YOU TODAY?' with links for 'AIRCRAFT SERVICES' (REGISTER, UPDATE OR MANAGE AIRCRAFT RECORDS) and 'AIRMAN SERVICES' (REGISTER, UPDATE OR MANAGE AIRMEN INFORMATION).

TERMS OF SERVICE

You are accessing a U.S. Government-authorized information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, (4) all devices and storage media attached to this network or to a computer on this network, and (5) all cloud services and hosting environments supporting this information system. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By logging in and using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
- At any time, and for any lawful government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.

Callout 'c' points to the 'I AGREE' button.

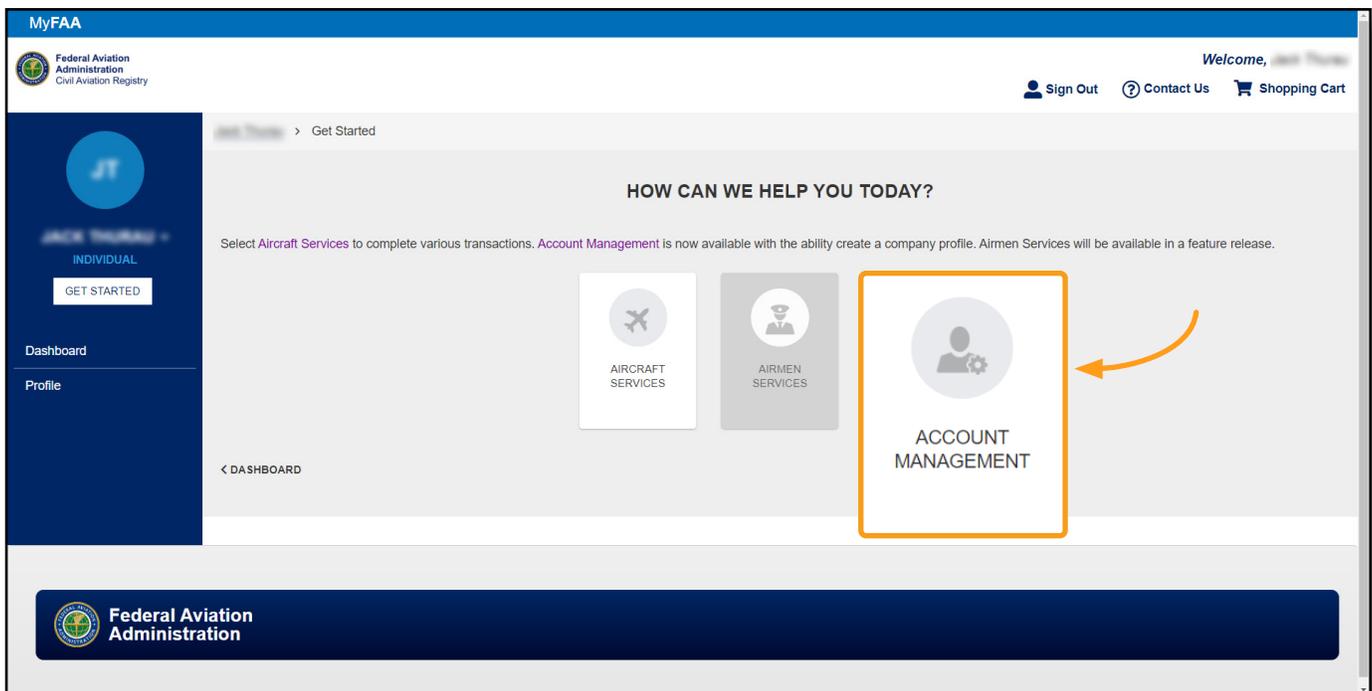
I AGREE I DISAGREE



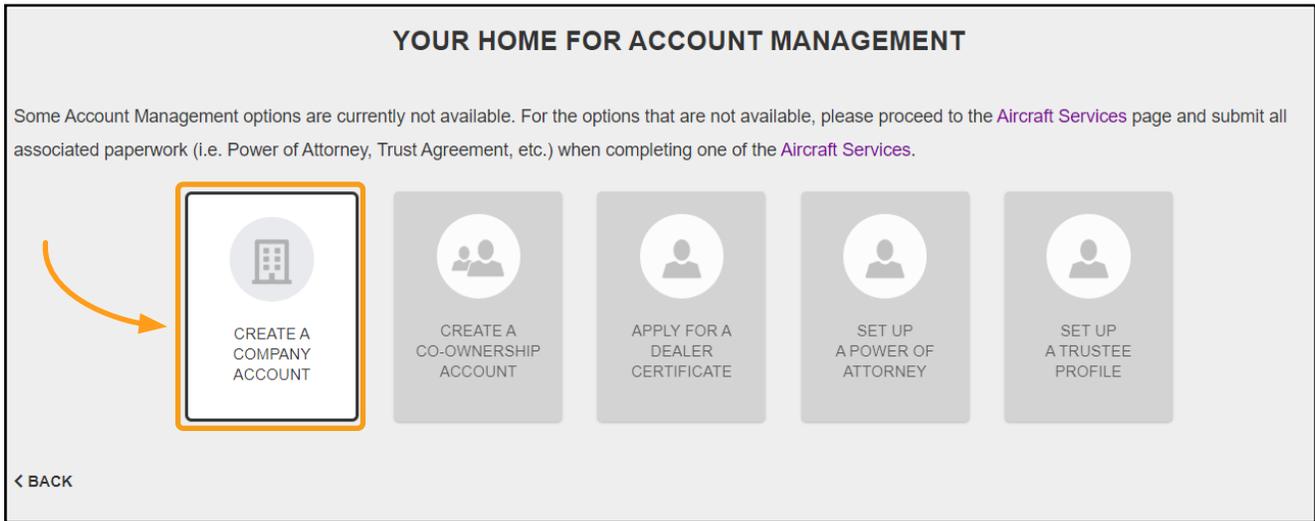
Create a Basic Corporation Account

CARES allows users to create and customize a company profile according to business needs and in accordance with FAA regulations. This guide provides instruction on how to Create a Corporation Company Account.

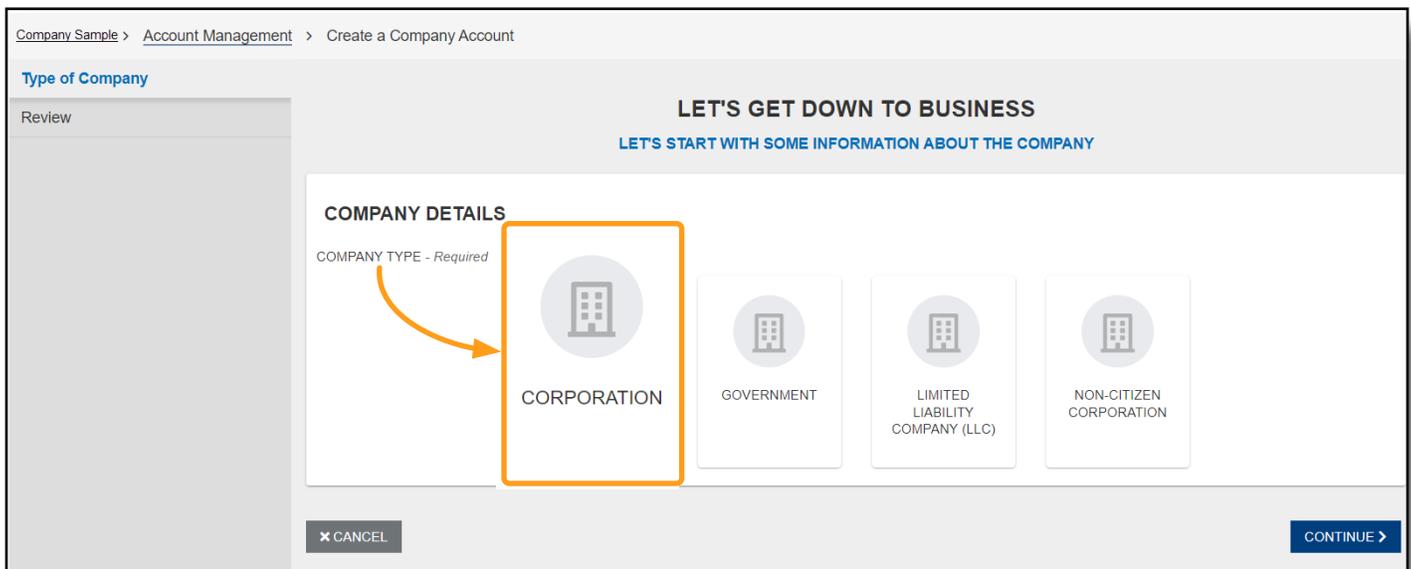
- 1 On the Get Started page, select the **Account Management** option:



2 On the Account Management home screen, select the **CREATE A COMPANY ACCOUNT** option:



3 On the Type of Company page, select **CORPORATION** :



4 More information will appear. Enter the following information into the required fields:

a Type the Company Name

b Type the Company's **Physical/Residential Address** and **Mailing Address** in the fields below. If they are the same, once the Physical/Residential Address is complete, select the **SAME AS PHYSICAL ADDRESS** button and the address will copy over

COMPANY NAME - Required
Sample Corporation

PHYSICAL / RESIDENTIAL ADDRESS

COUNTRY - Required
United States of America (the)

ADDRESS LINE 1 - Required
123 S Main St
Street Address, Rural Route

ADDRESS LINE 2
Apartment, suite, unit, building, floor, etc.

CITY - Required
Los Angeles

STATE - Required
CA
Two-Character State Code

ZIP / POSTAL CODE - Required
90012-3701

COUNTY
Los Angeles

MAILING ADDRESS

COUNTRY - Required
United States of America (the)

ADDRESS LINE 1 - Required
123 S Main St
Street Address, Rural Route

ADDRESS LINE 2
Apartment, suite, unit, building, floor, etc.

CITY - Required
Los Angeles

STATE - Required
CA
Two-Character State Code

ZIP / POSTAL CODE - Required
90012-3701

COUNTY
Los Angeles

SAME AS PHYSICAL ADDRESS

- In most cases, an **ADDRESS VERIFICATION** popup will appear, indicating CARES has found a more accurate version of your address. Select **Use My Address** if you would like to use the address you have inputted, or select **Use Suggested Address** if you would like to use the Suggested Address:

Address Verification

We believe we've found a more accurate version of your address.
For the most accurate profile information, please confirm the one that you would like to use.

You Entered	Suggested Address
123 S Main St Los Angeles, CA United States of America (the)	123 S Main St Los Angeles, CA 90012-3701 United States of America (the)

USE MY ADDRESS USE SUGGESTED ADDRESS



- 5 Next, type the **Contact Information** for the Company, keeping in mind this does NOT have to match any member's email address. The company email address will be used to communicate the status of all submitted applications. Select the **CONTINUE** button:

CONTACT INFORMATION

EMAIL ADDRESS - Required: SampleCompany@gmail.com

PHONE - Required: +1 800 555 5555
Format: +1 555 555 5555

- 6 On the Review screen, review your entries for Company Details, Addresses, and Contact Information. If you need to make changes, select the **BACK** button. When you're ready, select the **SUBMIT** button:

ALMOST DONE.
TAKE A MINUTE TO REVIEW YOUR SUBMISSION.

NOTE
A warning message will appear if information matching what is already in CARES is inputted. If you choose to proceed, this Company Profile will be created with a Unique Company ID.

COMPANY DETAILS

COMPANY NAME Sample Corporation	COMPANY TYPE Corporation
------------------------------------	-----------------------------

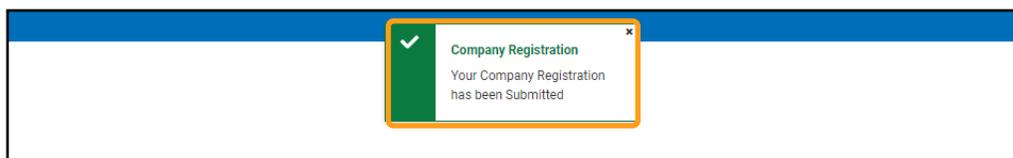
ADDRESSES

PHYSICAL ADDRESS 123 S Main St Los Angeles, CA 90012-3701 Los Angeles United States of America (the)	MAILING ADDRESS 123 S Main St Los Angeles, CA 90012-3701 Los Angeles United States of America (the)
--	---

CONTACT INFORMATION

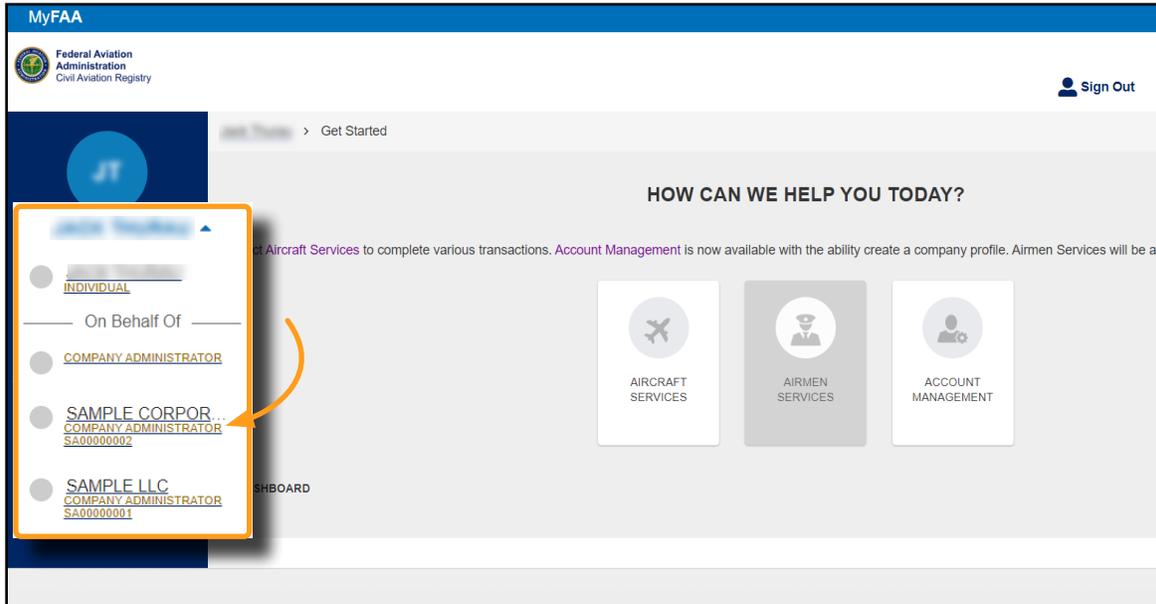
EMAIL ADDRESS SampleCompany@gmail.com	PHONE +1 516 555 5555
--	--------------------------

- 7 A success message appears, indicating your company profile has been created. You will receive an email confirming company creation to the email address provided in **CONTACT INFORMATION** on the previous screens.

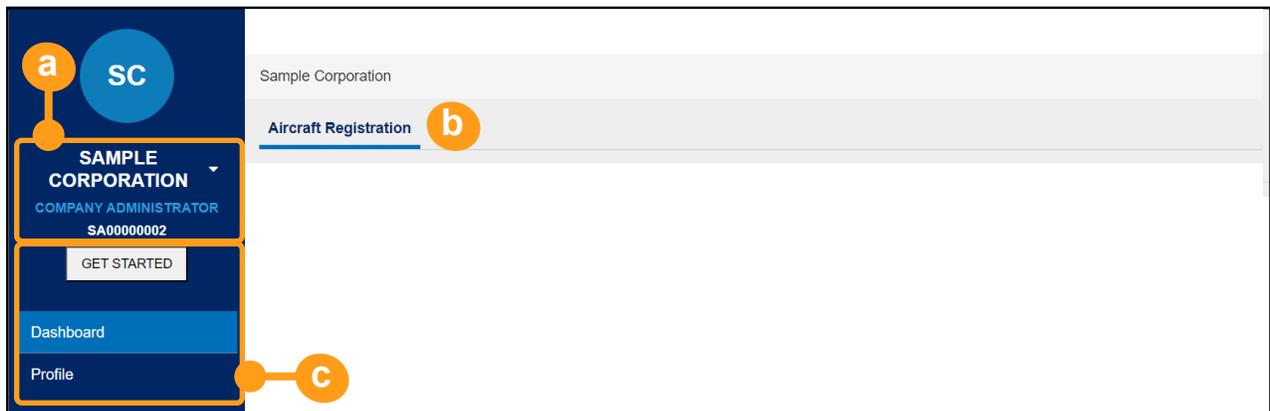


Access your Account

- 1 On the Get Started page, select the dropdown to the right of your Individual Account name and select the Company Name you just created:



- 2 On your **Company Dashboard** you will see:
 - a Your Company Name and Unique Company ID
 - b The **Aircraft Registration** section (this will be blank until you begin that process)
 - c Company menu options on the left



If you are not an aircraft owner, you may leave your company account as a Basic Company Account. You will have access to the following services in CARES:

Sample Corporation > Aircraft Services

YOUR HOME FOR AIRCRAFT SERVICES

i Some Aircraft Services require a complete Company Profile. Please proceed to the [Company Profile](#) page and complete the information for each section to use these services.

 REGISTER AN AIRCRAFT	 FIND / RESERVE AN N-NUMBER	 SEARCH AIRCRAFT REGISTRATION DATABASE	 REGISTERED AIRCRAFT SERVICES	 N-NUMBER RELATED SERVICES	 REQUEST AIRCRAFT RECORDS
 REQUEST AN IR AUTHORIZATION CODE	 FILE A SECURITY/LEASE AGREEMENT DOCUMENT	 FILE A LIEN AGAINST AN AIRCRAFT	 FILE A RELEASE OF A SECURITY DOCUMENT	 FILE A TERMINATION ON A LEASE DOCUMENT	 SUBMIT OTHER AIRCRAFT DOCUMENTS

[← BACK](#)



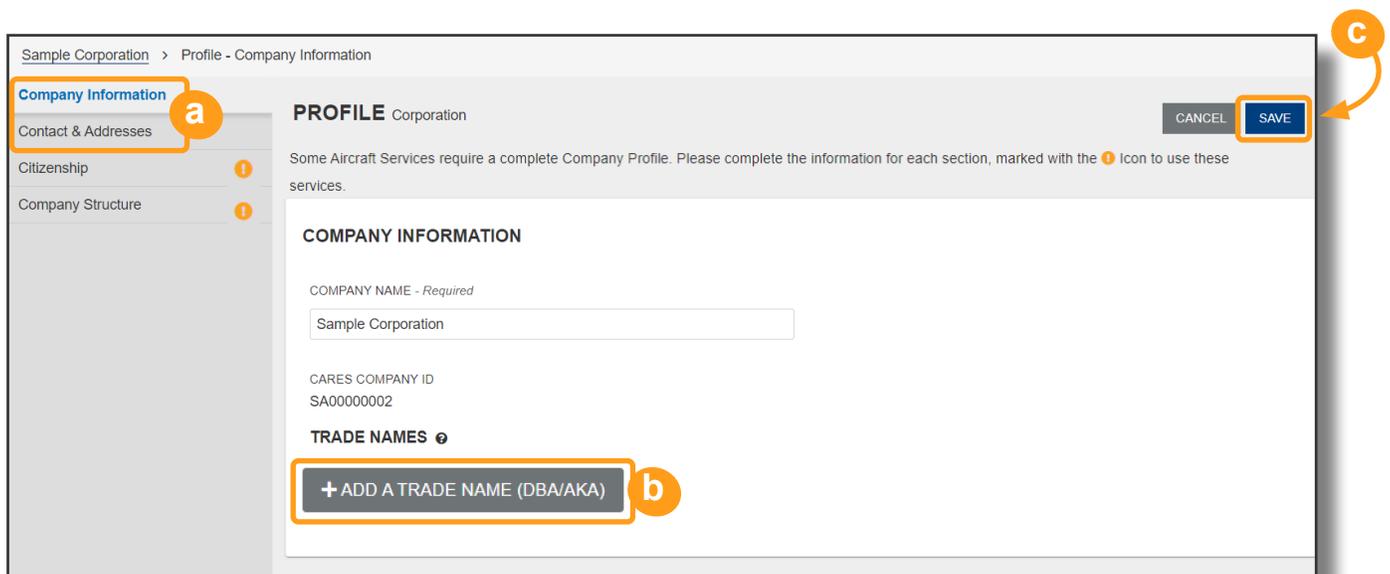
Complete Your Company Profile

- 1 To complete your Company Profile, select **Profile** under your Company Name:



- 2 The Company Profile page appears:

- a Select the **Company Information** or **Contact & Addresses** tab to make changes
- b If applicable, **Trade Names** may be added here.
- c If any changes are made, be sure to select the **Save** button:



US Citizenship Eligibility

- 1 To attest to whether or not your company meets United States Citizen eligibility:
 - a Select the **Citizenship** tab
 - b Choose **Yes** from the dropdown. Choosing **No** will keep your profile as Basic, restricting some Aircraft Services
 - c Select the **SAVE** button to save your changes

The screenshot shows the 'PROFILE Corporation' page for 'Sample Corporation' in the 'Citizenship' tab. The left sidebar contains 'Company Information', 'Contact & Addresses', 'Citizenship', and 'Company Structure'. The main content area is titled 'CITIZENSHIP INFORMATION' and includes the question 'DOES YOUR CORPORATION MEET THE UNITED STATES CITIZEN ELIGIBILITY?'. A dropdown menu is open, showing 'Yes' and 'No' options. A 'SAVE' button is highlighted in the top right corner. Callout 'a' points to the 'Citizenship' tab, 'b' points to the 'Yes' option in the dropdown, and 'c' points to the 'SAVE' button.



Add Signatories to Company Profile

1 To add signatories to your company:

a Select the **Company Structure** tab

b Select **+ ADD A SIGNATORY**

c Add A Signatory details will appear. Enter the required information

(optional) d If you would like to add yourself as a signatory of the company, select **+I AM A SIGNATORY** and your information will populate. Select your appropriate **TITLE** from the dropdown

e To save your changes, select the **Save** button

The screenshot shows the 'Profile - Company Structure' page for 'Sample Corporation'. The 'Company Structure' tab is selected, indicated by callout 'a'. Below the tab, the 'SIGNATORIES' section is empty, with a callout 'b' pointing to the '+ ADD A SIGNATORY' button. Callout 'c' points to the 'ADD A SIGNATORY' form, which contains fields for First Name (Harry), Last Name (Potter), Email Address (SampleCompany@gmail.com), Status of this Signatory (Active), Middle Name, Suffix (None), and Title (Manager). Callout 'd' points to the '+ I AM A SIGNATORY' button. Callout 'e' points to the 'SAVE' button in the top right corner. A 'NOTE' box on the right states: 'Any added member will receive an email with a link to create their own CARES Registered Public User Account.'



Now that your Company Profile is completed, you will have full access to all Aircraft Services:

The screenshot shows a web dashboard for 'Sample Corporation' under the 'Aircraft Services' section. The left sidebar contains the company logo 'SC', the name 'SAMPLE CORPORATION', the role 'COMPANY ADMINISTRATOR', and the ID 'SA00000002'. A 'GET STARTED' button is highlighted with an orange border. Below the sidebar are links for 'Dashboard' and 'Profile'. The main content area is titled 'YOUR HOME FOR AIRCRAFT SERVICES' and features a grid of 12 service tiles, each with an icon and a title. The tiles are: 'REGISTER AN AIRCRAFT', 'FIND / RESERVE AN N-NUMBER', 'SEARCH AIRCRAFT REGISTRATION DATABASE', 'REGISTERED AIRCRAFT SERVICES', 'N-NUMBER RELATED SERVICES', 'REQUEST AIRCRAFT RECORDS', 'REQUEST AN IR AUTHORIZATION CODE', 'FILE A SECURITY/LEASE AGREEMENT DOCUMENT', 'FILE A LIEN AGAINST AN AIRCRAFT', 'FILE A RELEASE OF A SECURITY DOCUMENT', 'FILE A TERMINATION ON A LEASE DOCUMENT', and 'SUBMIT OTHER AIRCRAFT DOCUMENTS'. A '< BACK' link is located at the bottom left of the main content area.



02

Create Company Account - LLC



Sign into CARES

To get started:

- a Navigate to the CARES home page at <https://CARES.FAA.GOV/>
- b Sign in with your Registered Public User Account
- c Accept the Terms of Service:

The screenshot shows the CARES website home page. Callout 'a' points to the browser address bar showing the URL <https://CARES.FAA.GOV/>. Callout 'b' points to the 'Sign In / Register' button in the top right corner. The page header includes the FAA logo and the text 'Civil Aviation Registry Electronic Services (CARES)'. The main content area features a large heading 'YOU CAN HAVE THE FAA REGISTRY AT YOUR FINGERTIPS' and a sub-heading 'HOW CAN WE HELP YOU TODAY?'. Below the sub-heading are two sections: 'AIRCRAFT SERVICES' with options 'REGISTER, UPDATE OR MANAGE AIRCRAFT RECORDS' and 'SIGN IN / REGISTER >', and 'AIRMEN SERVICES' with options 'REGISTER, UPDATE OR MANAGE AIRMEN INFORMATION' and 'VISIT IACRA >'.

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- At any time, and for any lawful government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.



I AGREE

I DISAGREE



Create a Company Account - LLC

Create an LLC Account

CARES allows users to create and customize a company profile according to their business' needs, and in accordance with FAA regulations. This guide provides instruction on how to Create a Limited Liability Company (LLC) Account.

1 On your user dashboard, select the **GET STARTED** button:

The screenshot shows the MyFAA user dashboard. On the left sidebar, the 'GET STARTED' button is highlighted with a yellow box. The main content area shows 'INVITATIONS' and 'APPLICATIONS IN PROGRESS' with a table of processes. A 'NOTE' box on the right states: 'If you have no pending actions when you sign into CARES, you will bypass your User Dashboard and the CARES Registry Service options will appear.'

PROCESS	DATE STARTED	PERCENTAGE COMPLETE
Company Registration -- Corporation - Sample Company	Oct 27, 2022	<div style="width: 50%;"></div>

2 Next, select the **Account Management** option:

The screenshot shows the MyFAA user dashboard with the 'ACCOUNT MANAGEMENT' option highlighted in a yellow box. The main content area features a 'HOW CAN WE HELP YOU TODAY?' section with instructions on creating a company account and profile. The 'ACCOUNT MANAGEMENT' option is highlighted in a yellow box.

HOW CAN WE HELP YOU TODAY?

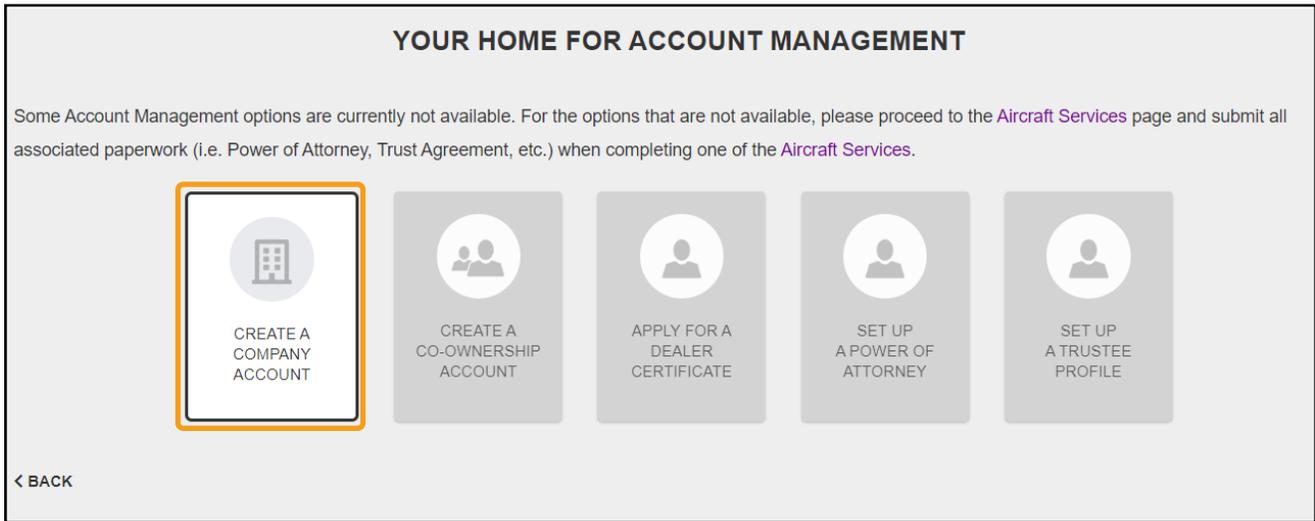
If you represent a Corporation and/or a Limited Liability Company, please create a [Company Account](#) and Company Profile using the [Account Management](#) option in addition to your individual user account. Once you are done, you may proceed to [Aircraft Services](#) to complete various transactions.

Other business types are not available at this time. Please proceed to [Aircraft Services](#) to complete all of your transactions.

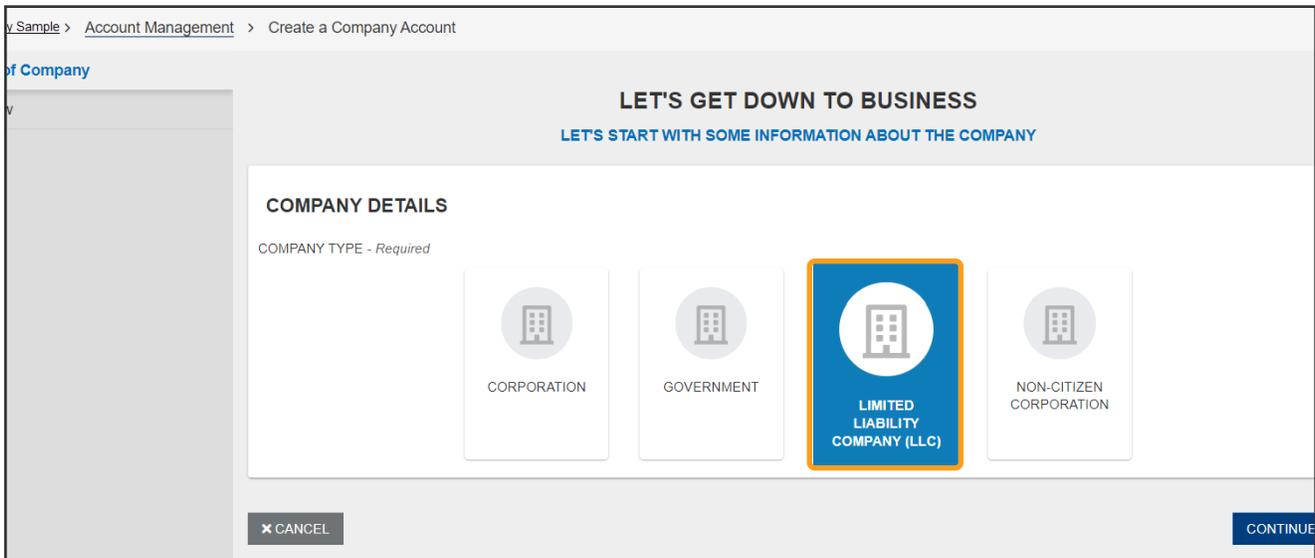
AIRCRAFT SERVICES AIRMEN SERVICES **ACCOUNT MANAGEMENT**



3 On the Account Management home screen, select the **CREATE A COMPANY ACCOUNT** option:



4 On the Type of Company page, select **LIMITED LIABILITY COMPANY (LLC)**:



5 More information will appear. Begin entering the following information into the required fields:

- a The Company Name
- b Enter the Company's **Physical/Residential Address** and **Mailing Address** in the fields below. If they are the same, once the Physical/Residential Address is complete, select the **SAME AS PHYSICAL ADDRESS** button and the address will copy over.

COMPANY NAME - Required
Sample LLC

PHYSICAL / RESIDENTIAL ADDRESS

COUNTRY - Required
United States of America (the)

ADDRESS LINE 1 - Required
123 S Main St
Street Address, Rural Route

ADDRESS LINE 2
Apartment, suite, unit, building, floor, etc.

CITY - Required
Los Angeles

STATE - Required
CA
Two-Character State Code

ZIP / POSTAL CODE - Required
90012-3701

COUNTY
Los Angeles

MAILING ADDRESS

COUNTRY - Required
United States of America (the)

ADDRESS LINE 1 - Required
123 S Main St
Street Address, Rural Route

ADDRESS LINE 2
Apartment, suite, unit, building, floor, etc.

CITY - Required
Los Angeles

STATE - Required
CA
Two-Character State Code

ZIP / POSTAL CODE - Required
90012-3701

COUNTY
Los Angeles

SAME AS PHYSICAL ADDRESS

- In most cases, an **ADDRESS VERIFICATION** popup will appear, indicating CARES has found a more accurate version of your address. Select **Use My Address** if you would like to use the address you have inputted, or select **Use Suggested Address** if you would like to use the Suggested Address:

Address Verification

We believe we've found a more accurate version of your address.
For the most accurate profile information, please confirm the one that you would like to use.

You Entered	Suggested Address
123 S Main St	123 S Main St
Los Angeles, CA	Los Angeles, CA 90012-3701
United States of America (the)	United States of America (the)

USE MY ADDRESS **USE SUGGESTED ADDRESS**



6 Then, enter **Contact Information** for the Company and select **CONTINUE**

CONTACT INFORMATION

EMAIL ADDRESS - *Required*
SampleCompany@gmail.com

PHONE - *Required*
+1 800 555 5555
Format: +1 555 555 5555

CANCEL **CONTINUE >**

7 On the Review screen, review your submission. If you notice any information that needs to be edited, use the **BACK** button until you reach the section that needs changing. When you're ready, continue through to the Review page and select the **SUBMIT** button:

ALMOST DONE.
TAKE A MINUTE TO REVIEW YOUR SUBMISSION.

NOTE
A warning message will appear if information matching what is already in CARES is inputted. If you choose to proceed, the Profile will be created with a Unique Company ID.

COMPANY DETAILS

COMPANY NAME Sample LLC	COMPANY TYPE LLC
----------------------------	---------------------

ADDRESSES

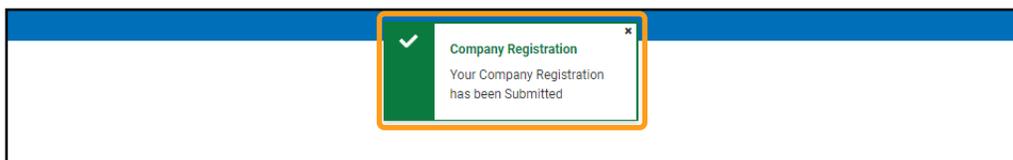
PHYSICAL ADDRESS 123 S Main St Los Angeles, CA 90012-3701 Los Angeles United States of America (the)	MAILING ADDRESS 123 S Main St Los Angeles, CA 90012-3701 Los Angeles United States of America (the)
--	---

CONTACT INFORMATION

EMAIL ADDRESS SampleCompany@gmail.com	PHONE +1 516 555 5555
--	--------------------------

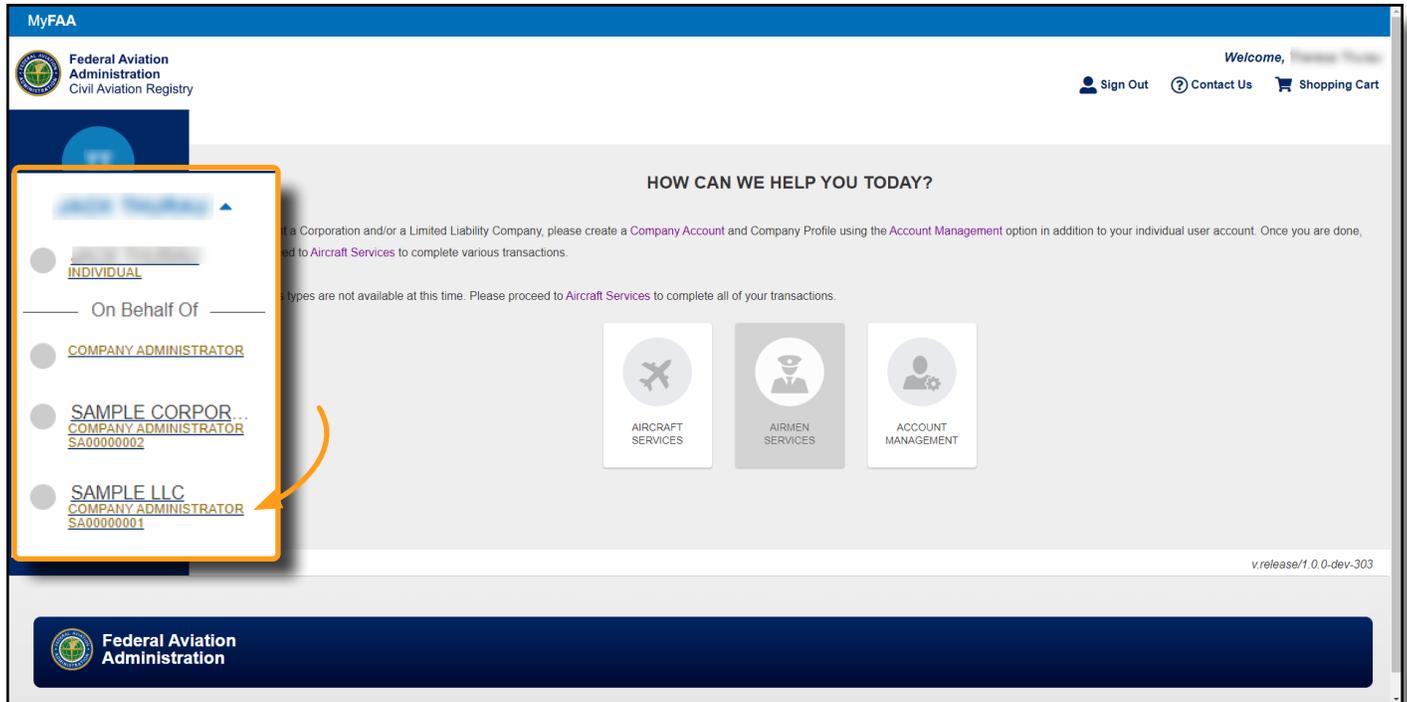
< BACK **SUBMIT >**

8 You will receive an email confirming company creation to the email address provided and a success message appears, indicating your company profile has been submitted:



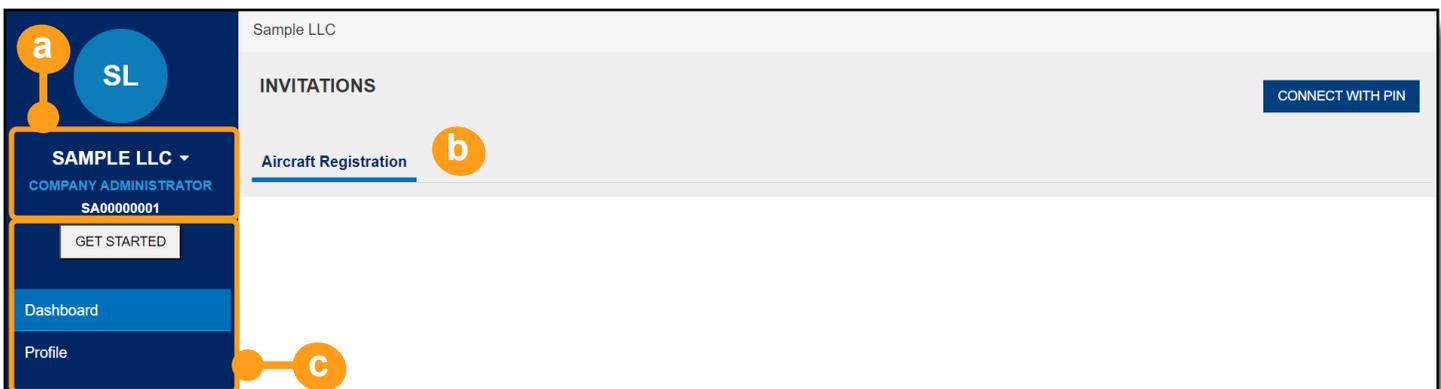
Access your Company Account

- 1 You will be brought back to the Get Started page where you will see your Individual Account. Select the dropdown to the right of your Individual Account name and select the Company Name you just created:



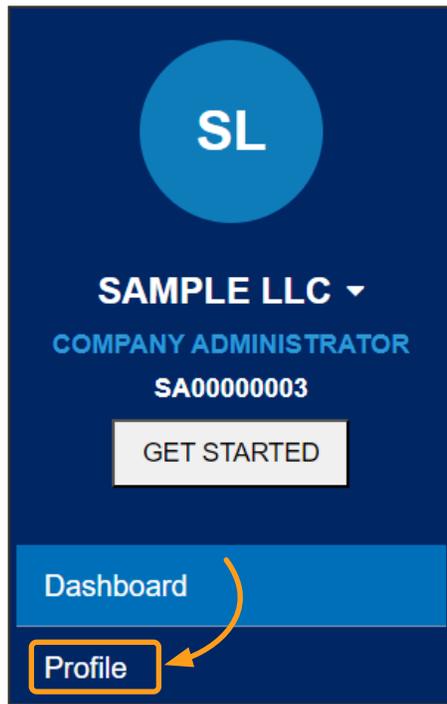
- 2 On your **Company Dashboard** you will see:

- a Your Company Name and Unique Company ID
- b The **Aircraft Registration** section (this will be blank until you begin that process)
- c Company menu options on the left

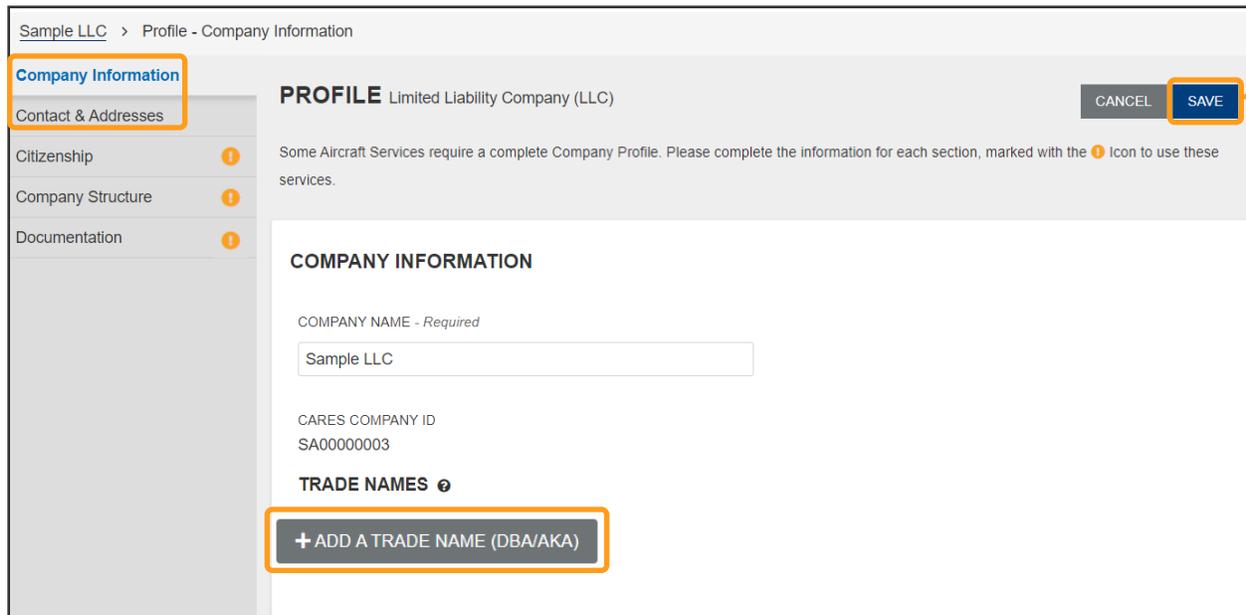


Complete Your Company Profile

- 1 To complete your Company Profile, select **Profile** on the left menu:



- 2 **Company Information** and **Contact & Addresses** will carry over from the company creation, though they may be edited here if needed. Additionally, if applicable, **Trade Names** may be added here. If any changes are made, be sure to select the Save button



3 To attest to whether or not your company meets United States Citizen eligibility:

- a** Navigate to **Citizenship** on the left hand menu
- b** Choose **Yes** from the dropdown. Choosing **No** will keep your profile as Basic, restricting some Aircraft Services
- c** Select **Save** to save your changes

Sample LLC > Profile - Citizenship

Company Information
Contact & Addresses
Citizenship
Company Structure
Documentation

PROFILE Limited Liability Company (LLC)

CANCEL SAVE

Some Aircraft Services require a complete Company Profile. Please complete the information for each section, marked with the **i** icon to use these services.

CITIZENSHIP INFORMATION

Some of the Aircraft Services are unavailable if your company does not meet the requirements for United States Citizen. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#) for additional information

DOES YOUR LIMITED LIABILITY COMPANY (LLC) MEET THE UNITED STATES CITIZEN ELIGIBILITY?

Select an Option

Yes
No

4 Next, navigate to **Company Structure** to complete the following:

- a** Choose the State in which the LLC is organized
- b** The date it was legally formed or organized
- c** Use the dropdown to select how the LLC is managed, keeping in mind multiple options may be selected

Sample LLC > Profile - Company Structure

Company Information
Contact & Addresses
Citizenship
Company Structure
Documentation

PROFILE Limited Liability Company (LLC)

CANCEL SAVE

Some Aircraft Services require a complete Company Profile. Please complete the information for each section, marked with the **i** icon to use these services.

COMPANY STRUCTURE

STATE IN WHICH THE LLC IS LAWFULLY ORGANIZED - Required
New York

LEGALLY FORMED OR ORGANIZED DATE - Required
06/12/2019

HOW IS THE LLC MANAGED - Required

Officer(s), Manager(s)

Manager(s)
 Officer(s)
 Member(s)
 Board of Governor(s)
 Managing Member(s)

members. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#)

s available for this profile.



5 To add members to your company:

- a** Select **+ ADD A SIGNATORY** and member details will appear
- b** Use the dropdown to select the **Signatory Type** that applies
- c** Enter the required information, including what the voting interest percentage is (up to 100%)
- d** To save your changes, select the **Save** button at the top of the page

PROFILE Limited Liability Company (LLC) CANCEL SAVE

Manager(s), Officer(s)

SIGNATORIES

Some Aircraft services might be unavailable for Company Profiles without Signatories. Please review Limited Liability Companies Info Sheet (faa.gov) for additional information.

There are no Signatories available for this profile.

+ ADD A SIGNATORY

ADD A SIGNATORY + I AM A SIGNATORY

SIGNATORY TYPE - Required Select a Type x REMOVE

Corporation

Individual

LLC

Non-Citizen Corporation

Partnership

ADD A SIGNATORY + I AM A SIGNATORY

SIGNATORY TYPE - Required LLC

COMPANY NAME - Required Sample LLC EMAIL ADDRESS OF REPRESENTATIVE - Required SampleCompany@gmail.com

CARES COMPANY ID SA00000003 PERCENTAGE OF VOTING INTEREST - Required 100%

STATUS OF THIS SIGNATORY Active TITLE - Required Manager

x REMOVE



(optional) If you would like to add yourself as a Signatory:

- a** Select **+ ADD A SIGNATORY** and member details will appear
- b** Select **I AM A SIGNATORY** and your information will populate
- c** Review the populated information and fill in the rest of the required fields
- d** To save your changes, select the **Save** button

SIGNATORIES

Some Aircraft services might be unavailable for Company Profiles without Signatories. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#) for additional information.

NAME	TITLE	EMAIL	STATUS	VOTING INTEREST %	ACTION
Sample LLC	Manager	SampleCompany@gmail.com	Active	50%	ACTION ▾

+ ADD A SIGNATORY ← **a**

ADD A SIGNATORY

SIGNATORY TYPE - *Required*
Select a Type ▾ **× REMOVE**

b → **+ I AM A SIGNATORY**

NOTE

The total voting percentage amongst all Signatories must equal 100%. Previously entered Signatories can be edited via 'Action' -> 'Edit'

PROFILE Limited Liability Company (LLC)

CANCEL **SAVE** **d**

c ADD ME AS A SIGNATORY

SIGNATORY TYPE - *Required*
Individual ▾

FIRST NAME - *Required* Jack MIDDLE NAME

LAST NAME - *Required* Smith SUFFIX None ▾ **× REMOVE**

EMAIL ADDRESS - *Required* jacksmith@gmail.com PERCENTAGE OF VOTING INTEREST - *Required* 50 %

STATUS OF THIS SIGNATORY **?** Active ▾ TITLE - *Required* Corporate Secretary ▾



6 Finally, you will need to upload at least one (1) document in order to consider your LLC Company Profile complete:

- a** Navigate to **Documentation** on the left hand menu
- b** Under **Documents**, select the **+Add Additional Document** button to reveal the **Upload Documents** section
- c** Under the **Upload Documents** section, use the **Document Type** dropdown to select which document you will be uploading
- d** Select the **+Upload File** button, locate, and select the corresponding file from your computer
- e** Should you wish to upload more documentation, select the **+Add Additional Document** button to receive another document type dropdown and repeat steps **6d - e** until you have uploaded all desired documentation
- f** Select **Save** to save all your changes

The screenshot shows the 'PROFILE' page for a Limited Liability Company (LLC) in the FAA system. The left-hand navigation menu includes 'Company Information', 'Contact & Addresses', 'Citizenship', 'Company Structure', and 'Documentation'. The 'Documentation' menu item is highlighted with an orange box and labeled 'a'. The main content area is titled 'PROFILE Limited Liability Company (LLC)' and includes a 'CANCEL' button and a 'SAVE' button, both highlighted with orange boxes and labeled 'f'. Below the profile title, there is a message: 'Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.' The 'DOCUMENTS' section contains a message: 'To ensure the LLC profile is complete, please upload at least one of the required documents. The documents in this section will be added to your Aircraft Service requests and submissions.' Below this message is a box that says 'No Documents Uploaded' and a '+ ADD ADDITIONAL DOCUMENT' button, both highlighted with orange boxes and labeled 'b'. The 'UPLOAD DOCUMENTS' section includes a message: 'Please refer to the list of information to be included in the uploaded documents along with other information in the Limited Liability Companies Info Sheet (faa.gov)'. Below this is the 'OPTIONAL DOCUMENTATION' section, which lists: 'Articles of Organization/Incorporation/Association', 'LLC Operating Agreement', and 'LLC Written Representation Statement'. The 'DOCUMENT TYPE' dropdown menu is highlighted with an orange box and labeled 'c'. The 'DOCUMENT UPLOAD' section includes a '+ UPLOAD FILE' button and a 'REMOVE' button, both highlighted with orange boxes and labeled 'd'. At the bottom of the page, there is a '+ ADD ADDITIONAL DOCUMENT' button highlighted with an orange box and labeled 'e'.



7 Now that your Company Profile is completed, you will have full access to all Aircraft Services:

Sample LLC > Aircraft Services

YOUR HOME FOR AIRCRAFT SERVICES

- REGISTER AN AIRCRAFT
- FIND / RESERVE AN N-NUMBER
- SEARCH AIRCRAFT REGISTRATION DATABASE
- REGISTERED AIRCRAFT SERVICES
- N-NUMBER RELATED SERVICES
- REQUEST AIRCRAFT RECORDS
- REQUEST AN IR AUTHORIZATION CODE
- FILE A SECURITY/LEASE AGREEMENT DOCUMENT
- FILE A LIEN AGAINST AN AIRCRAFT
- FILE A RELEASE OF A SECURITY DOCUMENT
- FILE A TERMINATION ON A LEASE DOCUMENT
- SUBMIT OTHER AIRCRAFT DOCUMENTS

< BACK

NOTE

All Company members you added when creating the LLC profile will receive an email with a link to create an Individual CARES Registered Public User account.



03
Register
Company Aircraft



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Sign In to CARES

Before you get started:

- You must have a CARES Individual account and created a complete company profile to proceed with the steps in this guide. *For help creating these accounts, refer to the [Sign Up for CARES Account](#) and [Create a Company Profile User Guides](#).*

To Sign In, navigate to the CARES home page at CARES.FAA.GOV

- a Sign in with your Registered Public User Account
- b When the Terms of Service appear, select the **I AGREE** button:

The screenshot displays the CARES website interface. At the top, the header reads "Civil Aviation Registry Electronic Services (CARES)" with a "Sign In / Register" button highlighted by an orange box and labeled 'a'. Below the header, a "TERMS OF SERVICE" dialog box is open, also labeled 'b' with an orange arrow pointing to the "I AGREE" button. The dialog box contains the following text:

TERMS OF SERVICE

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system.
- At any time, the government may for any government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
- Any communications or information transiting or stored on this information system may be disclosed or used for any lawful government purpose.

At the bottom of the dialog box, there are two buttons: "I AGREE" (with a checkmark icon) and "I DISAGREE" (with an 'X' icon).



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Aircraft Registration - Company

1 On your User Dashboard, select the down-arrow after your Individual profile name:

The screenshot shows the MyFAA dashboard. On the left sidebar, there is a profile section with a blue circle containing the initials 'RL' and the text 'INDIVIDUAL' below it. A small orange square highlights a downward-pointing arrow next to the 'INDIVIDUAL' text. Below this are buttons for 'GET STARTED', 'Dashboard', and 'Profile'. The main content area is titled 'Aircraft Registration' and contains a table of 'APPLICATIONS SUBMITTED OR AWAITING PAYMENT'.

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE
Register an Aircraft - NONE/112345 Classic Aircraft Corporation (United States), Waco Classic	Sep 29, 2022	Jul 19, 2023
Register an Aircraft - NONE/123456789 Lockheed Aircraft Corporation (United States), Electra (L-10)	Oct 4, 2022	Jul 24, 2023

2 A drop-down appears. Select the **Company Name** of the profile you created:

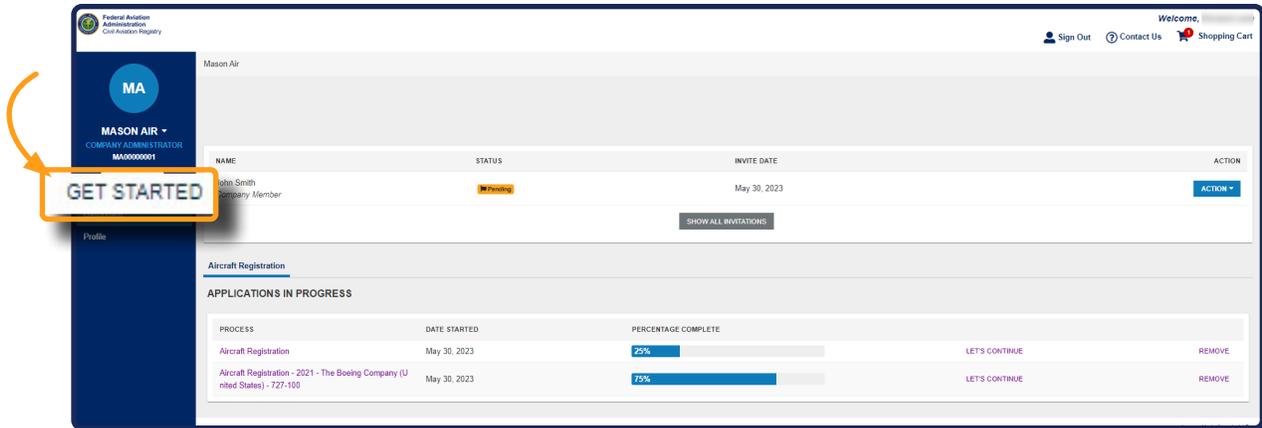
The screenshot shows the MyFAA dashboard with the profile dropdown menu open. The dropdown menu is highlighted with an orange border and shows the text 'On Behalf Of' followed by 'MASON AIR COMPANY ADMINISTRATOR MA00000001'. The main content area is the same as in the previous screenshot, showing the 'Aircraft Registration' section and the table of applications.

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE
Register an Aircraft - NONE/112345 Classic Aircraft Corporation (United States), Waco Classic	Sep 29, 2022	Jul 19, 2023
Register an Aircraft - NONE/123456789 Lockheed Aircraft Corporation (United States), Electra (L-10)	Oct 4, 2022	Jul 24, 2023
File a Release of a Security Document - Release - N123AB/1213456789, N123AB/123456789	Oct 6, 2022	Jul 26, 2023

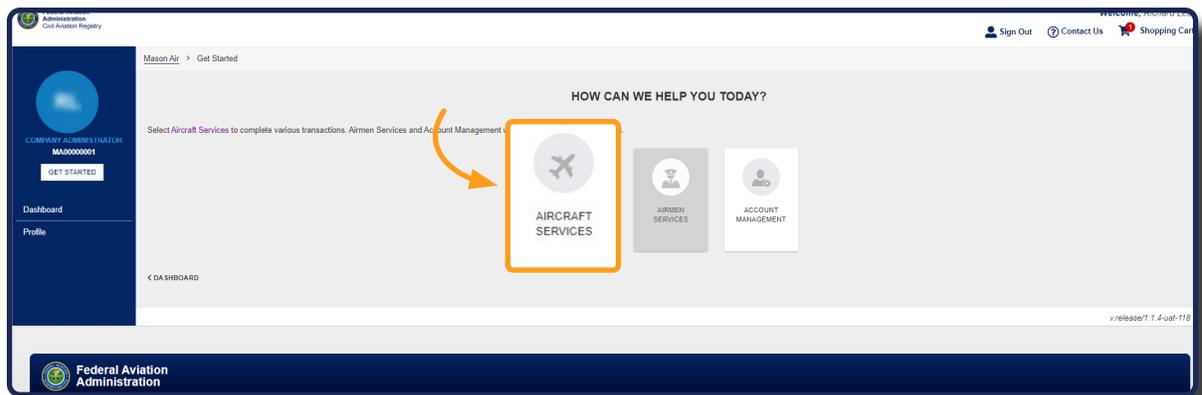


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3 On the company Dashboard, select the **GET STARTED** button:

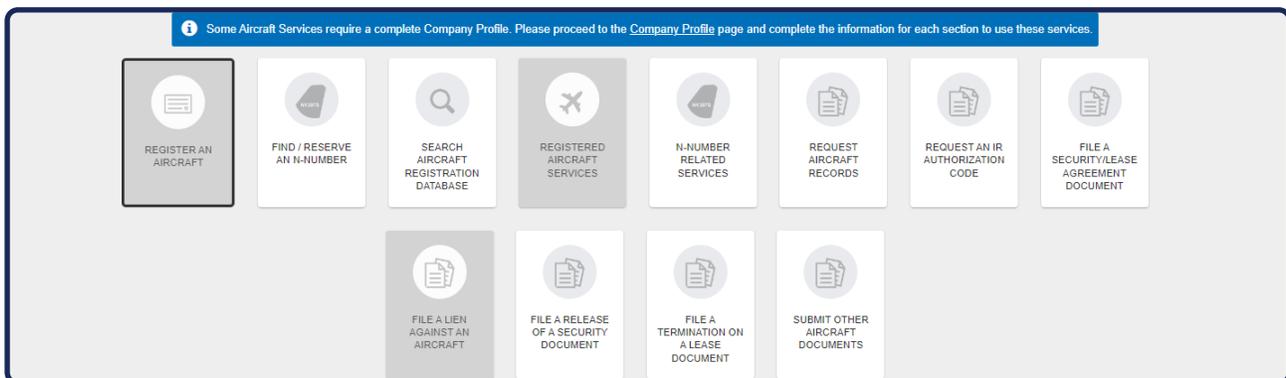


4 The registry option buttons appear. Select the **AIRCRAFT SERVICES** button:



NOTE

If the company profile is not complete, (Citizenship and Company Structure), some of the Aircraft Services buttons may be grayed out.

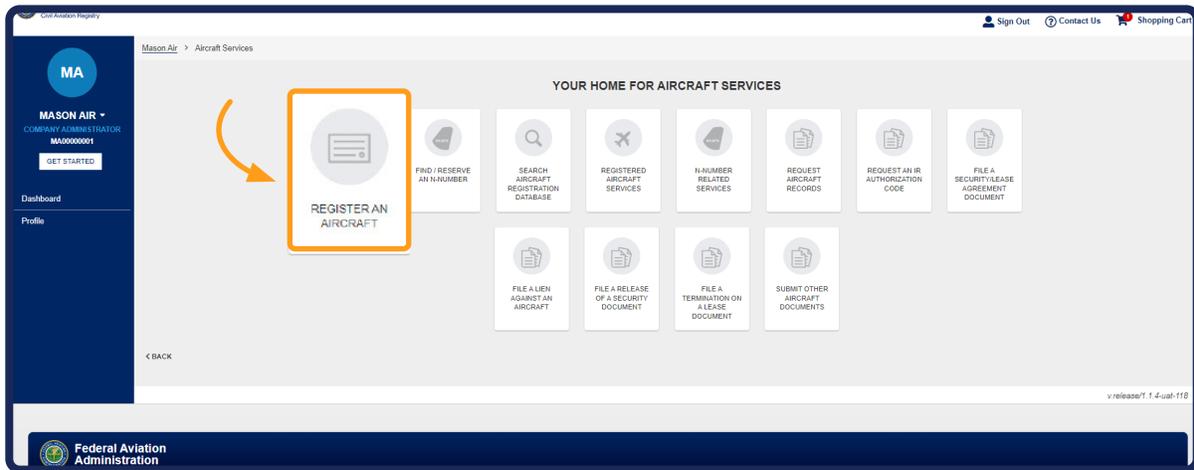


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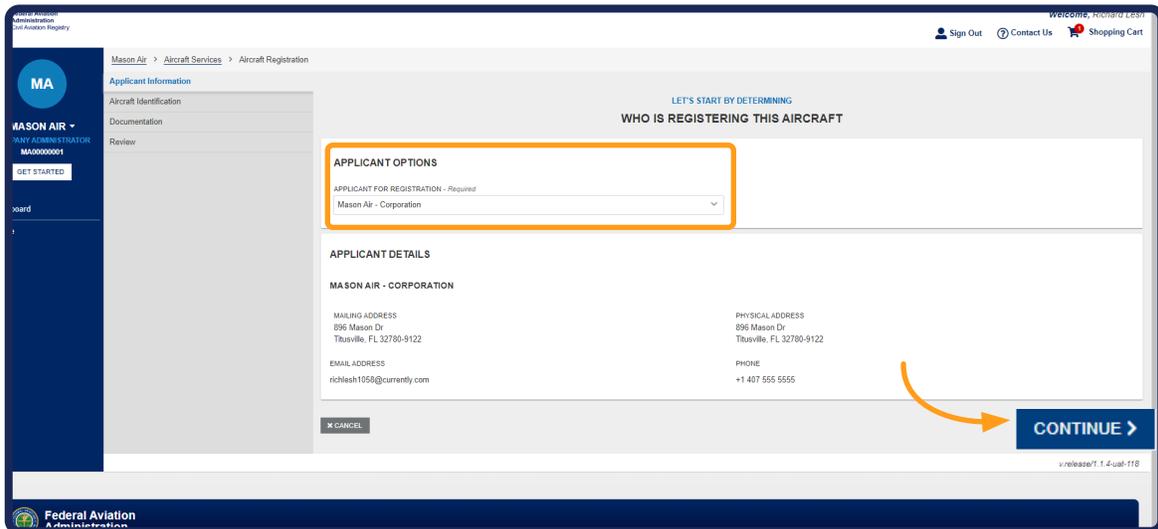


Aircraft Registration - Company

- 5 If a complete profile has been created, the Aircraft Services screen appears. The screen displays all available services. Select the **REGISTER AN AIRCRAFT** button:



- 6 The **Applicant Information** screen appears. Ensure the company name is selected and the information is correct. If not correct, go to Profile and make changes. Select the **CONTINUE** button:



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The Aircraft Information screen appears. The two Aircraft Status options offered are as follows:

- **New U.S. Aircraft Registration** – Choose this option if the aircraft was never registered before in the U.S. If you select this option, you will be prompted to enter aircraft information, such as import status, aircraft type, and specific aircraft information, such as manufacturer, engines, serial numbers, etc. These steps are documented below.
- **Previously Registered in the U.S.** – Choose this option if this is an aircraft that has been previously registered in the U.S. Once you enter the N-Number of the aircraft, CARES provides the information from the previous registration. These steps are documented in the [Previously Registered in the U.S.](#) section.

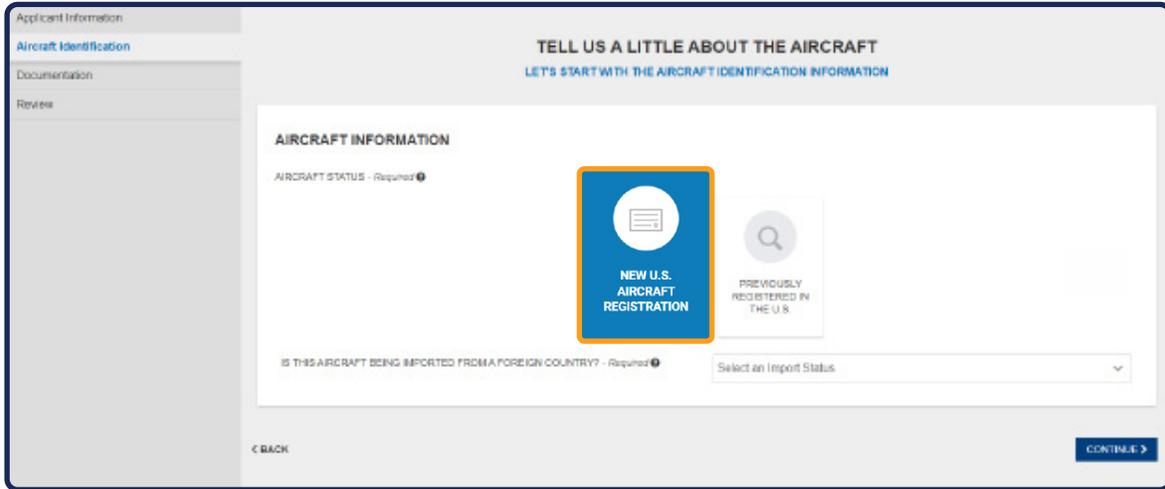
The screenshot displays the 'AIRCRAFT INFORMATION' section of a web application. At the top, the title 'AIRCRAFT INFORMATION' is followed by the label 'AIRCRAFT STATUS - Required' with a help icon. Below this, two large buttons are presented side-by-side, both highlighted with an orange border. The left button is blue with a white icon of a document and the text 'NEW U.S. AIRCRAFT REGISTRATION'. The right button is white with a grey icon of a magnifying glass and the text 'PREVIOUSLY REGISTERED IN THE U.S.'. Below the buttons, the question 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required' is followed by a text input field containing the word 'No'. At the bottom, the label 'AIRCRAFT TYPE - Required' is visible above a row of four circular icons: two grey icons of an airplane, one grey icon of a propeller, and one blue icon of an airplane.



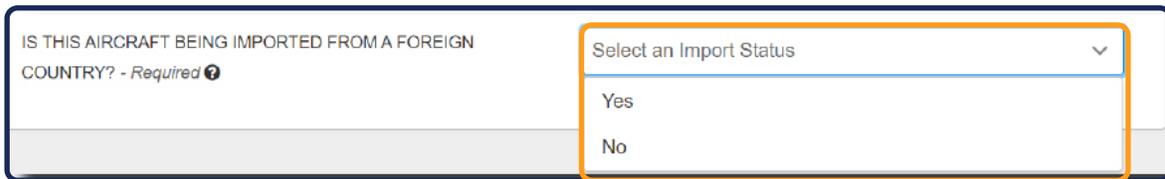
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New U.S. Aircraft Registration

7 The **Aircraft Identification** screen appears. Select **NEW U.S. AIRCRAFT REGISTRATION**:

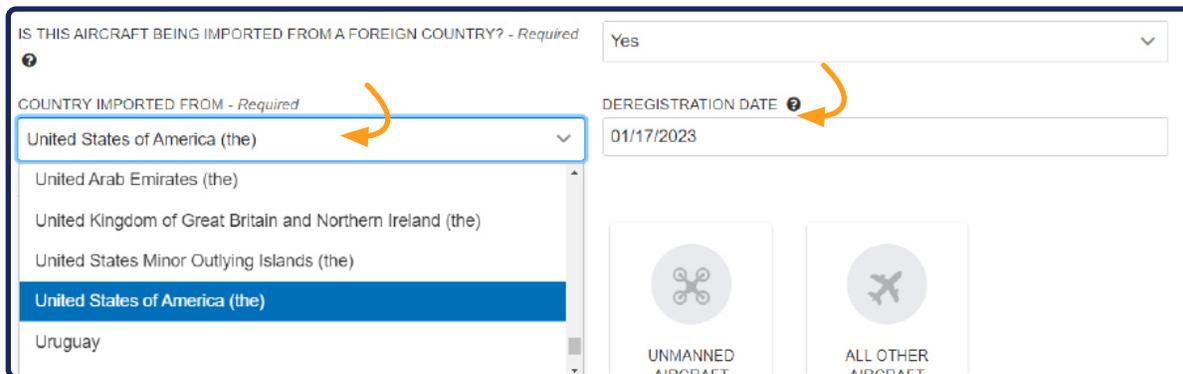


8 The **Select an Import Status** drop-down menu appears. Select **Yes** or **No**:



NOTE

If you select Yes for Import Status, a drop down menu appears with choices for **COUNTRY IMPORTED FROM**. Select the country from the menu, then type a **DEREGISTRATION DATE**, if applicable:



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Aircraft Registration - Company

Within CARES, a company can request registration for the following aircraft:

- [Amateur Built](#)
- [Light-Sport](#)
- [Unmanned Aircraft System \(UAS\)](#)
- [All Other Aircraft](#)

Select the aircraft type hyperlink above for the aircraft you want to register. The hyperlink brings you to the aircraft type section. This section includes the step-by-step instruction for the corresponding aircraft type.

TELL US A LITTLE ABOUT THE AIRCRAFT
LET'S START WITH THE AIRCRAFT IDENTIFICATION INFORMATION

AIRCRAFT INFORMATION

AIRCRAFT STATUS - Required

**NEW U.S.
AIRCRAFT
REGISTRATION**

PREVIOUSLY
REGISTERED IN
THE U.S.

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required

No

AIRCRAFT TYPE - Required

AMATEUR BUILT

LIGHT-SPORT

**UNMANNED
AIRCRAFT
SYSTEMS (UAS)
AKA DRONES**

**ALL OTHER
AIRCRAFT**

← BACK CONTINUE →

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Amateur Built

Title 14, Code of Federal Regulations (14 CFR), part 21, section 21.191(g), defines an amateur built aircraft as an aircraft "the major portion of which has been fabricated and assembled by person(s) who undertook the construction project solely for their own education or recreation":

1 Select **AMATEUR BUILT**. The **AMATEUR BUILT AIRCRAFT DETAILS** section appears:

BEING IMPORTED FROM A FOREIGN COUNTRY? - Required ?

Required ?


AMATEUR BUILT


LIGHT-SPORT


UNMANNED
AIRCRAFT
SYSTEMS (UAS)
AKA DRONES


ALL OTHER
AIRCRAFT

2 Enter the correct information in the fields shown below:

AMATEUR BUILT AIRCRAFT DETAILS

NAME OF AMATEUR / NON-TCD BUILDER - Required MODEL - Required

SERIAL NUMBER - Required AIRCRAFT CLASS - Required
Airplane, Rotocraft, Glider, Weight Shift Control, Powered-Parachute, etc.

ENGINE INFORMATION

TYPE OF ENGINE INSTALLED ENGINE MANUFACTURER ENGINE MODEL
Reciprocating, Turbo-Prop, 2 or 4 Cycle, Electric, etc.

ENGINE SERIAL NUMBER

AIRCRAFT BUILD INFORMATION

BUILT FOR LAND OR SEA OPERATION NUMBER OF SEATS

DECLARATIONS - Required

MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM MISCELLANEOUS PARTS AND I AM THE OWNER. (THIS OPTION IS FOR THE AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

3 Select the proper declaration concerning how the amateur aircraft was built:

DECLARATIONS - Required

MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM MISCELLANEOUS PARTS AND I AM THE OWNER. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

MORE THAN 50% OF THE ABOVE-DESCRIBED AIRCRAFT WAS BUILT FROM A KIT (PREFABRICATED PARTS) AND I AM THE OWNER. I HAVE THE BILL OF SALE FROM THE KIT MANUFACTURER. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR AMATEUR-BUILT CERTIFICATION.)

I CERTIFY THAT THE ABOVE-DESCRIBED AIRCRAFT IS A NEWLY BUILT NON-TYPE CERTIFICATED AIRCRAFT AND IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR EXPERIMENTAL CERTIFICATION OTHER THAN AMATEUR-BUILT.)

I CERTIFY THAT THE ABOVE-DESCRIBED AIRCRAFT IS A PREVIOUSLY BUILT (USED) NON-TYPE CERTIFICATED AIRCRAFT AND IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY. (THIS OPTION IS FOR AIRCRAFT ELIGIBLE FOR EXPERIMENTAL CERTIFICATION OTHER THAN AMATEUR-BUILT CERTIFICATION.)

A. I HAVE EVIDENCE OF OWNERSHIP FROM THE AIRCRAFT BUILDER THROUGH ANY INTERVENING OWNERS (CHAIN OF OWNERSHIP).

In the Documentation section, you'll be asked to upload an AC Form 8050-2 Aircraft Bill of Sale and an AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft.



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Aircraft Registration - Company - Amateur Built

Select an N-Number

4 Next, select an option for your N-Number. A description of each option appears when selected:

- a Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

The screenshot shows the 'N-NUMBER OPTIONS - Required' section. Three buttons are visible: 'USE ONE OF MY RESERVED N-NUMBERS' (highlighted in blue with a callout 'a'), 'SEARCH FOR AN AVAILABLE N-NUMBER', and 'ASSIGN THE NEXT AVAILABLE N-NUMBER'. Below the buttons is a 'RESERVED N-NUMBER - Required' field with an 'N-' prefix and a text area. An orange arrow points from the callout box to this field. The callout box contains the following text:

DO YOU HAVE A RESERVED N-NUMBER?

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

The screenshot shows the 'N-Number selection' interface. Three buttons are visible: 'USE ONE OF MY RESERVED N-NUMBERS', 'SEARCH FOR AN AVAILABLE N-NUMBER' (highlighted in blue with a callout 'b'), and 'ASSIGN THE NEXT AVAILABLE N-NUMBER'. Below the buttons is a text area. The callout box contains the following text:

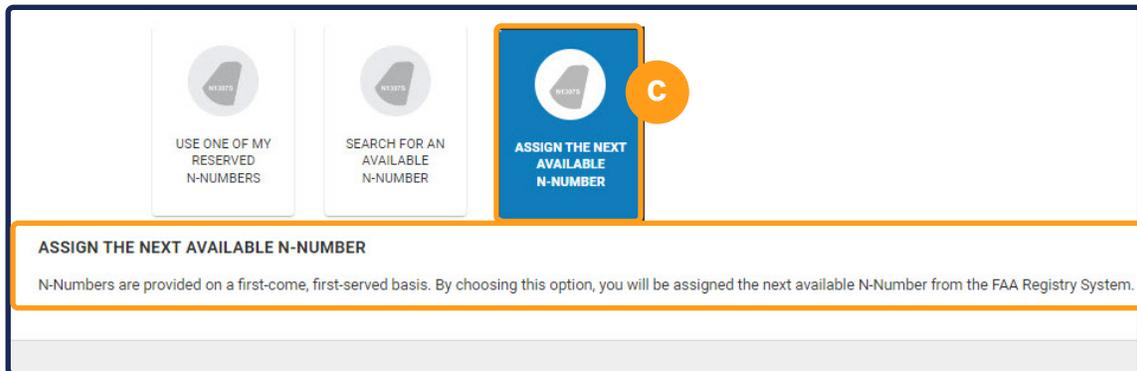
DON'T HAVE AN N-NUMBER RESERVED YET?

N-Numbers are assigned on a first come, first-serve basis. An N-Number reservation does not guarantee it will be available for assignment until it is approved by an FAA Legal Examiner. If approved, you will receive a written confirmation of your N-Number assignment. At that time the N-number may be assigned to an aircraft.



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- C Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



USE ONE OF MY RESERVED N-NUMBERS

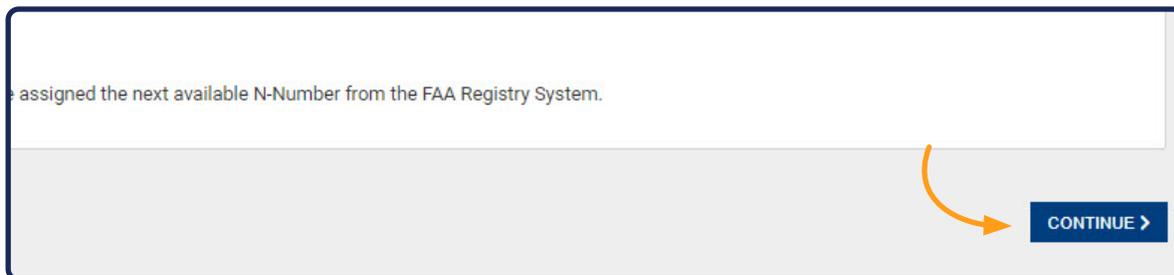
SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

When complete, select the **CONTINUE** button:



assigned the next available N-Number from the FAA Registry System.

CONTINUE >

Go to the [Documents](#) section to continue with the registration of your aircraft:

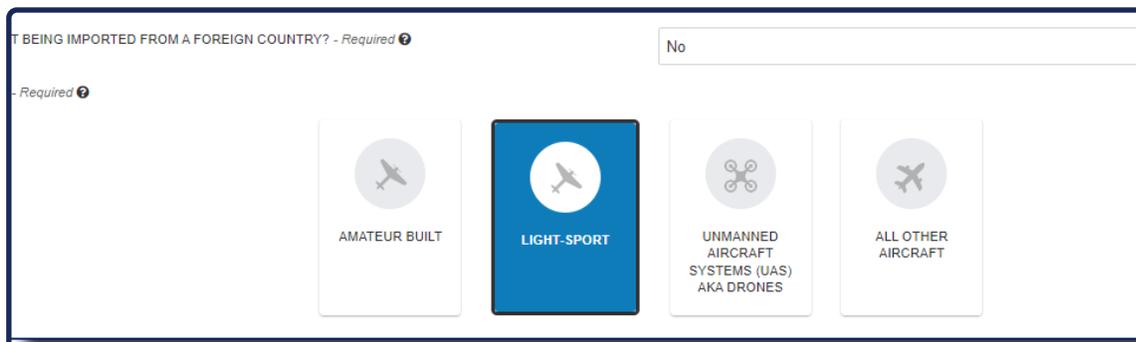


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Light Sport

The FAA defines a light sport aircraft as an aircraft, other than a helicopter or powered lift, that since its original certification, has continued to meet certain characteristics. For a list of these characteristics, select the [FAA Light Sport](#) hyperlink.

1 The **AIRCRAFT TYPE** options appear. Select **LIGHT-SPORT**:

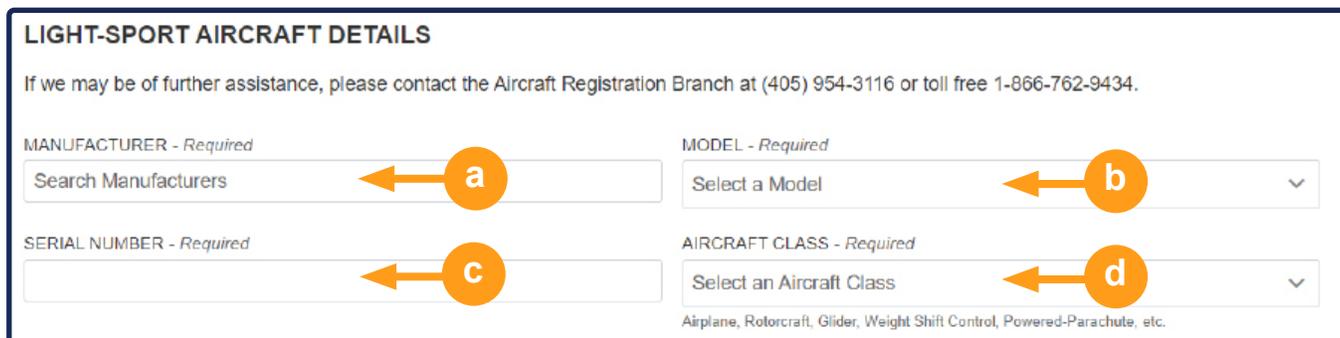


The screenshot shows a web form with the following elements:

- A dropdown menu at the top right with the value "No".
- A label "Required" with a question mark icon.
- Four selectable options, each with an aircraft icon and text:
 - AMATEUR BUILT
 - LIGHT-SPORT** (highlighted in blue)
 - UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES
 - ALL OTHER AIRCRAFT

2 In the **LIGHT-SPORT AIRCRAFT DETAILS** section, enter the following information:

- a** In the **MANUFACTURER** field, type the aircraft manufacturer to search. Select the correct manufacturer from the search results
- b** Select the **MODEL** from the drop-down menu
- c** Type the aircraft serial number into the **SERIAL NUMBER** field
- d** Select the **AIRCRAFT CLASS** from the drop-down menu:



LIGHT-SPORT AIRCRAFT DETAILS

If we may be of further assistance, please contact the Aircraft Registration Branch at (405) 954-3116 or toll free 1-866-762-9434.

MANUFACTURER - Required: Search Manufacturers ← **a**

MODEL - Required: Select a Model ← **b**

SERIAL NUMBER - Required: [] ← **c**

AIRCRAFT CLASS - Required: Select an Aircraft Class ← **d**

Airplane, Rotorcraft, Glider, Weight Shift Control, Powered-Parachute, etc.

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- 3** Under **ENGINE INFORMATION**, enter the following information:
- a** Select the **TYPE OF ENGINE INSTALLED** drop-down menu, then select the type of engine in your aircraft
 - b** Select the **ENGINE MANUFACTURER** from the drop-down menu
 - c** Select the **ENGINE MODEL** from the drop-down menu
 - d** Type the aircraft **ENGINE SERIAL NUMBER** in the text box provided:

ENGINE INFORMATION

TYPE OF ENGINE INSTALLED - *Required* ENGINE MANUFACTURER ENGINE MODEL

Select an Engine Type ← **a** Select an Engine Manufacturer ← **b** Select an Engine Model ← **c** ▾

Reciprocating, Turbo-Prop, 2 or 4 Cycle, Electric, etc.

ENGINE SERIAL NUMBER

← **d**

- 4** Under **AIRCRAFT BUILD INFORMATION**, enter the following information and then select a **DECLARATION** and enter the **DEALER CERTIFICATE NUMBER** in the text box that appears:
- a** Choose if the aircraft was **BUILT FOR LAND OR SEA OPERATIONS**
 - b** Enter the **NUMBER OF SEATS** (1 or 2)
 - c** Select one (1) of the **DECLARATIONS**
 - d** Enter the **DEALER CERTIFICATE NUMBER**:

AIRCRAFT BUILD INFORMATION

BUILT FOR LAND OR SEA OPERATION - *Required* NUMBER OF SEATS - *Required*

Select Build Operation ← **a** ▾ ← **b**

DECLARATIONS - *Required* **c**

I CERTIFY THAT THE AIRCRAFT DESCRIBED ABOVE IS A NEWLY MANUFACTURED AIRCRAFT; THAT IT WILL MEET ALL APPLICABLE CONSENSUS STANDARDS UNDER 14 CFR 21.190; AND THE AIRCRAFT IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY.

I CERTIFY THAT THE AIRCRAFT DESCRIBED ABOVE IS A NEWLY MANUFACTURED UNASSEMBLED AIRCRAFT THAT MEETS ALL APPLICABLE CONSENSUS STANDARDS UNDER 14 CFR 21.191(I)(2); AND THE AIRCRAFT IS NOT CURRENTLY REGISTERED IN ANOTHER COUNTRY.

DEALER CERTIFICATE NUMBER

← **d**



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5 Under **MANUFACTURER INFORMATION**, enter the following information:

- a** Type the title of the signer into the TITLE OF SIGNER textbox
- b** Type the manufacturer phone number in the PHONE field (use the required format (+1 555 555 5555))

MANUFACTURER INFORMATION

TITLE OF SIGNER ← **a**

PHONE - *Required* ← **b**

Format: +1 555 555 5555

6 Under **MANUFACTURER ADDRESS**, type the manufacturer's address:

MANUFACTURER ADDRESS

COUNTRY - *Required*

ADDRESS LINE 1 - *Required*

Street Address, Rural Route

ADDRESS LINE 2

Apartment, suite, unit, building, floor, etc.

CITY - *Required* STATE - *Required* ZIP / POSTAL CODE - *Required*

Two-Character State Code

COUNTY



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Select an N-Number

7 Next, select an option for your N-Number. A description of each option appears when selected:

- a Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

The screenshot shows the 'N-NUMBER OPTIONS - Required' section. Three buttons are visible: 'USE ONE OF MY RESERVED N-NUMBERS' (highlighted in blue with a callout 'a'), 'SEARCH FOR AN AVAILABLE N-NUMBER', and 'ASSIGN THE NEXT AVAILABLE N-NUMBER'. Below the buttons is a text input field labeled 'RESERVED N-NUMBER - Required' with a placeholder 'N-'. An orange arrow points from the callout box to this field. The callout box contains the following text:

DO YOU HAVE A RESERVED N-NUMBER?

A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name.

- b Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

The screenshot shows the 'N-Number selection' interface. Three buttons are visible: 'USE ONE OF MY RESERVED N-NUMBERS', 'SEARCH FOR AN AVAILABLE N-NUMBER' (highlighted in blue with a callout 'b'), and 'ASSIGN THE NEXT AVAILABLE N-NUMBER'. Below the buttons is a text input field. The callout box contains the following text:

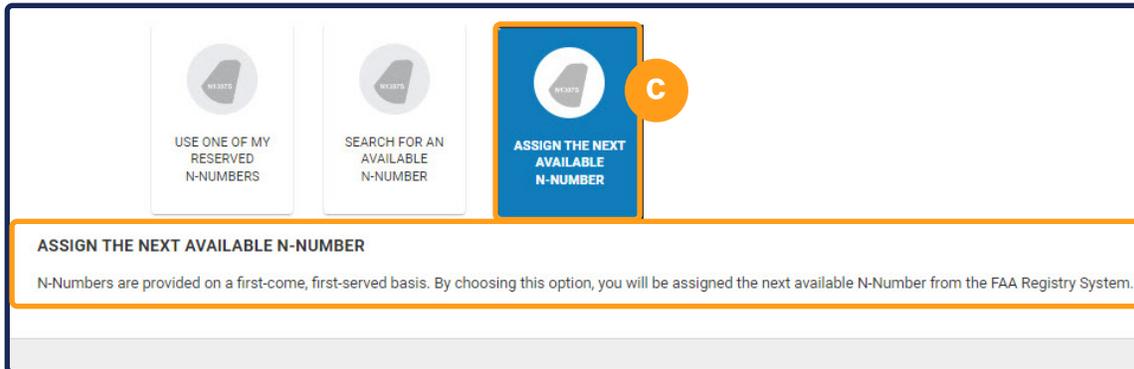
DON'T HAVE AN N-NUMBER RESERVED YET?

N-Numbers are assigned on a first come, first-serve basis. An N-Number reservation does not guarantee it will be available for assignment until it is approved by an FAA Legal Examiner. If approved, you will receive a written confirmation of your N-Number assignment. At that time the N-number may be assigned to an aircraft.

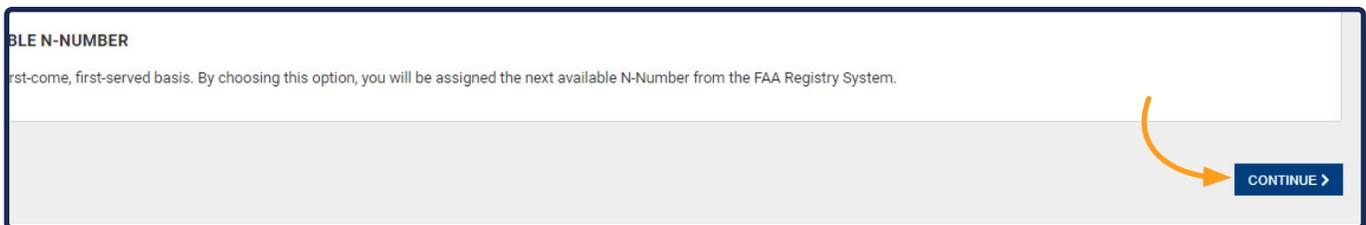


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- c Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



When complete, select the **CONTINUE** button:



Go to the [Documents](#) section to continue with the registration of your aircraft:



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Unmanned Aircraft System (UAS)

The FAA defines an unmanned aircraft system as an unmanned aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331(8)).

- 1 The **AIRCRAFT TYPE** options appear. Select the type of aircraft you're registering (in this example, **UNMANNED AIRCRAFT SYSTEMS (UAS)** is selected):

The screenshot shows the 'AIRCRAFT TYPE' selection screen. At the top, there is a 'STATUS' dropdown menu with 'NEW U.S. AIRCRAFT REGISTRATION' selected. Below this is a question: 'AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY?' with a dropdown menu set to 'No'. The 'AIRCRAFT TYPE' section has four options: 'AMATEUR BUILT', 'LIGHT-SPORT', 'UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES' (highlighted with a blue border), and 'ALL OTHER AIRCRAFT'.

- 2 Answer the following four questions (all are required): If any are **YES**, you will be required to register the aircraft via CARES. If all four are **NO**, you have a choice to continue with the registration via CARES or register your aircraft via the **FAA DRONEZONE** website:

Please provide an answer to all the questions.

YES	NO	QUESTION
<input type="radio"/>	<input checked="" type="radio"/>	DOES YOUR UAS WEIGH 55 POUNDS OR MORE?
<input type="radio"/>	<input checked="" type="radio"/>	ARE YOU REGISTERING THE UAS (REGARDLESS IF IT WEIGHS 55LBS OR MORE) WITH A TRUST OR VOTING TRUST?
<input type="radio"/>	<input checked="" type="radio"/>	DO YOU PLAN TO OPERATE THE UAS INTERNATIONALLY?
<input checked="" type="radio"/>	<input type="radio"/>	DO YOU WANT TO RECORD A LOAN, LEASE, OR OWNERSHIP DOCUMENTS FOR YOUR UAS?

You have opted to register your UAS under 14 CFR Part 47 regulation. You will need to submit a notarized Affidavit of Ownership for the Unmanned Aircraft (UAS) with your application.

Confirmation

⚠ Since you answered NO to all of the questions, we highly recommend that you register your UAS under 14 CFR Part 48 regulations by clicking Go to DroneZone.

If you want to register your UAS under 14 CFR Part 47, then select Continue.

[GO TO DRONEZONE](#) [CONTINUE](#)



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Aircraft Registration - Company - UAS

3 Select or enter the required fields under **AIRCRAFT DETAILS**:

You have opted to register your UAS under 14 CFR Part 47 regulation. You will need to submit a notarized Affidavit of Ownership for the Unmanned Aircraft (UAS) with your application.

AIRCRAFT DETAILS

AIRCRAFT CLASS - *Required*
Select an Aircraft Class
Airplane, Rotorcraft, Glider, Weight Shift Control, Powered-Parachute, etc.

MANUFACTURER / BUILDER - *Required* MODEL - *Required*

REMOTE ID STATUS - *Required*
Select a Remote ID Status

TYPE OF ENGINE INSTALLED - *Required* NUMBER OF ENGINES - *Required*
Select an Engine Type

MAX TAKEOFF WEIGHT (LBS) - *Required*

DECLARATIONS - *Required*
The Undersigned Owner Certifies:
Select and complete one of these statements:

4 Select and complete the appropriate declaration statement. After selecting the appropriate declaration, a blue information box appears detailing the document(s) required in the **Documents** section:

DECLARATIONS - *Required*
The Undersigned Owner Certifies:
Select and complete one of these statements:

I PURCHASED THE UA DESCRIBED ABOVE AS A NEW OFF-THE-SHELF ITEM FROM THE MANUFACTURER OR RETAIL VENDOR

MANUFACTURER OR RETAIL VENDOR - *Required* DATE OF PURCHASE - *Required*
mm/dd/yyyy

A manufacturer's bill of sale was not available at the time of purchase, and

A. I HAVE A RECEIPT, INVOICE, OR OTHER EVIDENCE TO CONFIRM THE PURCHASE
B. I DO NOT HAVE A RECEIPT, INVOICE, OR OTHER EVIDENCE TO CONFIRM THE PURCHASE

i In the Documentation section, you'll be asked to upload an Affidavit - Unmanned Aircraft System and an Invoice/Receipt for UA only

THE UA DESCRIBED ABOVE WAS BUILT FROM A PREFABRICATED KIT I HAVE THE KIT BILL OF SALE FROM THE MANUFACTURER, TO THE UNDERSIGNED, OR OTHER EVIDENCE AS PROOF THE TRANSACTION TOOK PLACE

THE UA DESCRIBED ABOVE WAS BUILT USING MISCELLANEOUS PARTS

I PURCHASED THE USED UA DESCRIBED ABOVE AND HAVE THE BILL OF SALE SIGNED BY THE SELLER

I PURCHASED THE USED UA DESCRIBED ABOVE AND THE BILL OF SALE SIGNED BY THE SELLER IS NOT AVAILABLE

N-NUMBER OPTIONS - *Required*



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Select an N-Number

5 Next, select an option for your N-Number. A description of each option appears when selected:

- a Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

The screenshot shows a web interface for selecting an N-Number. At the top, it says "N-NUMBER OPTIONS - Required". There are three buttons: "USE ONE OF MY RESERVED N-NUMBERS" (highlighted in blue with a callout 'a'), "SEARCH FOR AN AVAILABLE N-NUMBER", and "ASSIGN THE NEXT AVAILABLE N-NUMBER". Below the buttons is a text input field labeled "RESERVED N-NUMBER - Required" with a placeholder "N-". An orange arrow points from the callout box to this field. The callout box contains the text: "DO YOU HAVE A RESERVED N-NUMBER? A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name."

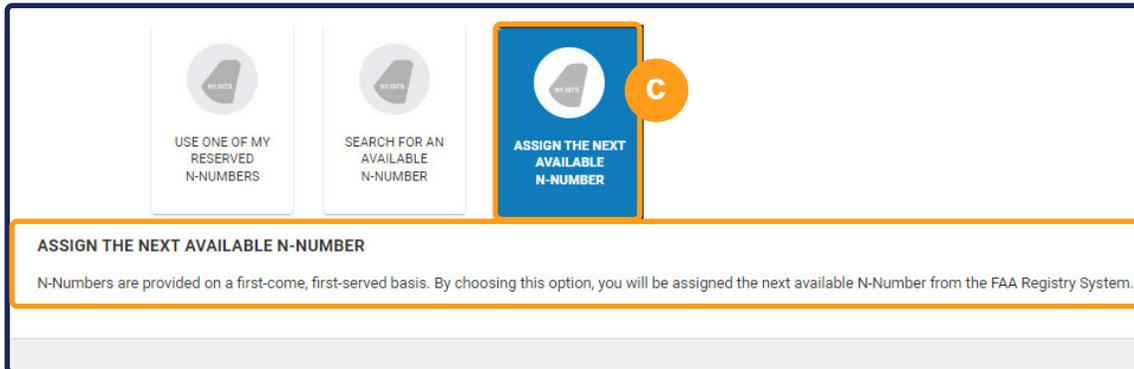
- b Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

The screenshot shows the same web interface as above, but with the "SEARCH FOR AN AVAILABLE N-NUMBER" button highlighted in blue with a callout 'b'. The callout box contains the text: "DON'T HAVE AN N-NUMBER RESERVED YET? N-Numbers are assigned on a first come, first-serve basis. An N-Number reservation does not guarantee it will be available for assignment until it is approved by an FAA Legal Examiner. If approved, you will receive a written confirmation of your N-Number assignment. At that time the N-number may be assigned to an aircraft."

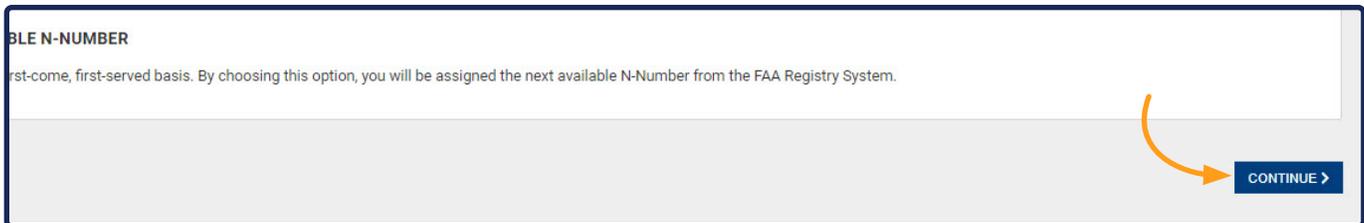


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- c Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



When complete, select the **CONTINUE** button:



Go to the [Documents](#) section to continue with the registration of your aircraft:

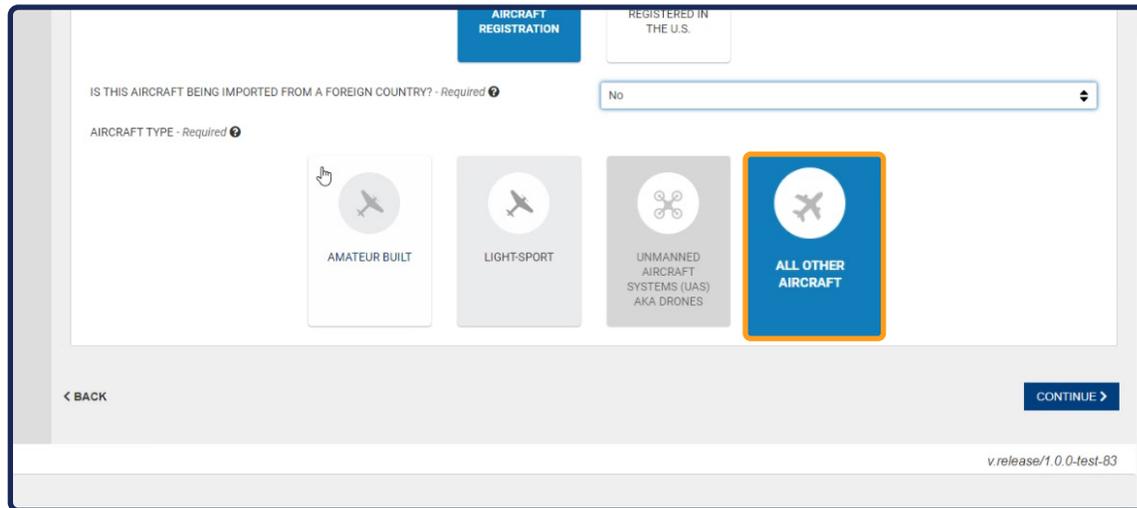


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All Other Aircraft

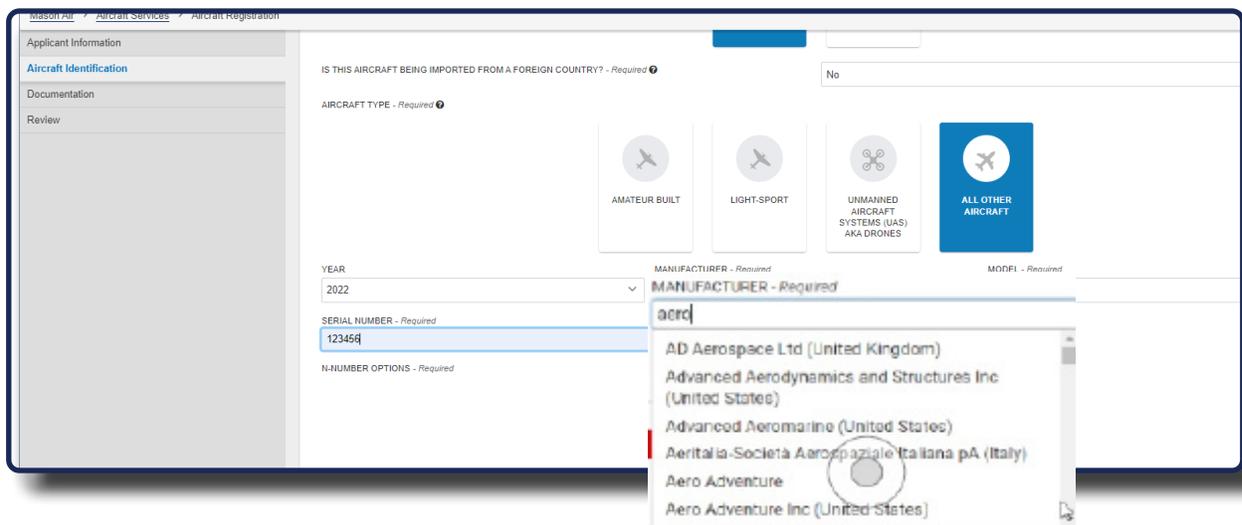
Aircraft that does not fall under Amateur Built, Light-Sport, and UAS, is considered an All Other Aircraft type.

- 1 The **AIRCRAFT TYPE** options appear. Select the type of aircraft you're registering (in this example, **ALL OTHER AIRCRAFT** is selected):



The screenshot shows the 'AIRCRAFT REGISTRATION' form. At the top, there are two tabs: 'AIRCRAFT REGISTRATION' (active) and 'REGISTERED IN THE U.S.'. Below the tabs, there is a question: 'IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY? - Required' with a dropdown menu set to 'No'. The main section is titled 'AIRCRAFT TYPE - Required' and contains four selectable options: 'AMATEUR BUILT', 'LIGHT-SPORT', 'UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES', and 'ALL OTHER AIRCRAFT'. The 'ALL OTHER AIRCRAFT' option is highlighted with a blue border and a blue background. At the bottom left, there is a '< BACK' button, and at the bottom right, there is a 'CONTINUE >' button. The version number 'v.release/1.0.0-test-83' is visible in the bottom right corner.

- 2 Select the **YEAR**, **MANUFACTURER**, **MODEL** from the drop-down menus that appear, then type the aircraft **Serial Number** (all are required):



The screenshot shows the 'Aircraft Identification' section of the registration form. On the left, there is a sidebar with navigation links: 'Applicant Information', 'Aircraft Identification' (active), 'Documentation', and 'Review'. The main form area contains the same 'AIRCRAFT TYPE' selection as in the previous screenshot, with 'ALL OTHER AIRCRAFT' selected. Below this, there are several input fields: 'YEAR' with a dropdown menu set to '2022', 'MANUFACTURER - Required' with a dropdown menu showing a list of manufacturers (including AD Aerospace Ltd, Advanced Aerodynamics and Structures Inc, etc.), 'MODEL - Required' with an empty dropdown, and 'SERIAL NUMBER - Required' with the text '123456' entered. There is also a field for 'N-NUMBER OPTIONS - Required' which is currently empty.



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Aircraft Registration – Company - All Other Aircraft

Select an N-Number

3 Next, select an option for your N-Number. A description of each option appears when selected:

a Select the **USE ONE OF MY RESERVED N-NUMBERS** button. If you have received confirmation from FAA that you have a reserved N-Number, type the number in the **RESERVED N-NUMBER** field:

The screenshot shows a web interface titled "N-NUMBER OPTIONS - Required". It features three buttons: "USE ONE OF MY RESERVED N-NUMBERS" (highlighted in blue with a callout 'a'), "SEARCH FOR AN AVAILABLE N-NUMBER", and "ASSIGN THE NEXT AVAILABLE N-NUMBER". Below the buttons is a text input field labeled "RESERVED N-NUMBER - Required" with a placeholder "N-". An orange arrow points from the highlighted button to the input field. To the right, a text box titled "DO YOU HAVE A RESERVED N-NUMBER?" provides instructions: "A Reserved N-Number (aka Special N-Number) is an N-Number that was reserved in your name, for a year, with a mailed confirmation notice from the FAA. Please, DO NOT use this option if you have not yet received the confirmation notice from the FAA that the requested N-Number was reserved in your name."

b Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

The screenshot shows the same web interface as above, but with the "SEARCH FOR AN AVAILABLE N-NUMBER" button highlighted in blue with a callout 'b'. Below the buttons, a text box titled "DON'T HAVE AN N-NUMBER RESERVED YET?" provides instructions: "N-Numbers are assigned on a first come, first-serve basis. An N-Number reservation does not guarantee it will be available for assignment until it is approved by an FAA Legal Examiner. If approved, you will receive a written confirmation of your N-Number assignment. At that time the N-number may be assigned to an aircraft."



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- C** Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:

USE ONE OF MY RESERVED N-NUMBERS

SEARCH FOR AN AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

ASSIGN THE NEXT AVAILABLE N-NUMBER

N-Numbers are provided on a first-come, first-served basis. By choosing this option, you will be assigned the next available N-Number from the FAA Registry System.

When complete, select the **CONTINUE** button:

CONTINUE >

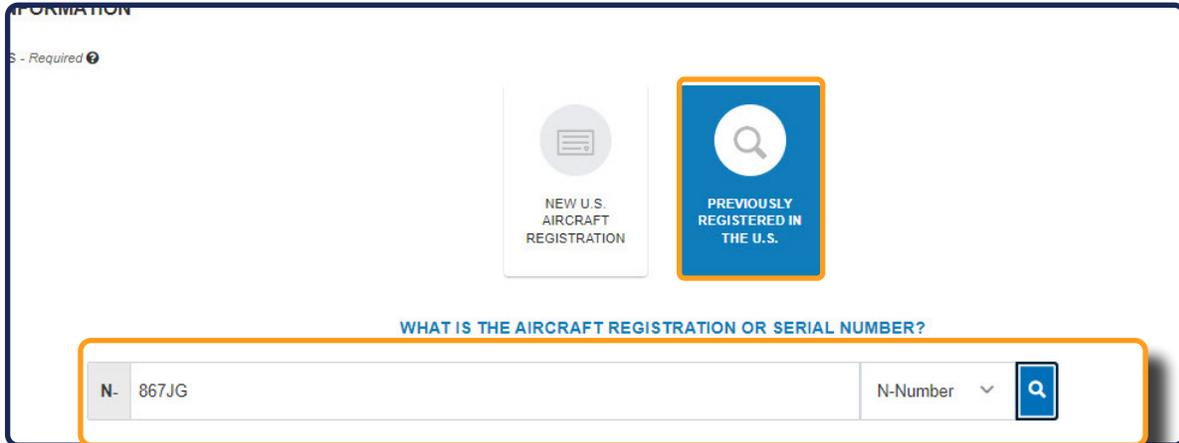
Go to the [Documents](#) section to continue with the registration of your aircraft:



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Previously Registered in the U.S.

- The **Aircraft Identification** screen appears. Select **PREVIOUSLY REGISTERED IN THE U.S.** The N-Number Search field appears:
- Enter your N-Number and select the search icon. The **Results** field appears:



NEW U.S. AIRCRAFT REGISTRATION

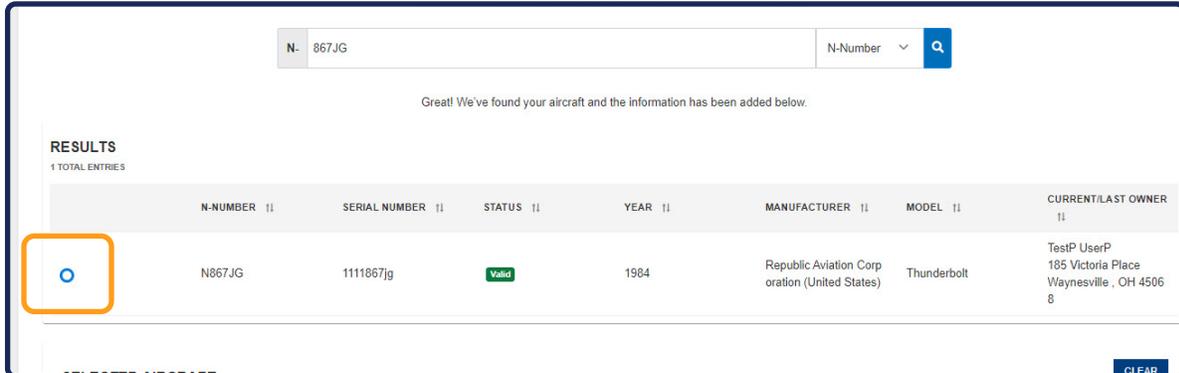
PREVIOUSLY REGISTERED IN THE U.S.

WHAT IS THE AIRCRAFT REGISTRATION OR SERIAL NUMBER?

N- 867JG

N-Number

- Select the aircraft you want to register. Even if only one aircraft appears in the **Results**, you will need to still select that aircraft. The **SELECTED AIRCRAFT** information appears:



Great! We've found your aircraft and the information has been added below.

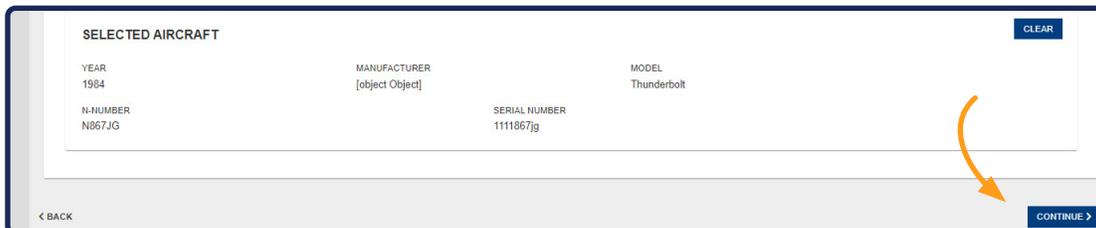
RESULTS

1 TOTAL ENTRIES

N-NUMBER	SERIAL NUMBER	STATUS	YEAR	MANUFACTURER	MODEL	CURRENT/LAST OWNER
N867JG	1111867jg	Valid	1984	Republic Aviation Corporation (United States)	Thunderbolt	TestP UserP 185 Victoria Place Waynesville , OH 45068

CLEAR

- Verify the information and select **CONTINUE**:



SELECTED AIRCRAFT

CLEAR

YEAR
1984

MANUFACTURER
[object Object]

MODEL
Thunderbolt

N-NUMBER
N867JG

SERIAL NUMBER
1111867jg

CONTINUE

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Documents

- 1 Upon completing required aircraft information, the **Documentation** screen appears:
 - a Select the **DOCUMENT TYPE** drop-down menu, then select the appropriate document(s). CARES provides a list of required documents dependent on your aircraft type and any declarations.
 - b Select the **+Upload File** button, then select the document from your computer:

Please ensure all submitted documents have the complete aircraft description (i.e., N-Number, Serial Number, Manufacturer and Model) when applicable and all pages of each document are in a single file.

- Digitally signed documents must be used when electronically filing documents.
- If digitally signed documents are not available, original ink signed documents may be submitted by U.S. Post Office or commercial services to the Aircraft Registration Branch.

REQUIRED DOCUMENTATION

- AC Form 8050-2 Aircraft Bill of Sale
- AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft

DOCUMENT TYPE

AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft

AC Form 8050-2 Aircraft Bill of Sale

AC Form 8050-4 - Certificate of Repossession of Encumbered Aircraft

AC Form 8050-88 - Affidavit of Ownership for Amateur-Built/Non-Type Certificated Aircraft

AC Form 8050-88A - Light-Sport Aircraft Manufacturers Affidavit of Ownership

Affidavit - Describing inability to obtain a recordable ownership document

DOCUMENT UPLOAD

+ Upload File REMOVE

AMOUNT OF SALE

\$

- c Ensure all documents requiring a digital signature, such as affidavits, follow the requirements for a legible and acceptable digital signature as described below:

DIGITAL SIGNATURE

The "FAA 2016 Policy Clarification | 81 Fed. Reg. Vol 76 | Components of Digital Signature" defines what a digital signature must have. If using a digital signature it has to meet the requirements even if we don't require a printed name of the signer (using an ink signature) on the document. All five (5) elements (below) must be met:

A legible and acceptable digital signature will have, at minimum, the following components:

- (1) Shows the name of the signer and is applied in a manner to execute or validate the document,
- (2) Includes the type or printed name of the signer below or adjacent to the signature when the signature uses a digitized or scanned version of the signer's hand scribed signature or the name is in a cursive font,
- (3) Shows the signer's corporate, managerial, or partnership title as part of or adjacent to the digital signature when appropriate,
- (4) Shows evidence of authentication of the signer's identity such as the text "digitally signed by" along with the software provider's seal or watermark, date and time of execution; or, have an authentication code or key identifying the software provider, and
- (5) Has a font, size and color density that is clearly legible and reproducible when reviewed, copied and scanned into a black on white format.

A signature without the digital markings or code will be considered a photocopy signature.



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Aircraft Registration - Company

- d You have the option to provide Date of Sale, Amount of Sale or Seller information as Evidence of Ownership.
- e Should you need to upload additional documents, click the **+Add Additional Documents** button and repeat steps a - c until you have uploaded all documentation.

When complete, select the **CONTINUE** button.

- 2 The information provided appears on the top portion of the screen, review the information is accurate. Select the **View** button to open up a PDF to review the documents you attached.

FIRST NAME	LAST NAME	TITLE	EMAIL ADDRESS
<input type="checkbox"/>	[REDACTED]	Member	[REDACTED]
<input type="checkbox"/>	John	Smith	Member

- 3 Select the member(s) who are to sign the application:



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- 4 The **CERTIFICATIONS** portion appears below the review area. Follow the on-screen instructions to select the appropriate citizenship status, then select the **SIGN** button if all information is correct or the **<BACK** button to make any corrections:

CERTIFICATIONS

I/We certify that the above aircraft is owned by the undersigned applicant who is: (Must Check A, B, C or D)

A. A CITIZEN OF THE UNITED STATES AS DEFINED BY 49 USC 40102(A)(15)
 B. A RESIDENT ALIEN WITH ALIEN REGISTRATION (FORM 1-551) NO.
 C. A NON-CITIZEN CORPORATION AND SAID AIRCRAFT IS BASED AND PRIMARILY USED IN THE UNITED STATES.
 D. A CORPORATION USING A VOTING TRUST TO QUALIFY.

If box C or D above is checked, I, the below signed, certify that I am authorized, by the applicant shown above, to sign corporate documents and to seek aircraft registration on behalf of the entity and that I will provide the same authorization if requested;

I/We certify that the aircraft is not registered under the laws of any foreign country; and

I/We certify that legal evidence of ownership is attached or has been filed with the Federal Aviation Administration.

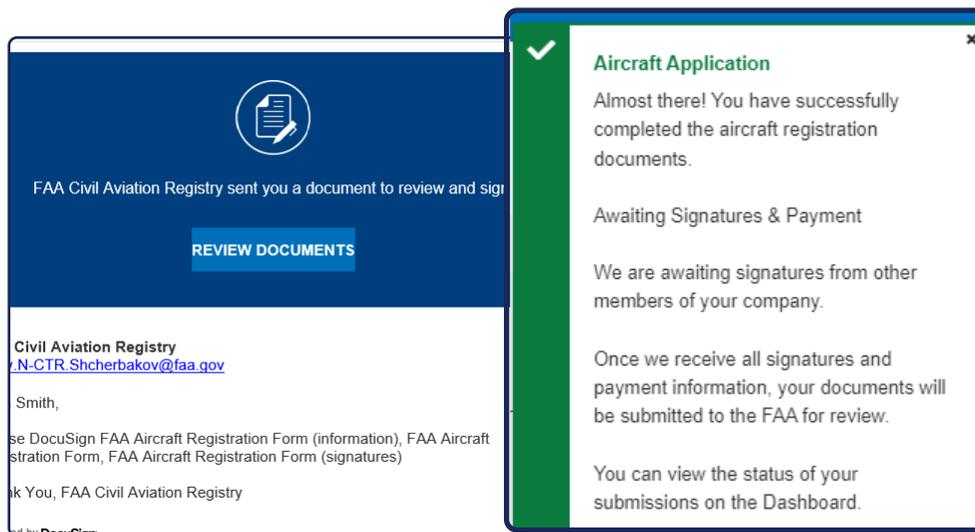
ANY AND ALL SIGNATORIES OF THIS APPLICATION MUST READ THE FOLLOWING AND UNDERSTAND THAT, BY APPLYING A SIGNATURE TO THIS DOCUMENT, THEY ARE SUBJECT TO THE REFERENCED STATUTES AND ASSOCIATED PENALTIES.

I/we hereby certify that the information provided in, and in any attachments to, this application for aircraft registration is true, accurate and correct to the best of my/our knowledge and belief. I/we understand that the FAA administrator will rely on the information I/we provide in determining my/our qualification for aircraft registration. I/we understand that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device any material fact(s), statement(s), representation(s) or entry(ies) may be fined up to \$500,000 or imprisoned for not more than five (5) years or both (18 U.S.C. §§ 1001 and 3571). I/we understand that to knowingly and willfully: a) falsify or conceal a material fact; or b) use a document knowing it contains a false, fictitious or fraudulent statement/entry; or c) provide any inaccurate, false statement/information can subject me to criminal prosecution (49 U.S.C. § 46306), and the registration of the subject aircraft may be delayed, denied and/or revoked.

[< BACK](#) [SIGN >](#)

NOTE

All other signatory members selected to sign the application receive an email with a link to **DocuSign** and a pop-up appears at top of screen: Aircraft Registration applications that are pending signature will display in the **Applications in Progress** section of the company Dashboard. These applications will remain inactive until all required signatures are complete, with the exception of the **Remove** option. After all signatures are applied, it can take up to 24 hours to appear in the company's **Shopping Cart**.



The image shows two overlapping windows. The background window is an email from the FAA Civil Aviation Registry, titled "FAA Civil Aviation Registry sent you a document to review and sign". It features a "REVIEW DOCUMENTS" button and contact information for Civil Aviation Registry, including the email N-CTR.Shcherbakov@faa.gov. The foreground window is a green DocuSign notification titled "Aircraft Application" with a checkmark icon. The notification text reads: "Almost there! You have successfully completed the aircraft registration documents. Awaiting Signatures & Payment. We are awaiting signatures from other members of your company. Once we receive all signatures and payment information, your documents will be submitted to the FAA for review. You can view the status of your submissions on the Dashboard."

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DocuSign

- If the applicant is also the selected signer, they are redirected to DocuSign to provide an electronic signature. Select the **I agree to use electronic records and signature** check-box, then select the **Continue** button:

Please Review & Act on These Documents

FAA Civil Aviation Registry
FAA

Federal Aviation Administration
Powered by DocuSign

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE **OTHER ACTIONS** ▾

PRIVACY ACT STATEMENT:
Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

Title 49, United States Code requires the registration of each United States civil aircraft as a prerequisite to its operation. An aircraft is eligible for registration only: (1) if it is not registered under the laws of a foreign country; and (2) if it is owned by (a) a citizen of the United States, or (b) an individual citizen of a foreign country lawfully admitted for permanent residence in the United States; or (c) a corporation not a citizen of the United States when the corporation is organized and doing business under the laws of the United States or a State and the aircraft is based and primarily used in the United States; or (d) an aircraft of the United States government. Operation of an aircraft that is not registered may subject the operator to a civil penalty.

- To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft in the form of airworthiness directives.
- To provide supporting information in court cases.
- To serve as a data source for management information for production of summary descriptive statistics and analytical studies in support of agency functions for which the records are collected and maintained.
- To respond to general requests from the aviation community or public for statistical information under the Freedom of Information Act or to locate specific individuals or specific aircraft for accident investigation, violation, or other safety related requirements.
- To provide data for the automated aircraft registration master file.
- To provide data for development of the aircraft registration statistical system.

- To digitally sign the document:
 - Select the **START** button
 - Select the **Sign** button to place your digital signature
 - Select the **FINISH** button to complete and return to the **CARES** Shopping Cart:

Please review the documents below.

C **FINISH** **OTHER ACT**

DocuSign Envelope ID: D02FFC02-E373-45B4-A250-3A441E177DA5

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
www.docuSign.com, Suite 1700 • Seattle, WA 98101 • (206) 219-0200
Collection Expires 03/31/2024

a **START**

U.S. Department of Transportation
Federal Aviation Administration

Aircraft Registration Application
AC Form 8050-1

PRA Public Burden Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0042. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain aircraft registration in accordance with 14 CFR Part 47. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

PRIVACY ACT STATEMENT:
Privacy Act of 1974 (PL 93-579) requires that users of this form be informed of the authority which allows the solicitation of the information and whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information gathered; and the effects, if any, of not providing all or any part of the requested information.

- To provide aircraft owners and operators information about potential mechanical defects or unsafe conditions of their aircraft registration of the subject aircraft may be delayed, denied and/or revoked.

NOTICE: **b** **Sign** and for co-owners, all applicants must sign. Use next page and add page(s) if necessary.

11)	SIGNATURE:	b Sign	DATE:	10/13/2022
	TYPED/PRINTED NAME:	Bruce Wayne	TITLE:	Owner
12)	SIGNATURE:		DATE:	
	TYPED/PRINTED NAME:		TITLE:	

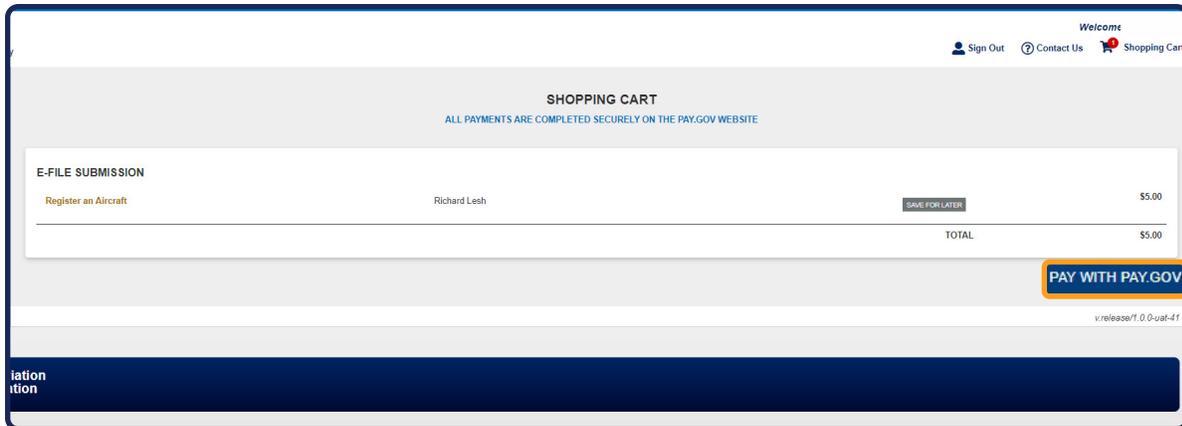
NOTE: Except when the most recent registration of the subject aircraft is expired or cancelled, 14 CFR 47.31(c) provides for an airworthy U.S. aircraft to be operated for up to 90 days within the United States when a copy of the signed aircraft registration application is carried in the aircraft while awaiting issuance and receipt of the new registration certificate.



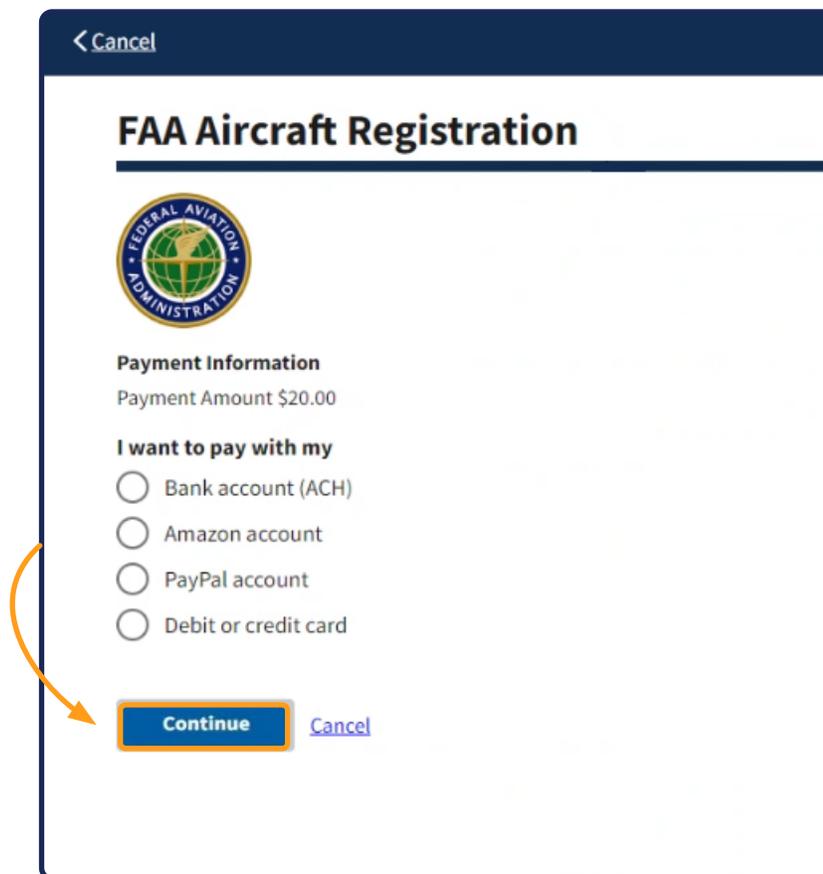
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Aircraft Registration - Company

- 1 On the **SHOPPING CART** screen, select the **PAY WITH PAY.GOV** button:



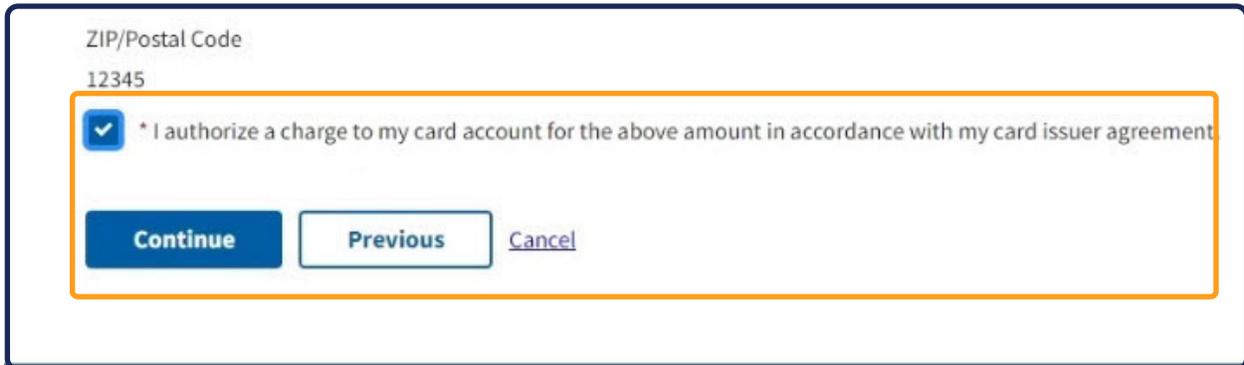
- 2 You will be re-directed to PAY.gov. Select a payment method, then select the **Continue** button:



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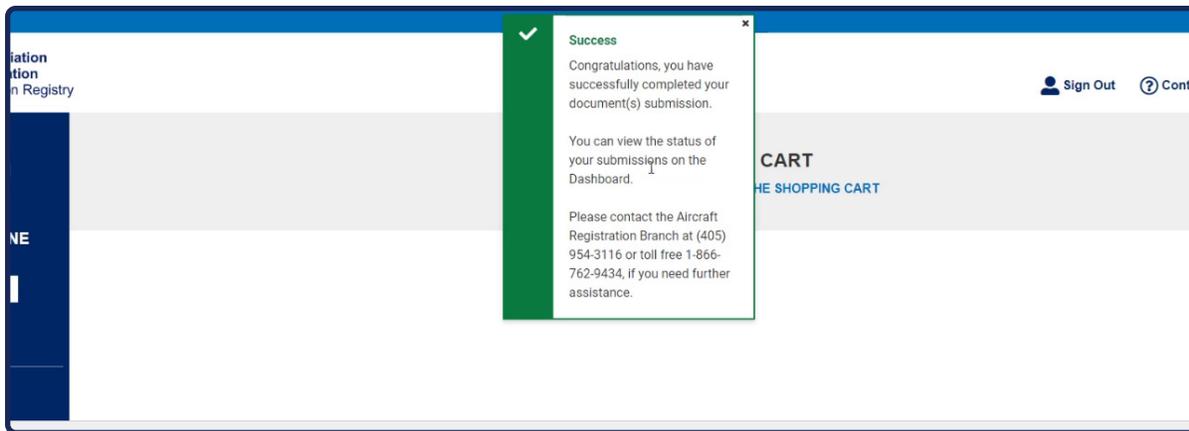


- 3 Enter, review, and authorize your payment information, then select the **Continue** button:



A screenshot of a payment authorization form. At the top, it says "ZIP/Postal Code" followed by "12345". Below this is a checkbox with a checkmark and the text: "* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement". At the bottom of the form are three buttons: "Continue" (a solid blue button), "Previous" (a white button with a blue border), and "Cancel" (a blue text link).

- 4 When your payment has been approved, you will return to CARES, and a success message will appear:



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Sign into CARES

To get started:

- a Navigate to the CARES home page at <https://CARES.FAA.GOV/>
- b Sign in with your Registered Public User Account
- c Accept the Terms of Service:

The screenshot shows the CARES website home page. Callout 'a' points to the browser address bar showing the URL <https://CARES.FAA.GOV/>. Callout 'b' points to the 'Sign In / Register' link in the top right navigation bar. The page header includes the FAA logo and the text 'Civil Aviation Registry Electronic Services (CARES)'. The main content area features the heading 'FAA REGISTRY AT YOUR FINGERTIPS' and a section titled 'HOW CAN WE HELP YOU TODAY?' with links for 'AIRCRAFT SERVICES' and 'AIRMEN SERVICES'.

TERMS OF SERVICE

You are accessing a U.S. Government-authorized information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, (4) all devices and storage media attached to this network or to a computer on this network, and (5) all cloud services and hosting environments supporting this information system. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By logging in and using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
- At any time, and for any lawful government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.

Callout 'c' points to the 'I AGREE' button.

I AGREE I DISAGREE

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Create a Company Account - LLC

Create an LLC Account

CARES allows users to create and customize a company profile according to their business' needs, and in accordance with FAA regulations. This guide provides instruction on how to Create a Limited Liability Company (LLC) Account.

1 On your user dashboard, select the **GET STARTED** button:

The screenshot shows the MyFAA user dashboard. On the left sidebar, the 'GET STARTED' button is highlighted with a blue box. The main content area displays 'Aircraft Registration' and 'APPLICATIONS IN PROGRESS' with a table of processes. A 'NOTE' box on the right states: 'If you have no pending actions when you sign into CARES, you will bypass your User Dashboard and the CARES Registry Service options will appear.'

PROCESS	DATE STARTED	PERCENTAGE COMPLETE
Company Registration -- Corporation - Sample Company	Oct 27, 2022	<div style="width: 50%;"></div>

2 Next, select the **Account Management** option:

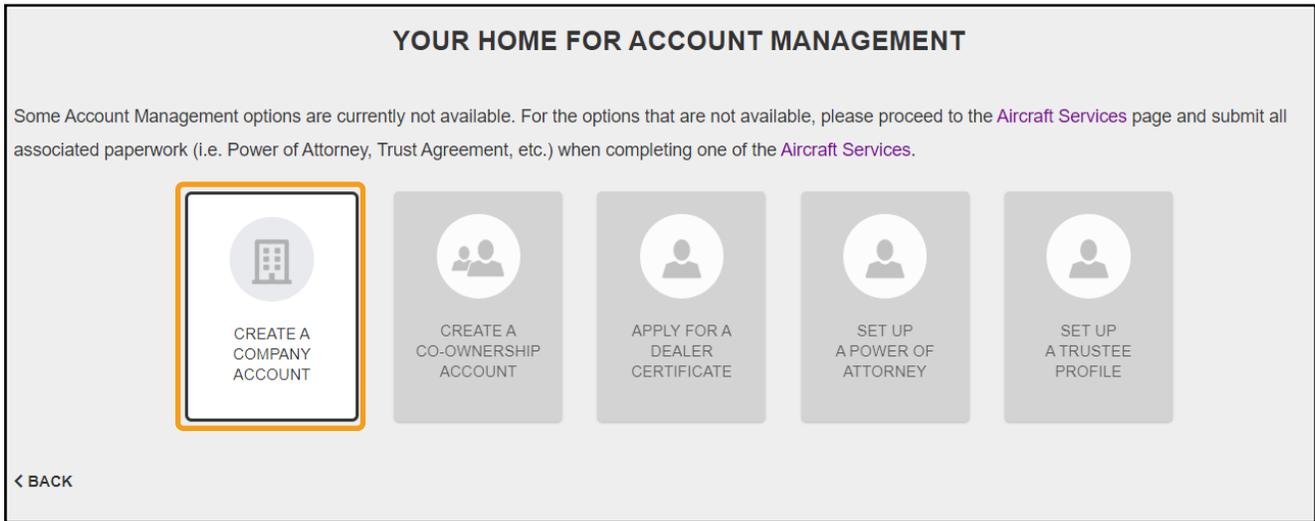
The screenshot shows the MyFAA user dashboard with the title 'HOW CAN WE HELP YOU TODAY?'. It lists three service options: 'AIRCRAFT SERVICES', 'AIRMEN SERVICES', and 'ACCOUNT MANAGEMENT'. The 'ACCOUNT MANAGEMENT' option is highlighted with a blue box. A blue arrow points to the 'ACCOUNT MANAGEMENT' option.

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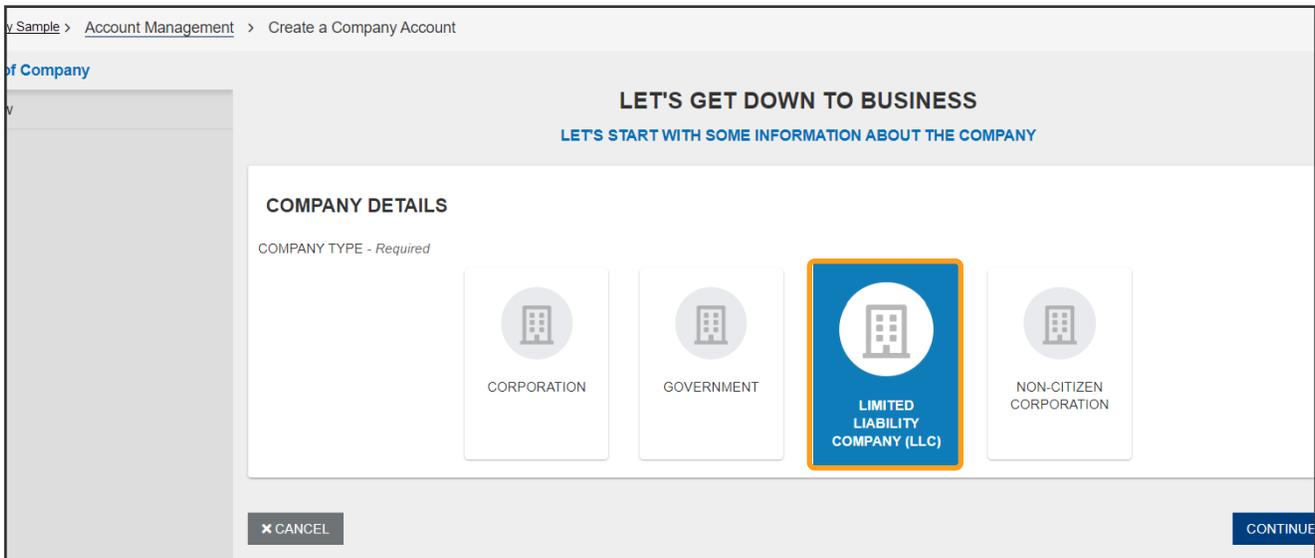


Create a Company Account - LLC

3 On the Account Management home screen, select the **CREATE A COMPANY ACCOUNT** option:



4 On the Type of Company page, select **LIMITED LIABILITY COMPANY (LLC)**:



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Create a Company Account - LLC

5 More information will appear. Begin entering the following information into the required fields:

- a The Company Name
- b Enter the Company's **Physical/Residential Address** and **Mailing Address** in the fields below. If they are the same, once the Physical/Residential Address is complete, select the **SAME AS PHYSICAL ADDRESS** button and the address will copy over.

COMPANY NAME - Required
Sample LLC

PHYSICAL / RESIDENTIAL ADDRESS

COUNTRY - Required
United States of America (the)

ADDRESS LINE 1 - Required
123 S Main St
Street Address, Rural Route

ADDRESS LINE 2
Apartment, suite, unit, building, floor, etc.

CITY - Required
Los Angeles

STATE - Required
CA
Two-Character State Code

ZIP / POSTAL CODE - Required
90012-3701

COUNTY
Los Angeles

MAILING ADDRESS

COUNTRY - Required
United States of America (the)

ADDRESS LINE 1 - Required
123 S Main St
Street Address, Rural Route

ADDRESS LINE 2
Apartment, suite, unit, building, floor, etc.

CITY - Required
Los Angeles

STATE - Required
CA
Two-Character State Code

ZIP / POSTAL CODE - Required
90012-3701

COUNTY
Los Angeles

SAME AS PHYSICAL ADDRESS

- In most cases, an **ADDRESS VERIFICATION** popup will appear, indicating CARES has found a more accurate version of your address. Select **Use My Address** if you would like to use the address you have inputted, or select **Use Suggested Address** if you would like to use the Suggested Address:

Address Verification

We believe we've found a more accurate version of your address.
For the most accurate profile information, please confirm the one that you would like to use.

You Entered	Suggested Address
123 S Main St	123 S Main St
Los Angeles, CA	Los Angeles, CA 90012-3701
United States of America (the)	United States of America (the)

USE MY ADDRESS **USE SUGGESTED ADDRESS**



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Create a Company Account - LLC

6 Then, enter **Contact Information** for the Company and select **CONTINUE**

CONTACT INFORMATION

EMAIL ADDRESS - *Required*
SampleCompany@gmail.com

PHONE - *Required*
+1 800 555 5555
Format: +1 555 555 5555

CANCEL **CONTINUE >**

7 On the Review screen, review your submission. If you notice any information that needs to be edited, use the **BACK** button until you reach the section that needs changing. When you're ready, continue through to the Review page and select the **SUBMIT** button:

ALMOST DONE.
TAKE A MINUTE TO REVIEW YOUR SUBMISSION.

NOTE
A warning message will appear if information matching what is already in CARES is inputted(duplicate). If you choose to proceed, the Profile will be created with a Unique Company ID.

COMPANY DETAILS

COMPANY NAME Sample LLC	COMPANY TYPE LLC
----------------------------	---------------------

ADDRESSES

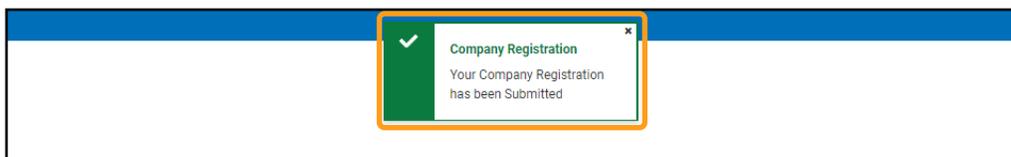
PHYSICAL ADDRESS 123 S Main St Los Angeles, CA 90012-3701 Los Angeles United States of America (the)	MAILING ADDRESS 123 S Main St Los Angeles, CA 90012-3701 Los Angeles United States of America (the)
--	---

CONTACT INFORMATION

EMAIL ADDRESS SampleCompany@gmail.com	PHONE +1 516 555 5555
--	--------------------------

< BACK **SUBMIT >**

8 You will receive an email confirming company creation to the email address provided and a success message appears, indicating your company profile has been submitted:

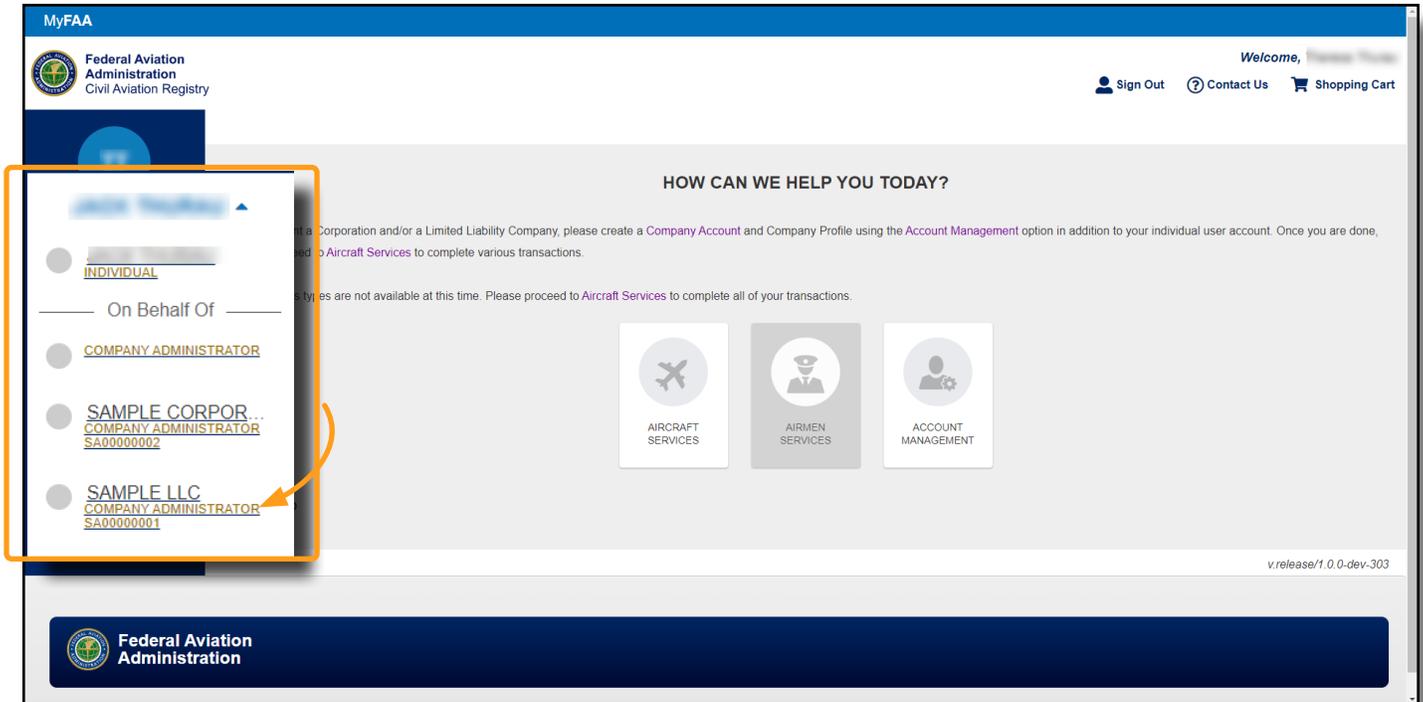


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Create a Company Account - LLC

Access your Company Account

- 1 You will be brought back to the Get Started page where you will see your Individual Account. Select the dropdown to the right of your Individual Account name and select the Company Name you just created:



- 2 On your **Company Dashboard** you will see:

- a Your Company Name and Unique Company ID
- b The **Aircraft Registration** section (this will be blank until you begin that process)
- c Company menu options on the left

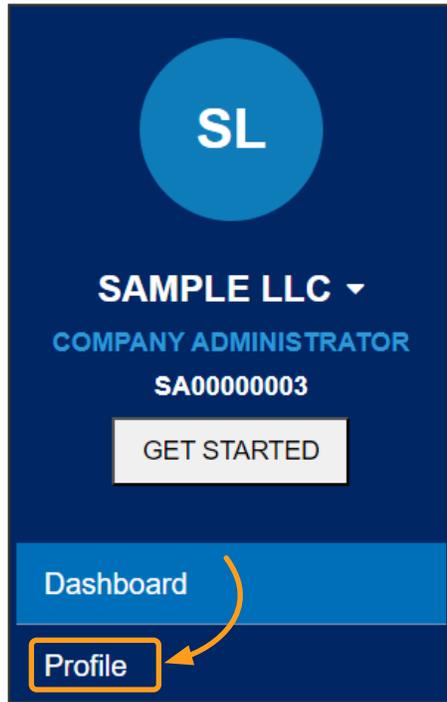


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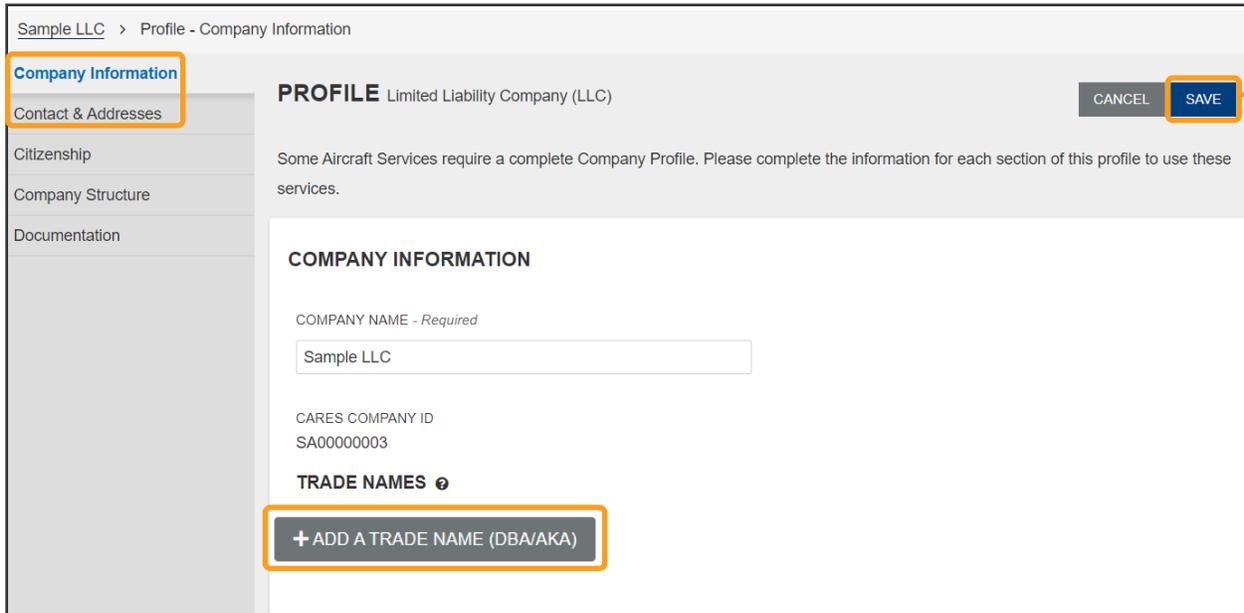
Create a Company Account - LLC

Complete Your Company Profile

1 To complete your Company Profile, select **Profile** on the left menu:



2 **Company Information** and **Contact & Addresses** will carry over from the company creation, though they may be edited here if needed. Additionally, if applicable, **Trade Names** may be added here. If any changes are made, be sure to select the Save button



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Create a Company Account - LLC

3 To attest to whether or not your company meets United States Citizen eligibility:

- a** Navigate to **Citizenship** on the left hand menu
- b** Choose **Yes** from the dropdown. Choosing **No** will keep your profile as Basic, restricting some Aircraft Services
- c** Select **Save** to save your changes

Sample LLC > Profile - Citizenship

Company Information
Contact & Addresses
Citizenship
Company Structure
Documentation

PROFILE Limited Liability Company (LLC) [CANCEL] [SAVE]

Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.

CITIZENSHIP INFORMATION

Some of the Aircraft Services are unavailable if your company does not meet the requirements for United States Citizen. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#) for additional information

DOES YOUR LIMITED LIABILITY COMPANY (LLC) MEET THE UNITED STATES CITIZEN ELIGIBILITY?

Select an Option

Yes

No

4 Next, navigate to **Company Structure** to complete the following:

- a** Choose the State in which the LLC is organized
- b** The date it was legally formed or organized
- c** Use the dropdown to select how the LLC is managed, keeping in mind multiple options may be selected

Sample LLC > Profile - Company Structure

Company Information
Contact & Addresses
Citizenship
Company Structure
Documentation

PROFILE Limited Liability Company (LLC) [CANCEL] [SAVE]

Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.

COMPANY STRUCTURE

STATE IN WHICH THE LLC IS LAWFULLY ORGANIZED - Required: New York

LEGALLY FORMED OR ORGANIZED DATE - Required: 06/12/2019

HOW IS THE LLC MANAGED - Required

Officer(s), Manager(s)

Manager(s)

Officer(s)

Member(s)

Board of Governor(s)

Managing Member(s)



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Create a Company Account - LLC

5 To add members to your company:

- a** Select **+ ADD A MEMBER** and member details will appear
- b** Use the dropdown to select the **Member Type** that applies.
- c** Enter the required information, including selecting whether that member can sign documents (Signatory) and what the voting interest percentage is
- d** If you would like to add yourself as a member of the company, select **+ADD ME AS A MEMBER** and your information will populate (*optional*)

MEMBERS

Some Aircraft services might be unavailable for Company Profiles without members. Please review [Limited Liability Companies Info Sheet \(faa.gov\)](#) for additional information.

There are no members available for this profile.

+ ADD A MEMBER ← **a**

ADD A MEMBER **+ ADD ME AS A MEMBER**

MEMBER TYPE - *Required*

Select a Type x REMOVE

b

- Co-Ownership
- Corporation
- Individual
- LLC
- Partnership

ADD A MEMBER **d** → **+ ADD ME AS A MEMBER**

MEMBER TYPE - *Required*

LLC

COMPANY NAME - *Required* EMAIL ADDRESS OF REPRESENTATIVE - *Required*

Sample LLC SampleCompany@gmail.com

CARES COMPANY ID PERCENTAGE OF VOTING INTEREST - *Required*

SA00000003 100 %

THIS MEMBER IS A SIGNATORY TITLE - *Required*

Yes Select a Title

c

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6 Lastly, you will need to upload at least one (1) document in order to consider your LLC Company Profile complete:

- a Navigate to **Documentation** on the left hand menu
- b Under the **Upload Documents** section, use the **Document Type** dropdown to select which document you will be uploading
- c Select the **+Upload File** button, locate, and select the corresponding file from your computer
- d Should you wish to upload more documentation, select the **+Add Additional Document** button to receive another document type dropdown and repeat steps 6a - c until you have uploaded all desired documentation
- e Select **Save** to save all your changes

The screenshot shows the 'PROFILE' page for a Limited Liability Company (LLC) in the FAA system. The left-hand navigation menu includes 'Company Information', 'Contact & Addresses', 'Citizenship', 'Company Structure', and 'Documentation'. The 'Documentation' menu item is highlighted with an orange arrow and the letter 'a'. The main content area is titled 'PROFILE Limited Liability Company (LLC)' and includes a 'SAVE' button in the top right corner, also highlighted with an orange circle and the letter 'e'. Below the title, there is a message: 'Some Aircraft Services require a complete Company Profile. Please complete the information for each section of this profile to use these services.' The 'DOCUMENTS' section contains the text: 'To ensure the LLC profile is complete, please upload at least one of the required documents. The documents in this section will be added to your Aircraft Service requests and submissions.' Below this text is a box that says 'No Documents Uploaded'. The 'UPLOAD DOCUMENTS' section includes a link to the 'Limited Liability Companies Info Sheet (faa.gov)'. The 'OPTIONAL DOCUMENTATION' section lists three document types: 'Articles of Organization/Incorporation/Association', 'LLC Operating Agreement', and 'LLC Written Representation Statement'. At the bottom of the page, there is a 'DOCUMENT TYPE' dropdown menu with the text 'Select a Document Type', highlighted with an orange arrow and the letter 'b'. To the right of the dropdown is a 'DOCUMENT UPLOAD' section with a '+ UPLOAD FILE' button, highlighted with an orange arrow and the letter 'c', and a 'REMOVE' button. Below the 'DOCUMENT UPLOAD' section is a blue button with a white plus sign and the text '+ ADD ADDITIONAL DOCUMENT', highlighted with an orange arrow and the letter 'd'.



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Create a Company Account - LLC

8 Now that your Company Profile is completed, you will have full access to all Aircraft Services:

Sample LLC > Aircraft Services

YOUR HOME FOR AIRCRAFT SERVICES

- REGISTER AN AIRCRAFT
- FIND / RESERVE AN N-NUMBER
- SEARCH AIRCRAFT REGISTRATION DATABASE
- REGISTERED AIRCRAFT SERVICES
- N-NUMBER RELATED SERVICES
- REQUEST AIRCRAFT RECORDS
- REQUEST AN IR AUTHORIZATION CODE
- FILE A SECURITYLEASE AGREEMENT DOCUMENT
- FILE A LIEN AGAINST AN AIRCRAFT
- FILE A RELEASE OF A SECURITY DOCUMENT
- FILE A TERMINATION ON A LEASE DOCUMENT
- SUBMIT OTHER AIRCRAFT DOCUMENTS

< BACK

NOTE

All Company members you added when creating the LLC profile will receive an email with a link to create an Individual CARES Registered Public User account. after creating an individual account they may navigate to the company account to conduct business in CARES



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Appendix

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1 Document Types

Aircraft Services Option	Request Types	Document Types
Registered Aircraft Services	Renew Aircraft Registration	Aircraft Reg Renewal App (AC Form 8050-1B) Other Supporting Docs
	Cancel Aircraft Registration	Aircraft Reg Renewal App (AC Form 8050-1B) Request to Cancel Aircraft Documents Other Supporting Docs
	Address Change	Request to change address Other Supporting Docs
	Transfer Aircraft Ownership	Report a Sale Bill of Sale Other Transfer Document Other Supporting Docs
	Order a replacement Aircraft Certificate	Request to order a replacement Aircraft Certificate Other Supporting Docs
N-Number Related Services	Change N-Number	Request to Change N-Number Returned- REGAR-103 letter Other Supporting Document
	Renew N-Number	Request to Renew N-Number Other Supporting Docs
	Assign N-Number	Request to Assign N-Number Other Supporting Documents
	Relinquish N-Number	Request to Relinquish N-Number Other Supporting Document
	Returned AC-Form 8050-64 (Assignment of Special Registration Numbers)	Returned AC Form 8050-64 (Assignment of Special Registration number) Reserve special N-number back Other Supporting Document
	Cancel N-Number Change	Request to cancel a N-number change Returned AC Form 8050-64 (Assignment of Special Registration number) Reserve special N-number back Returned- REGAR-103 letter Other Supporting Document

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Document Types

Aircraft Services Option	Request Types	Document Types
File a Security/Lease Agreement Document	Security Agreement	Aircraft Security Agreement Engine Lien Propeller Lien Security Agreement for multiple collateral Consignment Agreement Cross Collateralization Agreement Hypothecation Agreement Subordination Agreement Amendment-Security Agreements, Leases or Sub-leases Air Carrier Spare Part Location Agreement or Lease Assignments -Security Agreement/Lease/Sublease Assumptions-Security Agreement/Lease/Sublease Supplements-Security Agreement/Lease/Sublease Substitution Agreement File an Aircraft Mortgage Other Supporting Document
	Lease	Engine Lease Propeller Lease Aircraft Lease or Head Lease Lease of multiple types of collateral Operating Agreement (Lease) Air Carrier Spare Parts Security Agreement or Lease Sublease Other Supporting Document
	Disclaimer	Disclaimer Other Supporting Document
	Legal Opinion	Legal Opinion Other Supporting Document
File a Lien Against an Aircraft	Lien	Mechanic/Artisan Lien Fieri Facias and/or Writ of Fieri Facias State Tax Lien Local Tax Lien Other Non-Consensual Liens Judgment Lien(Court Order) Other Supporting Document
File a Release of a Security Document	Release	Recordation Notice, or its equivalent(AC Form 8050-41) Statement of premature release Release of consensual and non-consensual liens Release an Aircraft Mortgage Amendment to a release Other Supporting Document
	Legal Opinion	Legal Opinion submitted with other documents Other Supporting Document
File a Termination On a Lease Document	Termination	Notice of Recordation Termination Request for amendment to a lease termination Other Supporting Document

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Document Types

Aircraft Services Option	Request Types	Document Types
Submit Other Aircraft Documents	Flight Hour	Flight Hour Report(AC Form 8050-117) Flight Hour Report-Address Change Other Supporting Documents
	Truth in Leasing	Truth in Leasing Foreign Leases Master Interchange Agreement Time Share Agreement Other Supporting Document
	Legal Opinion	Legal Opinion Other Supporting Document
	Other Supporting Documents	Estate Certificate of Incorporation Name Change Merger Consolidation Distribution of Assets Power of Attorney Resolution of the Board Guardian Receivership Bankruptcy Limited Liability Company Trust Business Trust Statutory Trust Voting Trust Other

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