U.S. Department of Transportation
Federal Aviation Administration

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

Individual 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

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This user guide will show you how to access CARES Home Page and Select Sign Up/Register, verify your Identity Using Last 4 Digits of Social Security Number (SSN) or gov-ernment Issued ID and smart phone

02 First Time Sign In and Complete Profile

This user guide will show you how to activate your My Access account, setup Multifactor Authentication (MFA), and complete your CARES profile

03 Reset Password

This guide covers the steps a user will take to reset a forgotten or lost CARES system password. Use this guide before calling the FAA Help Desk if you do not know your CARES password

04 CARES User Interface

This guide provides a visual reference of CARES screens, buttons, icons, and other regis-try actions users can initiate in CARES

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This guide demonstrates how to register a single Unmanned Aircraft System (UAS)

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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FEDERAL AVIATION ADMINISTRATION

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01

Sign up for Individual CARES Account

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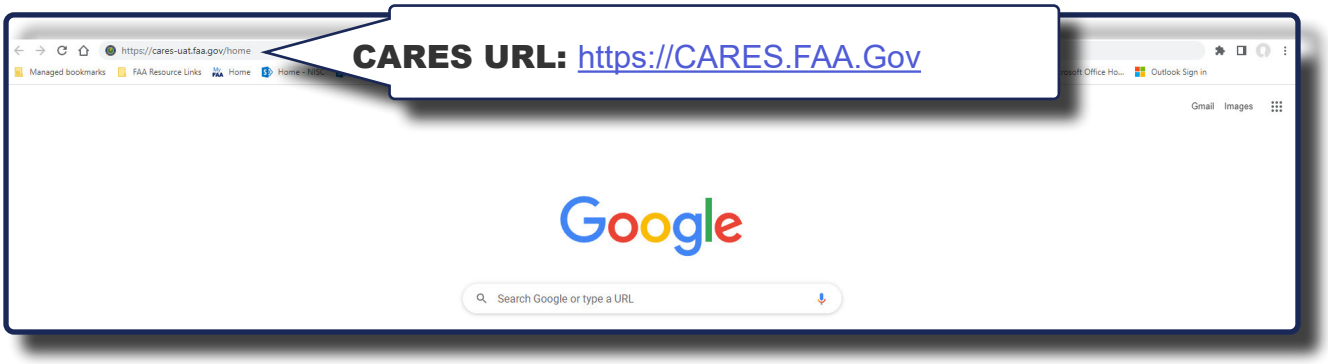
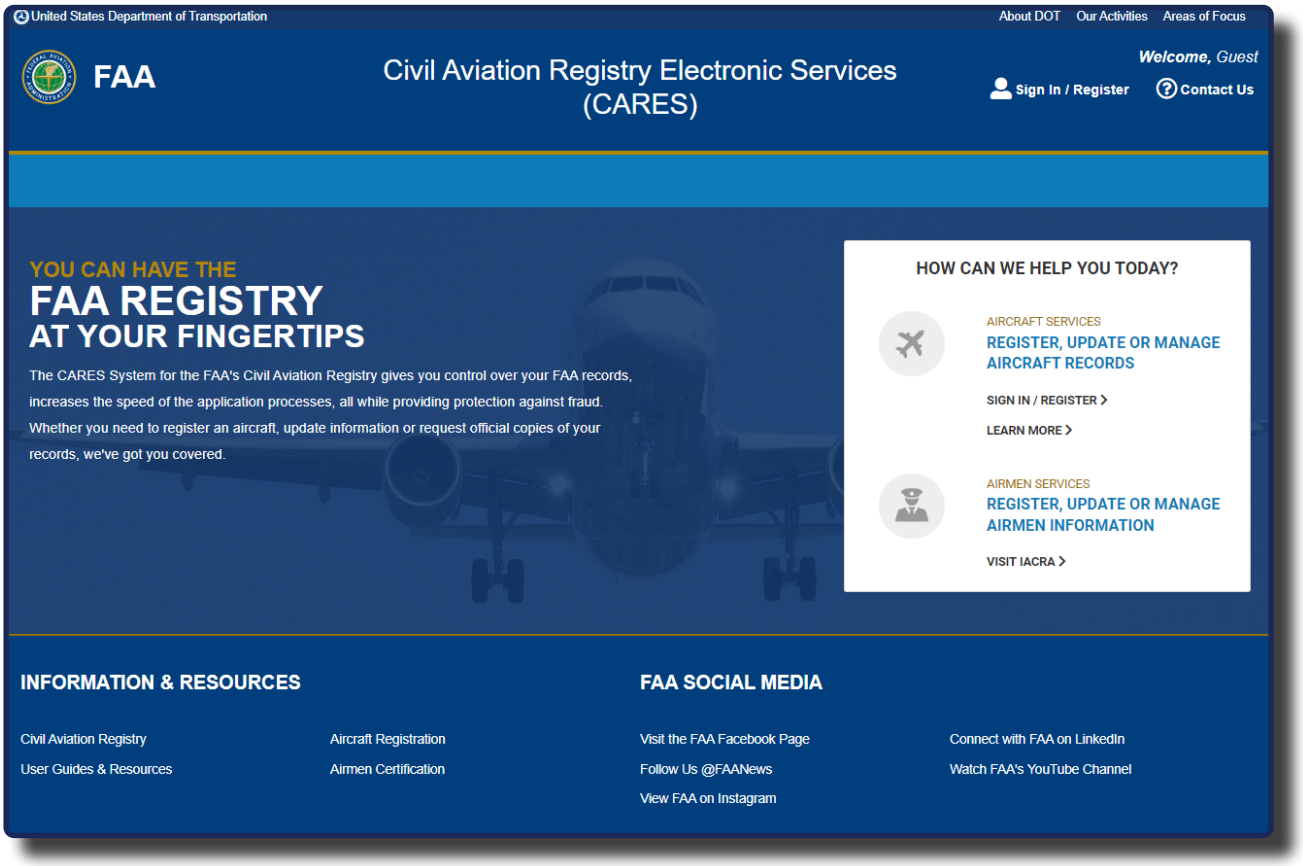
Access CARES Home Page and Sign Up

1 Type the URL **CARES.FAA.GOV** into your web browser then press the **ENTER** key on your keyboard:



2 The CARES homepage appears. Select **Sign in/Register**:



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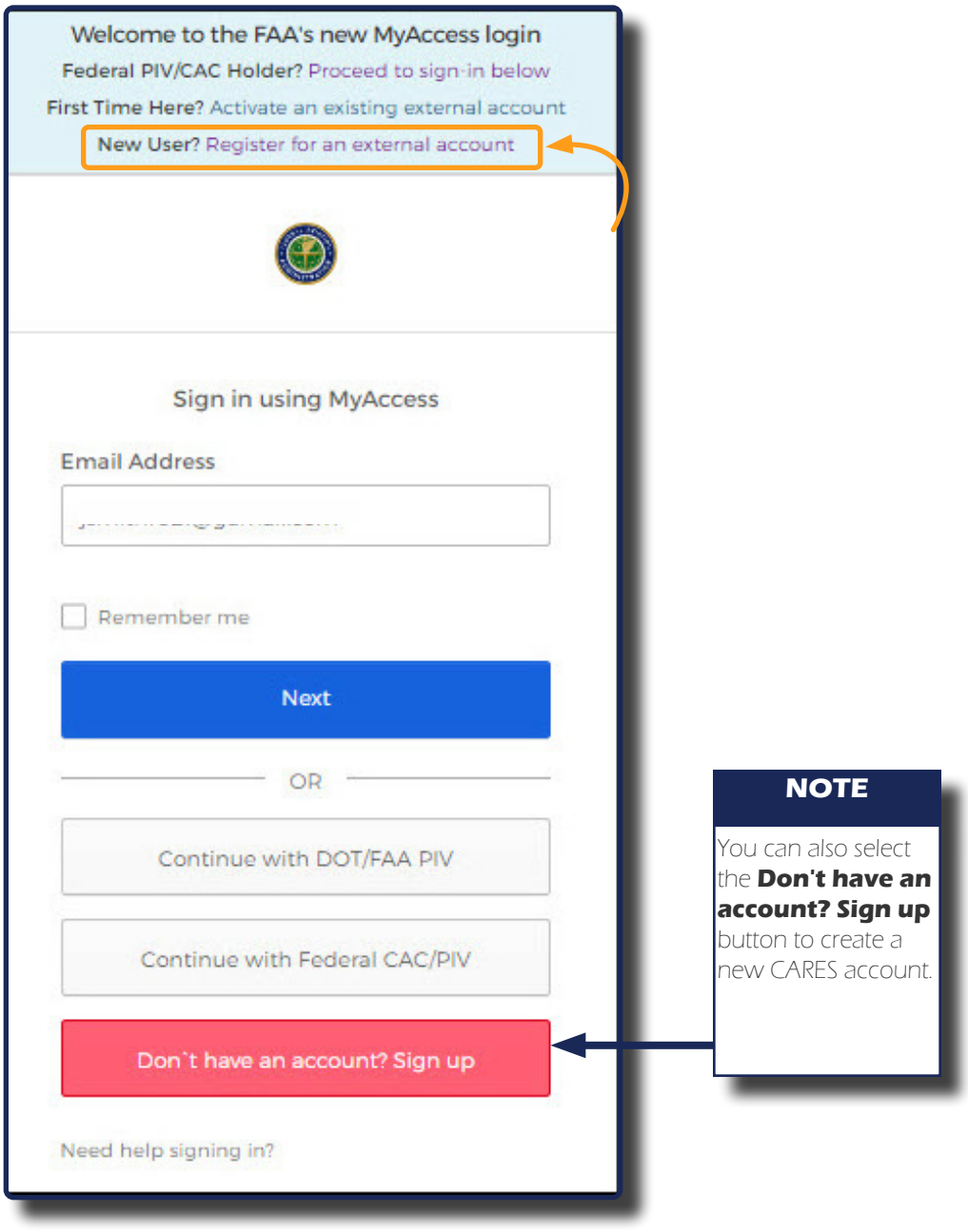
3 The **Welcome to FAA's MyAccess** login message appears. To sign up for a new CARES account, Select the **Register for an external account** button:



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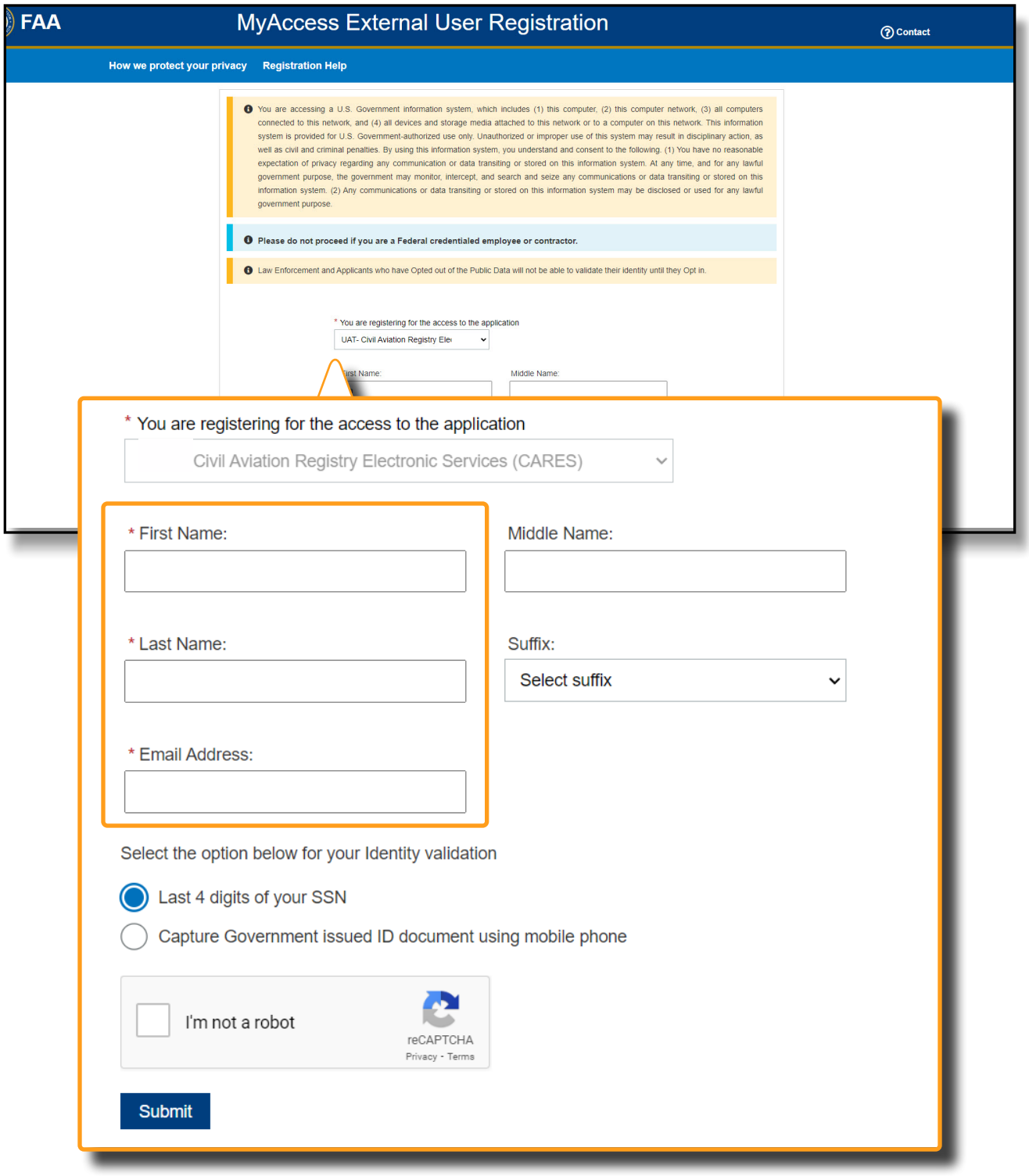
4 The **MyAccess External User Registration** page appears. Type your first and last name, and your email address in the required fields:



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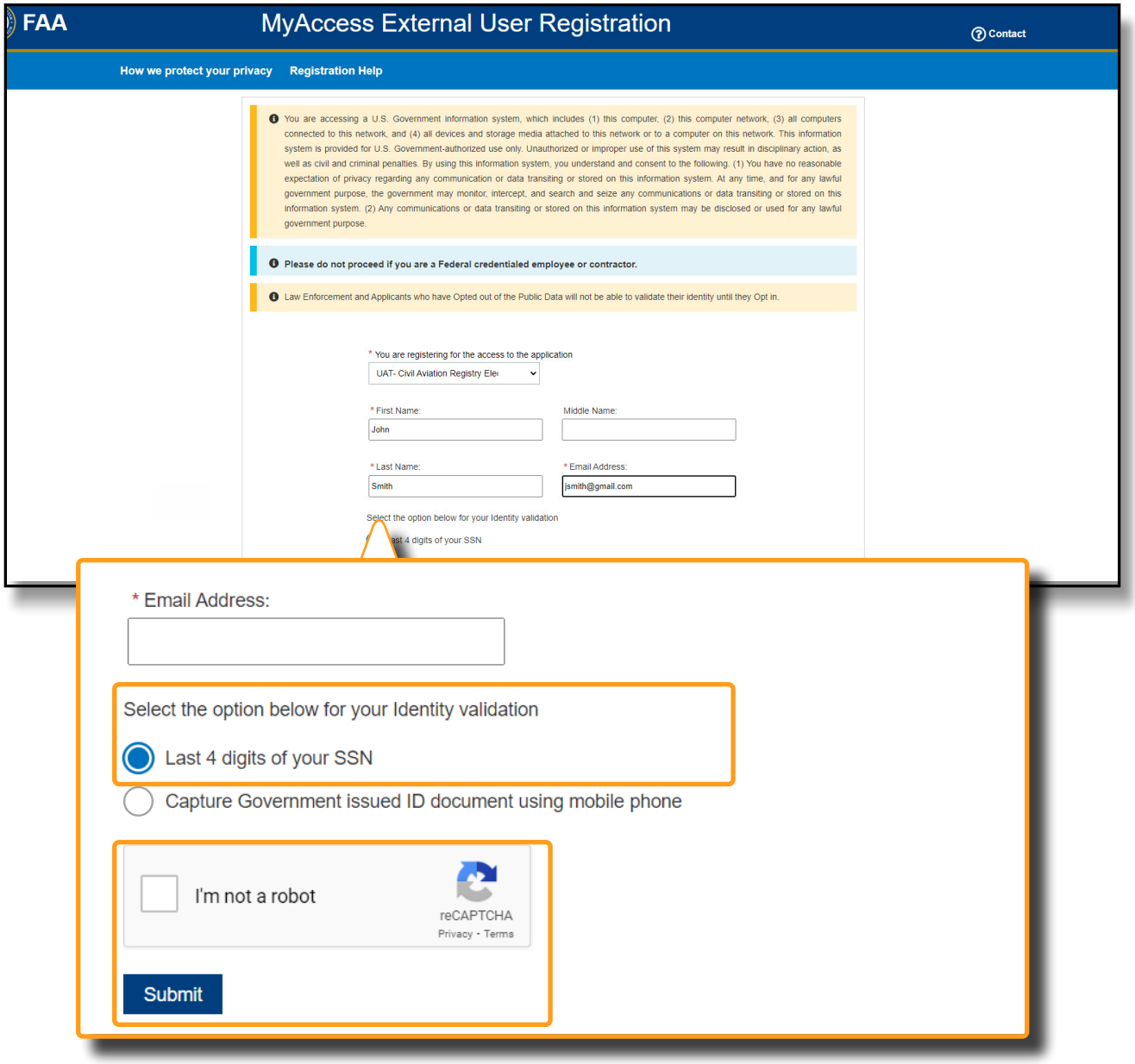
Verify Identity - Last 4 of your Social Security Number

NOTE

The easiest and quickest way to verify your indentity is to use the last 4 digits of your Social Security number (SSN). For instructions on verifying your identity with government issued ID and mobile phone, follow the instructions on **pages 9-17** of this guide.

5 Select the Last 4 digits of your SSN button, then select the I'm not a robot reCAPTCHA check-box. When complete, selet the Submit button:



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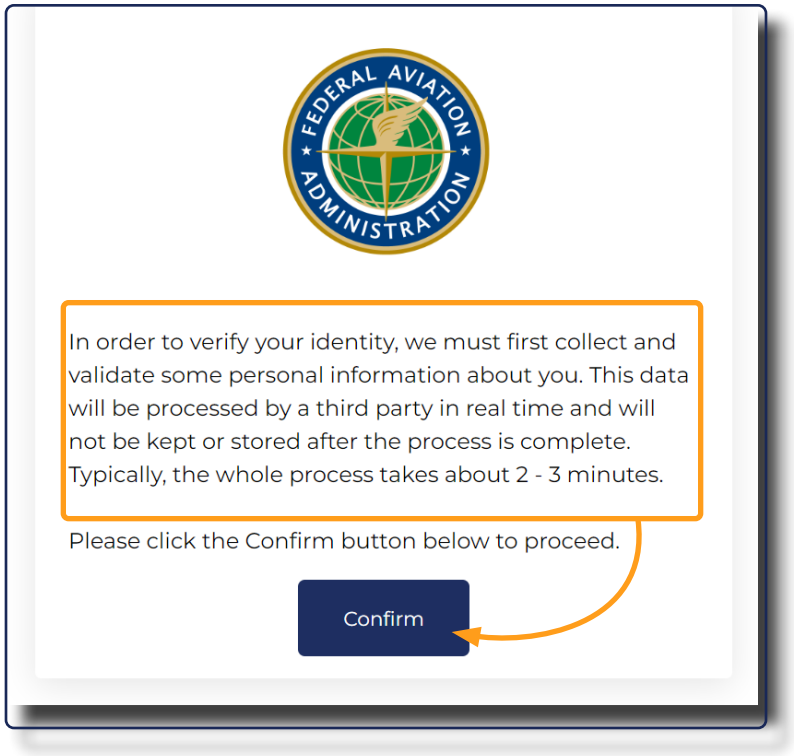
6 A popup appears, stating personal information will be collected to verify identity but will not be stored. Select the **Confirm** button to continue:



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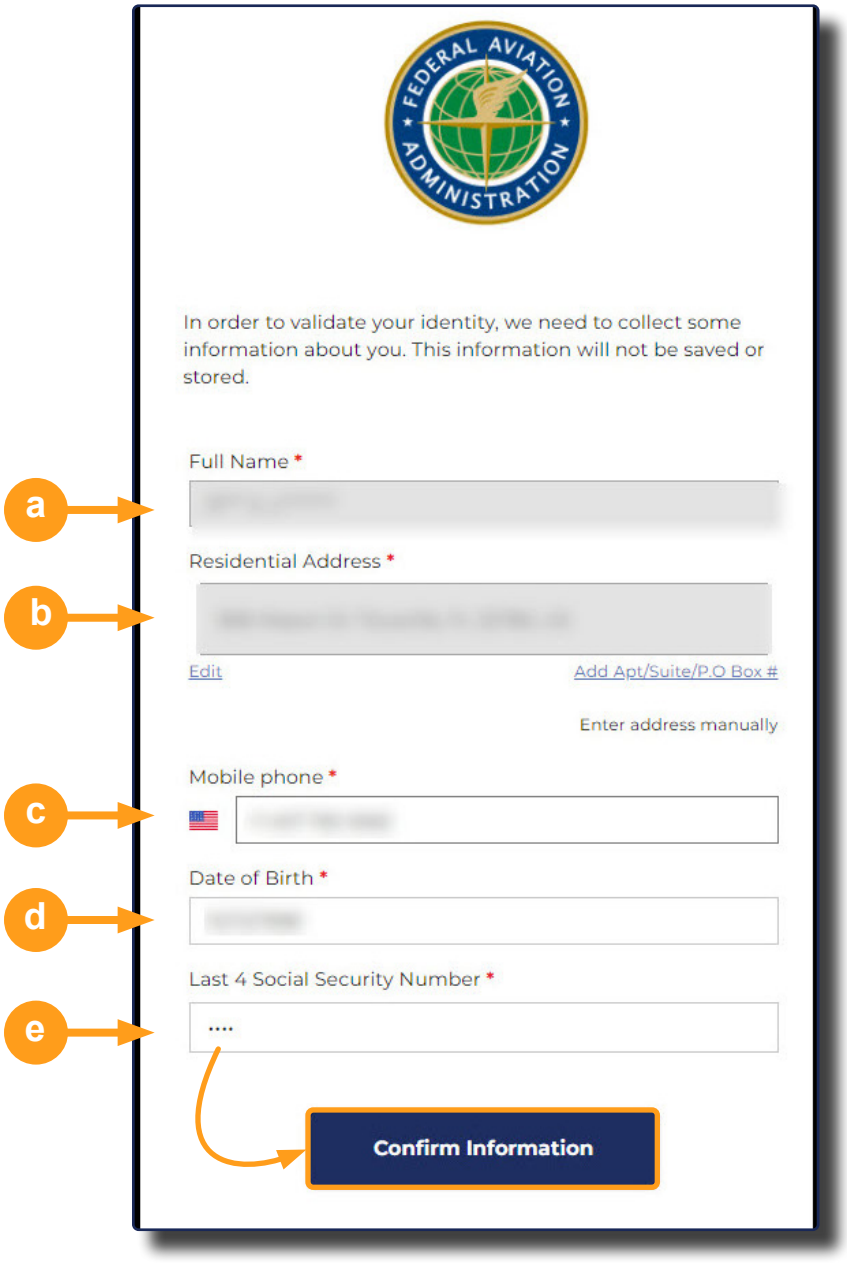
7 The idenitification validation window appears. Type your information into the required fields:

- **a** Full Name
- **b** Residential address
- **c** Mobile phone
- **d** Date of Birth
- **e** Last 4 Social Security Number

When complete, select the **Confirm Information** button:



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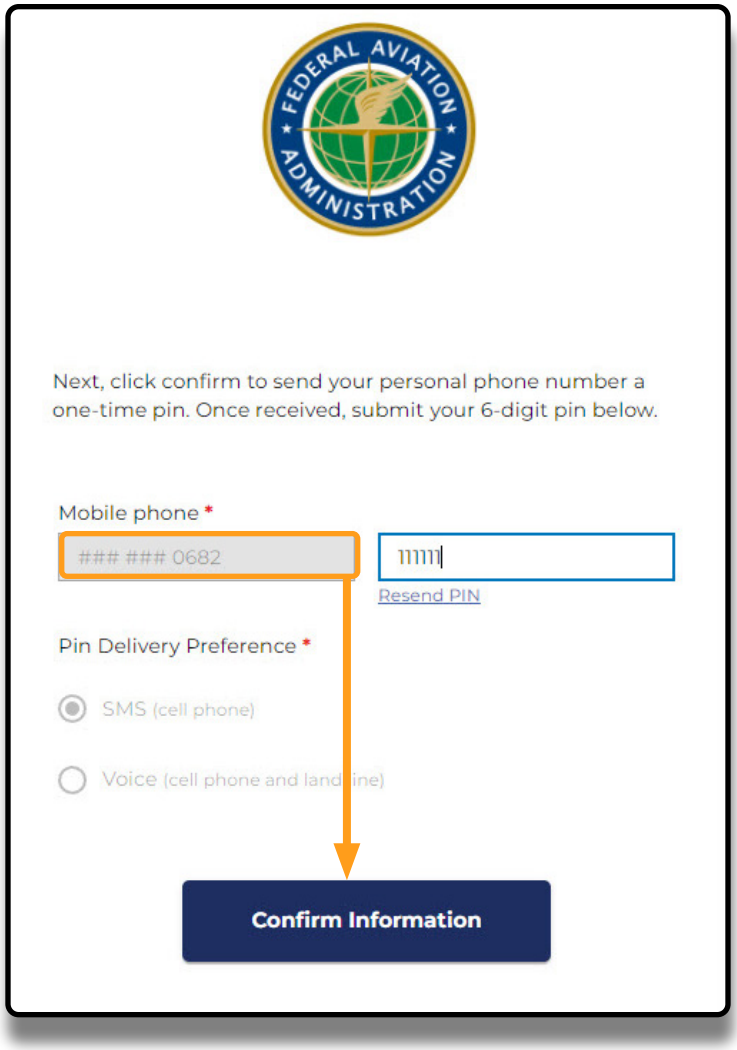
8 On the following screen, type your mobile phone number into the field provided, then select the **Confirm Information** button to receive a pin number via text message:



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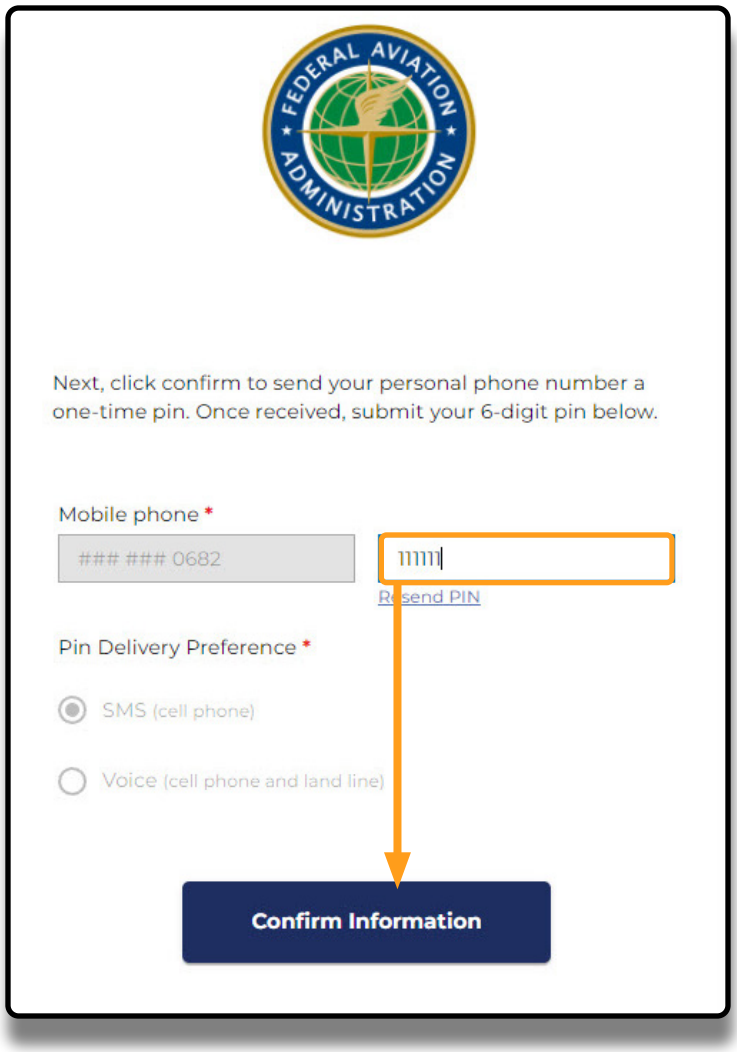
9 When you receive the text message, type the PIN into the field provided, then select the **Confirm Information** button:



NOTE

When the PIN is confirmed, a success message will appear, and you will receive an email with steps to continue the sign up process. Refer to the **CARES First Time Sign In and Complete Profile** user guide for more information.

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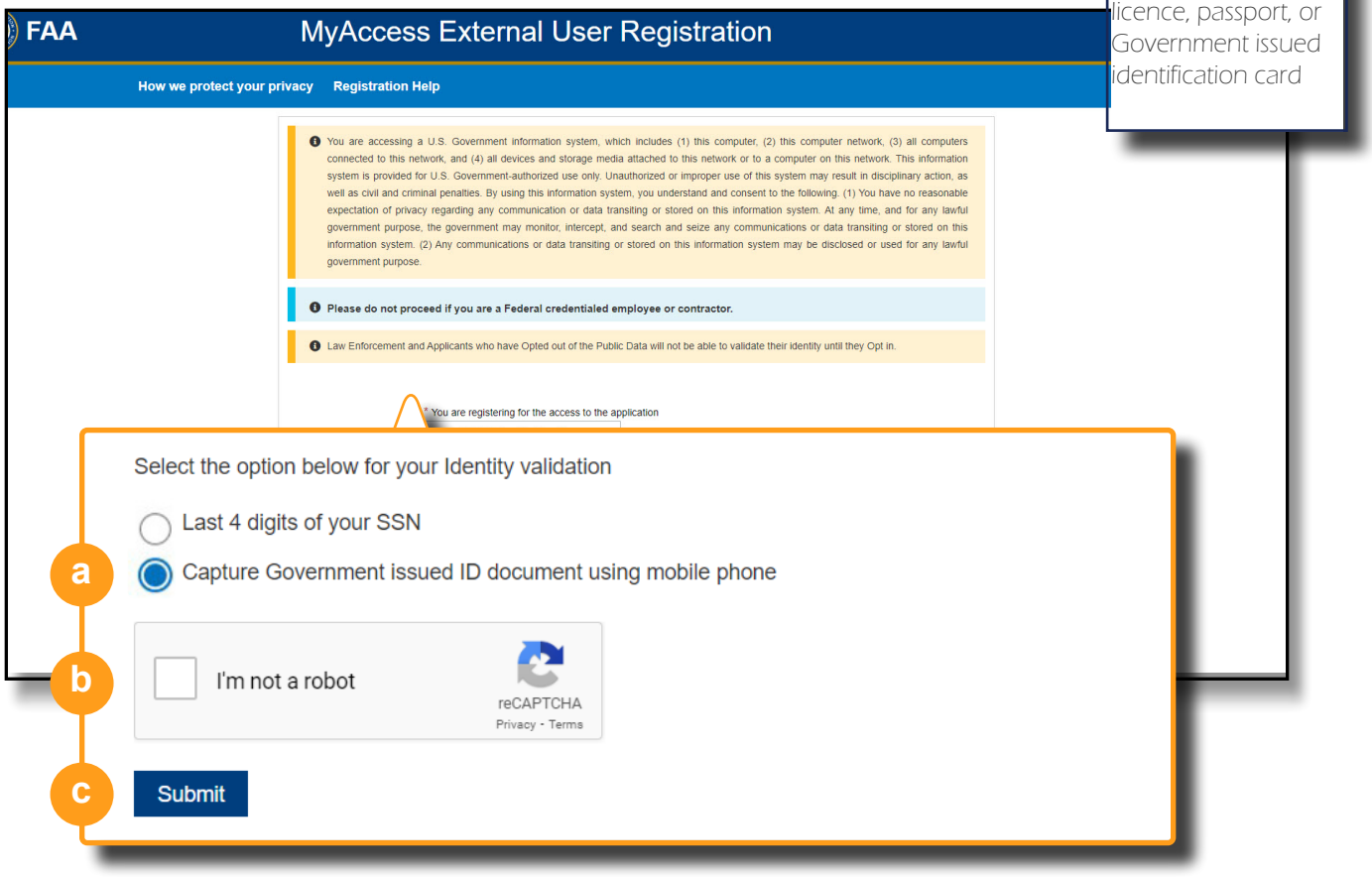
Verify Identity - Government ID and Mobile Phone

1 If you choose to use your Government identification (rather than the last 4 of your SSN), on the **MyAccess External User Registration** page**:**

- **a** Select the **Capture Governement issued ID document** radio button
- **b** Select the **I'm not a robot** reCAPTCHA
- **c** Select the **Submit** button:

NOTE

Government issued ID types are: driver's licence, passport, or Government issued identification card



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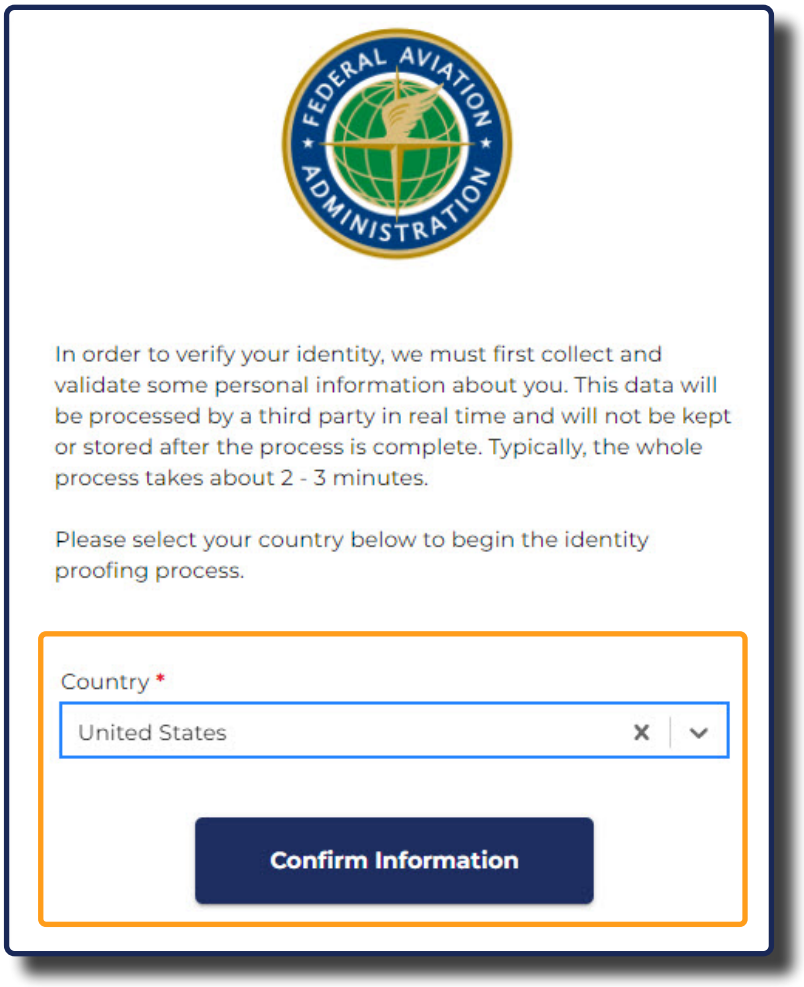
2 In the popup that appears, select your country from the drop-down menu, then select the **Confirm Information** button:



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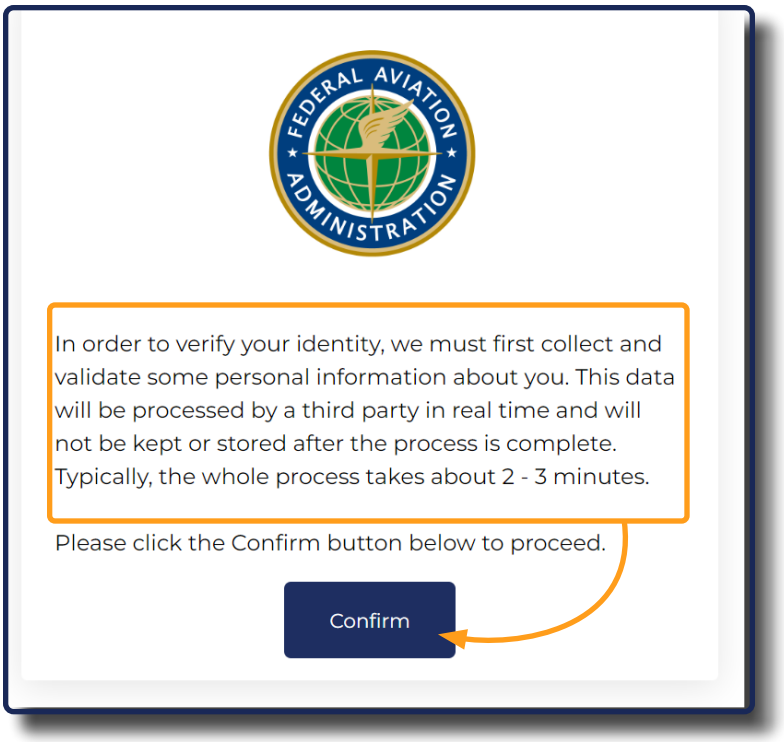
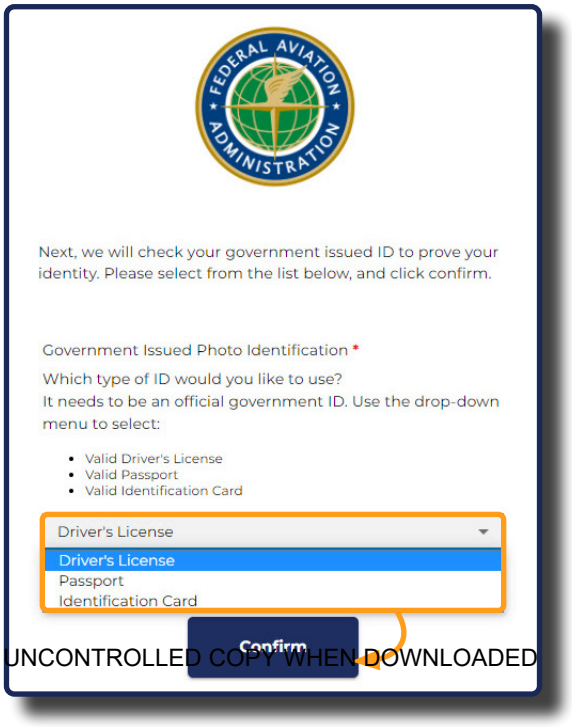
3 A popup appears, stating personal information will be collected to verify identity but will not be stored. Select the **Confirm** button to continue:



4 In the drop-down menu that appears, select the type of ID you will be using, then select the **Confirm** button:



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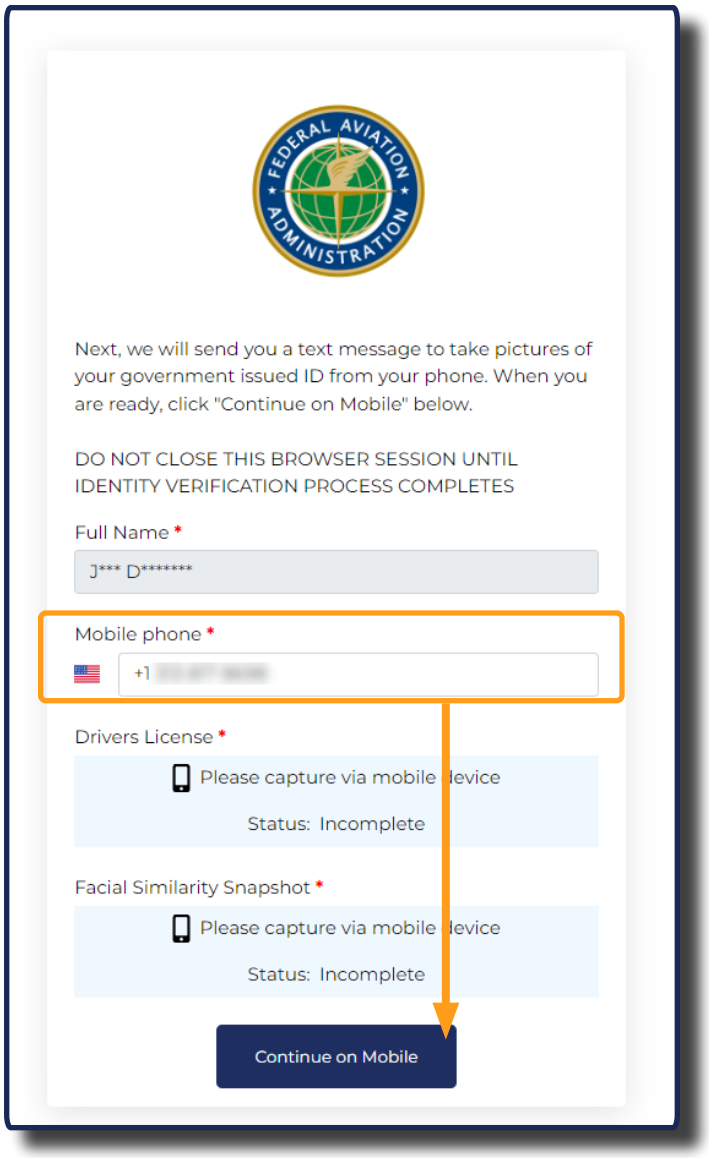
5 You will be asked to provide pictures of your ID and a Facial Similarity Snapshot. Type your Mobile phone number in the required field, then select the **Continue on Mobile** button:



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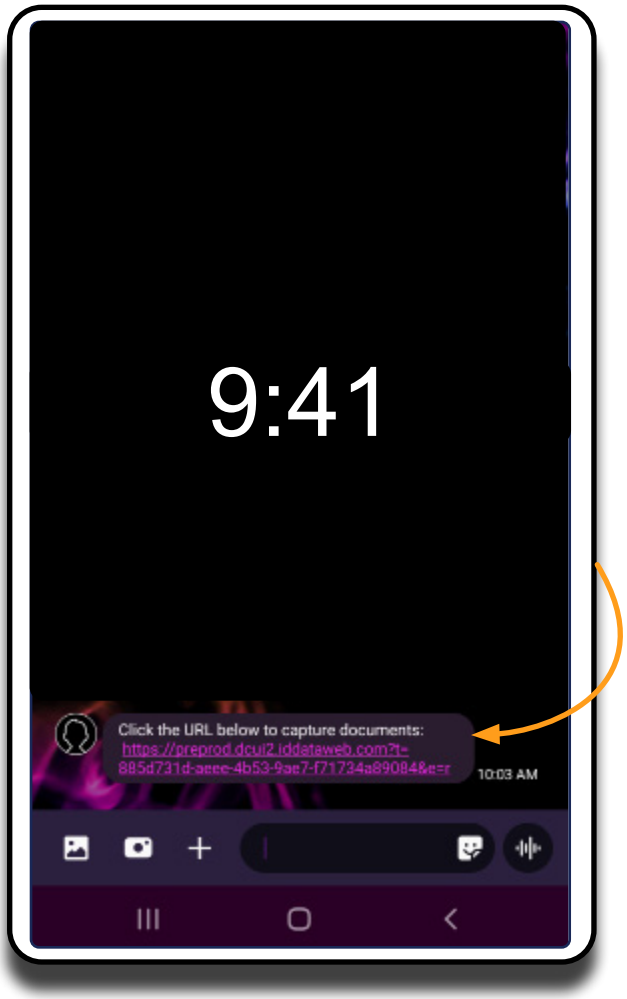
6 Open the messaging app on your mobile phone, then select the link in the message from **CARES** to capture documents:



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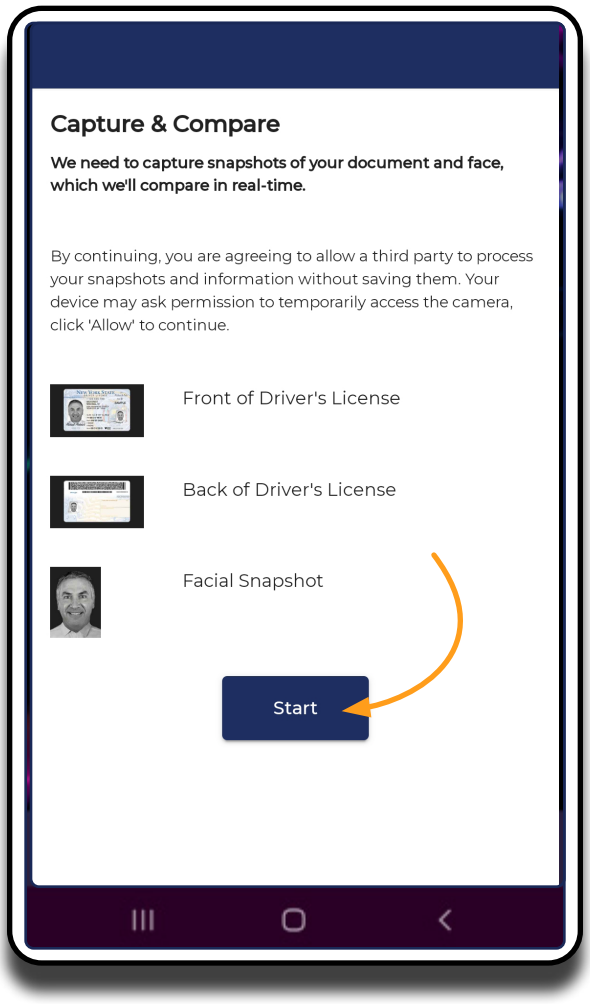
7 The **Capture & Compare** screen appears. Select the **Start** button:



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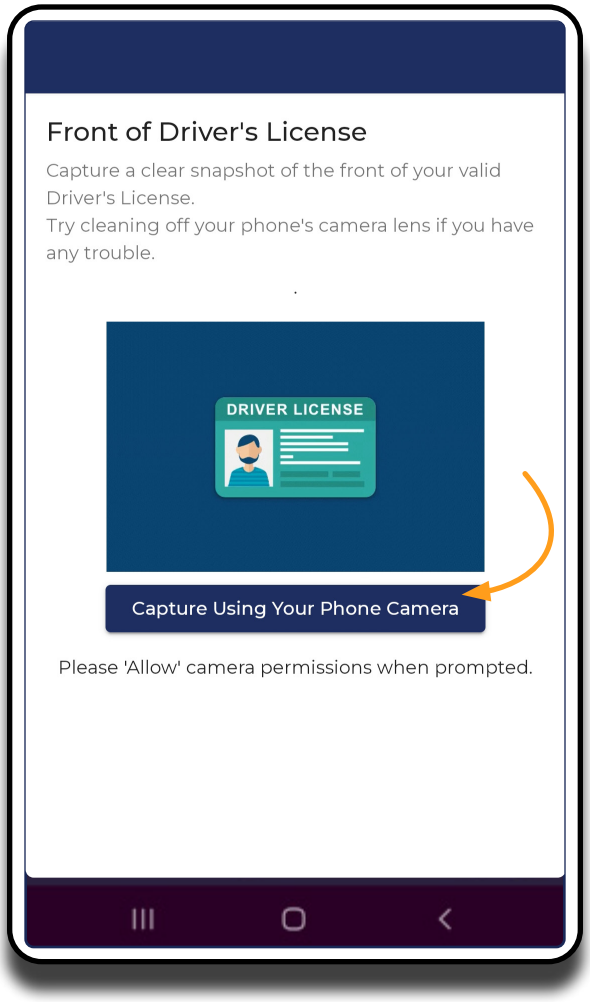
8 Follow the instructions to take a clear photo of the front side of your ID, then select the **Capture Using Your Phone Camera** button:



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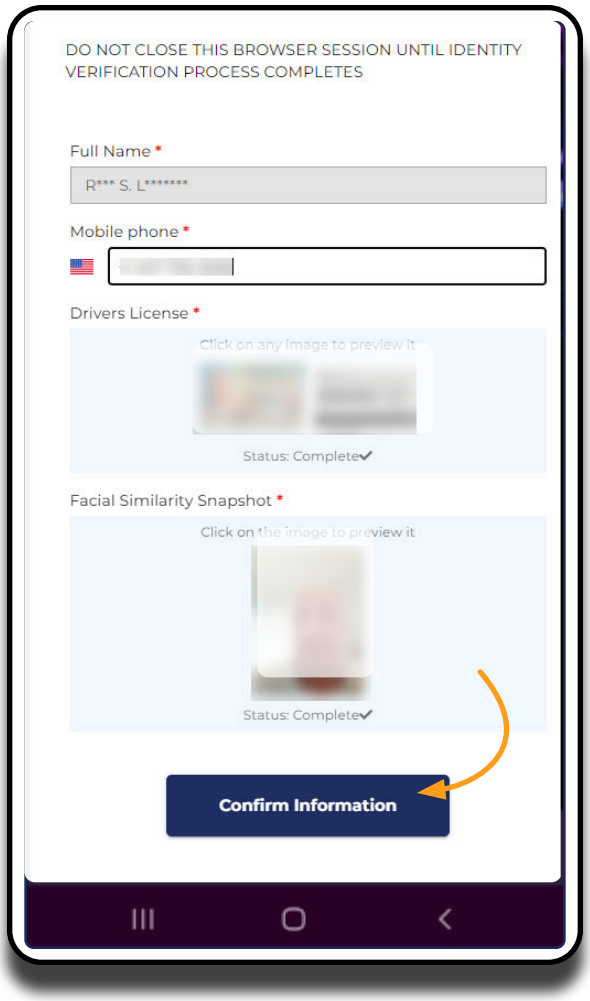
9 Continue to capture the backside of your ID, and a selfie using your phone's camera. When complete, select the **Confirm Information** button:



NOTE

If the photo verification process fails, you will be instructed how to proceed in CARES.

NOTE

When your ID and photos are confirmed, a success message will appear, and you will receive an email with steps to continue the sign up process. Refer to the **CARES First Time Sign In and Complete Profile** user guide for more information.

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02

First Time Sign-in and Complete Profile

Before you get started:

- Begin the **Sign-Up** process in CARES by visiting CARES.FAA.GOV and selecting **Sign Up/Register**. Refer to section 04 Sign Up for Individual CARES Account for more information.

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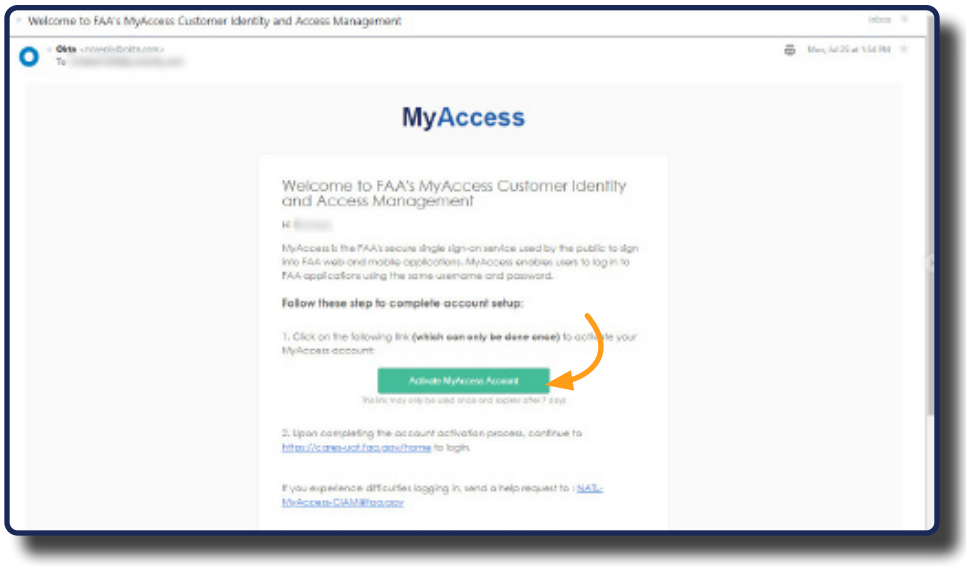
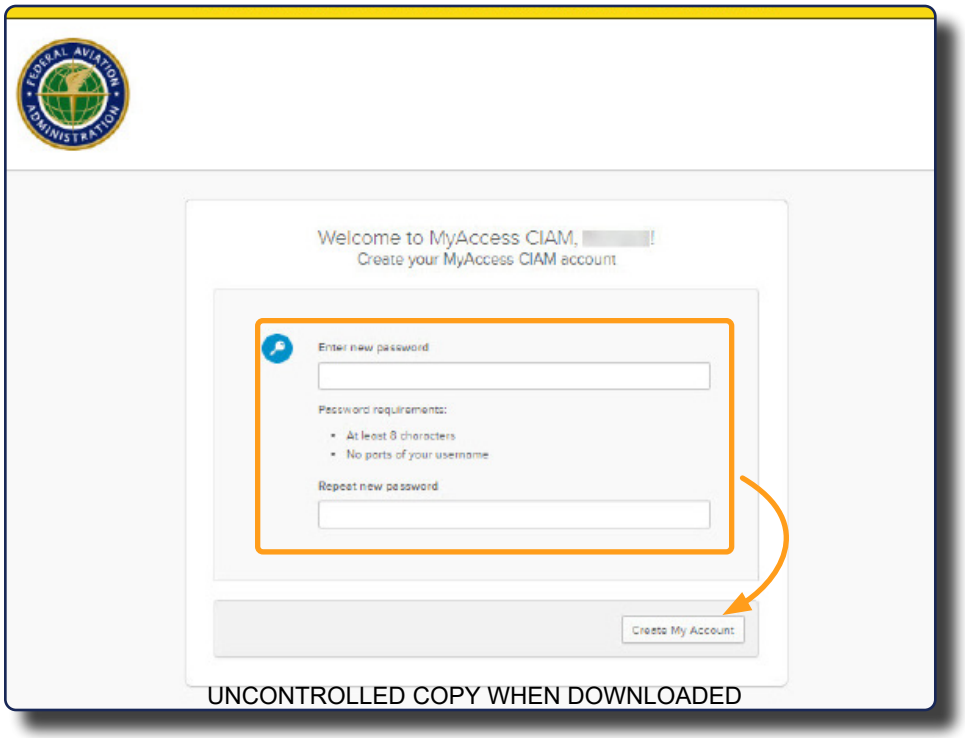
Activate with MyAccess

1 When you sign up for a CARES account, you will receive an email from FAA's MyAccess. Select the **Activate MyAccess Account** button:



2 You will be directed to a password creation screen. Type a password that meets the requirements, then select the **Create My Account** button:



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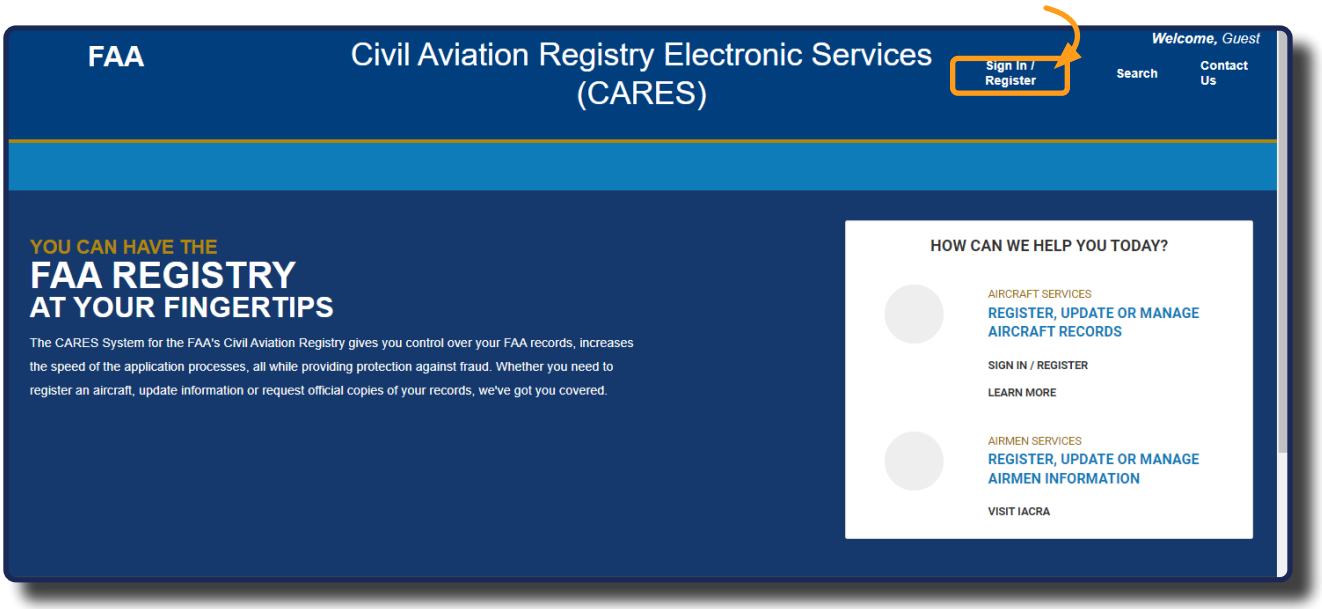
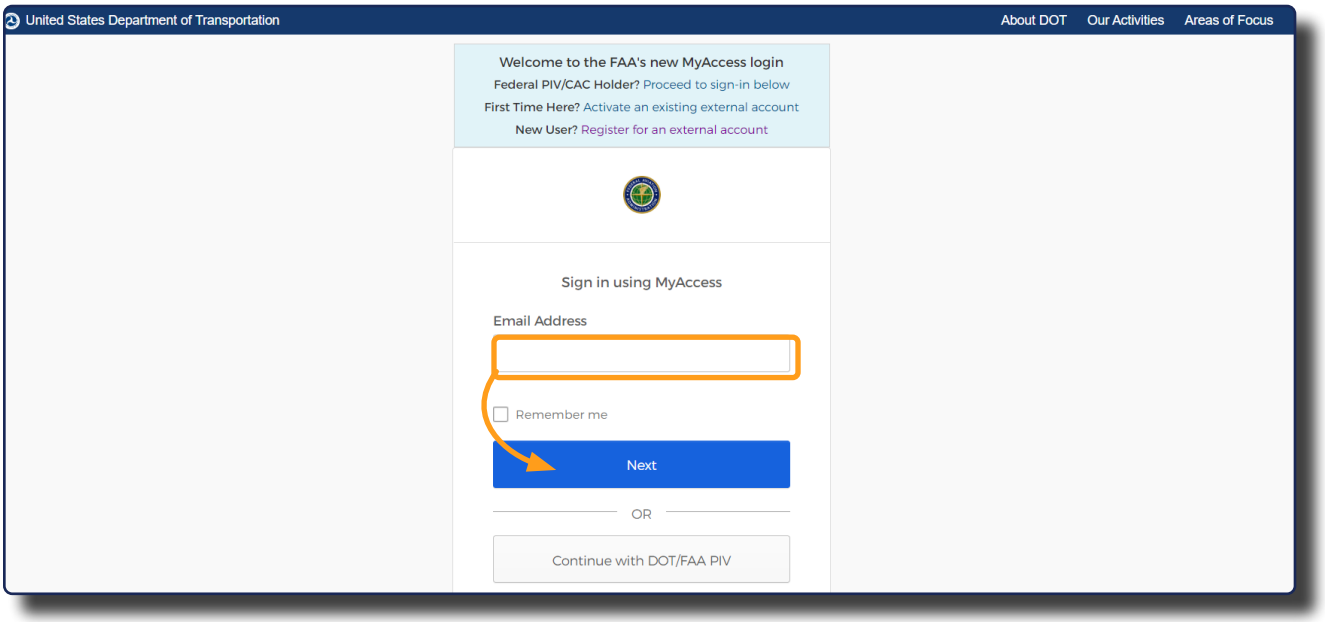
3 The CARES homepage appears. Select the **Sign In/Register** button:



NOTE

If the CARES homepage does not open automatically, navigate to ***CARES.FAA.GOV*** *and select Sign In/Register.*

4 On the MyAccess Welcome page, type the email address you signed up for a CARES account with, then select the **Next** button:



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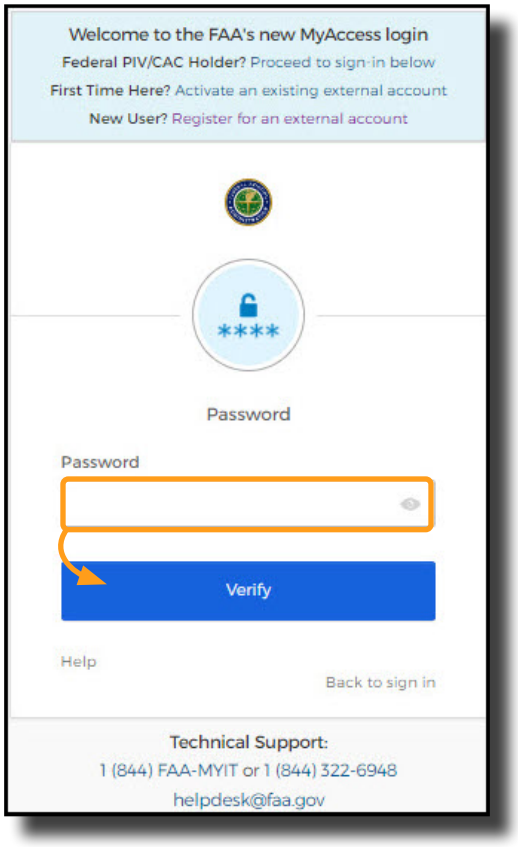
5 Next, type your password into the MyAccess login Password field, then select the Verify button:



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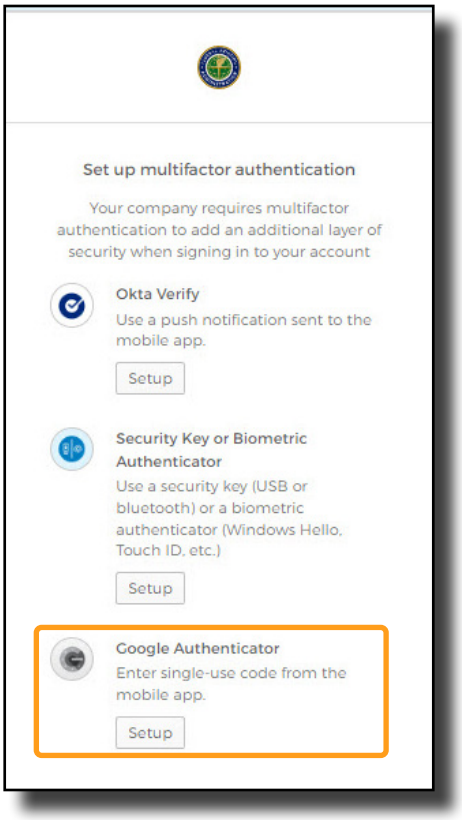
FAA's MyAccess uses multifactor authentication (MFA), to securely sign you into CARES. The authentication method you set up when first registering for a CARES account will also be used to recover your password. Depending on the authenticator you chose, you need to have its app on your smartphone - Google Authenticator, Windows Hello, or Okta Verify. You can download these from the Google Play store (Android) or Apple App store (iPhone).

Setup Google Authenticator

6 The **Set up multifactor authentication** screen appears. Select the **Setup** button for the **Google Authenticator** option:



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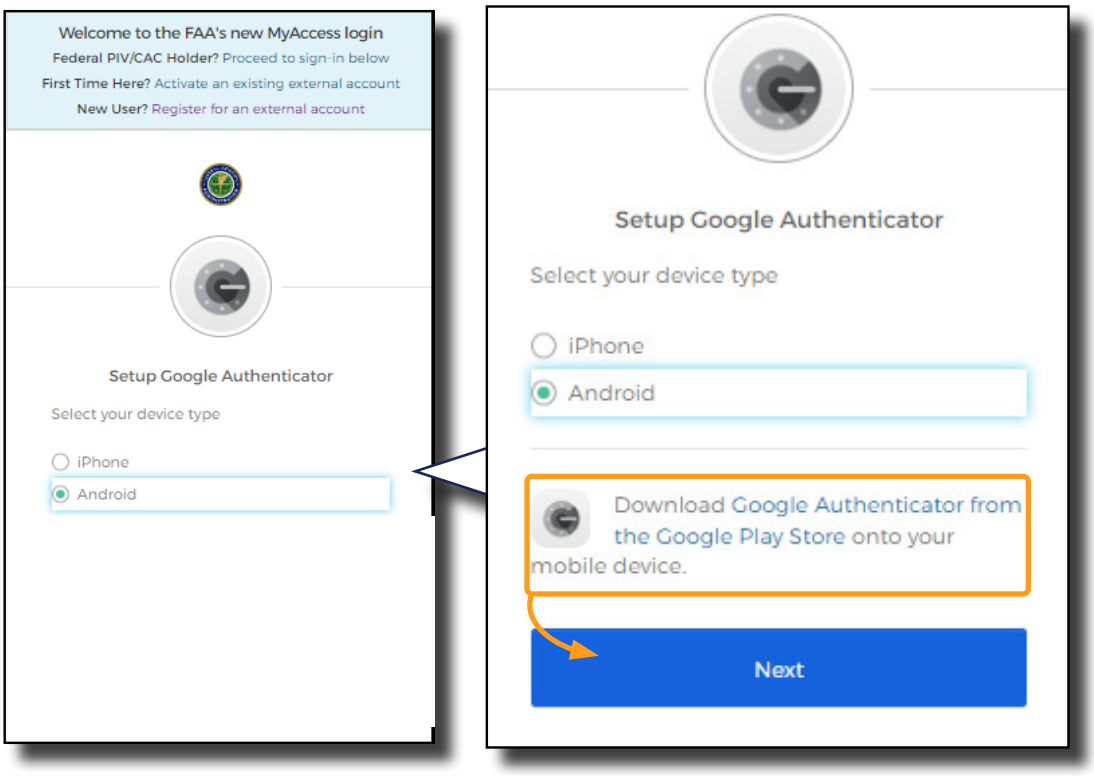
7 Select a radio button for the type of phone you have (iPhone or Android). A message appears, displaying instructions to download software to your mobile device to facilitate multi-factor authentication. Select the **Next** button to continue:



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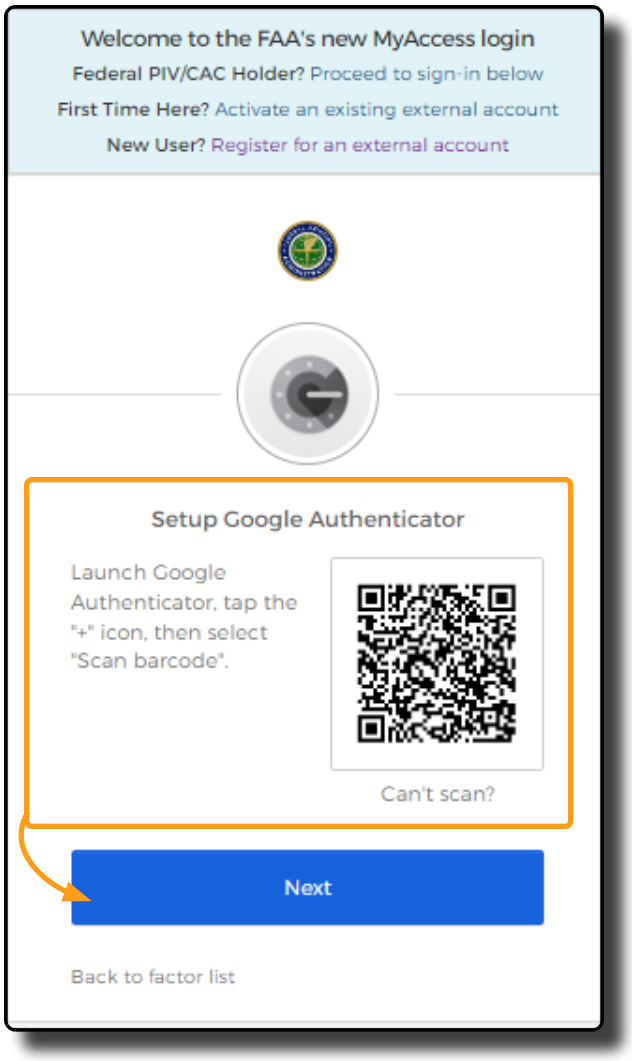
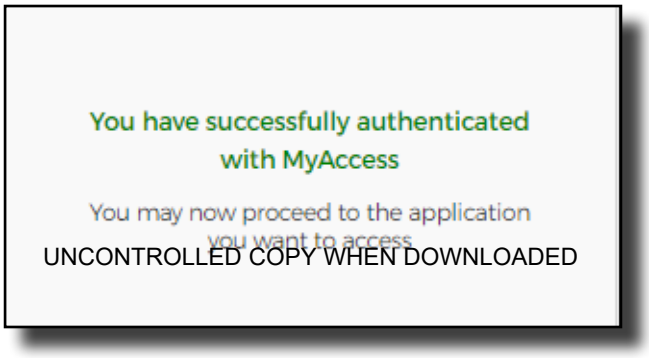
8 Follow instructions to launch the Google Authentication app on your phone and scan the barcode that appears. Select the Next button to continue:



A success message appears, indicating you are able to login to CARES:



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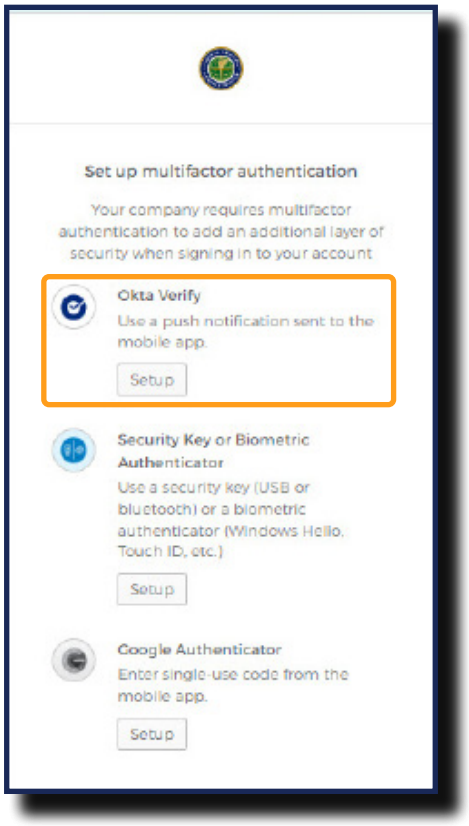
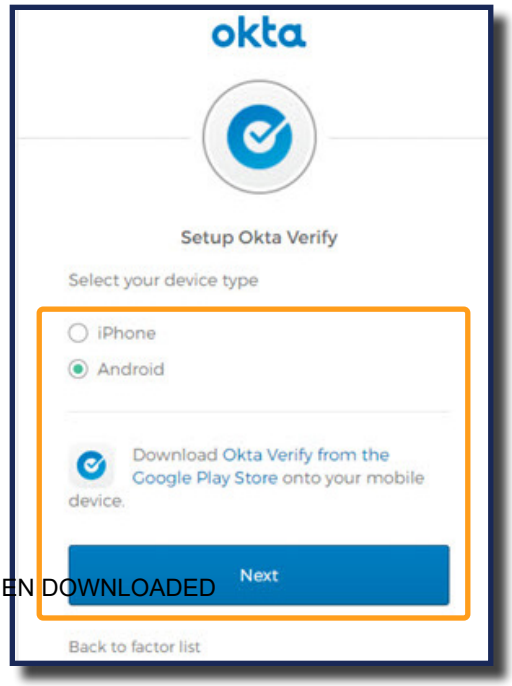
Setup OKTA Verify

9 Select the **Setup** button for the Okta Verify option:



10 Select the radio button that corresponds with type of phone you have. A message appears, displaying instructions to download software to your mobile device to facilitate multifactor authentication. Select the **Next** button to continue:



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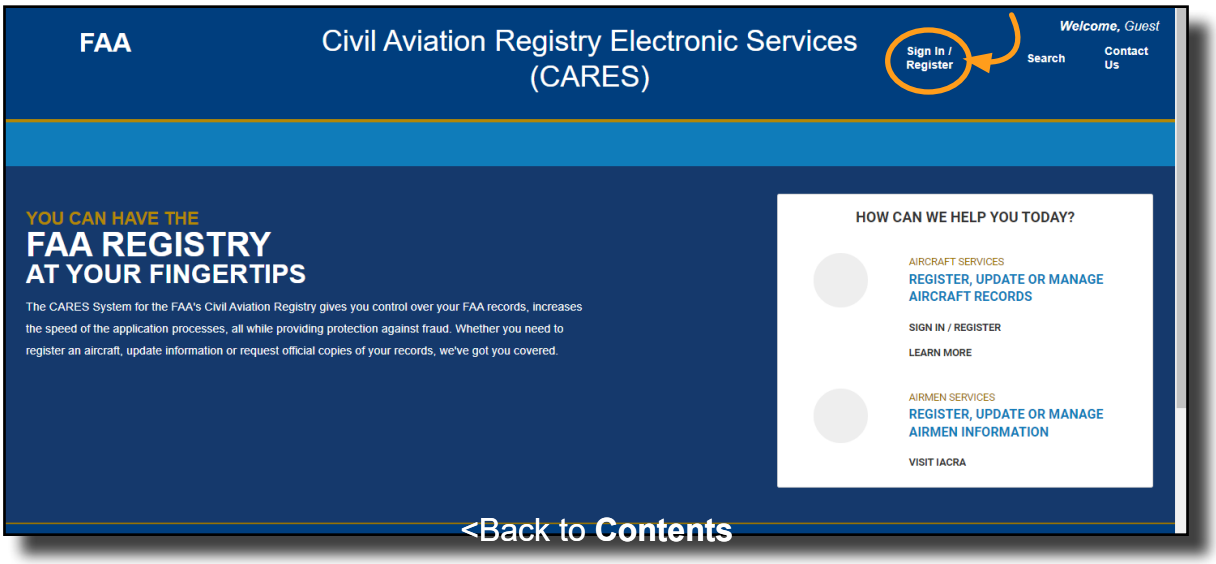
Complete Your CARES Profile

11 Navigate to the CARES homepage at CARES.FAA.GOV, then select **Sign In/Register**:



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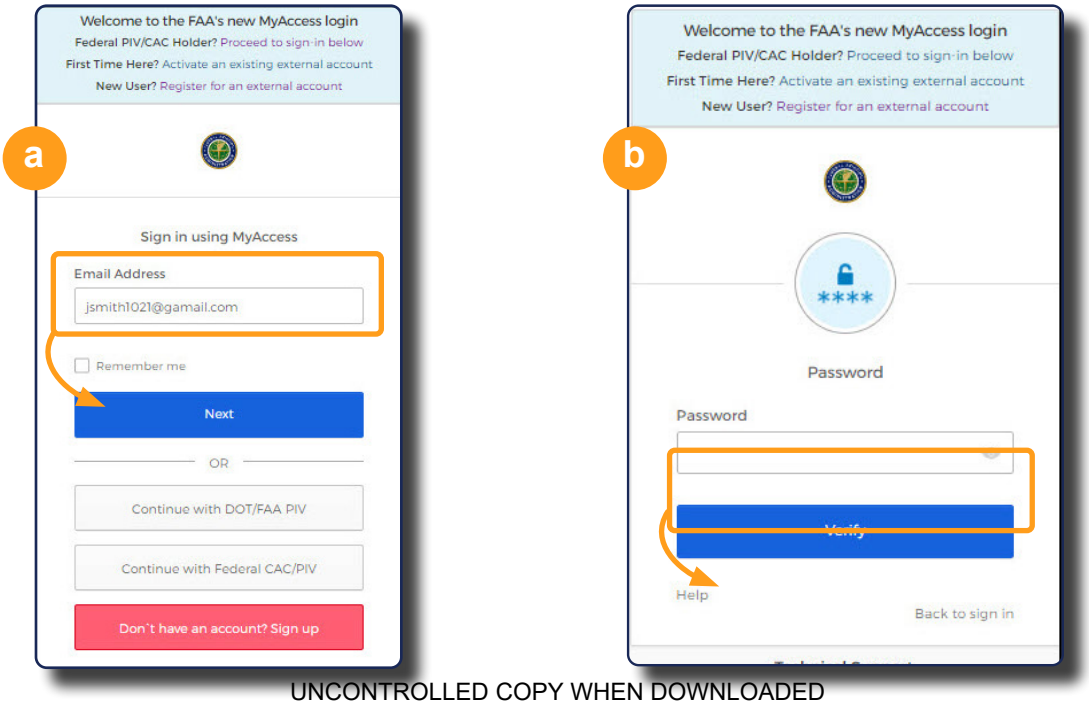
12 The MyAccess Login screen appears:

- **a** Type your email into the Email Address field, then select the **Next** button:
- **b** Type your password into the Password field, then select the **Verify** button:



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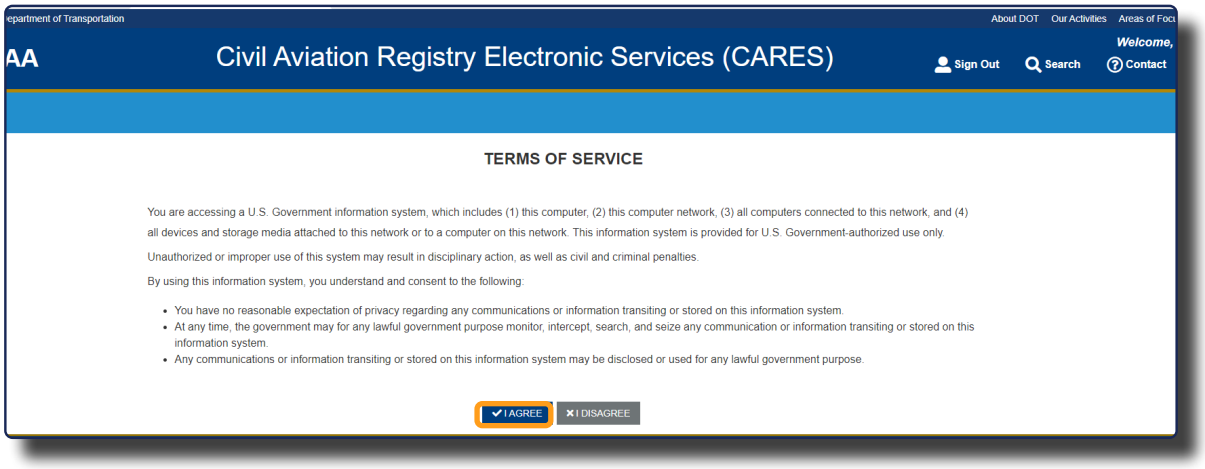
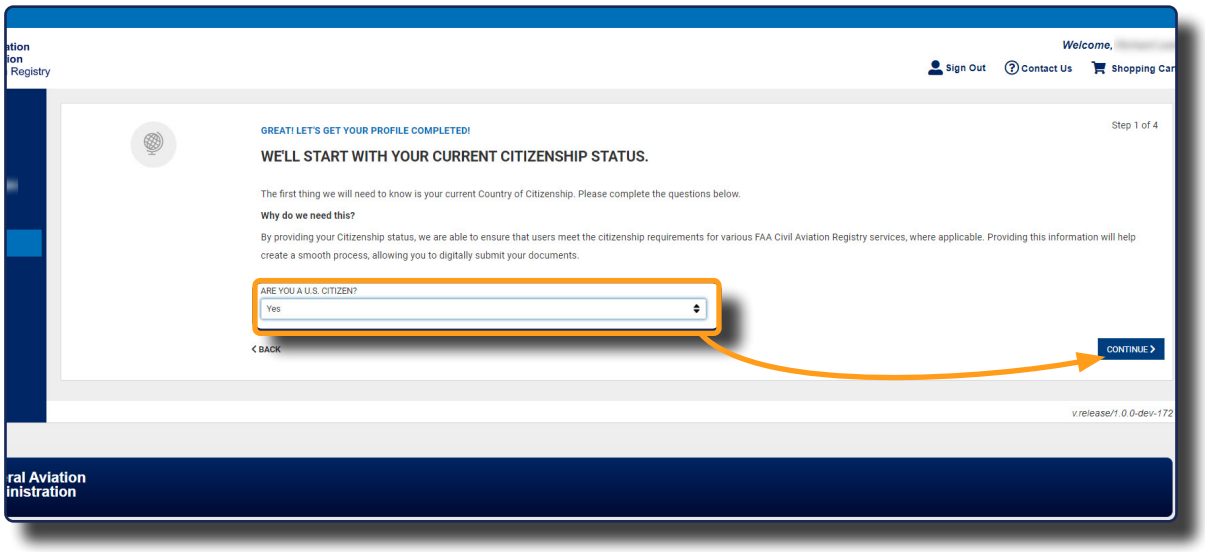
13 The **CARES TERMS OF SERVICE** appears. Select the **I AGREE** button to continue:



14 The Complete Profile screen appears. Select Yes or No from the **ARE YOU A US CITIZEN** drop-down, then select the **CONTINUE** button:



NOTE

If you are not a U.S. citizen, you can still create an account, but CARES will only allow you to search for public FAA Registry records and reserve/search N-Numbers.

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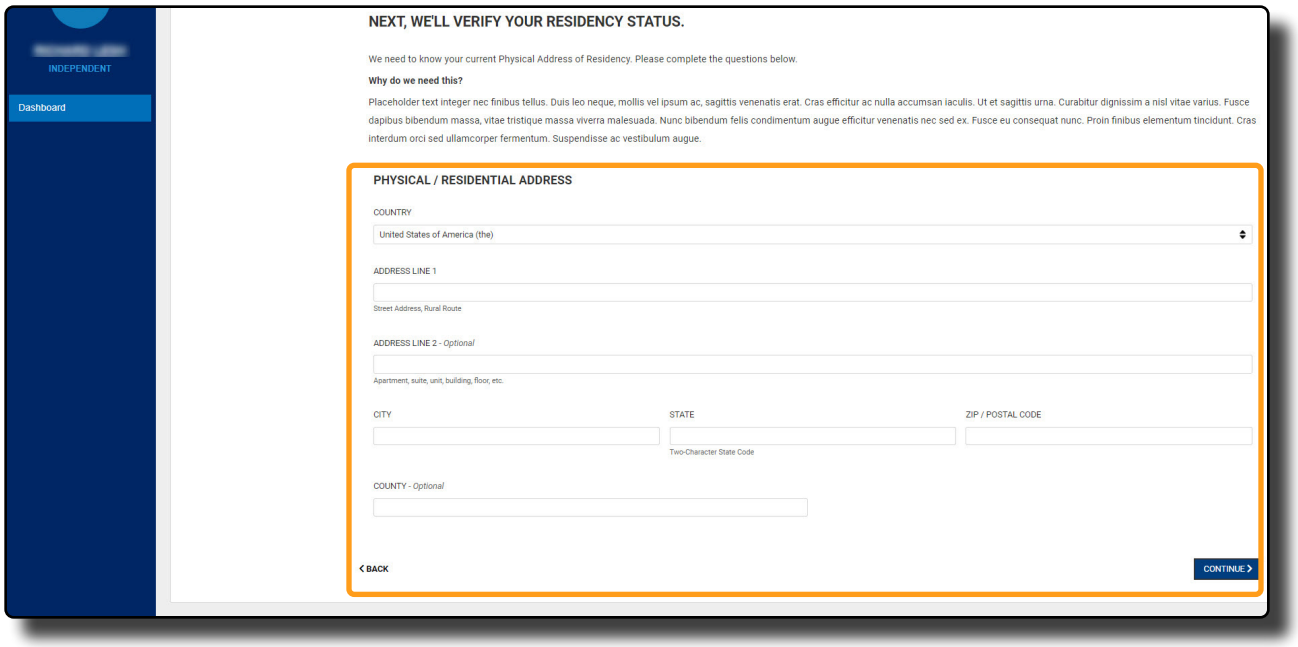
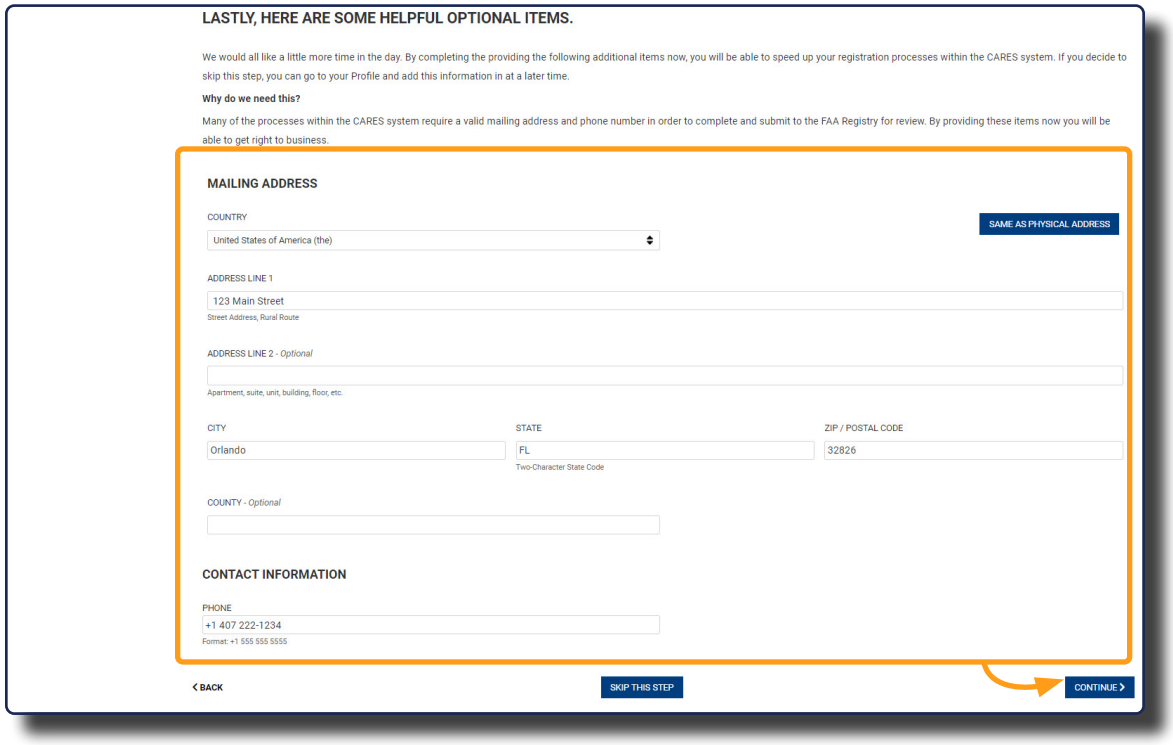
15 Type your physical/residential address in the provided fields, then select the **Continue** button:



16 Type your mailing address and contact information in the appropriate fields, then select the **Continue** button:



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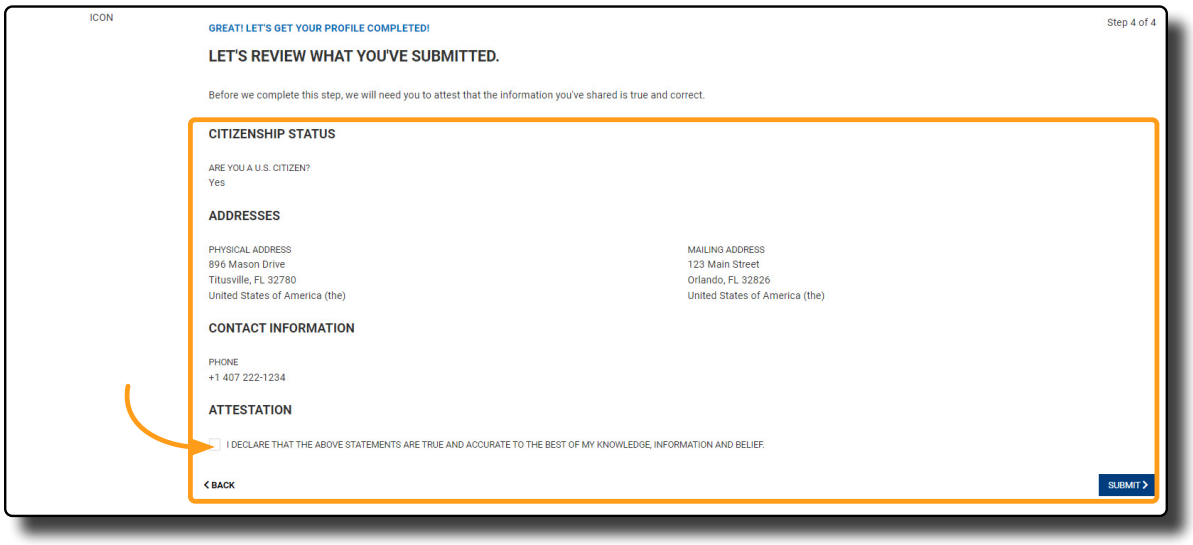
17 The Review screen appears. Review the information you provided, then select the ATTESTATION check-box. When complete, select **Continue** button. To make changes to your information, select the BACK button:



You have completed your CARES profile. Return to the CARES homepage at CARES.FAA.GOV and select Sign In/Register to use available registry services.

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CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

03 Reset Password/ Unlock Account

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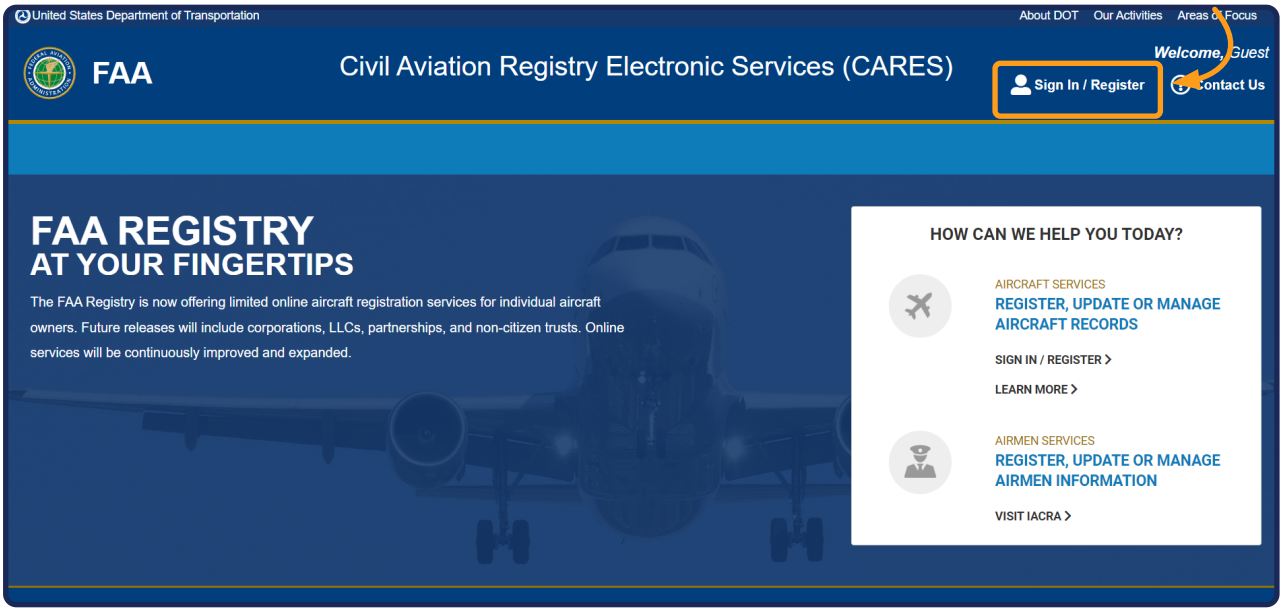
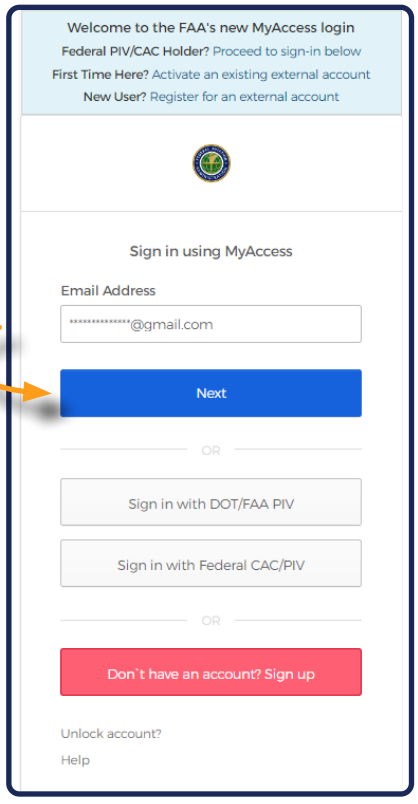
Reset Password

1 On the CARES homepage found at cares.faa.gov, select **Sign In/Register**:



2 The MyAccess login screen appears. Enter the email address you signed up for CARES with, then select the **Next** button:



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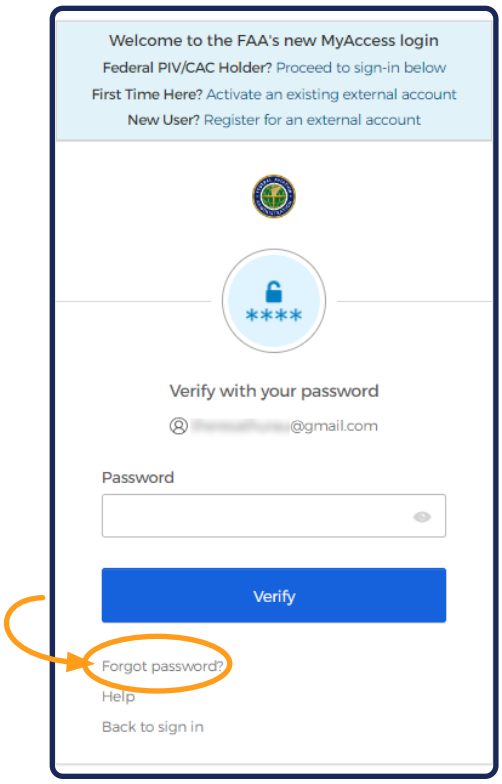
3 On the **Password** screen, select the **Forgot Password** link:



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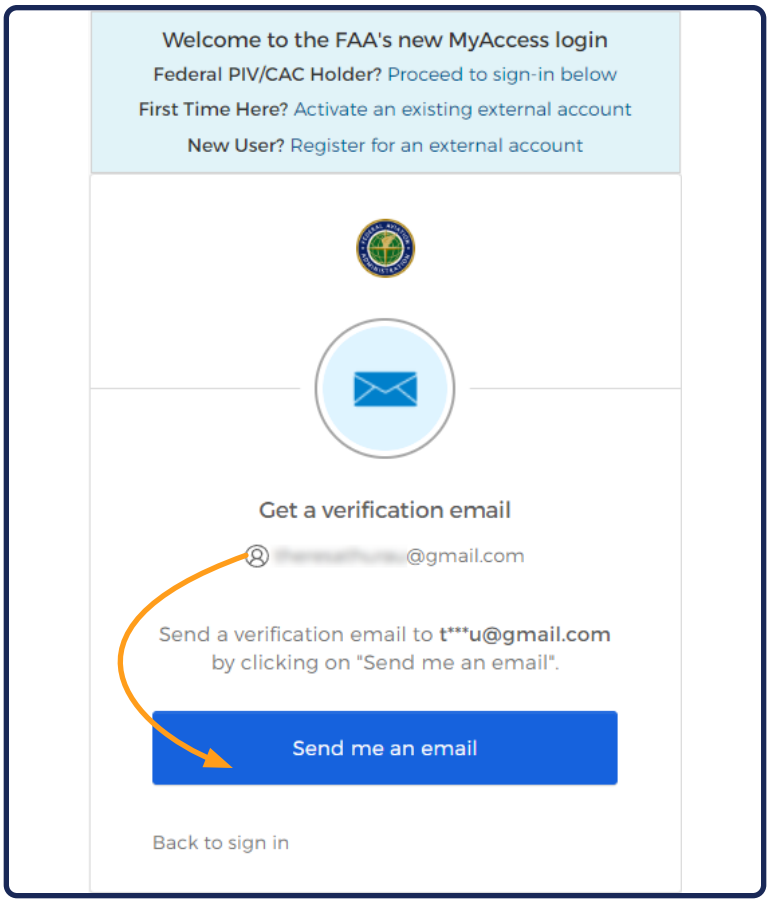
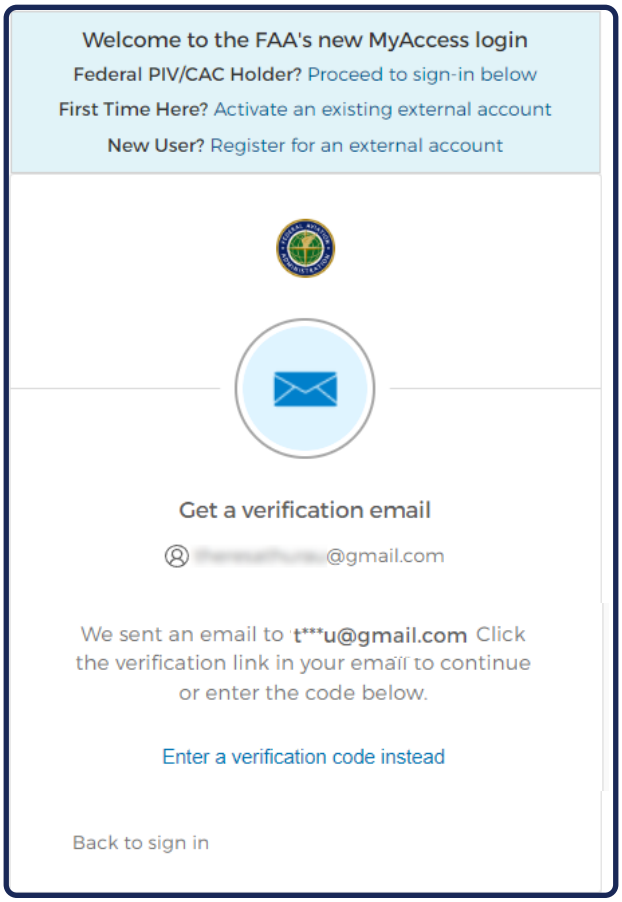
3 The verification email screen appears. Verify your email is correct, then select the **Send me an email** button:



An email will be sent to reset your password:



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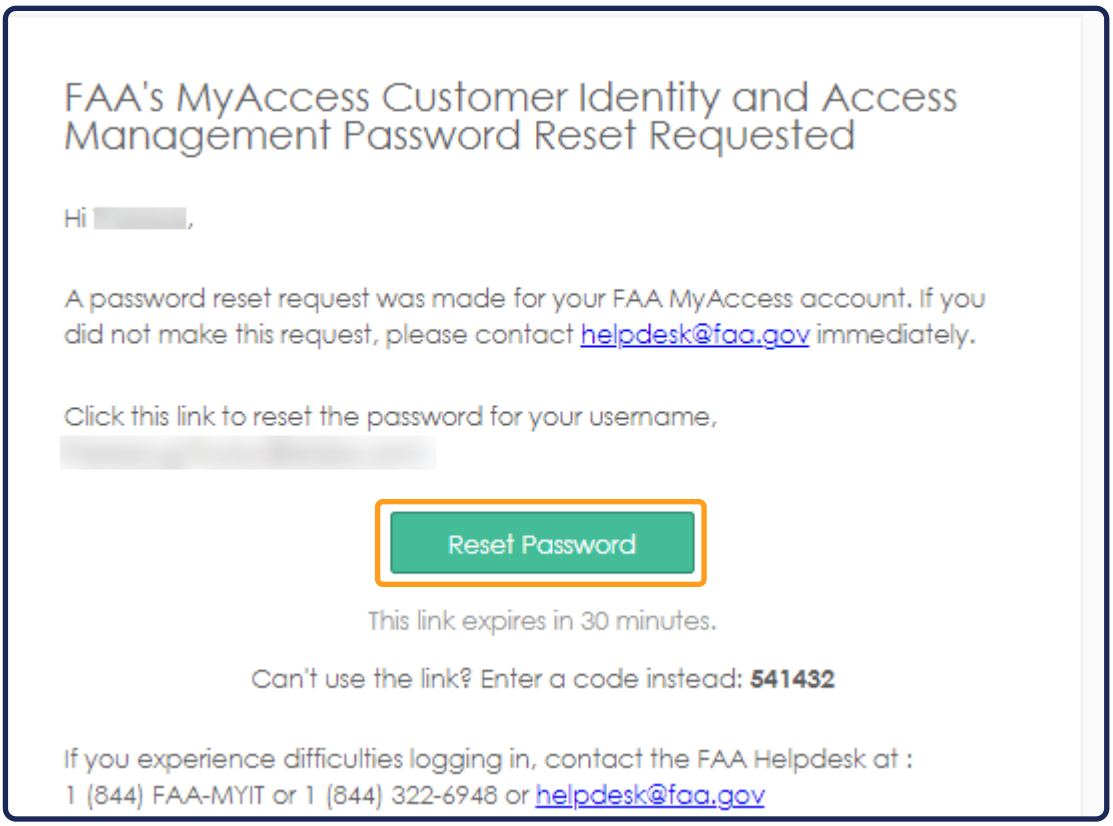
4 You will receive an email from **FAA's MyAccess** with further instructions:

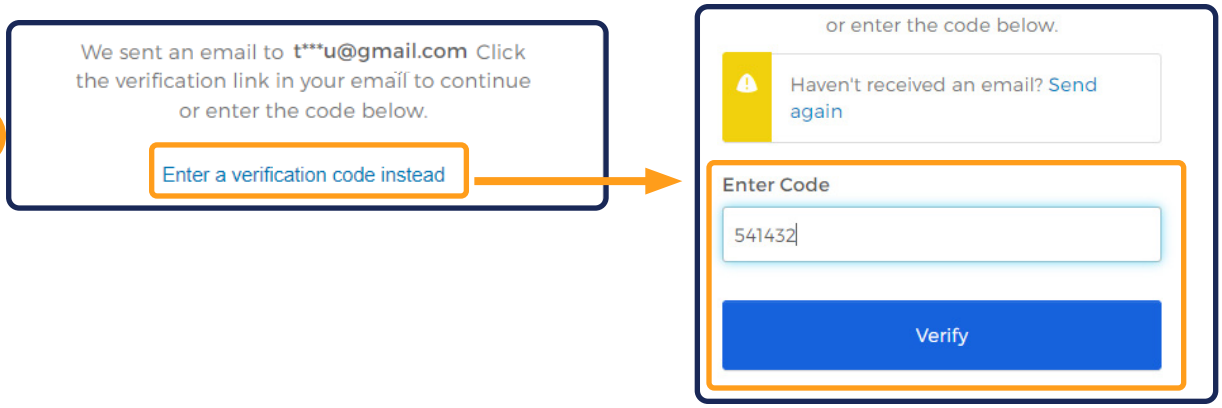
a Select the Reset Password button within the email to reset your password in CARES

a



b If you are not able to use the link, type or copy/paste the code from the email into the Enter Code field in CARES:

b



NOTE

- *The Reset Password link expires in 30 minutes following receipt*
- *Check your email's spam/junk folder if you don't see the message in your Inbox*
- *The email will come from noreply@okta.com*

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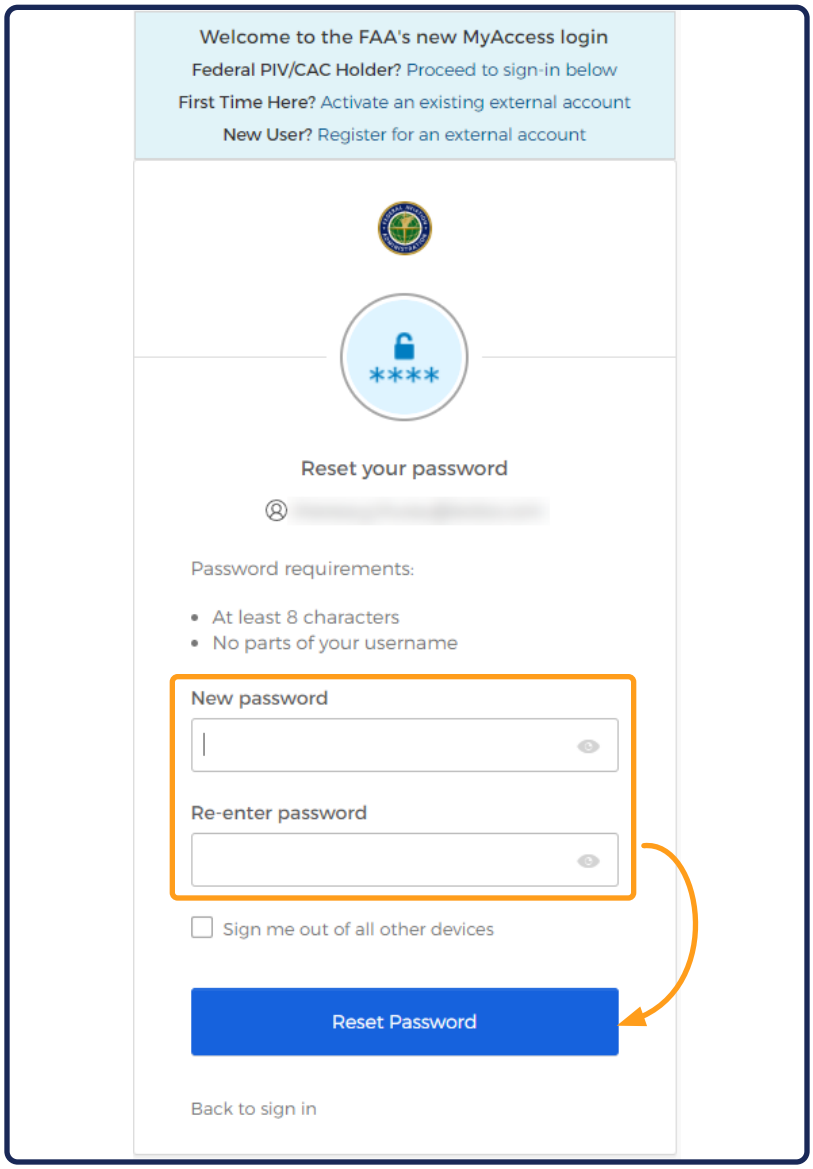
5 The **MyAccess Reset your password** screen appears. Type a new password into the **New password** and **Repeat Password** fields that meets the requirements listed, then select the **Reset Password** button:



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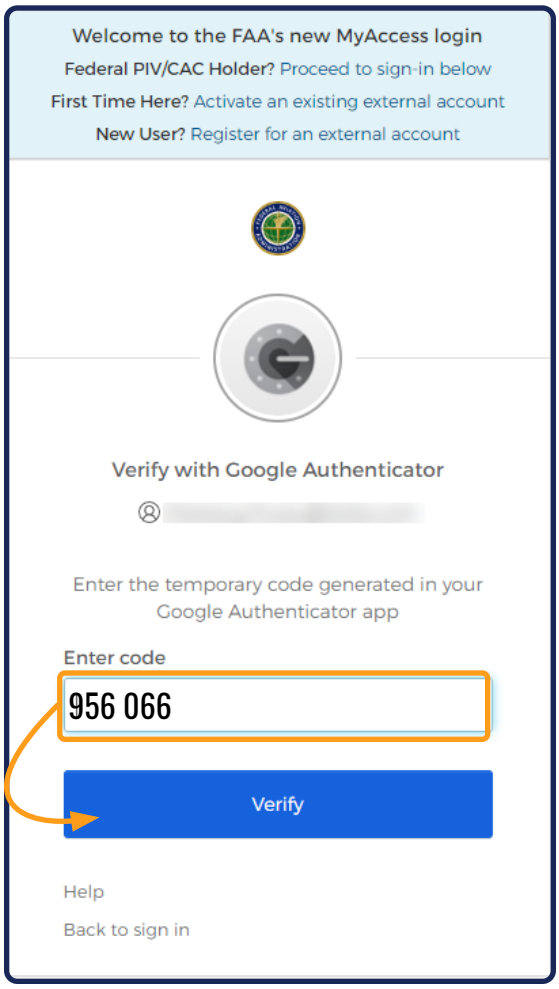
Verify Account - Authenticator

NOTE

- *FAA's MyAccess uses multifactor authentication (MFA), which you set up during the first time registration for CARES.*
- *The authentication method you set up when first registering for a CARES account will be used to recover your password.*
- *Depending on the authenticator you chose, you need to have its app on your smartphone - Google Authenticator, Windows Hello, or Okta Verify.*
- *You can download these apps to your smart phone from the Google Play store (Android) or Apple App store (iPhone).*

Please be aware that the MFA applications will never ask you for your banking or Credit Card information.

1 Open the authenticator app you installed on your smart phone, then type the code you received into the **Enter Code** field in the MyAccess login screen. When complete, select the **Verify** button:



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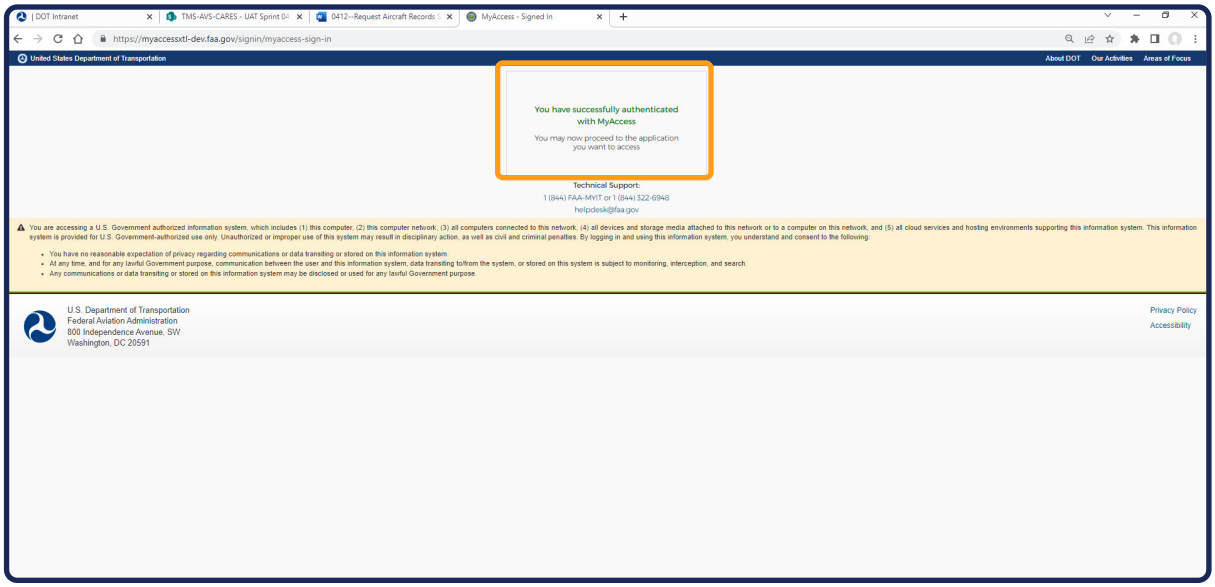
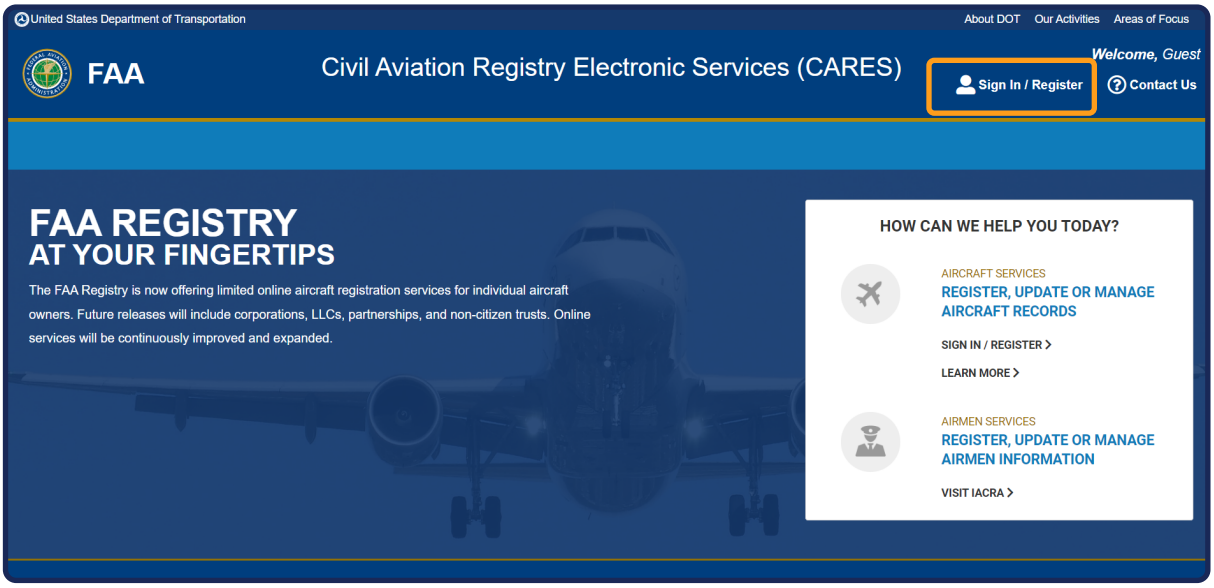
2 Once multifactor authentication is verified, you will receive a success message from My-Acces:



NOTES

- *You will **not** be automatically re-directed to CARES to login upon verification. Use the link in the confirmation email you receive, or navigate to CARES at CARES.FAA.GOV.*
- *If you continue to have difficulty logging in, select the **Contact Us** link to view contact information for the FAA MyIT Help Desk:*

3 Navigate to CARES, then select **Sign In/Register** to login with your new password:



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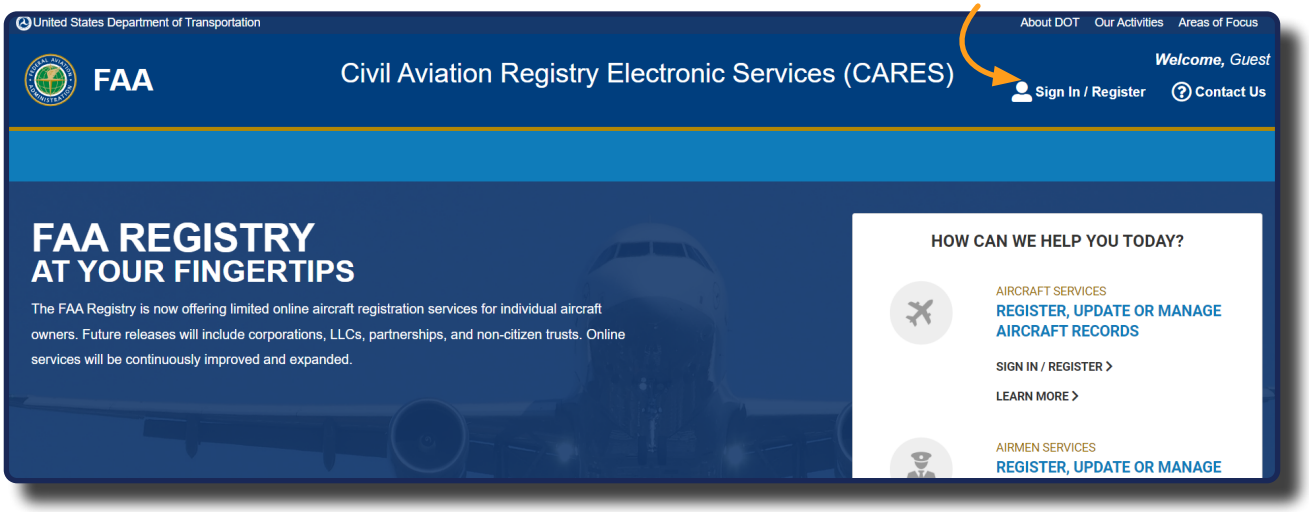
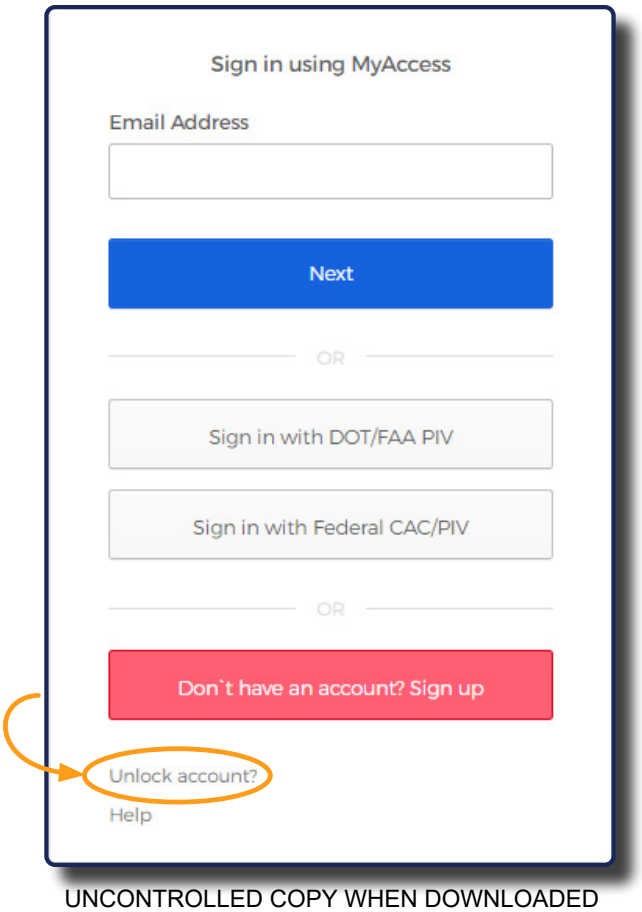
Unlock Account

1 On the CARES homepage found at cares.faa.gov, select **Sign In/Register**:



2 The **MyAccess Sign in** screen appears. If you know your account is locked, select **Unlock account**:



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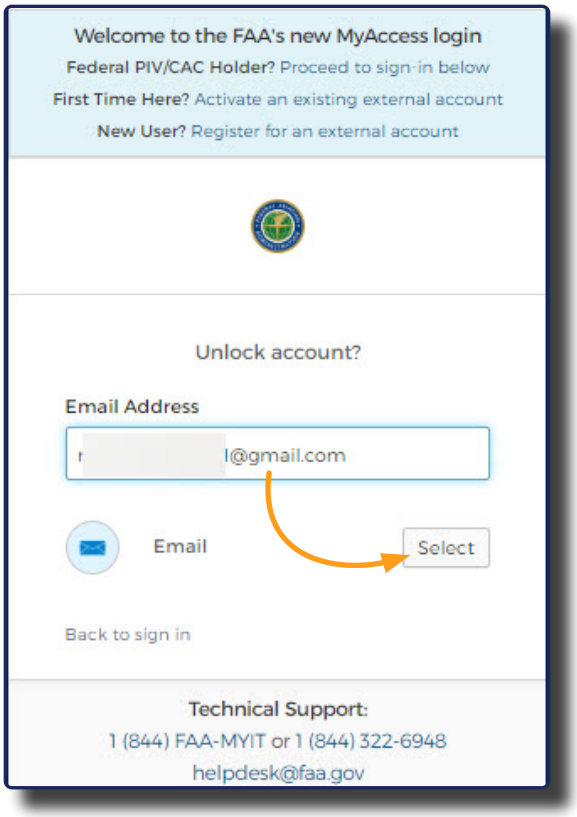
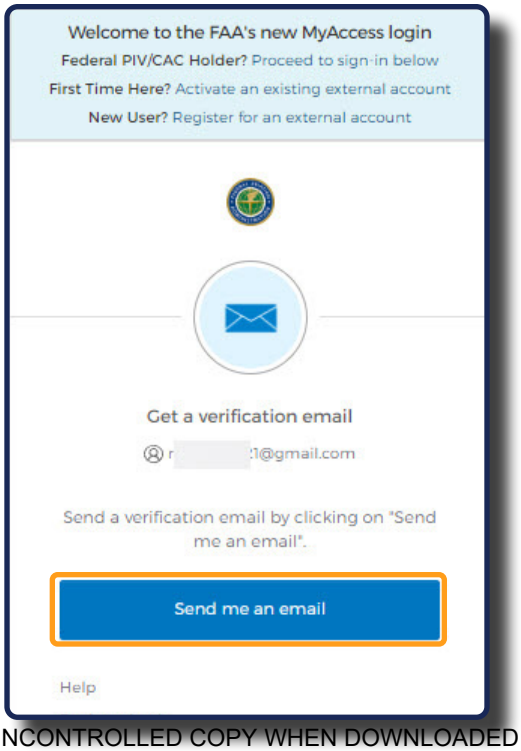
3 The **Unlock Account** pop-up appears. Type your email address, then select the **Select** button:



4 A **Get a verification email** popup appears**.** Select the **Send me an email** button:



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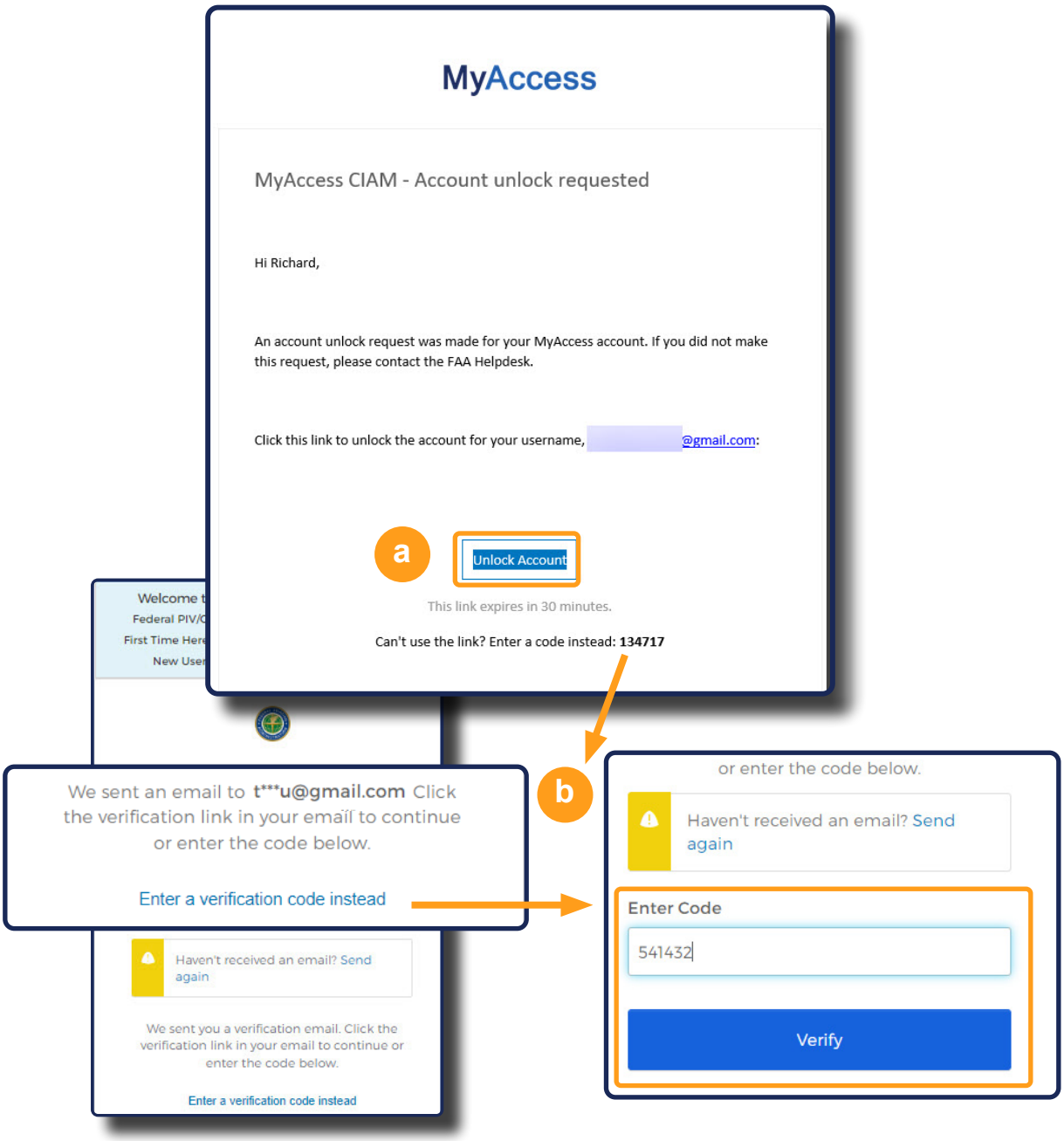
5 You will receive an email from FAA's MyAccess with instructions.

a Inside the email, select the **Unlock Account** button

b If you're not able to use the link, type or copy/paste the code into the **Enter Code** field in the **MyAccess Unlock Account** screen:



NOTE

- *Check your email's spam/junk folder if you don't see the message in your Inbox*
- *The email will come from noreply@okta.com*

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FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

04

CARES User Interface (UI)

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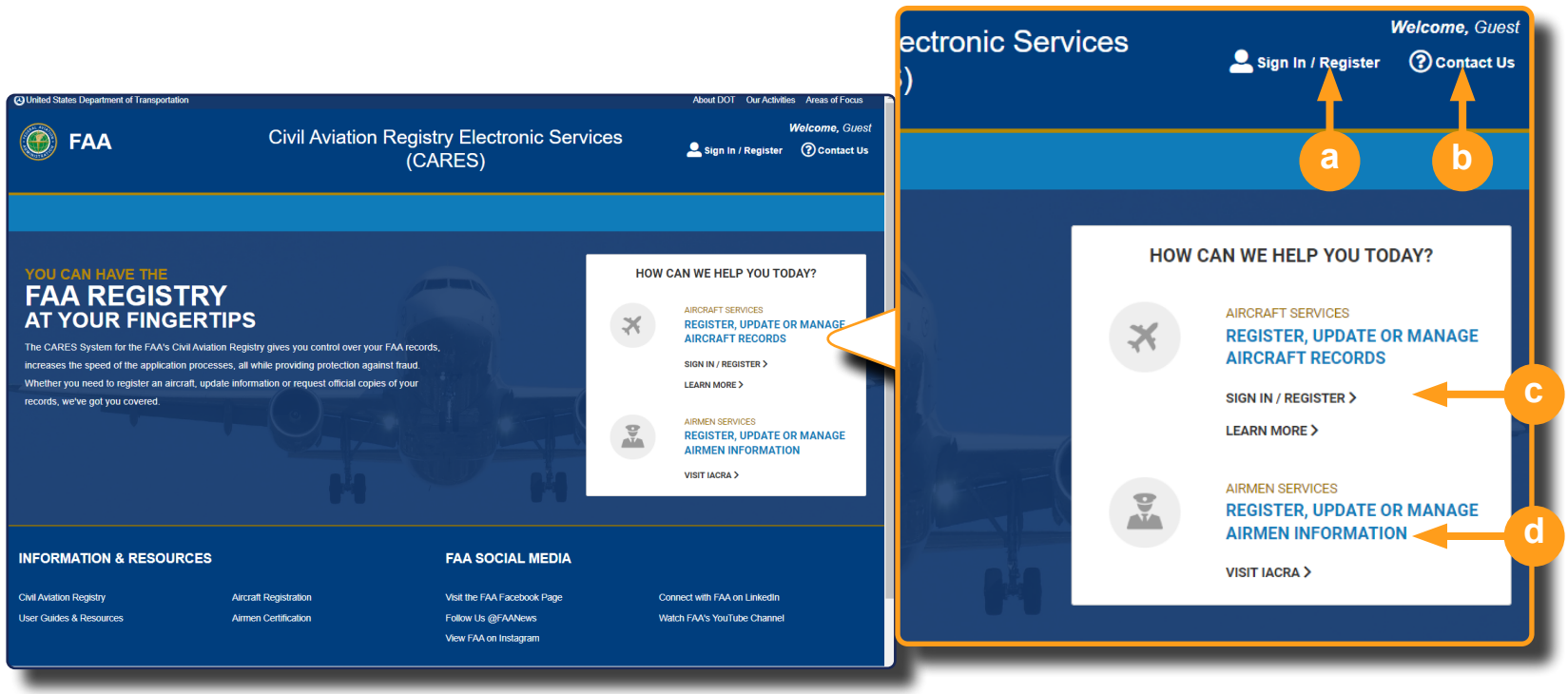
<Back to Contents

The CARES Homepage



- **a** Use the **Sign In/Register** link to sign into CARES, or to sign up for a new account.
- **b** Use the **Contact Us** link to call the MyIT Service (Help) Desk and open a technical support ticket.
- **c** Select **REGISTER, UPDATE, OR MANAGE AIRCRAFT RECORDS** to sign into your CARES account
- **d** Select **REGISTER, UPDATE, OR MANAGE AIRMEN INFORMATION** to visit **IACRA**

NOTE

Use the **Google Chrome** browser for best results.

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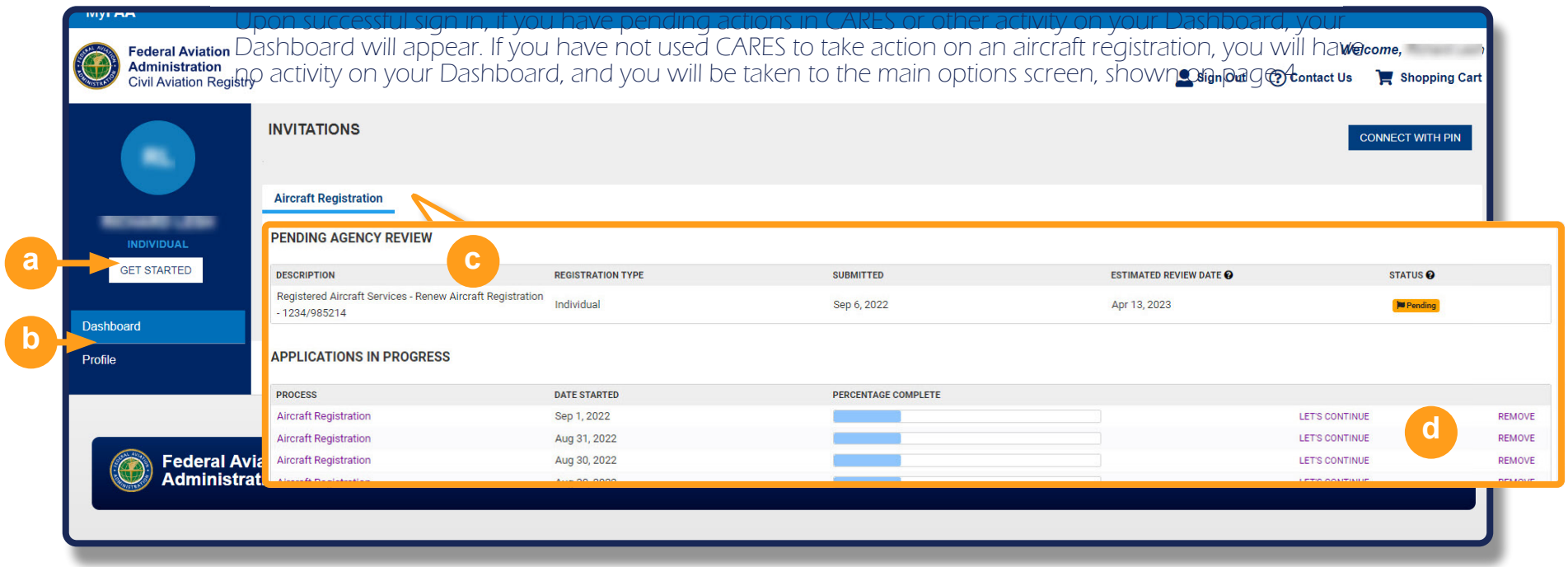
Dashboard

Your User Dashboard only appears if you have pending actions in CARES. If you have not started an application, or have no activity yet, you will land on the Get Started screen, as seen in step 2.

Upon successful sign in, if you have pending actions in CARES or other activity on your Dashboard, your Dashboard will appear. If you have not used CARES to take action on an aircraft registration, you will have no activity on your Dashboard, and you will be taken to the main options screen, shown on page 4.



- **a** Select the **GET STARTED** button to view all registry services
- **b** Switch between **Dashboard** and **Profile** view
- **c** Pending actions appear in the **APPLICATIONS IN PROGRESS** section
- **d** Select **LET'S CONTINUE** to open a registration in progress, or select **REMOVE** to delete it

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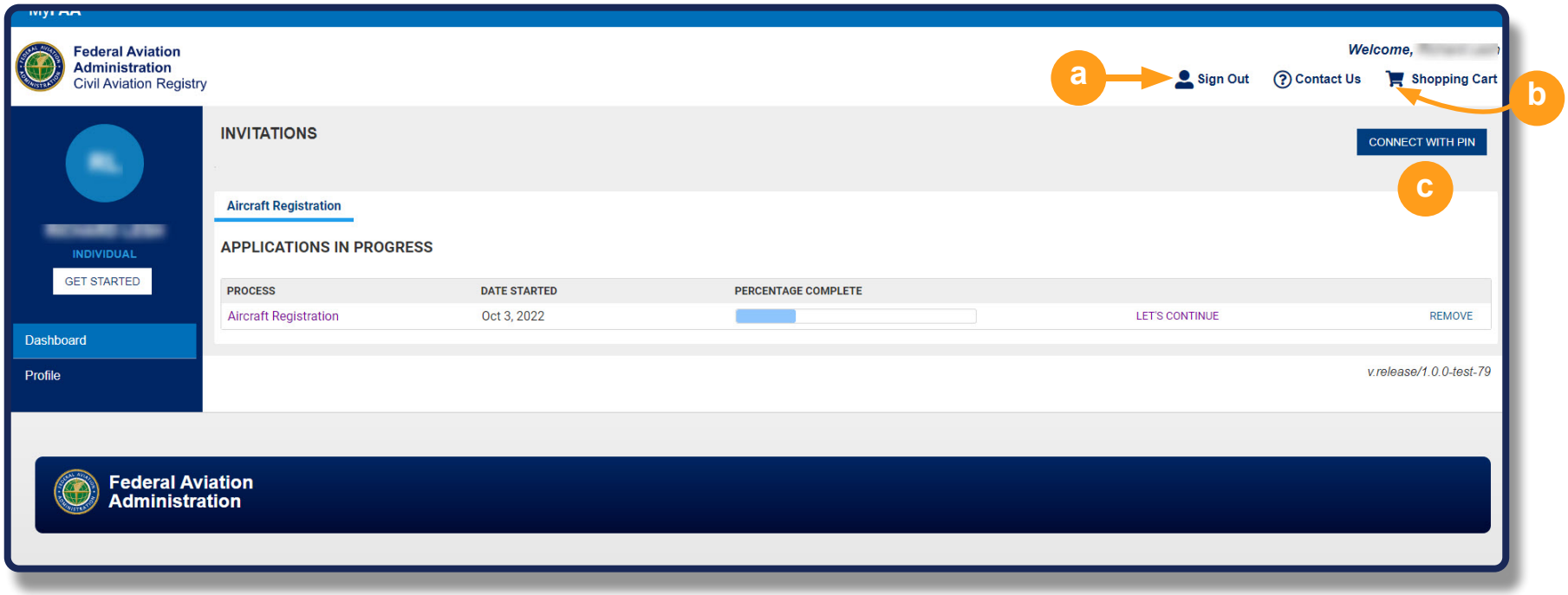
Dashboard (Continued)



- **a** Select **Sing Out** to log out of CARES
- **b** Select the **Shopping Cart** icon to view registry actions awaiting payment, and to pay with **PAY.gov**
- **c** Select **CONNECT WITH PIN** to accept or reject invitations from other users

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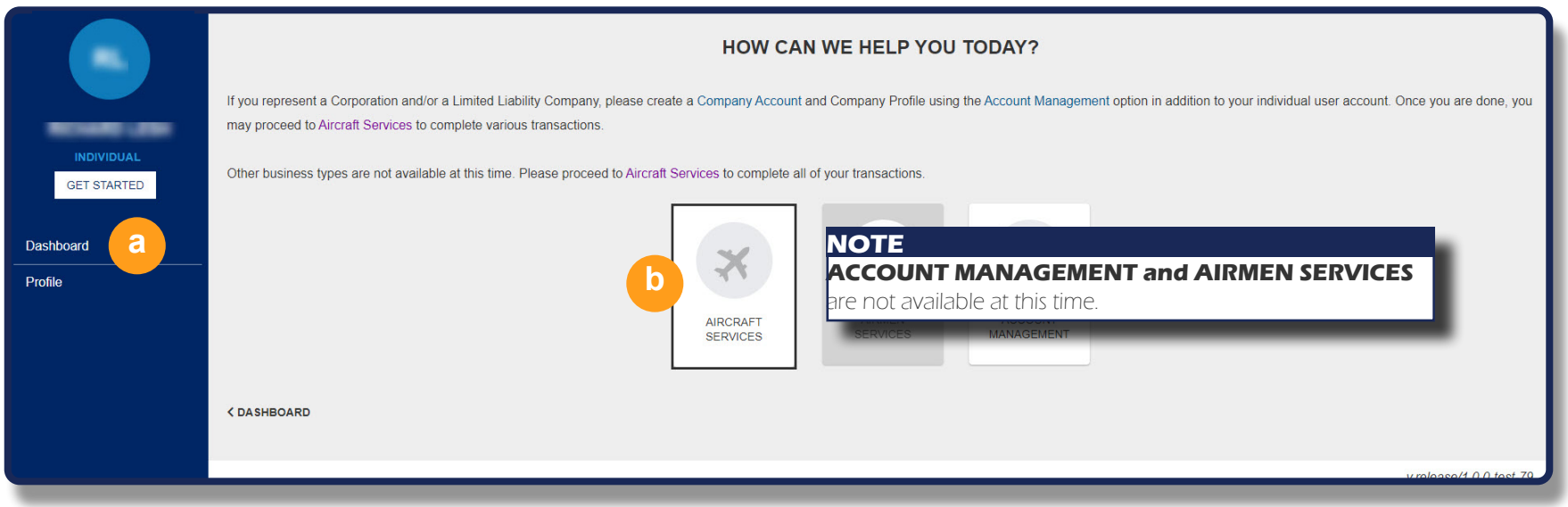
GET STARTED Page



- **a** Select **Dashboard** to open your user dashboard
- **b** Select **AIRCRAFT SERVICES** to view aircraft registry options

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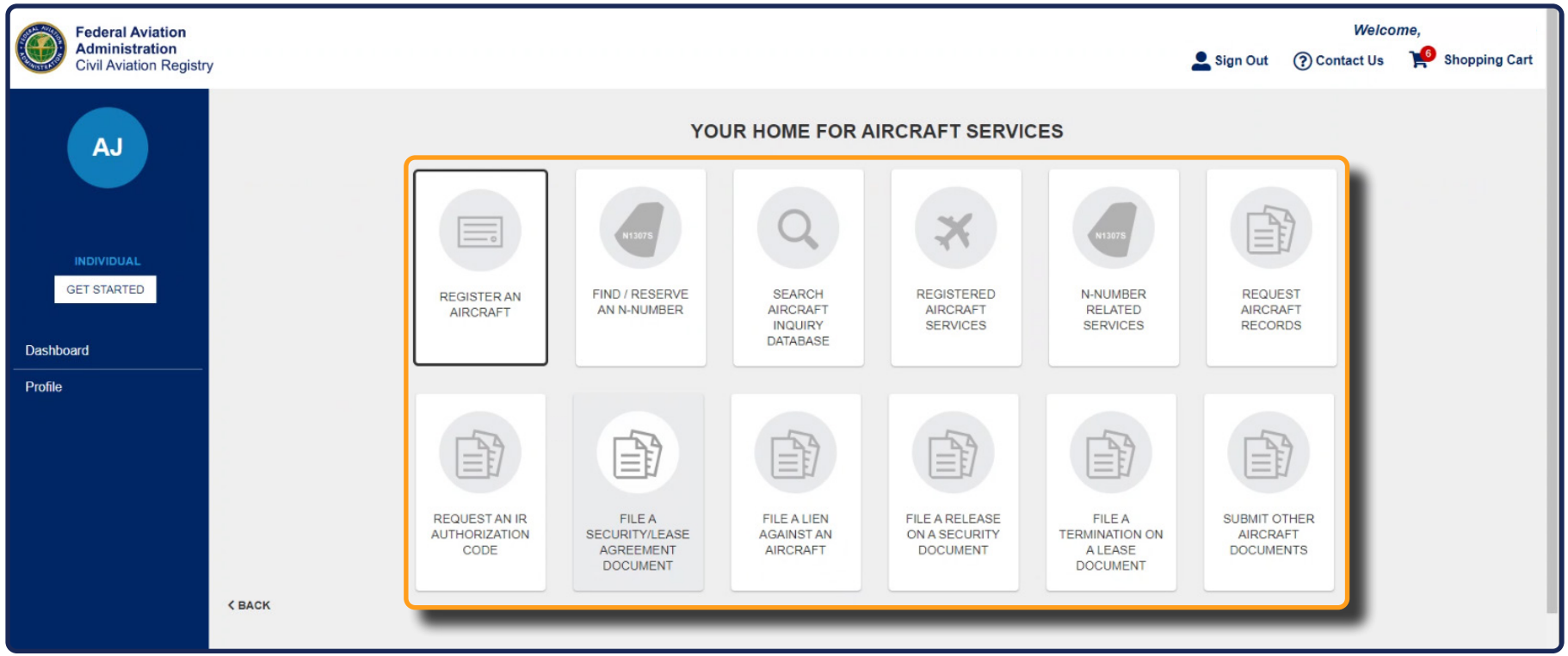
AIRCRAFT SERVICES

When you select **AIRCRAFT SERVICES** on the Main Options screen, all aircraft registry services ap-pear. This guide will provide a brief overview of **REGISTER AN AIRCRAFT, N-NUMBER SERVICES, REQUEST AIRCRAFT RECORDS**. Refer to individual CARES User Guides for details on other Aircraft Services.



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Buttons, Icons, & Indicators

You will see these buttons often in CARES:

- **a** **SAVE** button- clicking this button will store the information in CARES
- **b** **CANCEL** button- clicking this button will terminate whatever information was input or process was begun
- **c** **BACK** button- clicking this button will return you to the previous screen
- **d** **CONTINUE** button- clicking this button will advance you to the next screen and step in whichever process you began
- **e** **SUBMIT** button- clicking this button will send your information to be processed by FAA examiners

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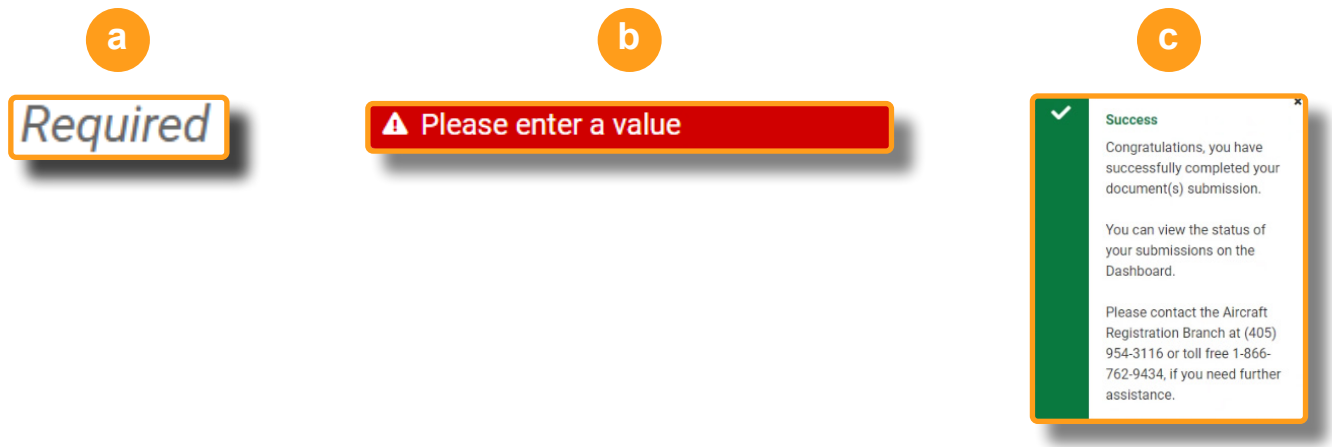
Buttons, Icons, & Indicators



a **Required**- Indicates a field needs to be filled out with mandatory information

b **Error-** Indicates a required field is incomplete and you cannot continue

c **Confirmation-** Indicates you have successfully competed a task

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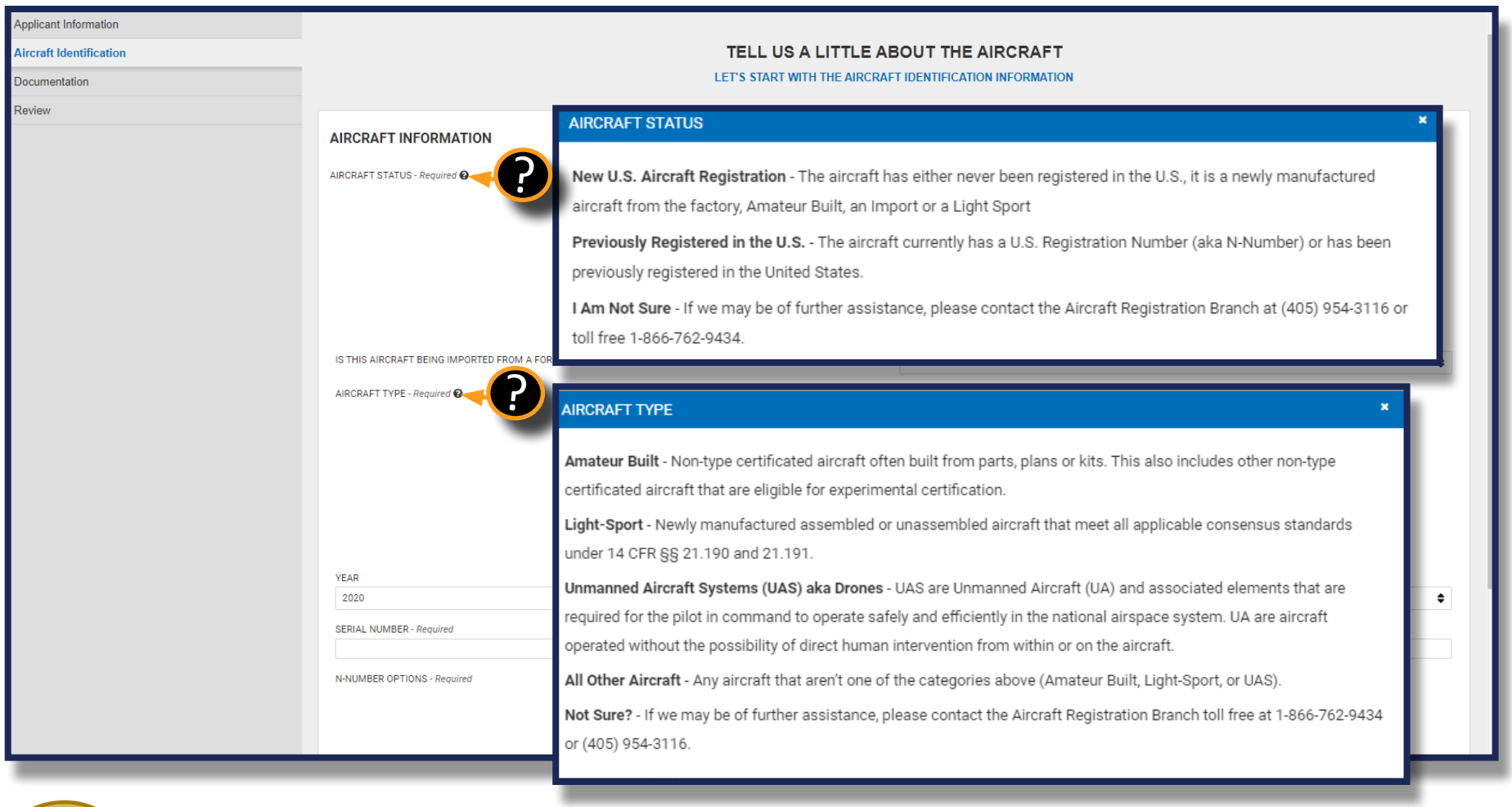
Tool Tips

Select any of the "?" question mark icons to reveal helpful **TOOL TIPS:**



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FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

05

Manage Aircraft Registration

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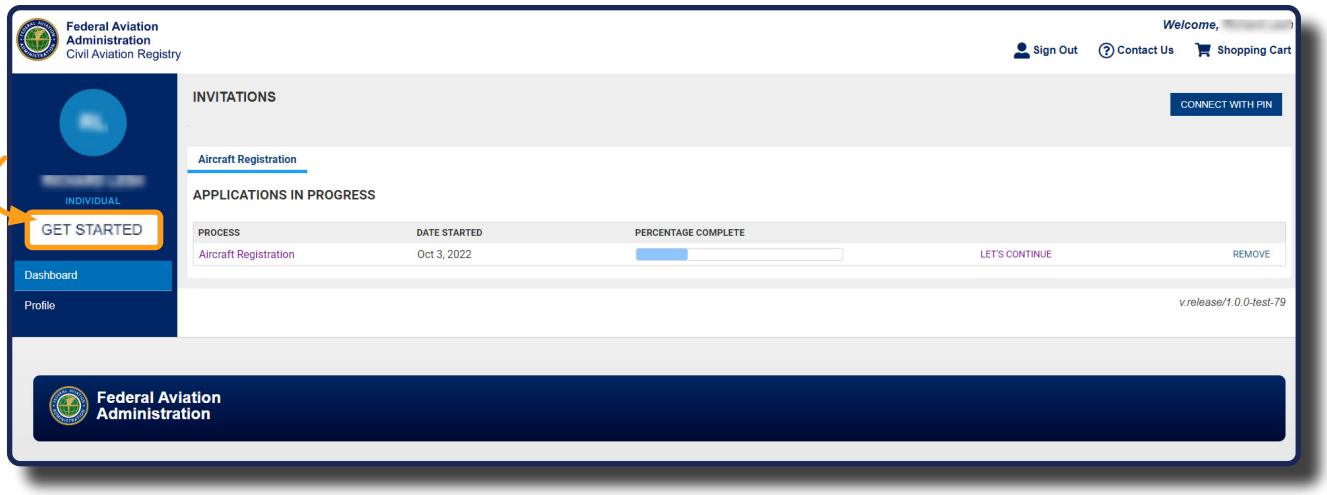
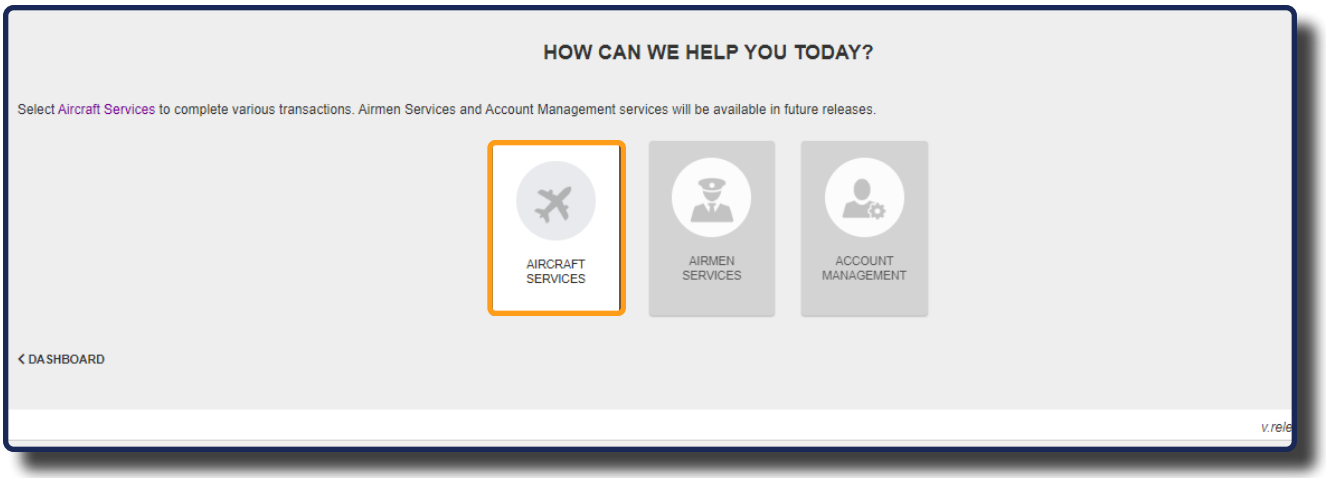
Request Aircraft Records

You can request and view aircraft records within CARES, by searching N-Numbers or Serial Numbers.

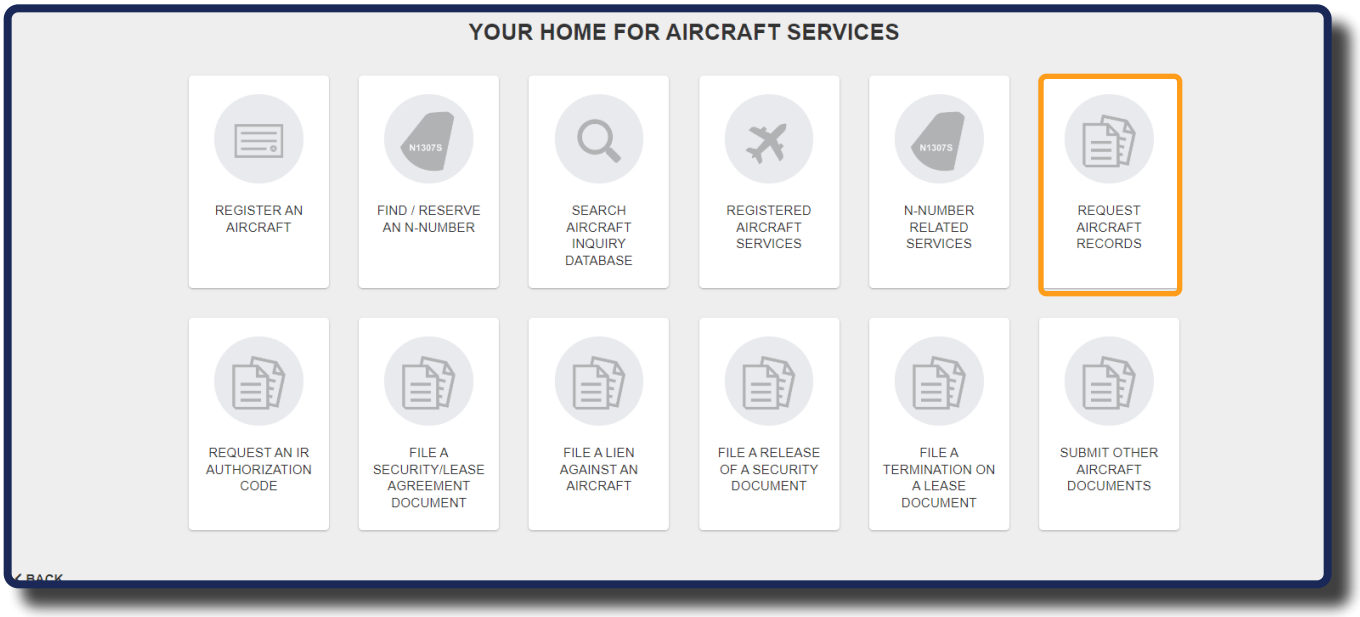
1 From your user dashboard, select the **GET STARTED** button:



2 The **Services Selection** screen appears. Select **AIRCRAFT SERVICES**:

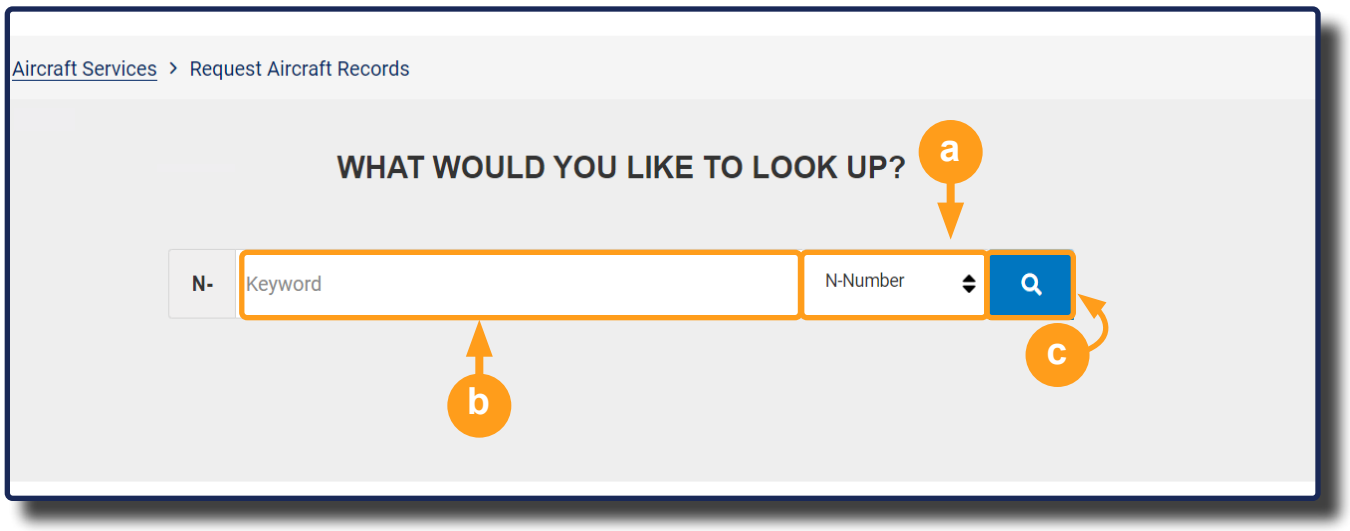


3 The **AIRCRAFT SERVICES** screen appears. Select **REQUEST AIRCRAFT RECORDS:**

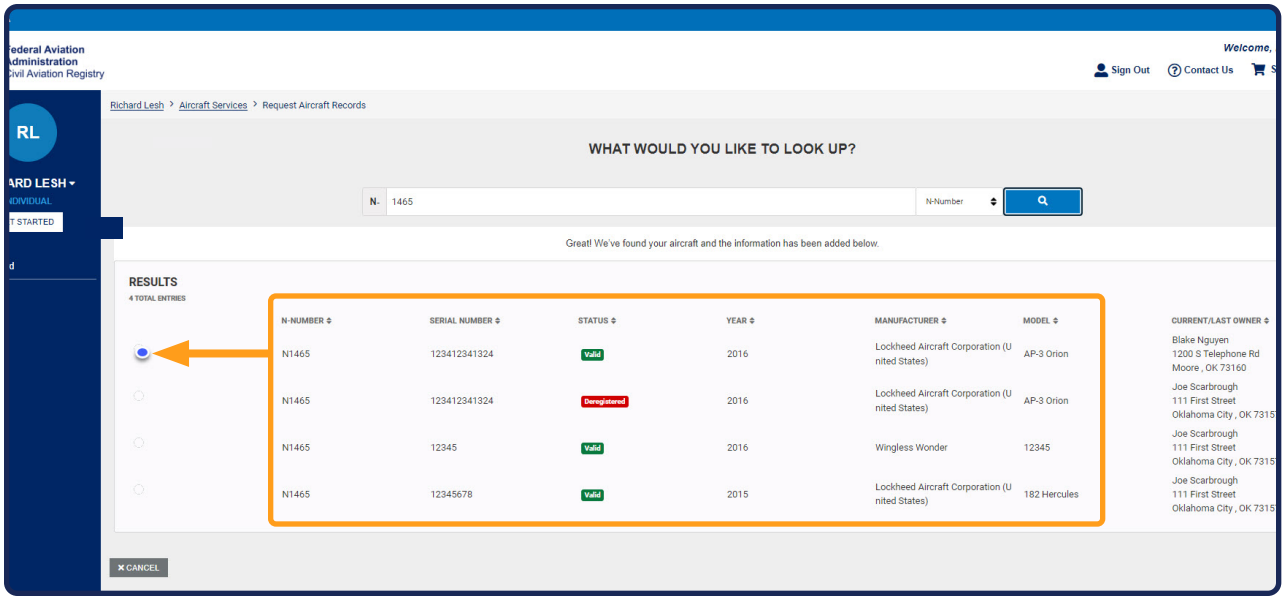


4 The **Request Aircraft Records** screen appears:

- a Use the drop-down menu to select N-Number or Serial Number.
- b Type the N-Number or Serial Number you're requesting records for
- c Select the **Search** button:



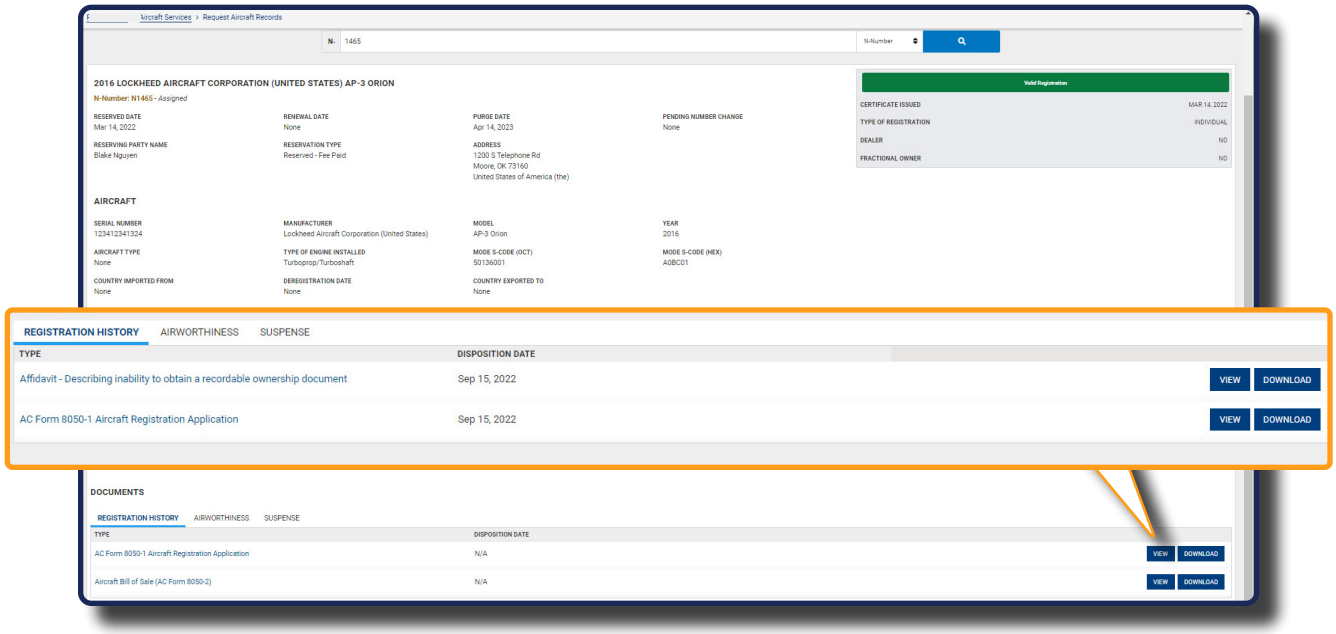
5 Search results appear. If there is more than one aircraft record (past or present) with the same N-Number or Serial Number, all aircraft will appear. Select the radio button for your aircraft:



6 The aircraft record appears, displaying the **REGISTRATION HISTORY, AIRWORTHINESS**, and **SUSPENSE** in separate tabs.

a Select the **View** button to open the record in an online viewer

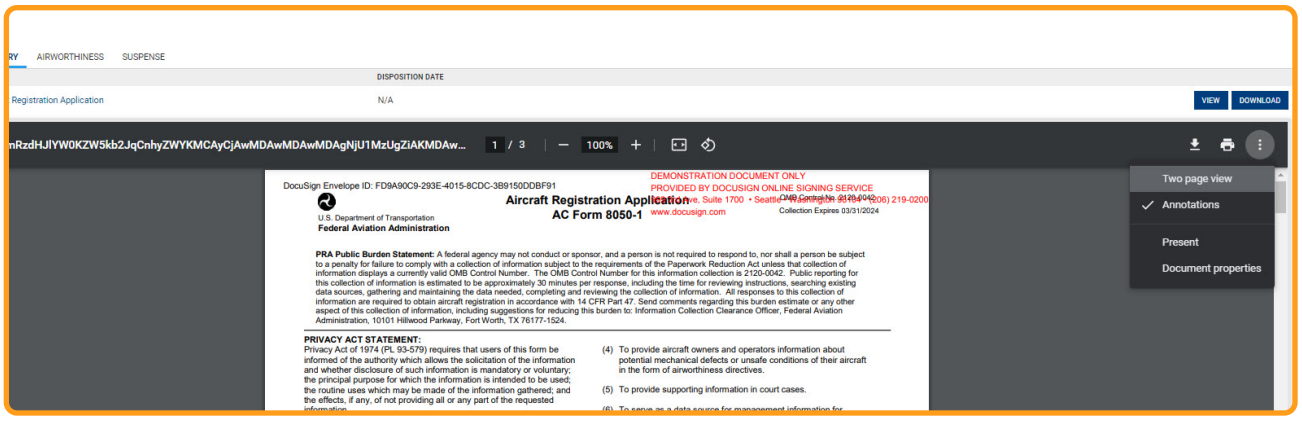
b Select the **Download** button to download the record to your computer:



NOTE

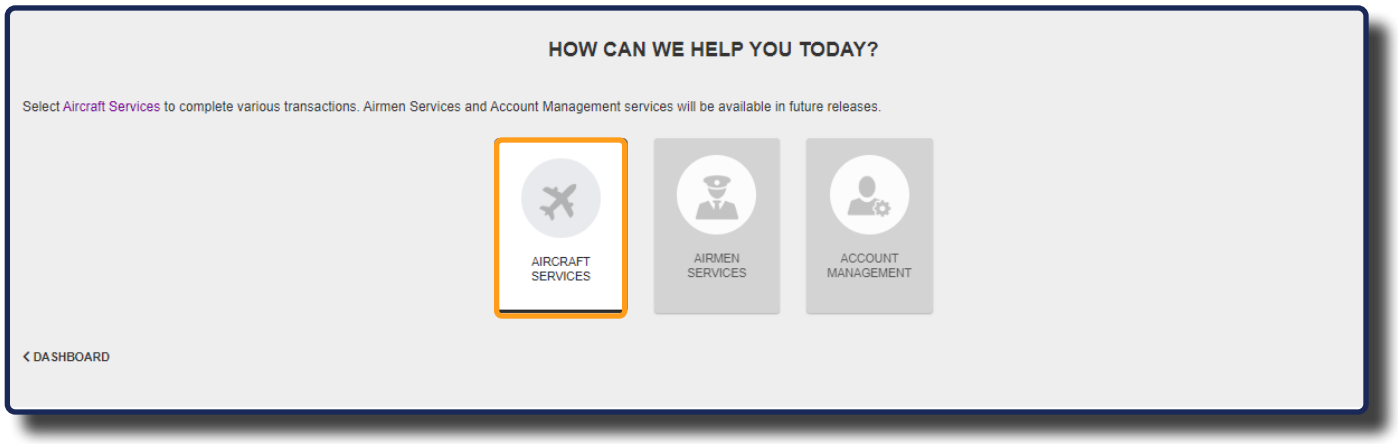
Documents in Suspense are any records that are awaiting confirmation or more information

When you select the View button, the record will open in an online viewer. The viewer allows you to view, print, or download the document. Note that some files can be too large to open in the viewer. Larger files will need to be downloaded to your computer for viewing:

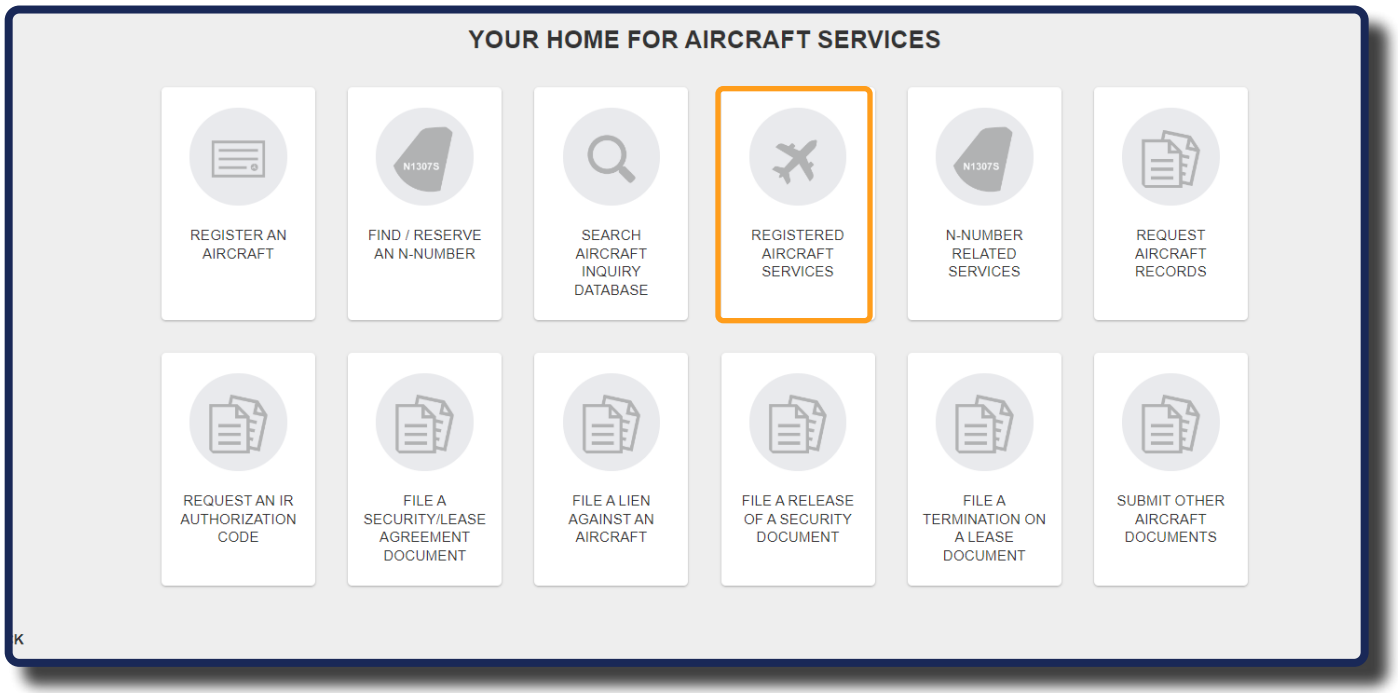


Registered Aircraft Services

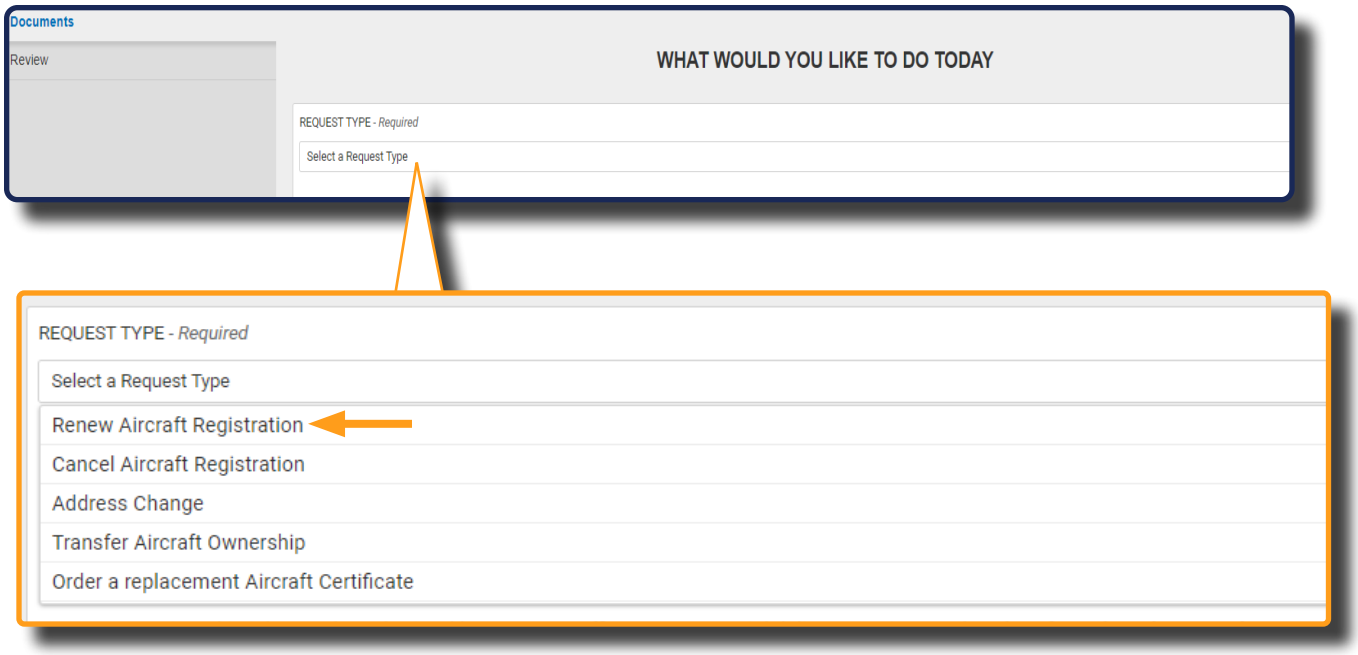
1 On the **Services Selection** screen, select **AIRCRAFT SERVICES**:



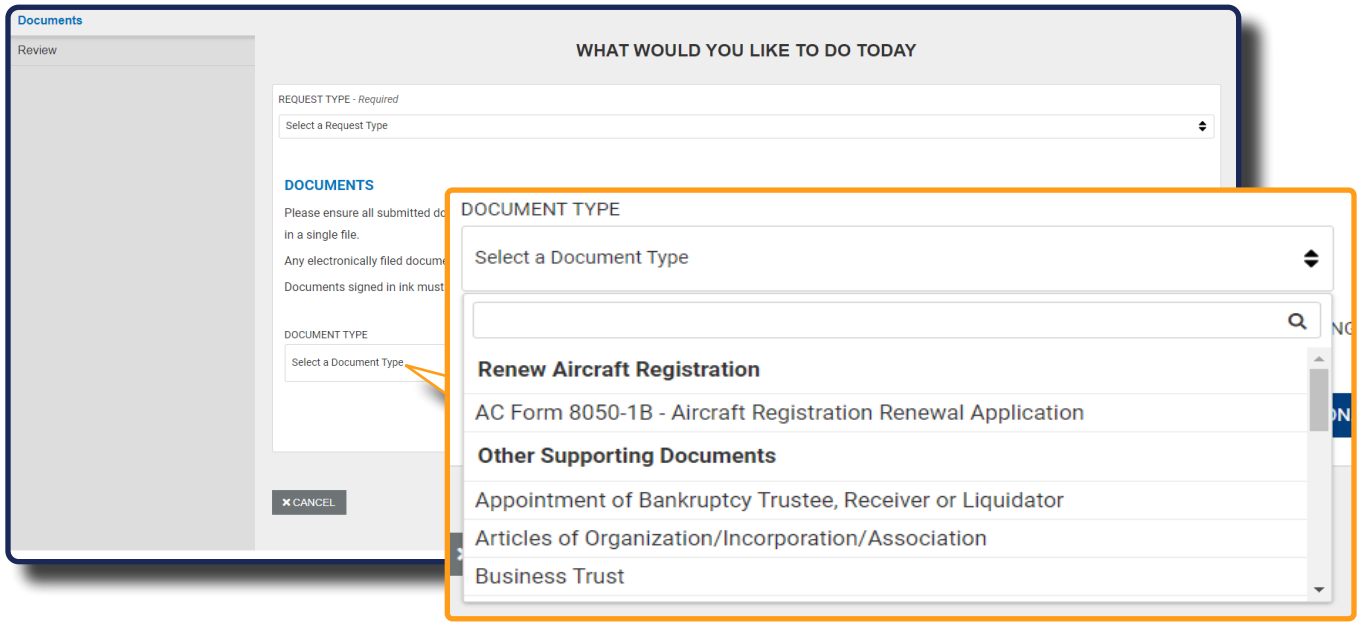
2 The **AIRCRAFT SERVICES** screen appears. Select **REGISTERED AIRCRAFT SERVICES** button:



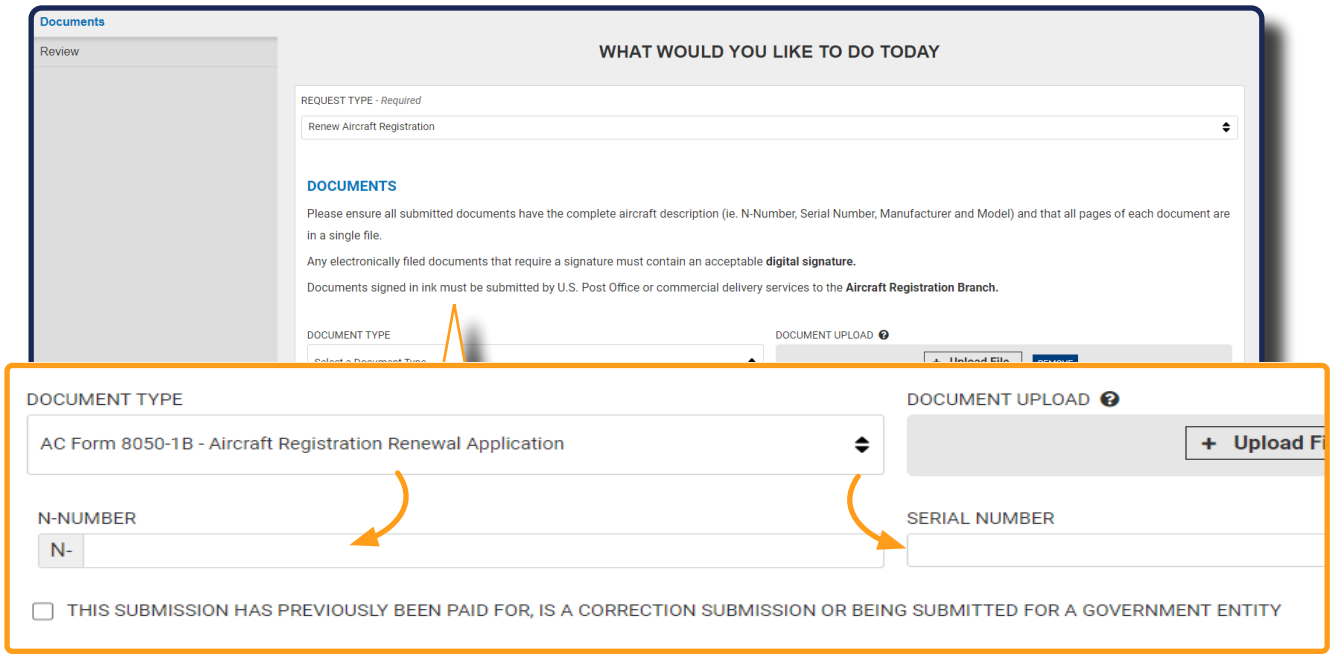
3 The **REGISTERED AIRCRAFT SERVICES** screen appears. Select the drop-down menu to select a registry service. In this example, **Renew Aircraft Registration** is selected:



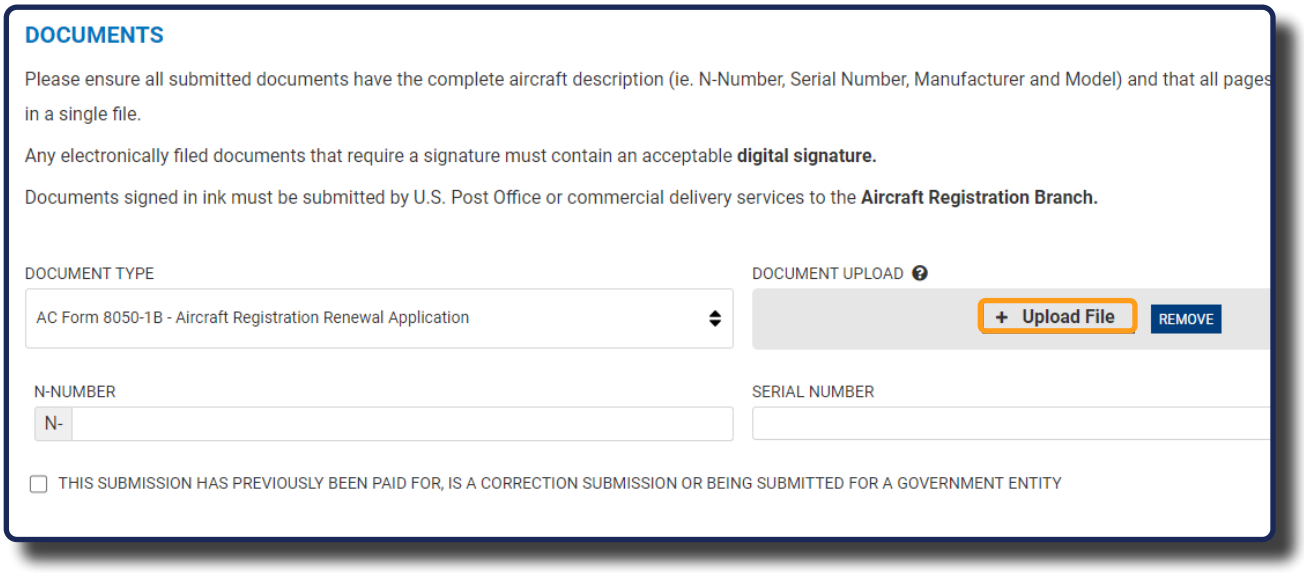
4 The Documents section appears. Select the **DOCUMENT TYPE** drop-down, then select a request type document to upload.



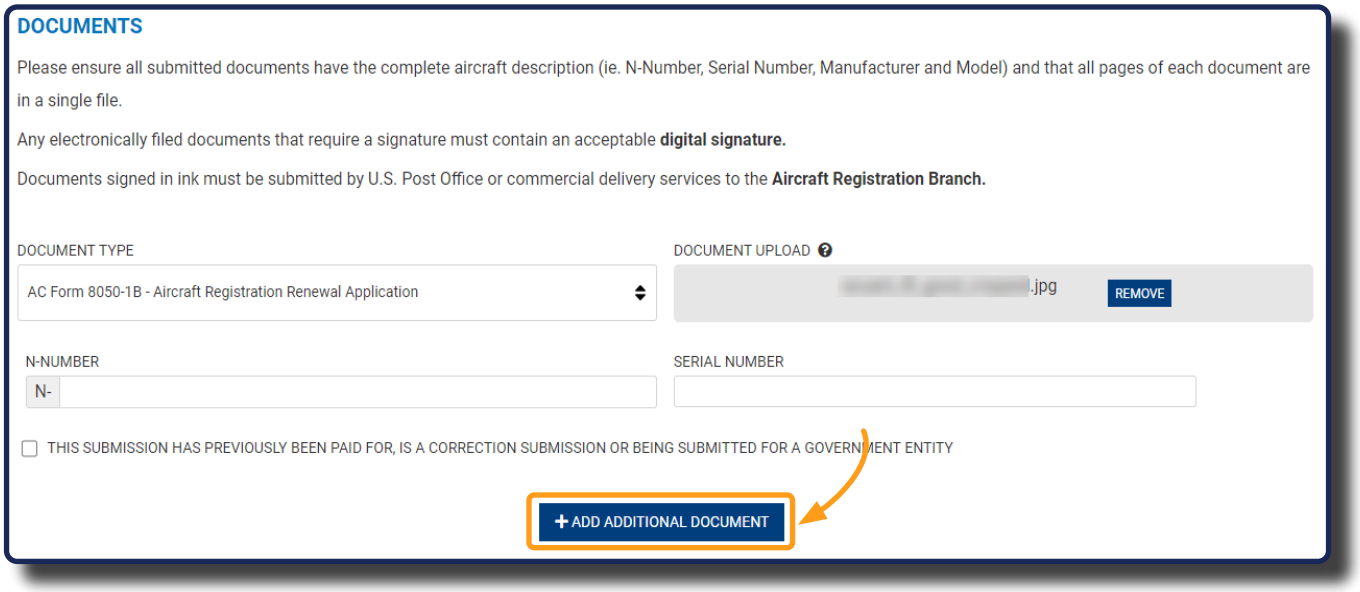
5 Fields appear to type N-Number and Serial Number of the aircraft:



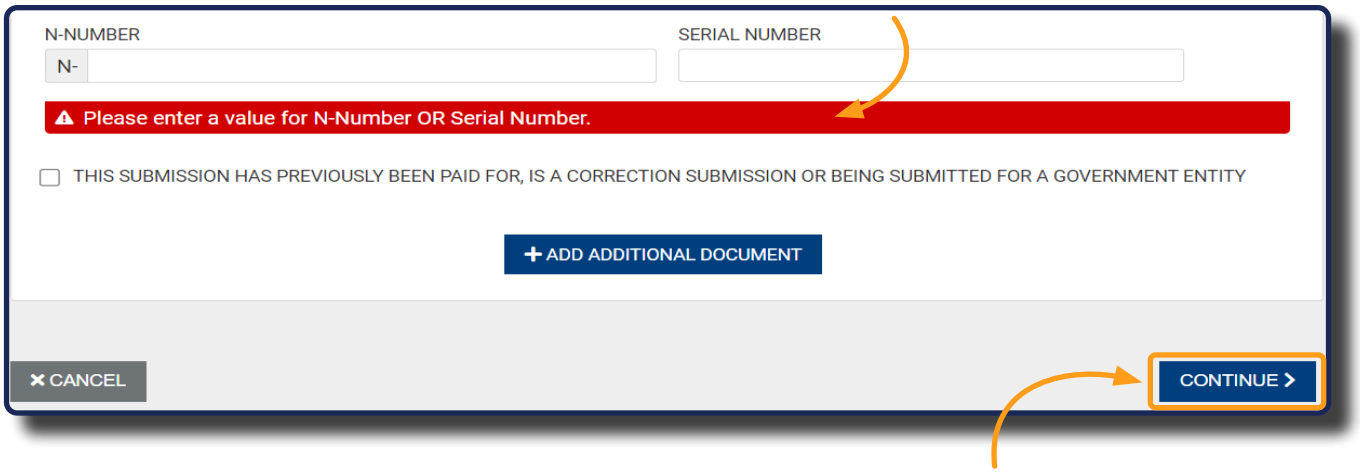
6 To upload a document to support your request, select the **+Upload File** button and add the document from your computer:



7 Select the **+Add Additional Document** button to receive another document type drop down and repeat step **6** - **7** until you have uploaded all documentation.



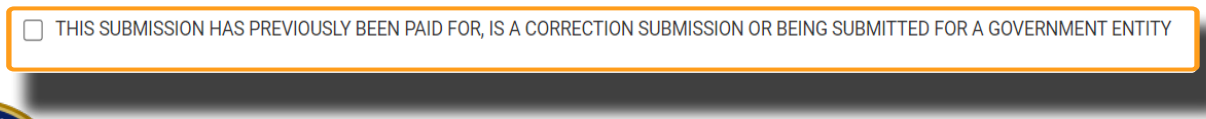
8 You may need to enter the N-Number and Serial Number, depending upon which Document Type(s) you've uploaded. If they are required, you will be notified by the red error indicator



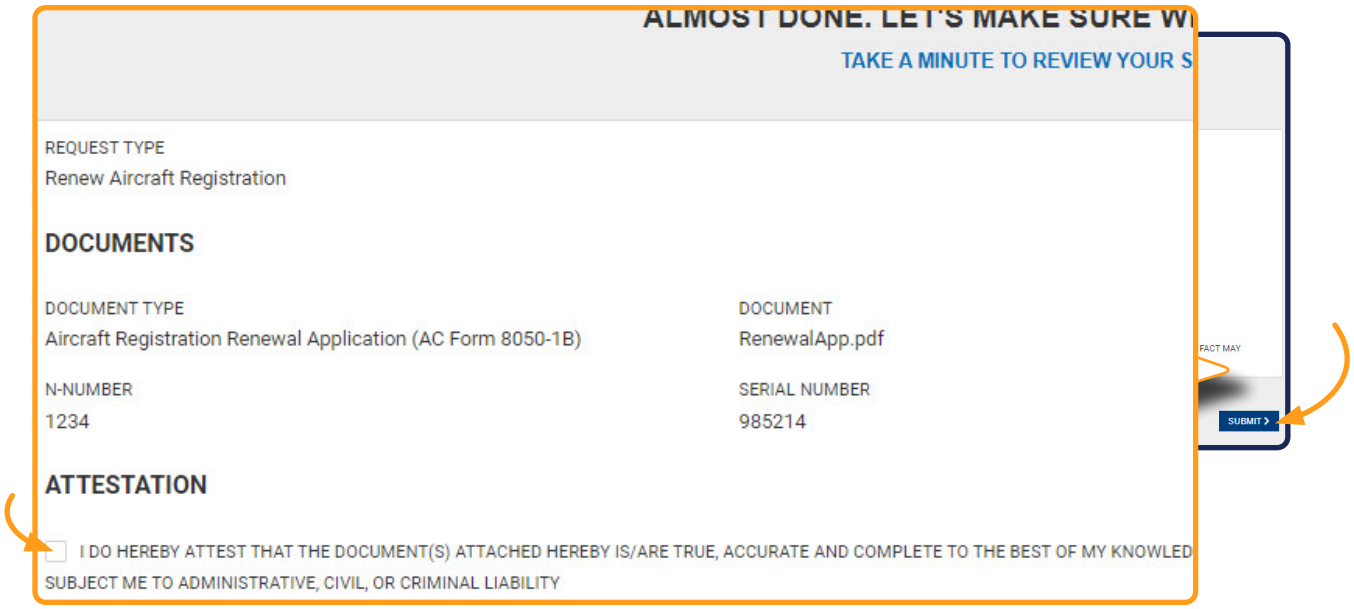
Once you've entered all necessary information, click the Continue button

NOTE

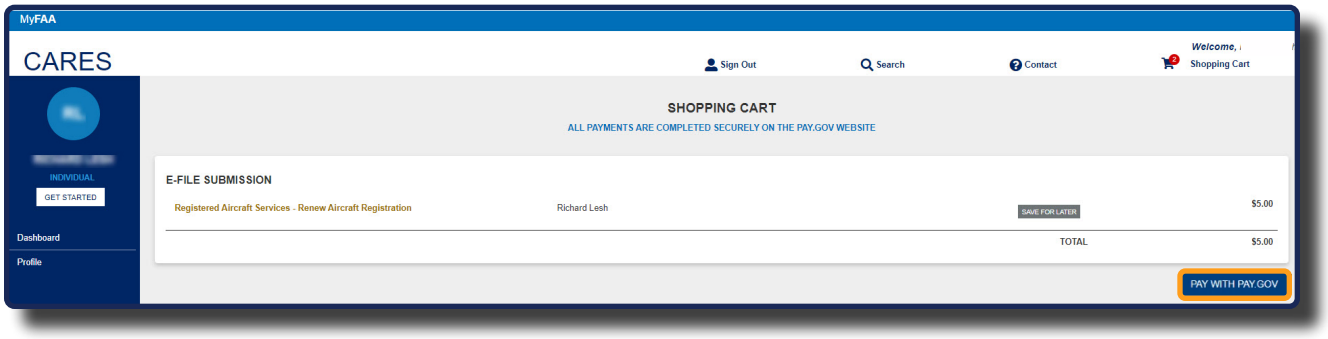
Checking the box in the image below will bypass payment for previously paid for registrations, corrections to registrations that have been paid, or govenrment submissions. If this does not apply to you, DO NOT select this check box. Your registration will be significantly delayed:



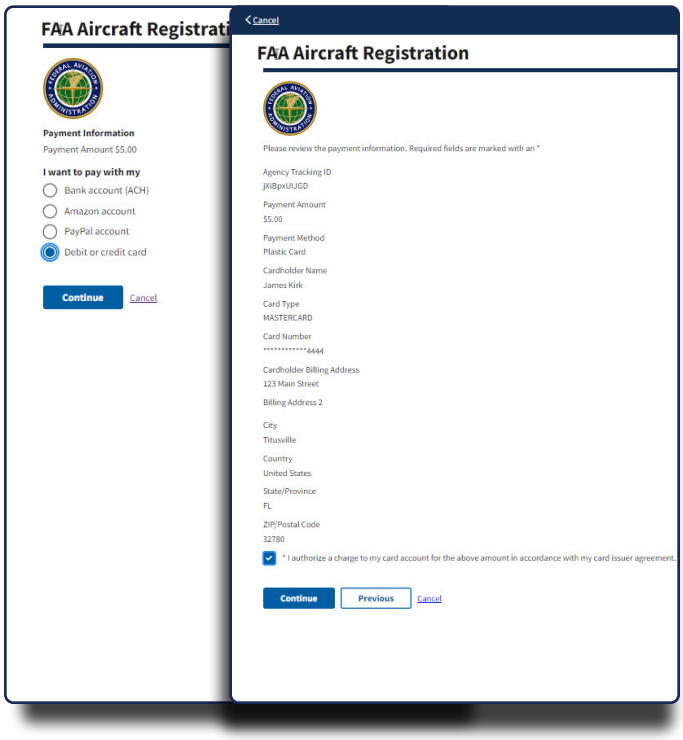
9 The **Review** screen appears. Review the information, select the **ATTESTATION** checkbox to verify the accuracy of the information, then click the **Submit** button:



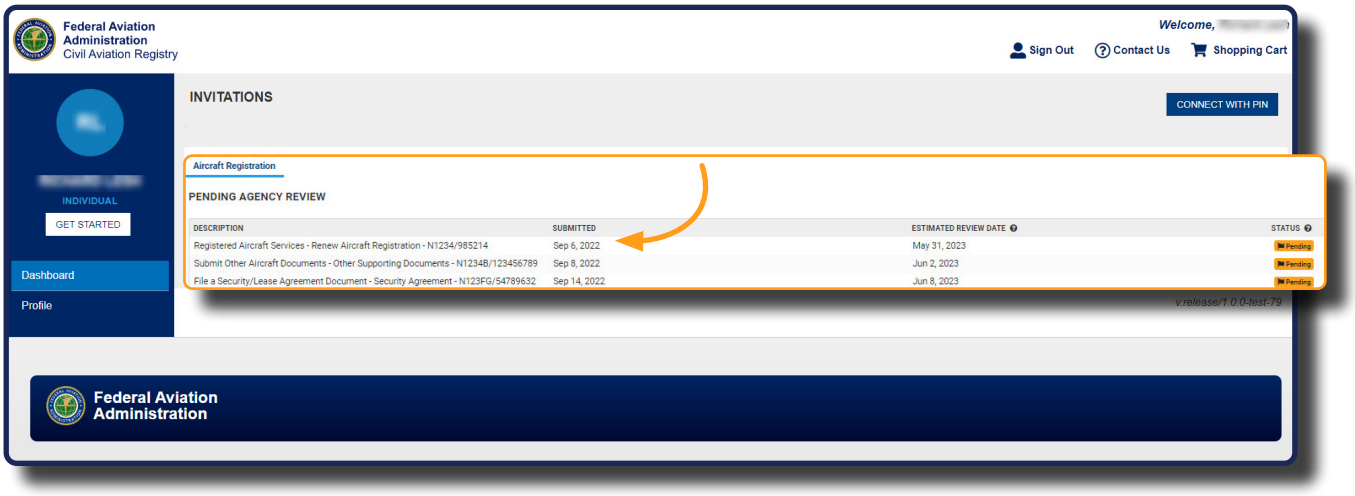
10 If a payment is required, you will be redirected to your CARES Shopping Cart. Locate the transaction, then select the **PAY WITH PAY.GOV** button:



11 The Pay.gov interface appears. Follow the steps to enter your payment information, then select the **Continue** button:

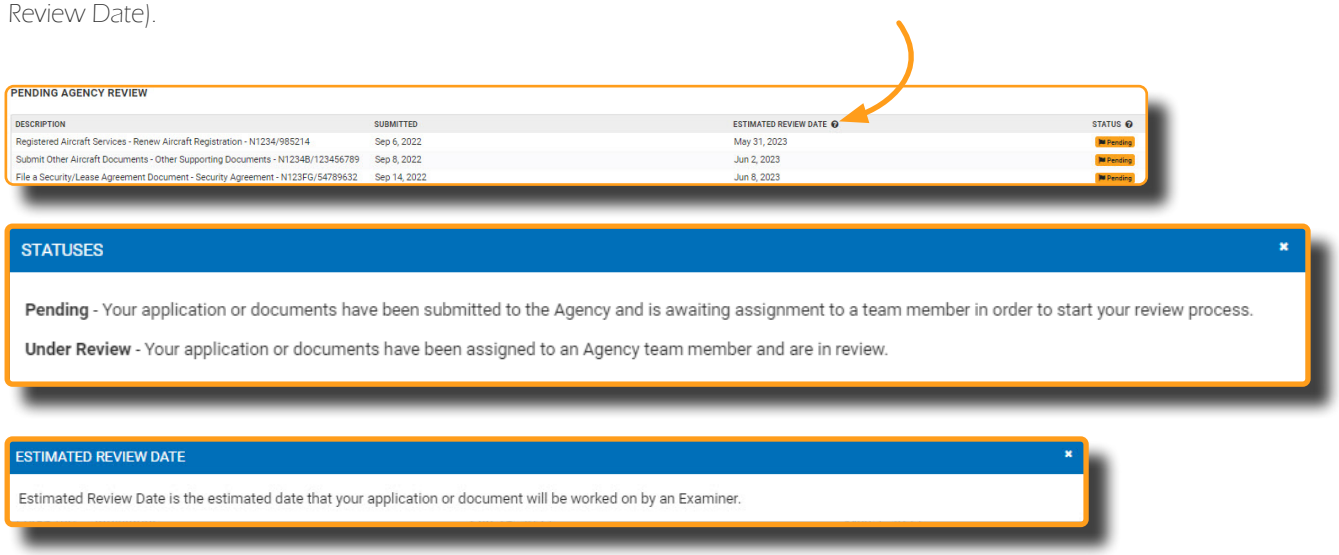


12 On your CARES dashboard, **Renew Aircraft Registration** displays under the heading of **Pending Agency Review:**



Tool Tip

Select the information icon to view the definitions of items in the PENDING AGENCY REVIEW section (Pending, Under Review, Estimated Review Date).



FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

06
Aircraft Registration - Individual

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<Back to Contents

Sign In to CARES

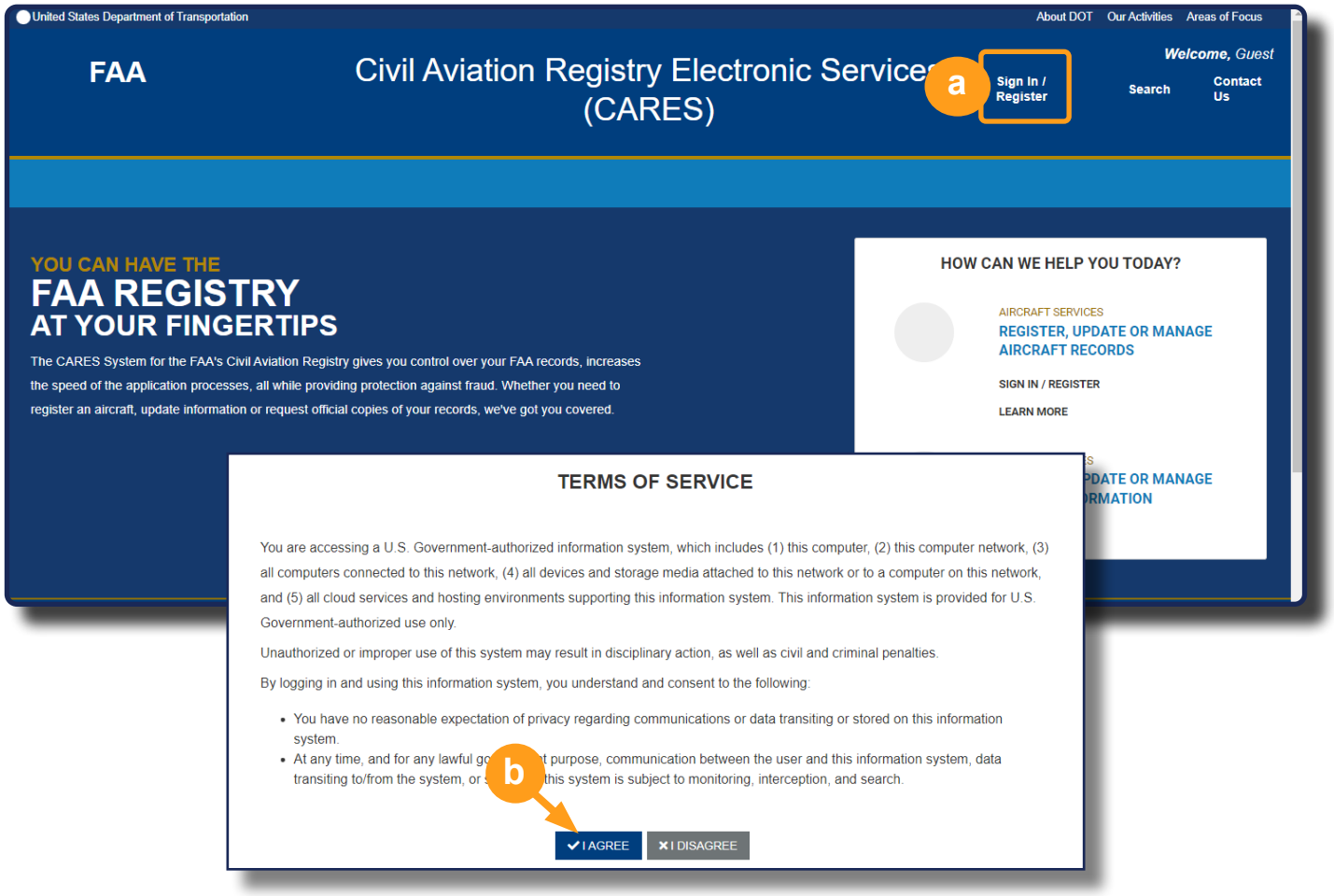
Before you get started:

- You must have a CARES Individual account to proceed with the steps in this guide.
  For help creating a CARES Individual account, refer to the ***Sign Up for CARES Account User Guide***

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:



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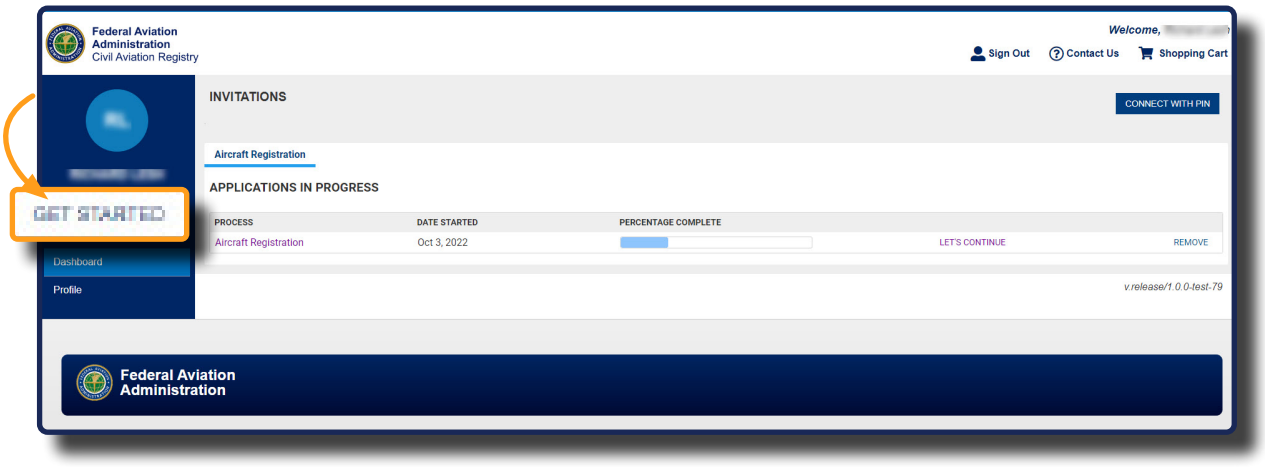
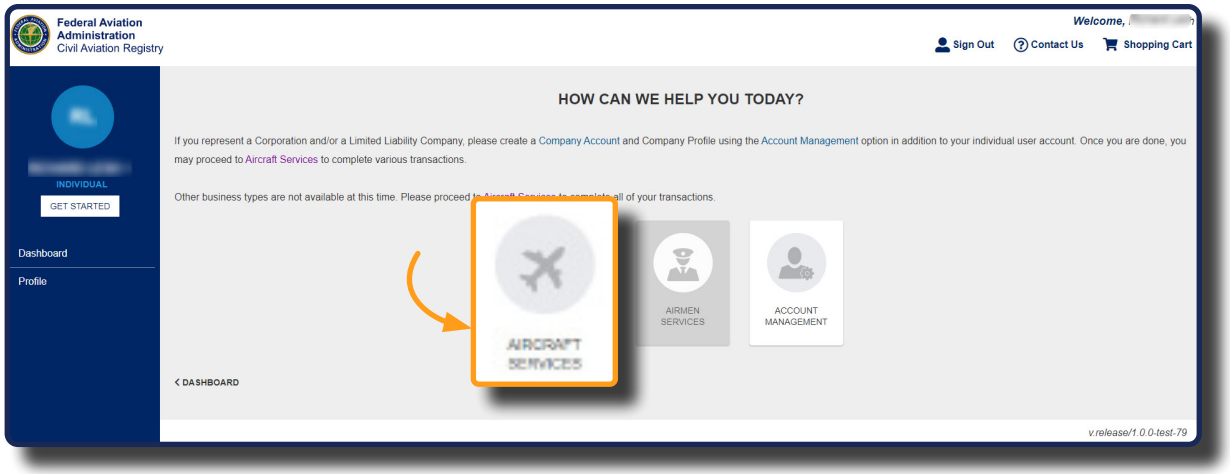
NOTE

Your User Dashboard only appears if you have pending actions in CARES. If you have not started an application, or have no activity yet, you will land on the Get Started screen, as seen in step 2.

1 On your User Dashboard, select the **GET STARTED** button:



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



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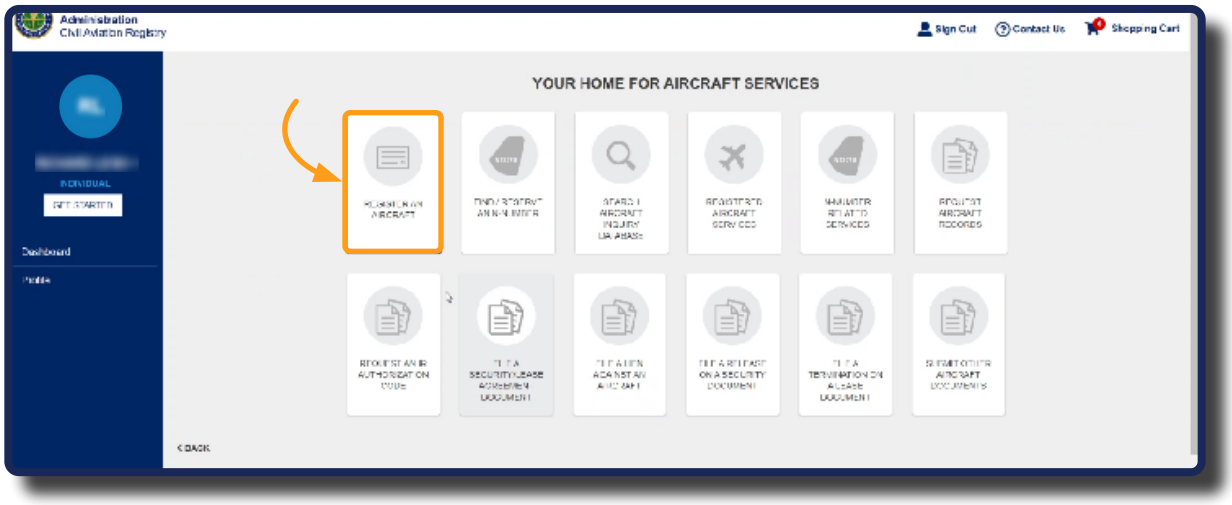
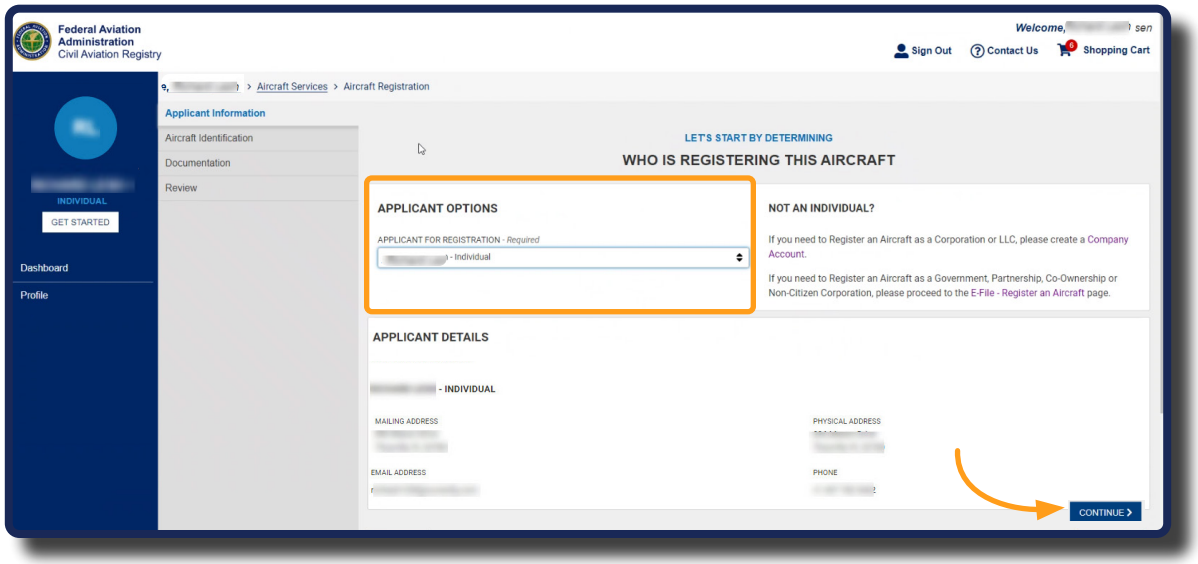
3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:



4 The **Applicant Information** screen appears. Select the **APPLICANT FOR REGISTRATION** drop-down menu, then select yourself as **Individual**. Next, select the **CONTINUE** button:



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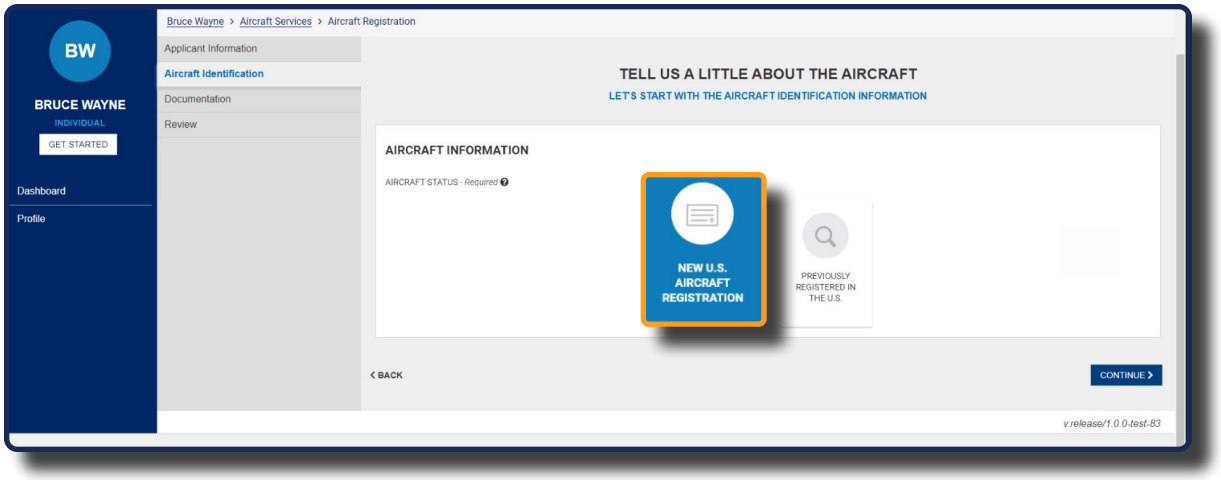
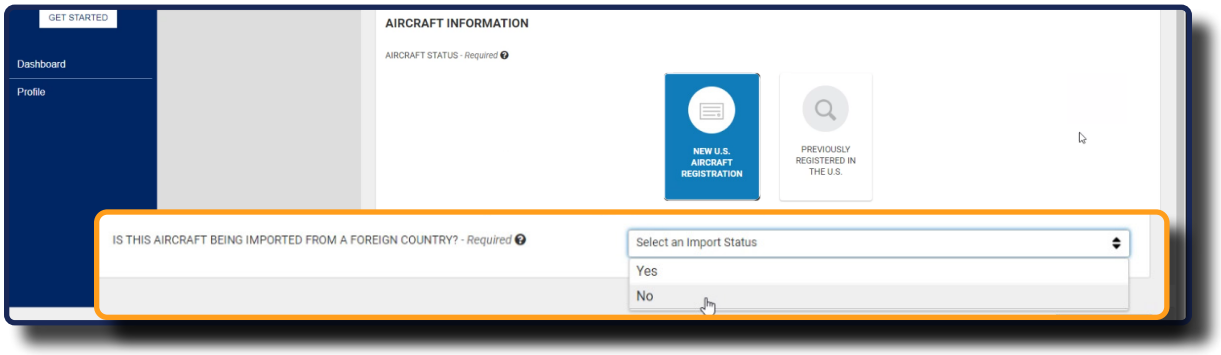
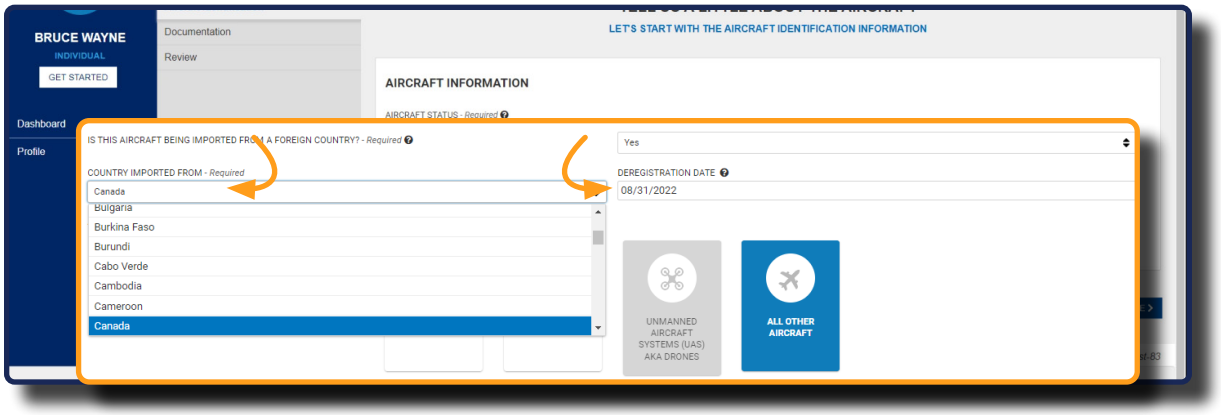
5 The **Aircraft Identification** screen appears. Select **NEW US AIRCRAFT REGISTRATION**:



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



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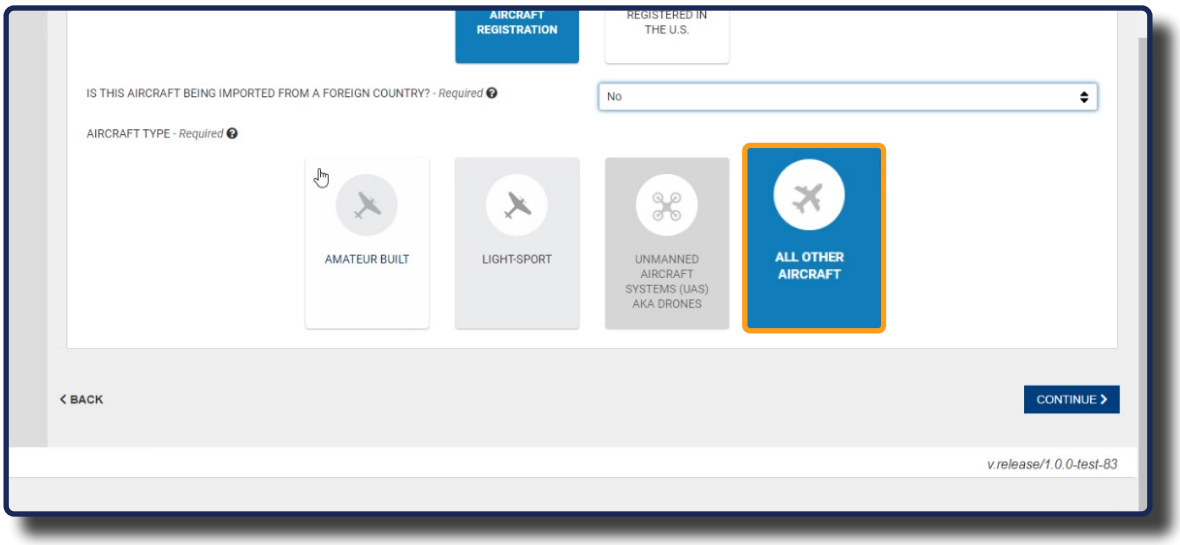
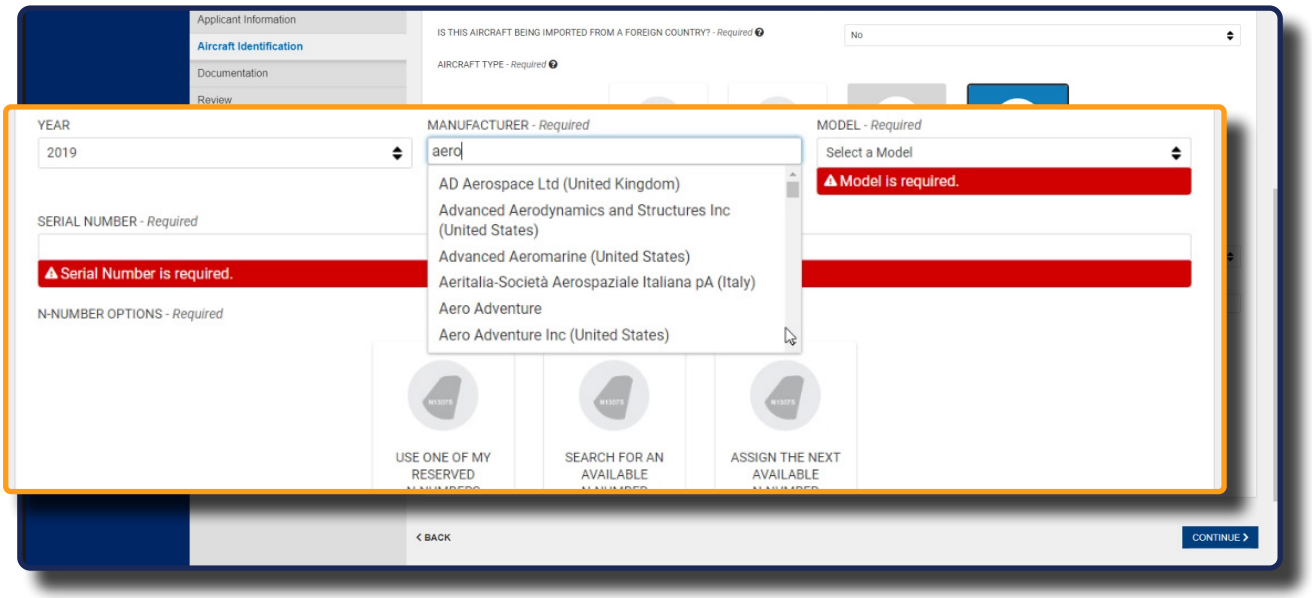
7 The **AIRCRAFT TYPE** options appear. Select the type of aircraft you're registering (in this example, **ALL OTHER AIRCRAFT** is selected):



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



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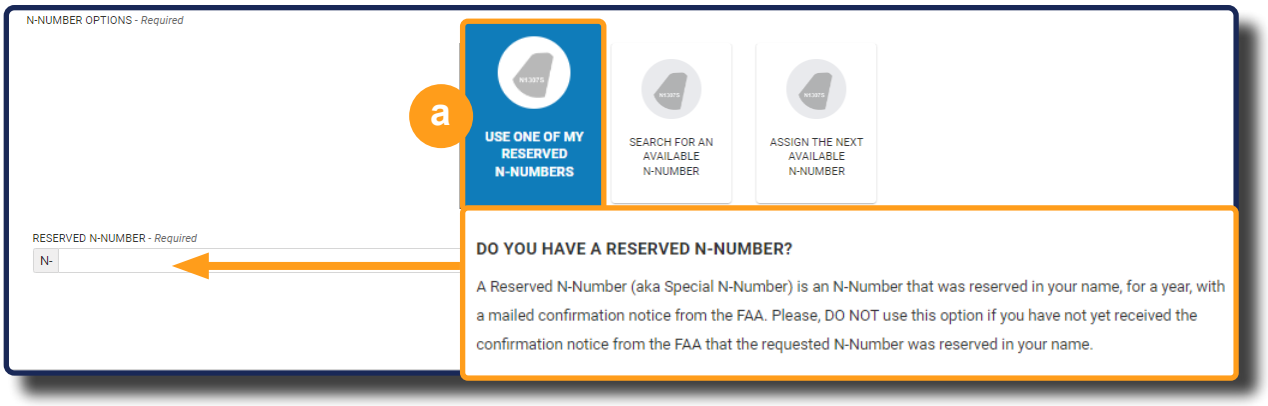
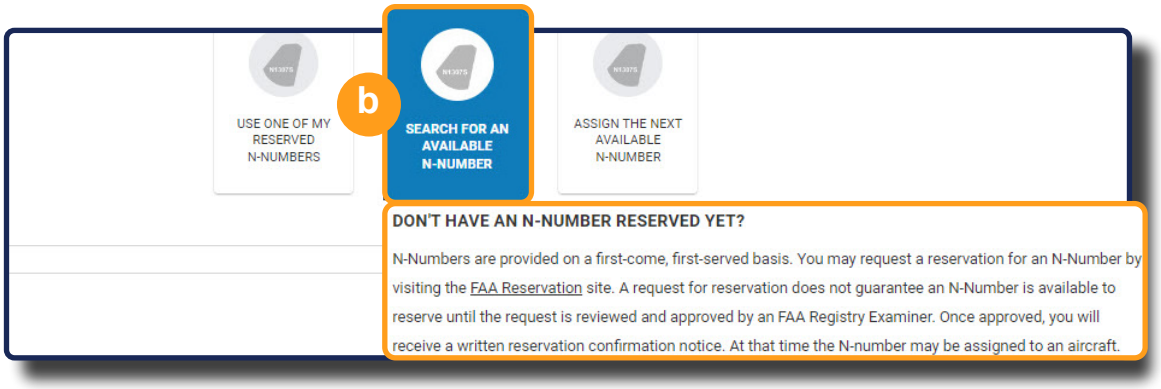
Select an N-Number

9 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:



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:



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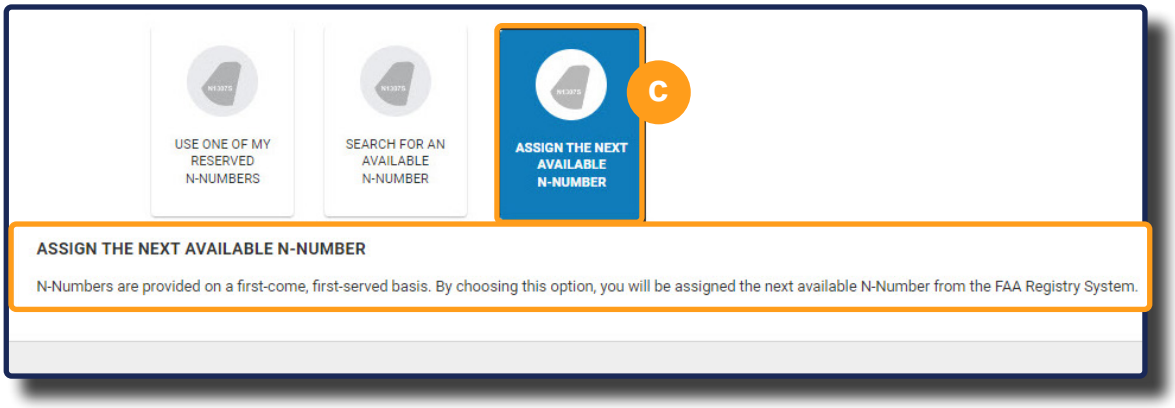
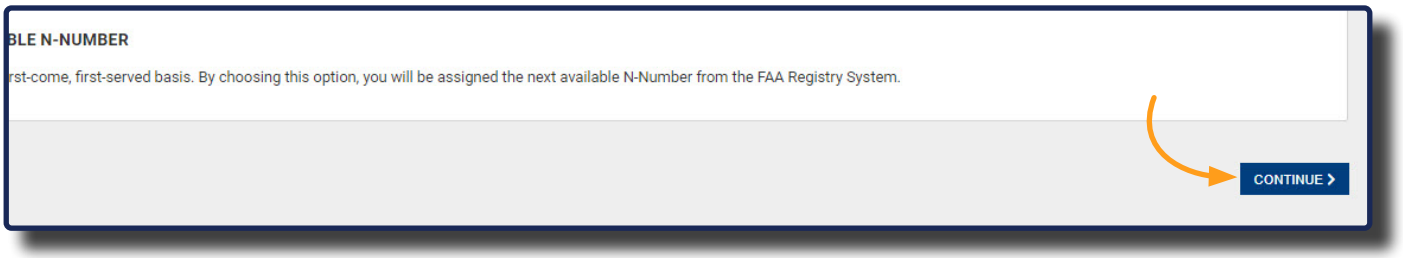
C Select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button to have the FAA Registry assign you the next available N-Number:



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



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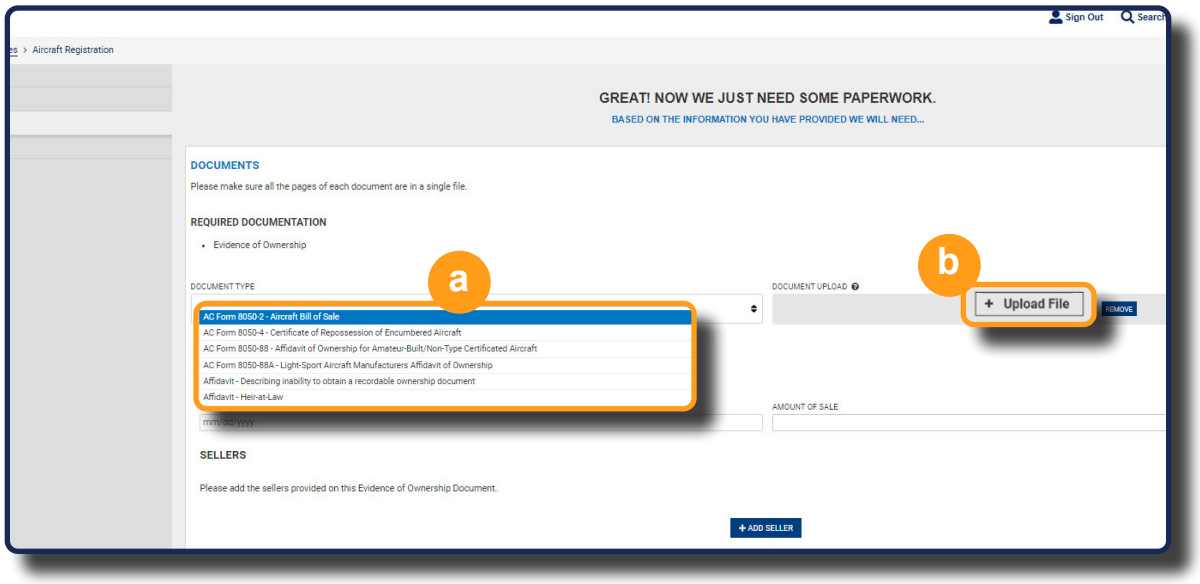
Documents

11 Upon completing required aircraft information, the **Documentation** screen appears:

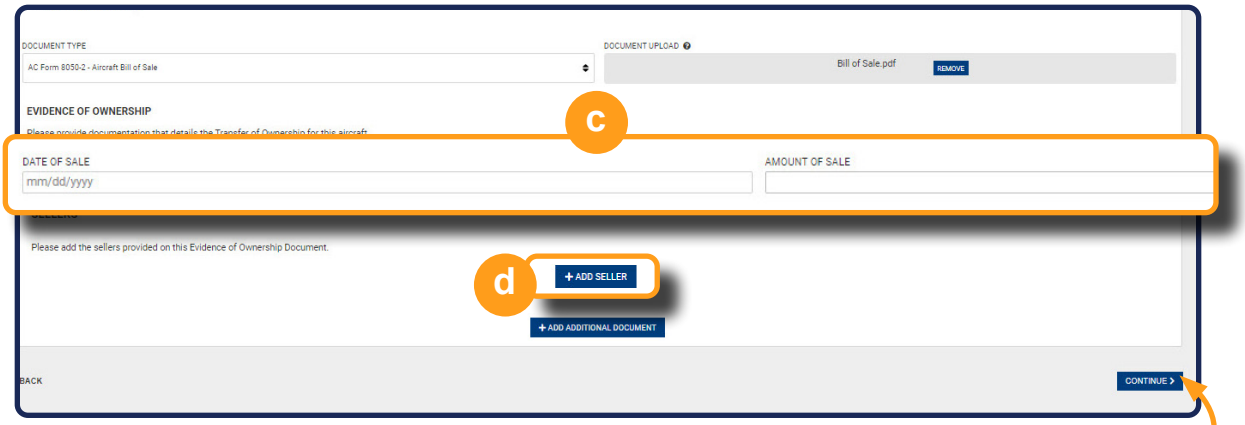
a Select the **DOCUMENT TYPE** drop-down menu, then select **AC Form 8050-2 Aircraft Bill of Sale**

b Select the **+Upload File** button, then select the Bill of Sale document from your computer:



c Type the **DATE OF SALE** and **AMOUNT OF SALE** in their respective fields

d Select the **+ ADD SELLERS** button to add the seller or sellers name and title:



When complete, select the **CONTINUE** button

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12 The Review screen appears. Review the information you provided. When complete, select the **ATTESTATION** check-box, then select the **Submit** button. To make changes, select the **<Back** button:

13 The **CERTIFICATIONS** screen appears. Follow the on-screen instructions to select the appropriate citizenship status, then select the **SIGN** button:

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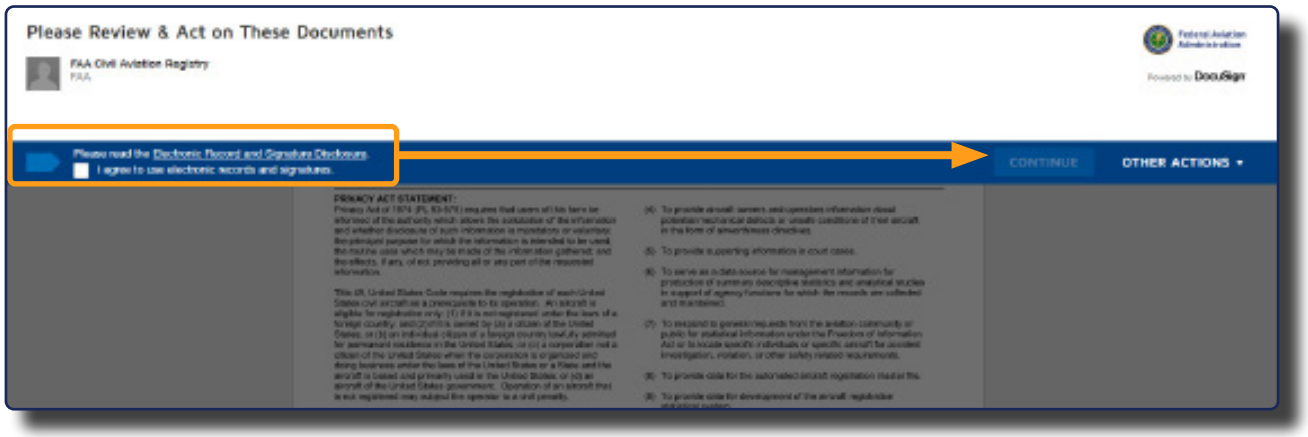
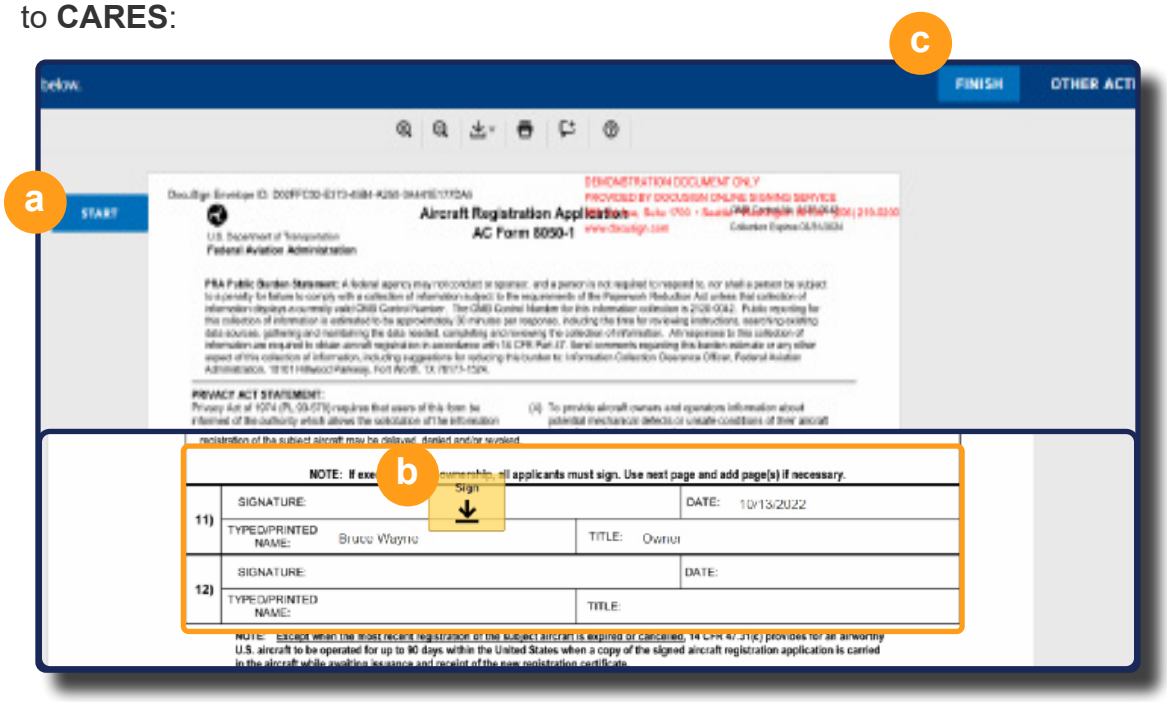
DocuSign

1 You will be 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:



2 To digitally sign the document:

a Select the **START** button
b Select the **Sign** button to place your digital signature
c Select the **FINISH** button to complete signing and return to **CARES**:



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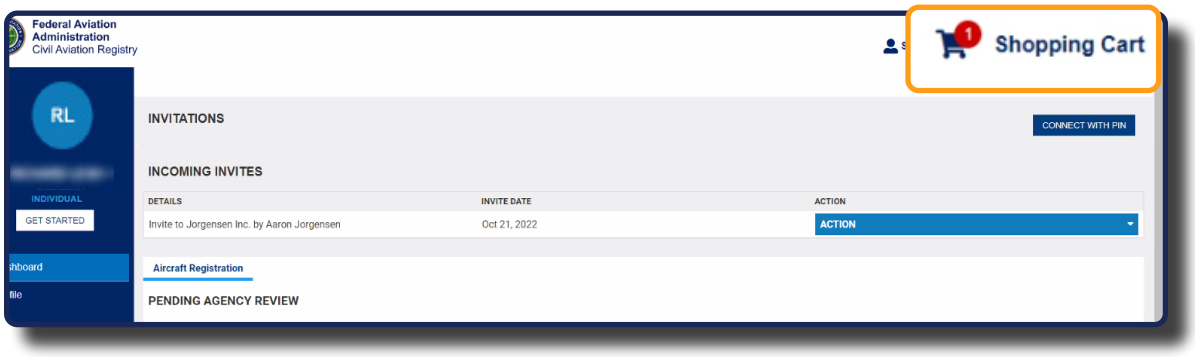
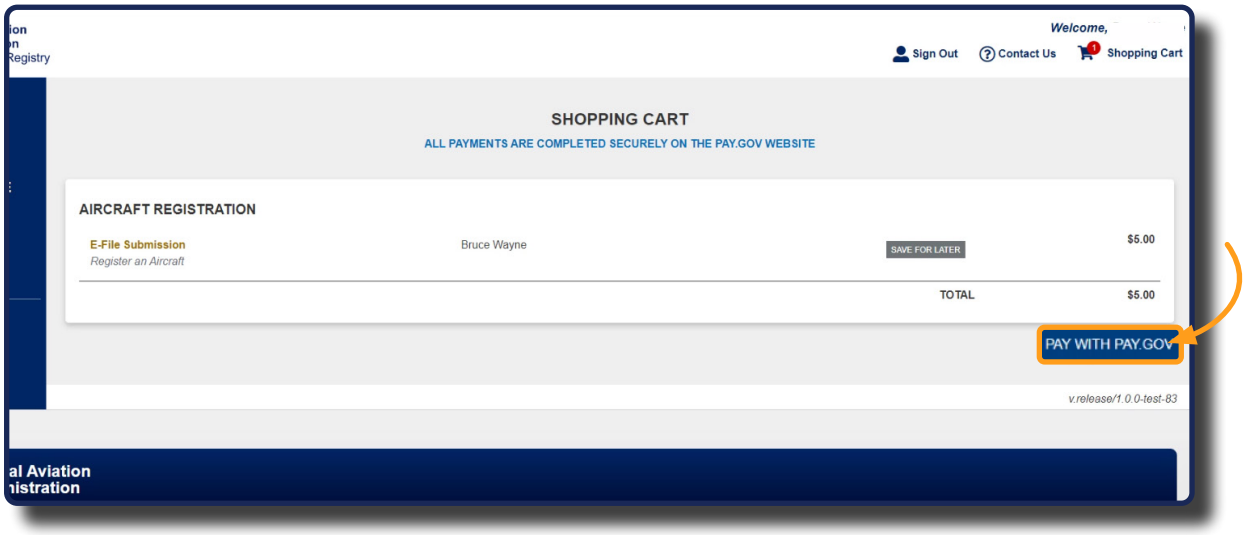
PAY.gov

1 Navigate to your **CARES** shopping cart by selecting the **Shopping Cart** icon:



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



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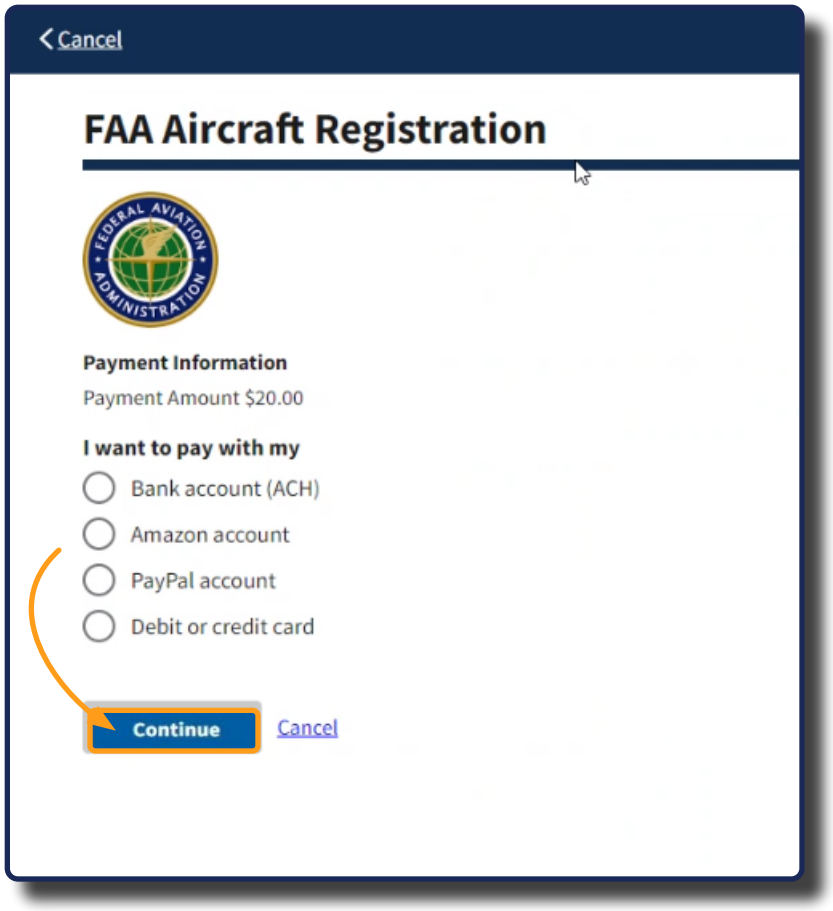
3 You will be re-directed to PAY.gov. Select a payment method, then select the **Continue** button:



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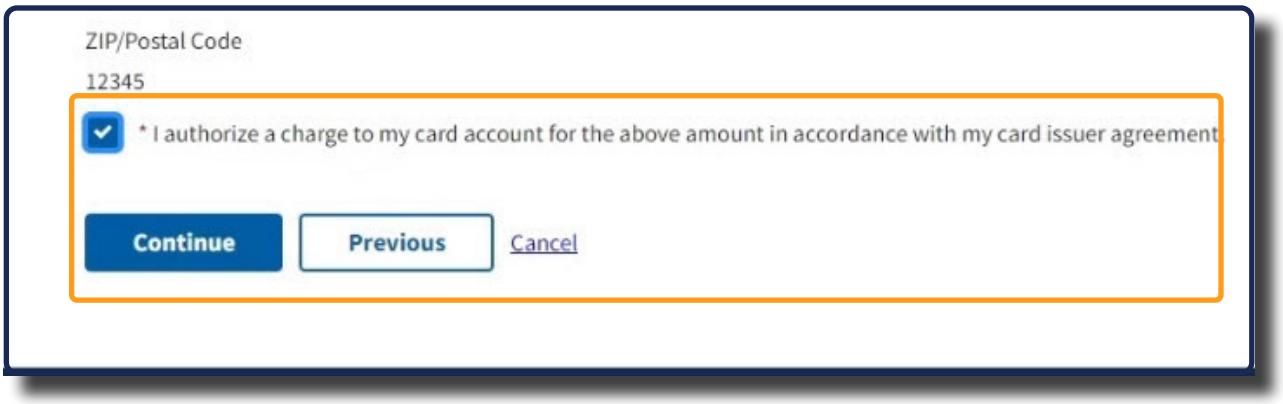
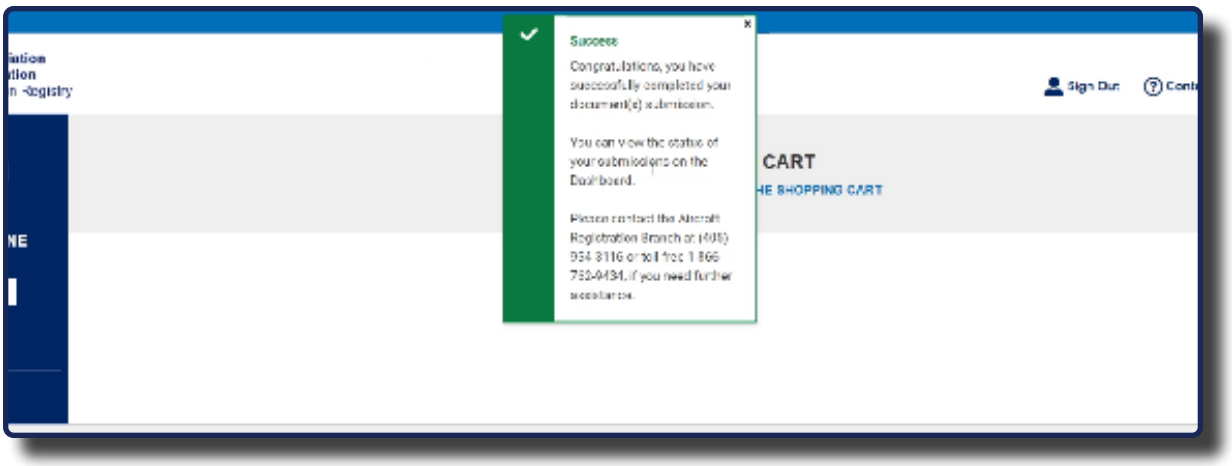
4 Enter, review, and authorize your payment information, then select the **Continue** button:



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



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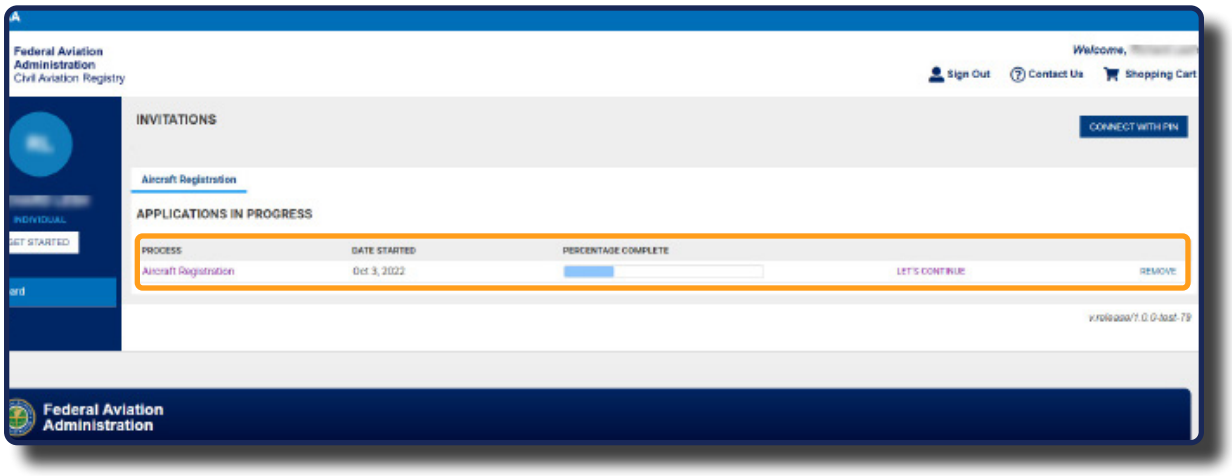
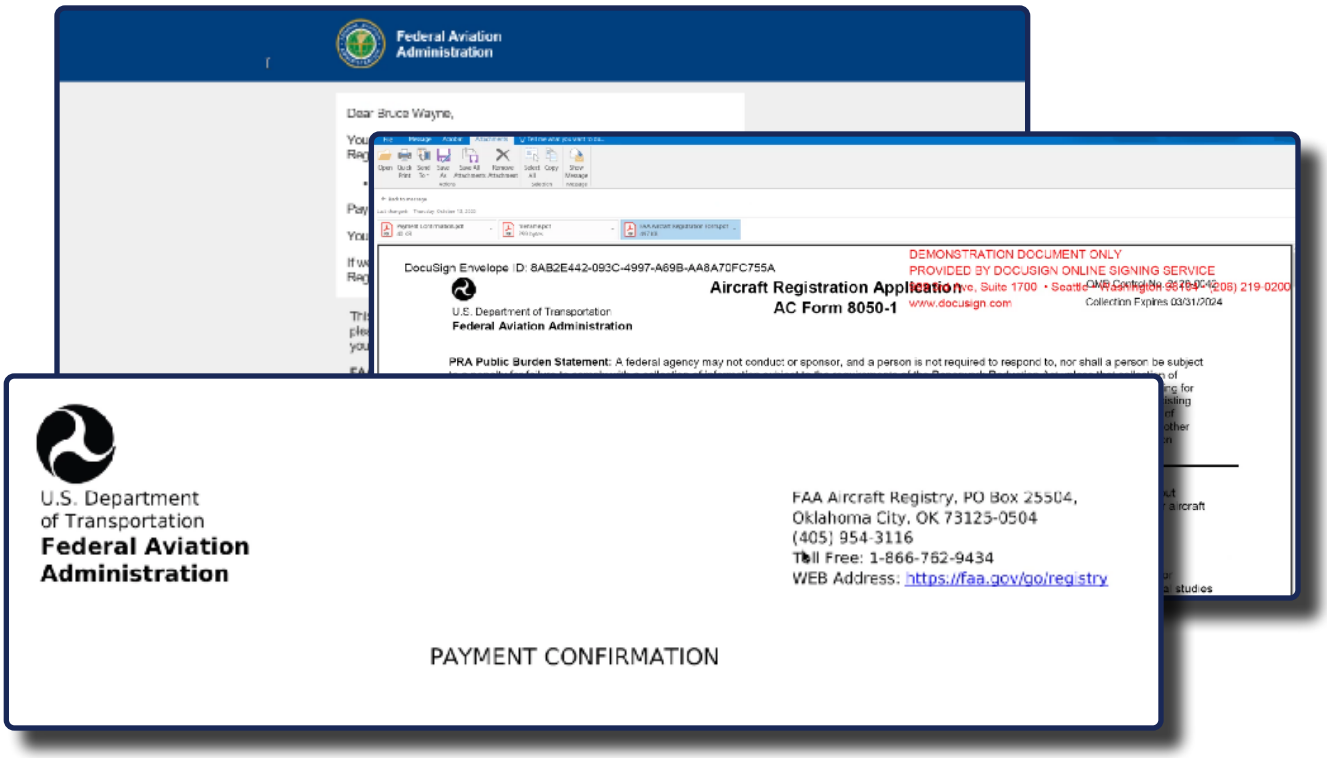
6 Your registration appears on your Dashboard in the **PENDING AGENCY REVIEW** section:



7 You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:



FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

07

N-Numbers

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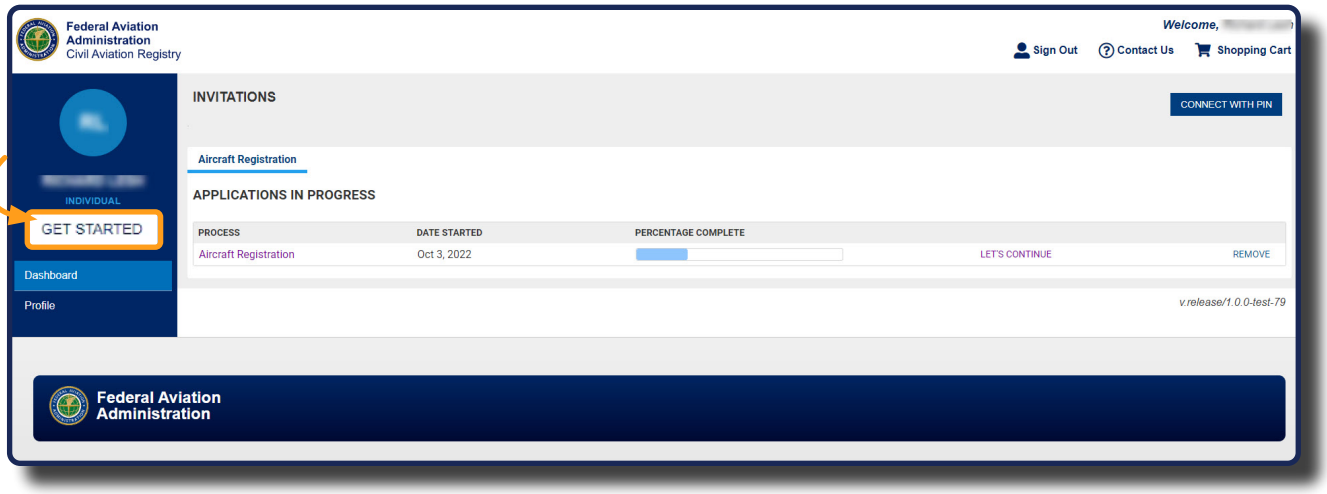
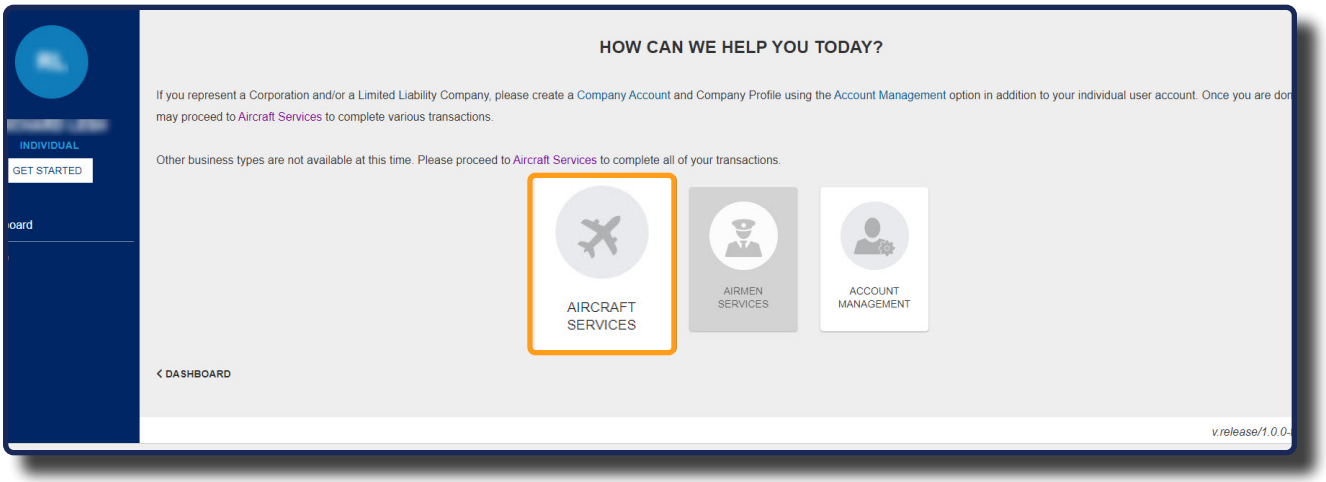
You can use CARES to initiate a search for N-Number availablity, reserve, renew, or change/cancel an N-Number reservation through the FAA's Aircraft Registry. CARES will display pending N-Number actions on your user dashboard, and allow you to pay related fees at Pay.gov.

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



2 The **Services Selection** screen appears. Select **AIRCRAFT SERVICES**:



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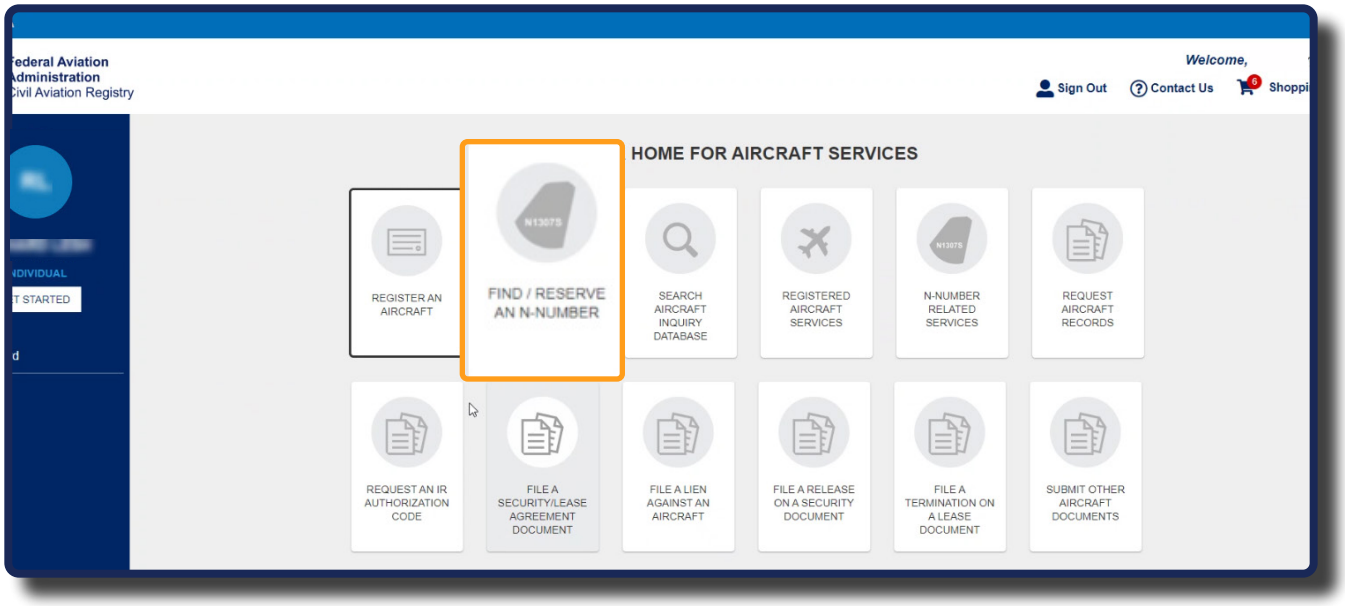
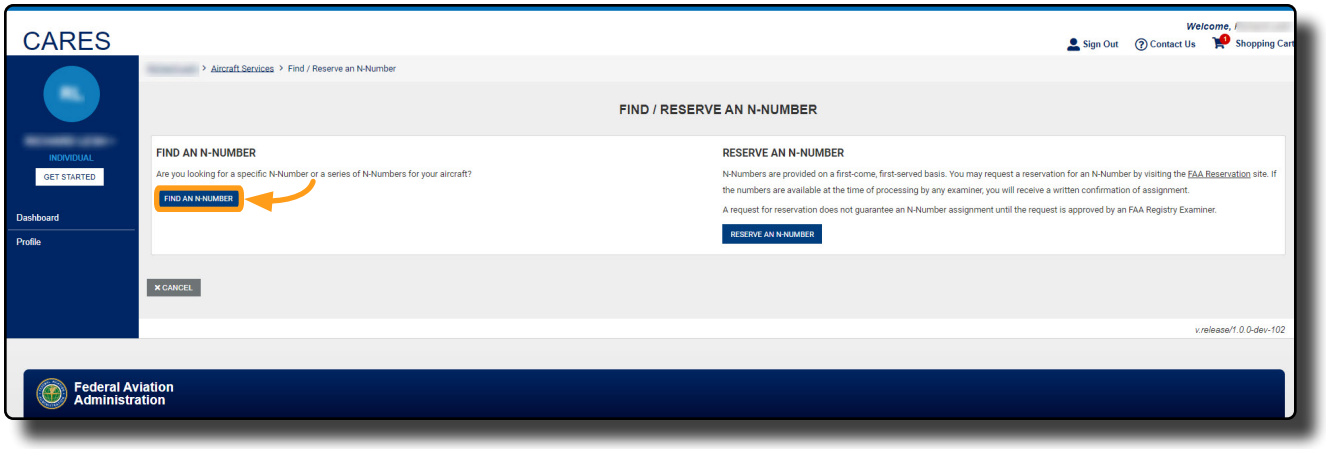
3 The **AIRCRAFT SERVICES** screen appears. Select **FIND/RESERVE AN N-NUMBER:**



4 The **FIND/RESERVE N-NUMBER** screen appears. Select the **FIND AN N-NUMBER** button:



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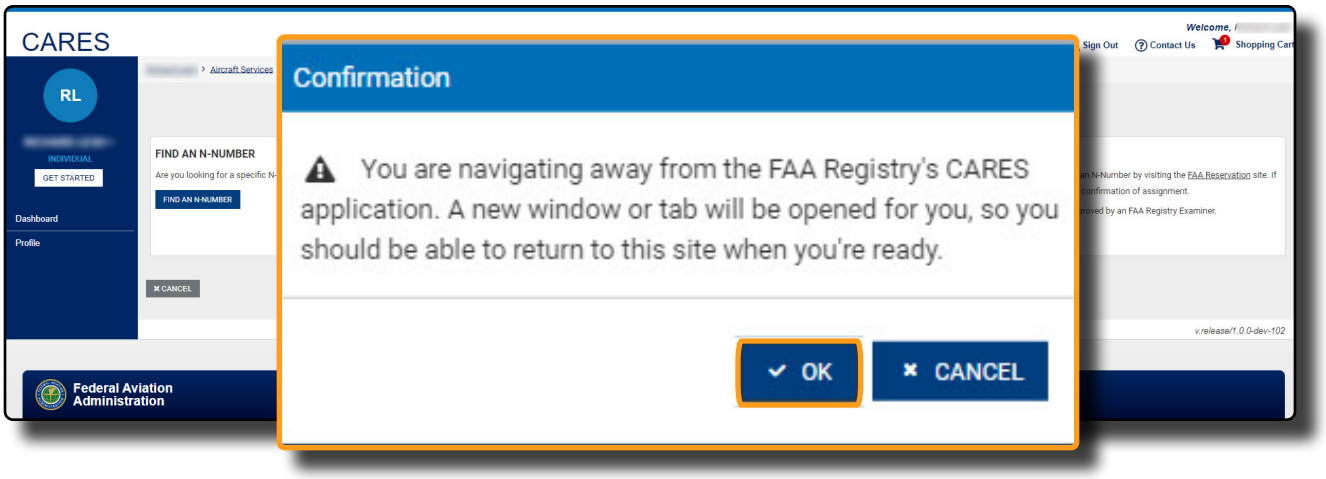
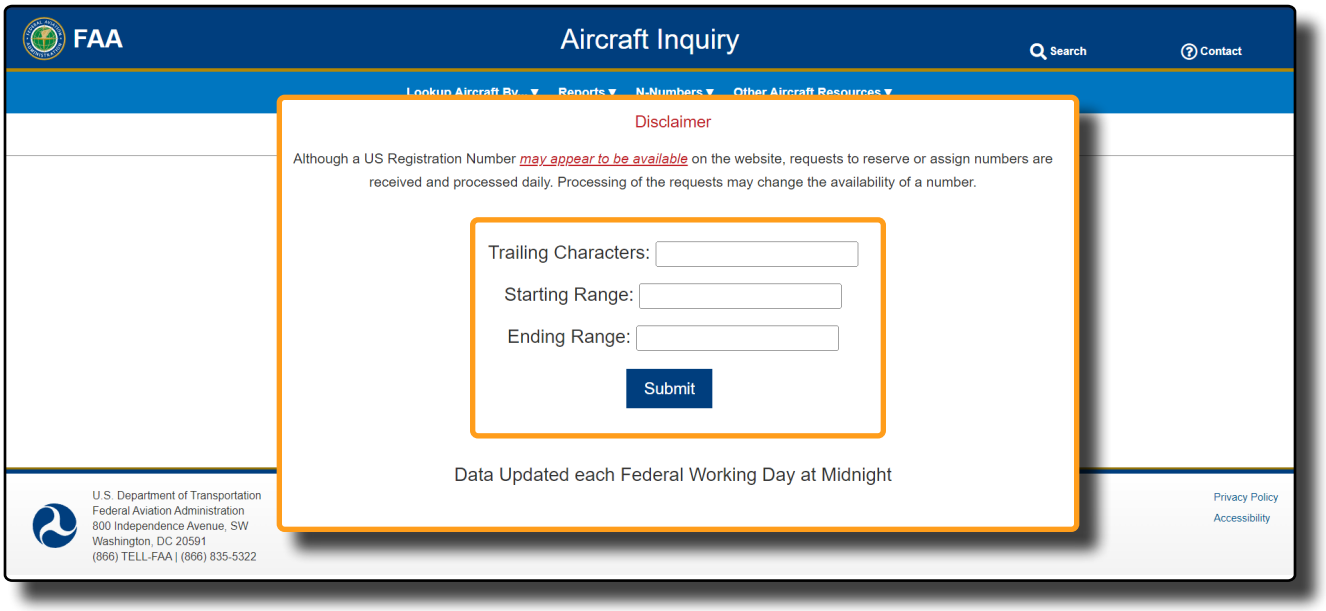
5 A Confirmation message appears, stating that you will navigate away from the FAA Registry's CARES application. Select the **OK** button to open the FAA's Aircraft Registry Services page in a new window or tab:



6 The FAA Aircraft Inquiry screen for N-Number Availablity appears in a new window or tab in your browser. To view a specified range of N-Numbers currently available, enter the **Trailing Characters**, **Starting Range**, and **Ending Range** of the N-Number range you wish to use or reserve:



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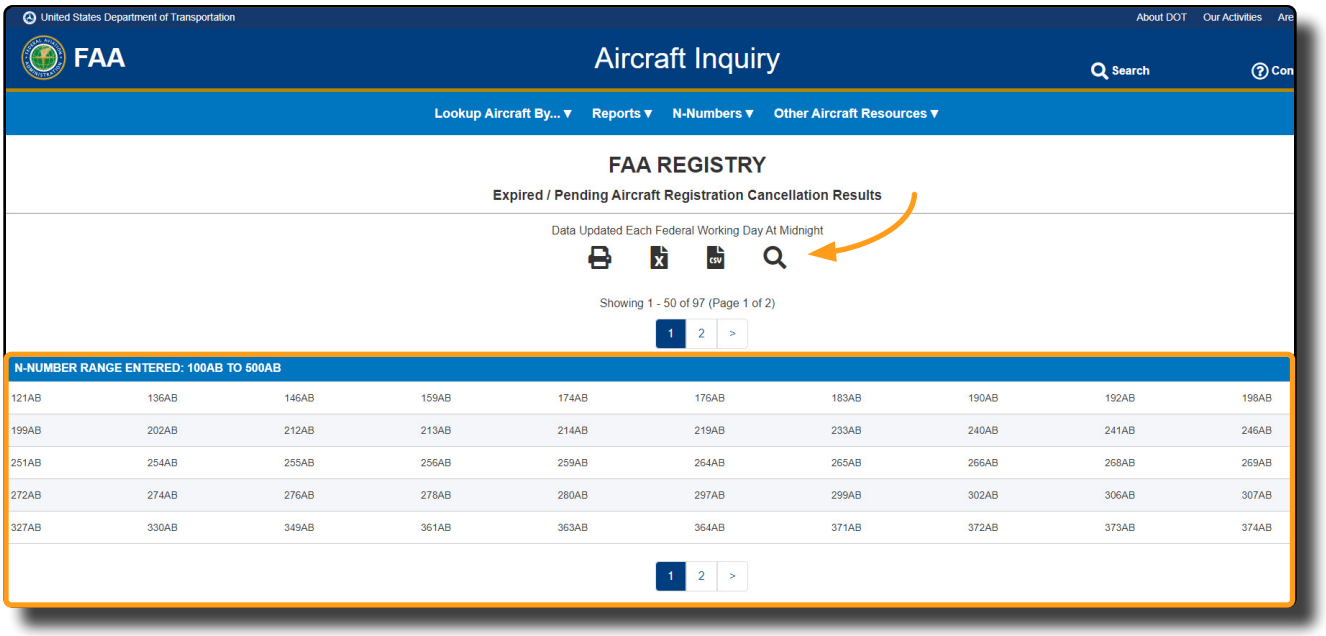
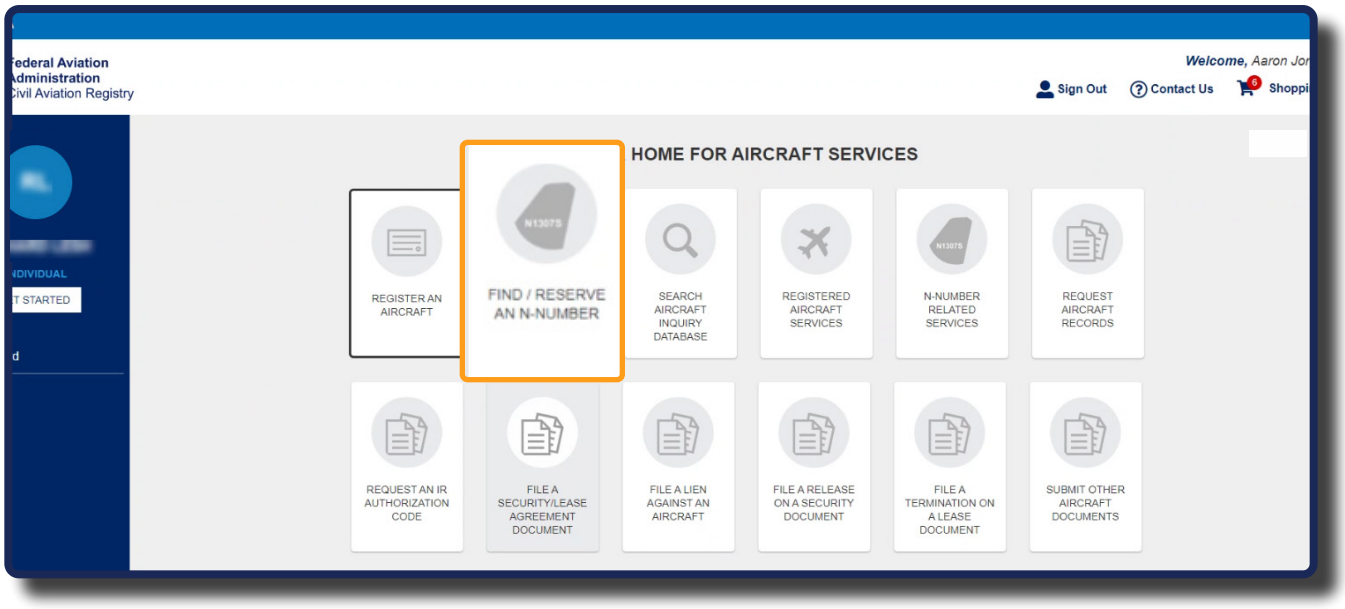
7 The list of expired or pending expiration N-Numbers within the range are listed. You can print, save the list as an excel or comma-sperated value (csv) spreadsheet, or redo the search by selecting the magnifying glass icon:

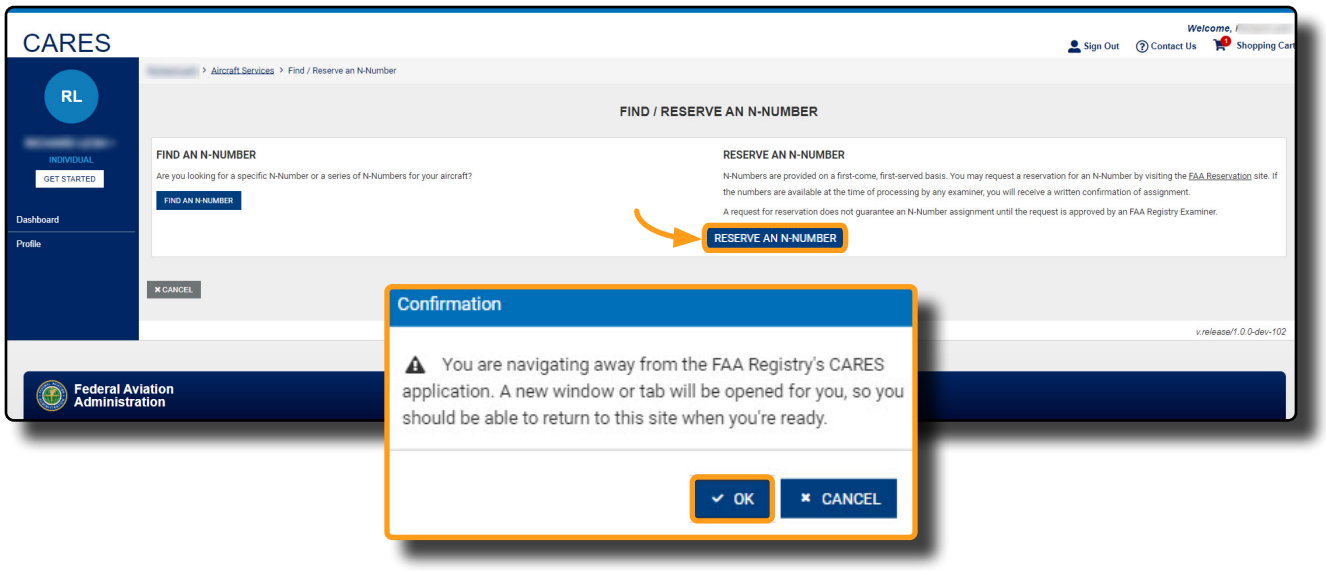


Reserve an N-Number

8 To start the N-Number reservation process using CARES, select **FIND/RESERVE AN N-NUMBER** on the **AIRCRAFT SERVICES** screen:



9 On the Find/Reserve An N-Number screen, select the **Reserve an N-Number** button. A confirmation message appears, indicating that you will be redirected away from CARES. Select **OK** to continue:



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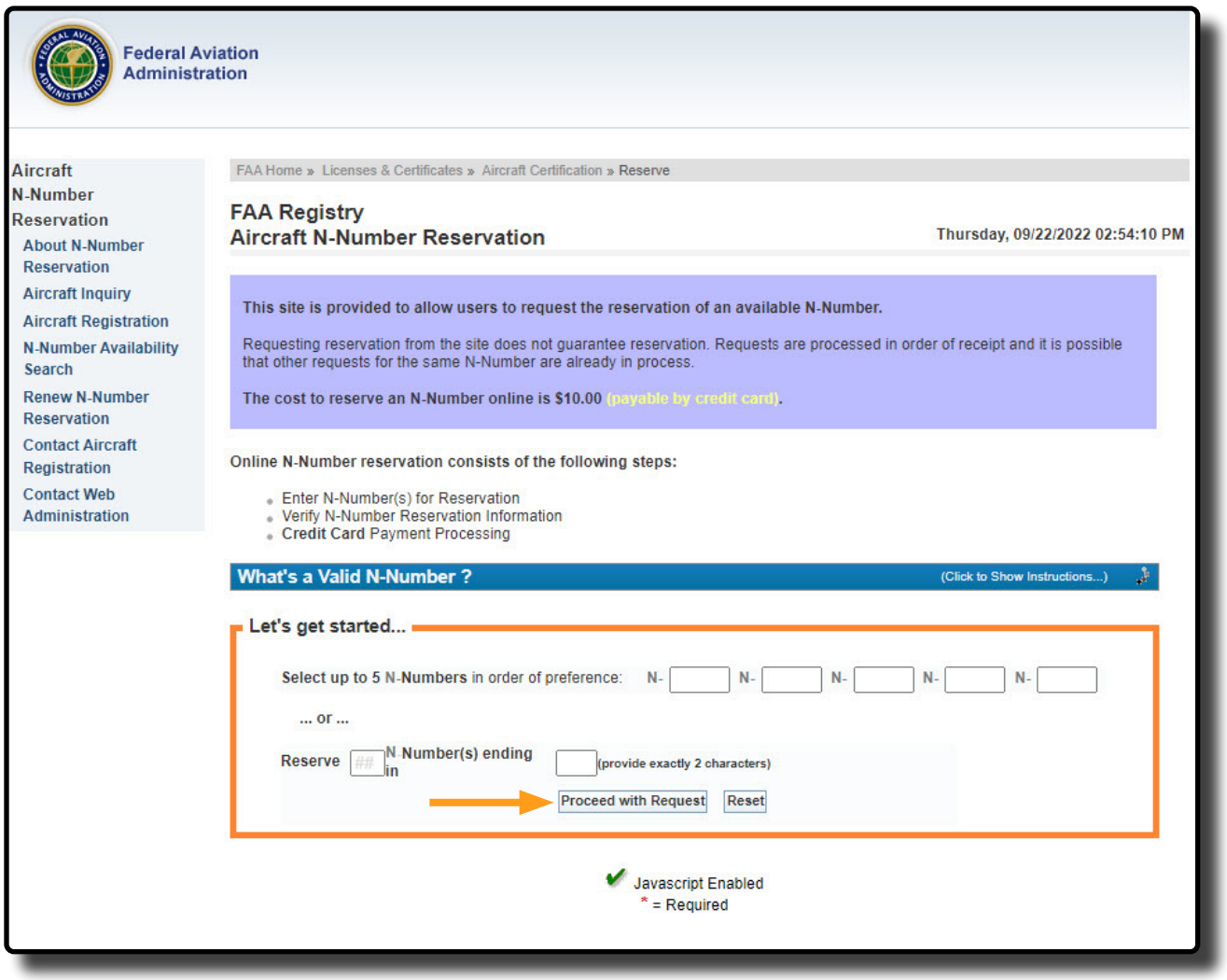
10 The FAA Registry Aircraft N-Number Reservation window appears. Type up to five N-Numbers to reserve exact N-Number, or you can reserve up to 10 numbers ending in 2 characters. When complete, select **Proceed with Request**:



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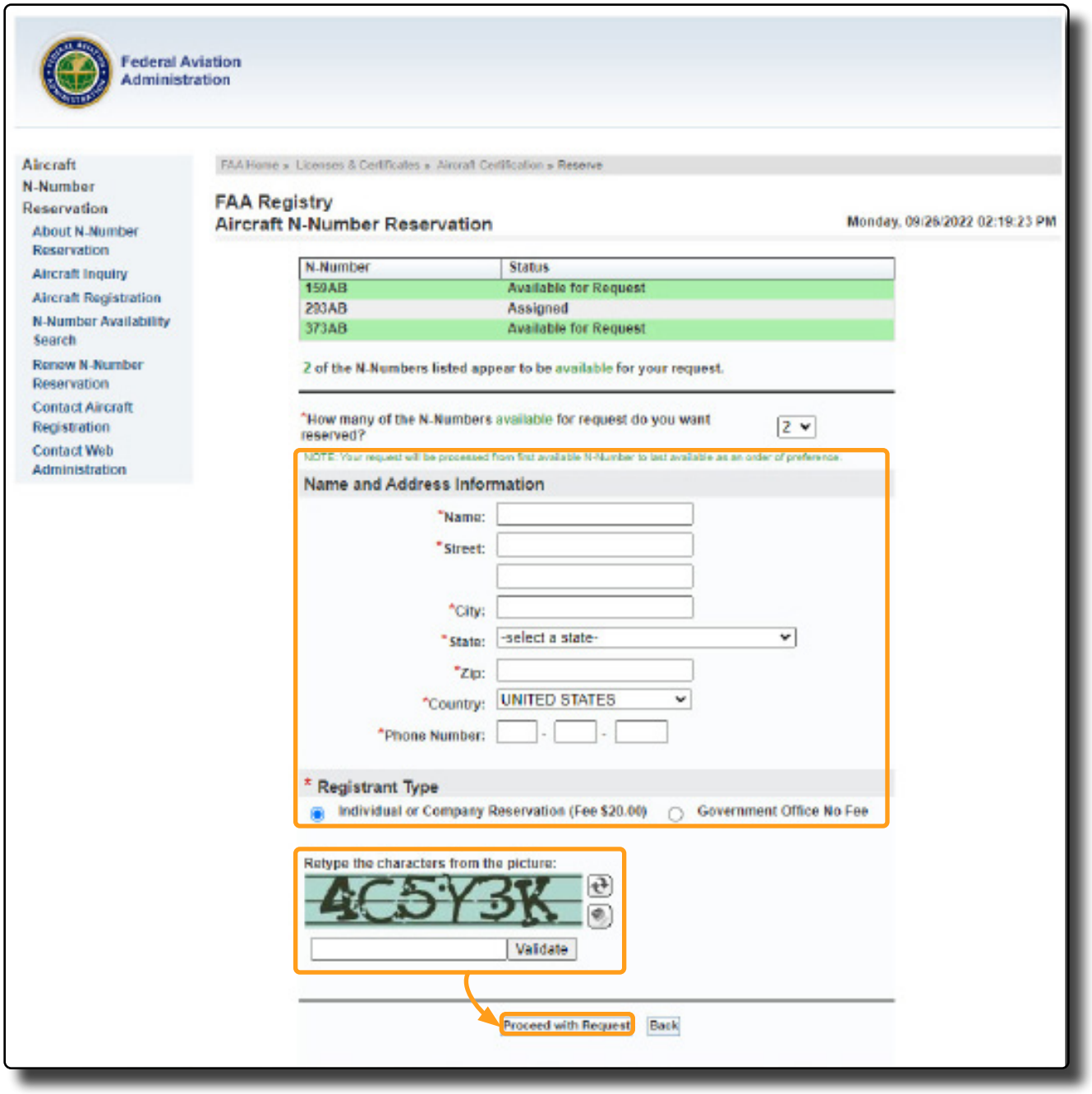
11 The **FAA Registry Aircraft N-Number Reservation** screen appears. Fill out your Name, Address, and Phone number. Also, validate your request and select **Proceed with Request**:



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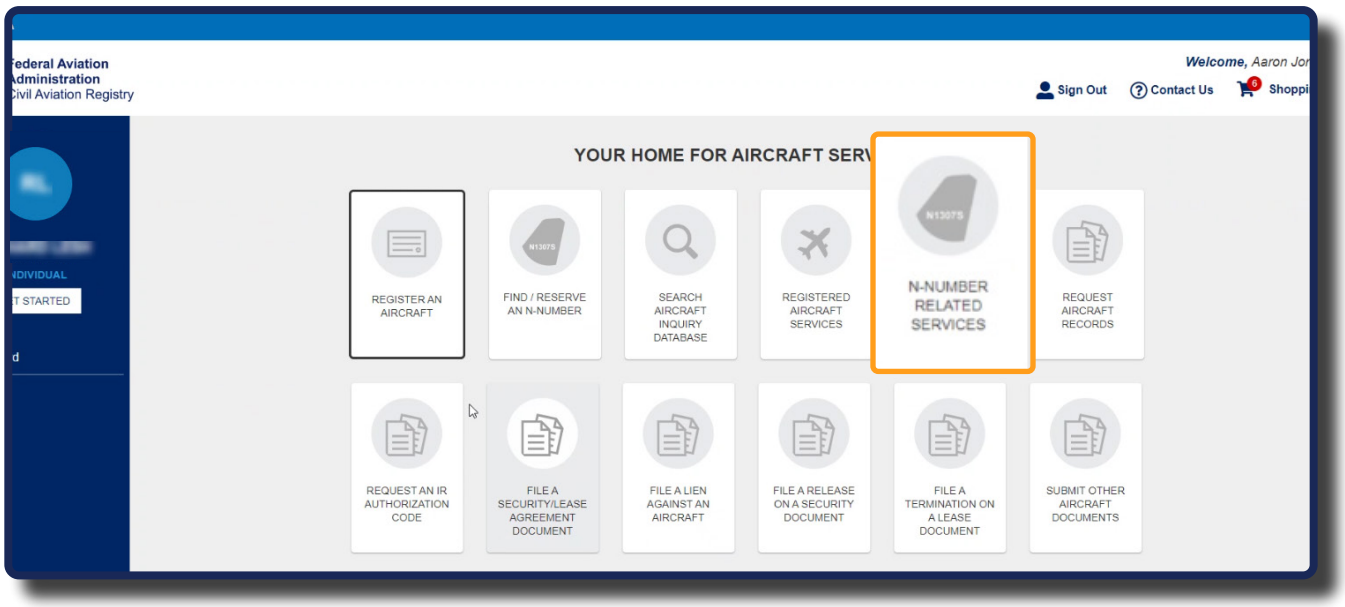
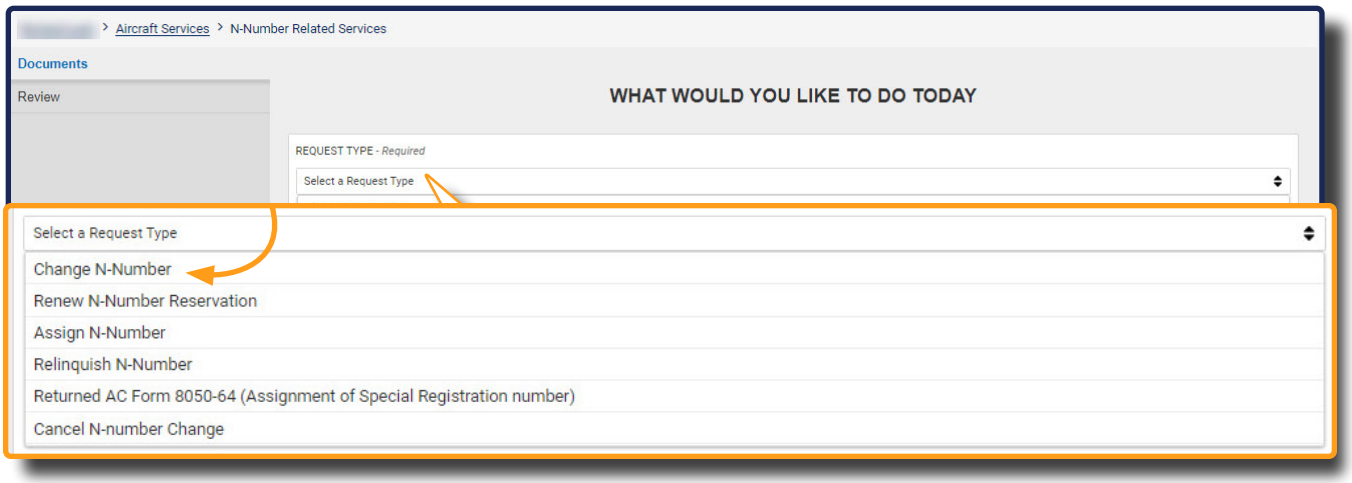
N-Number Services

N-Number Related Services is where you'll find ways to reserve, renew, or change/cancel an N-Number reservation throught the FAA's Aircraft Registry.

1 On the **AIRCRAFT SERVICES** screen, select **N-NUMBER RELATED SERVICES:**



2 The **N-NUMBER RELATED SERVICES** screen appears. Select the **REQUEST TYPE** drop-down, then select a service from the menu. For this example, **Change N-Number** is selected.



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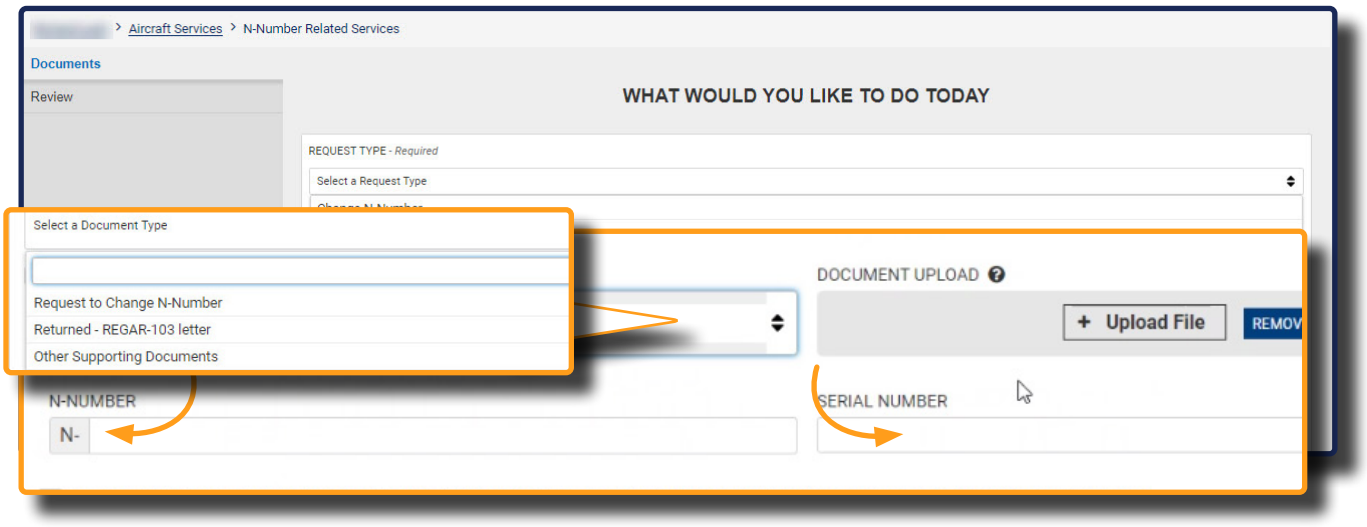
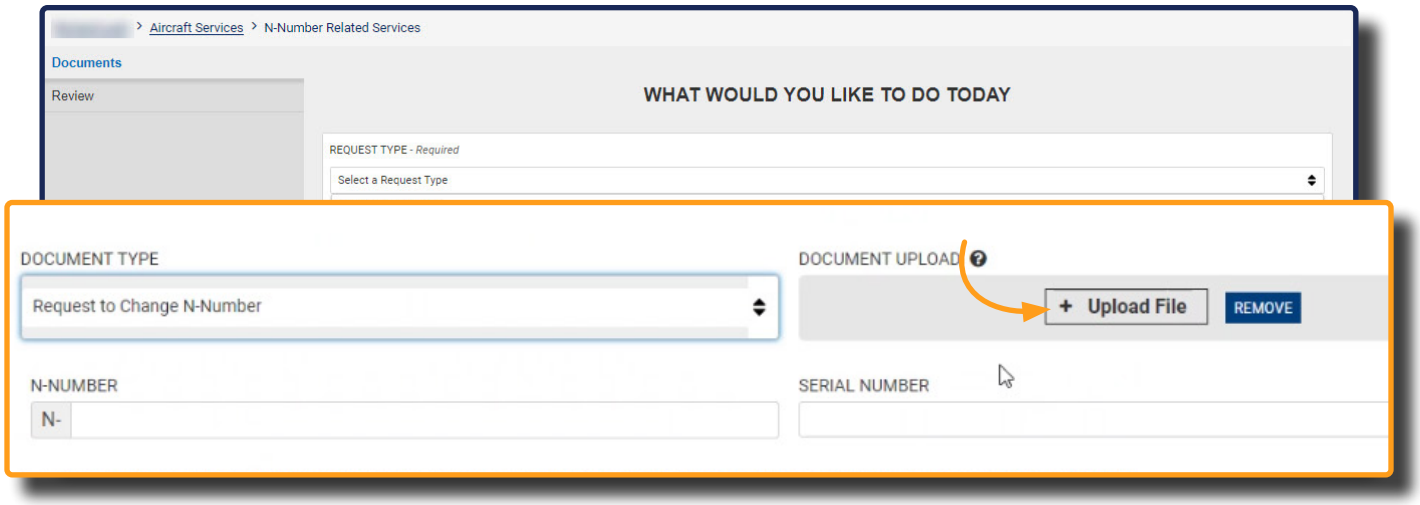
3 Select the **DOCUMENT TYPE** drop-down, then select a document to upload that supports your request. Fields appear to type N-Number and Serial Number of the aircraft:



4 To upload a request document, select the **+Upload File** button and add the document from your computer:



NOTE

Refer to **08 Aircraft Registration Documents Table** for more information on registry documents.

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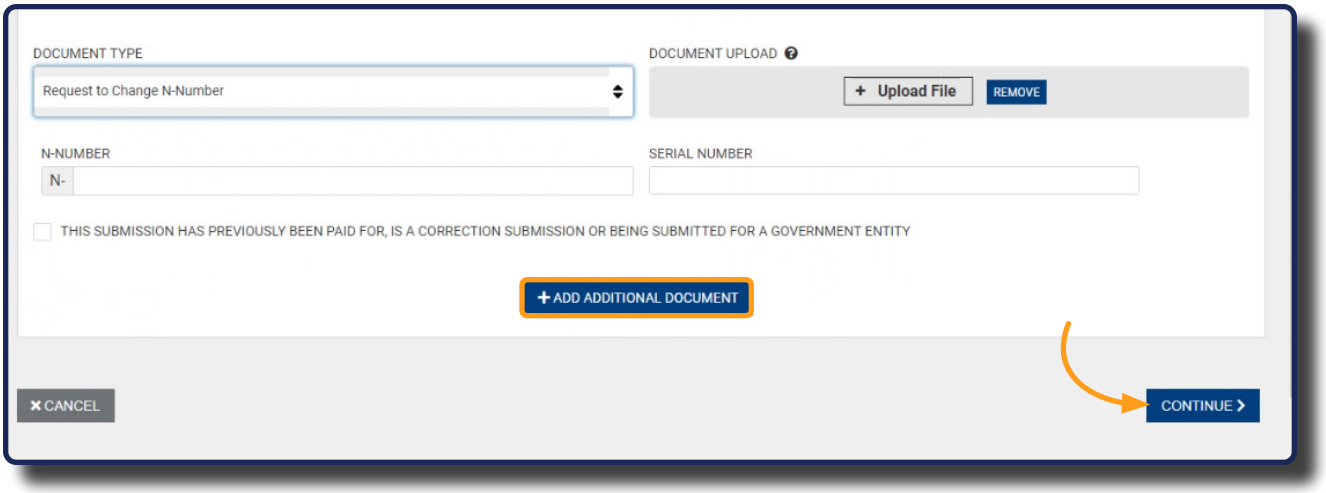
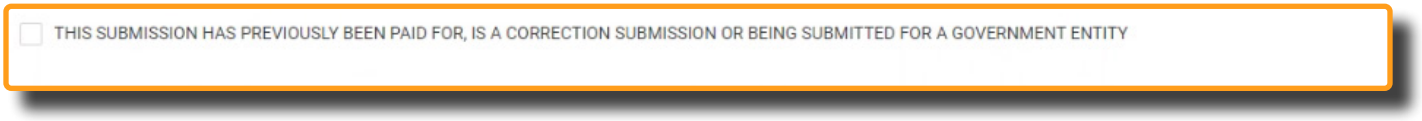
5 Select the **Add Another Document** button to upload additional documents. Repeat step 4 until you have uploaded all required documentation. When complete, select the **CONTINUE** button:



NOTE

Select the check-box to indicate your submission has been previously paid for, is a correction, or being submitted for govenrment, if applicable. Only select the checkbox if one or more of the three conditions mentioned above are accurate. If neither are true and you select this box, it will take longer to complete the service request.



6 The **Review** screen appears. Review the information, select the **ATTESTATION** checkbox to verify the accuracy of the information, then click the **Submit** button:

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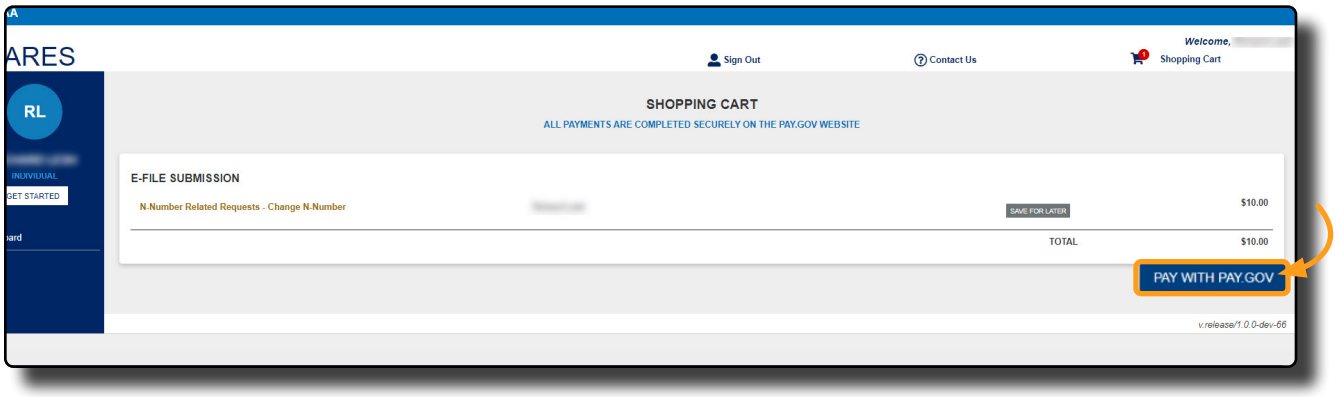
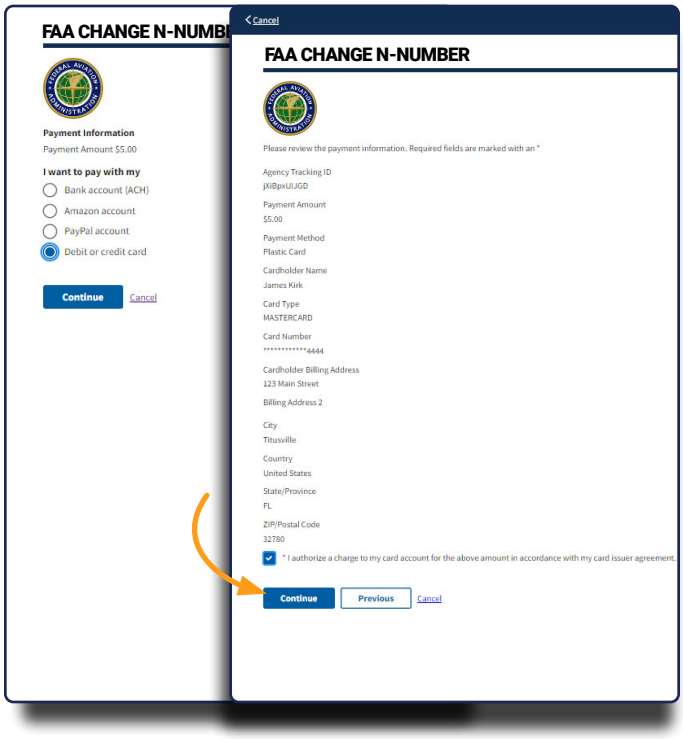
7 If a payment is required, you will be redirected to your CARES Shopping Cart. Locate the transaction, then select the **PAY WITH PAY.GOV** button:



8 The Pay.gov interface appears. Follow the steps to enter your payment information, then select the **Continue** button:



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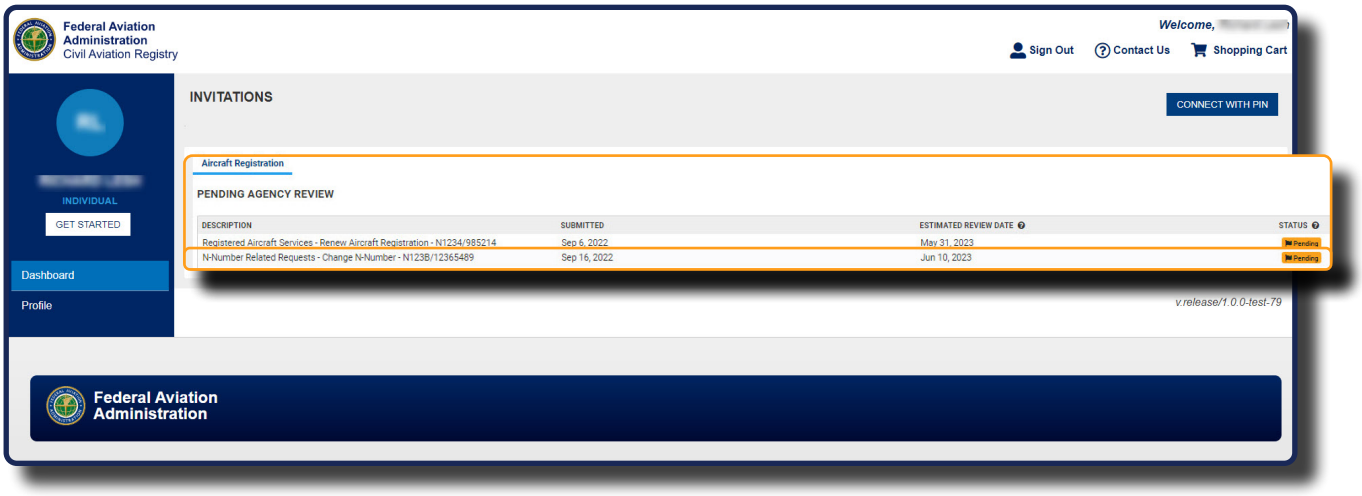
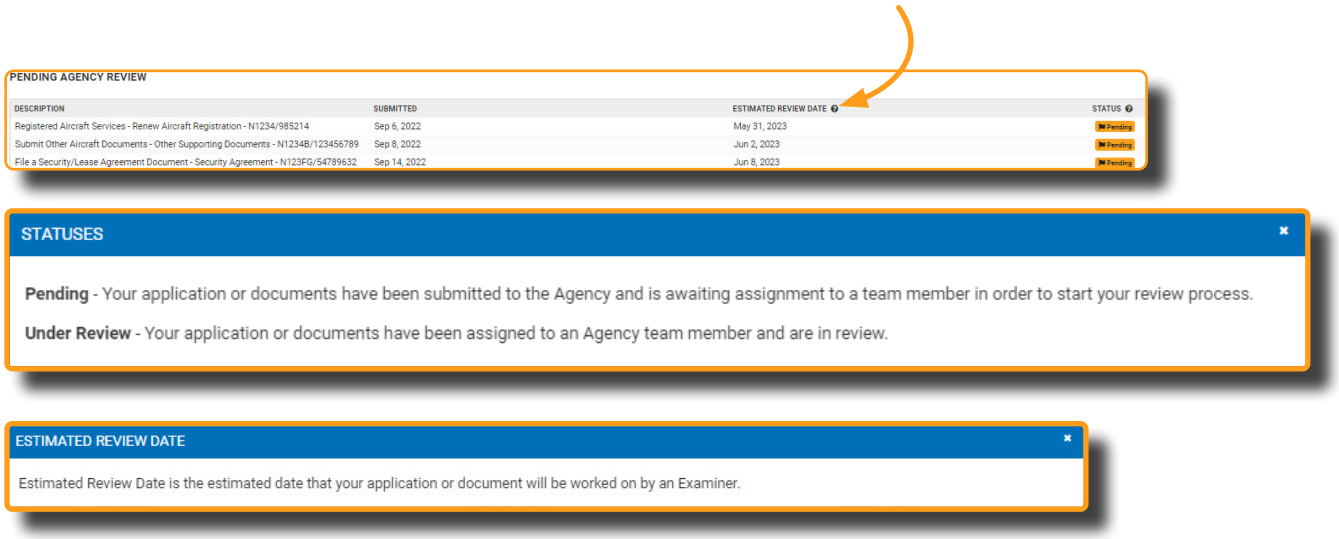
9 On your CARES dashboard, **Change N-Number** displays under the heading of **Pending Agency Review:**



Tool Tip

Select the information icon to view the definitions of items in the ***PENDING AGENCY REVIEW*** *section (Pending, Under Review, Estimated Review Date).*



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FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

08

Register Single Aircraft - Light Sport

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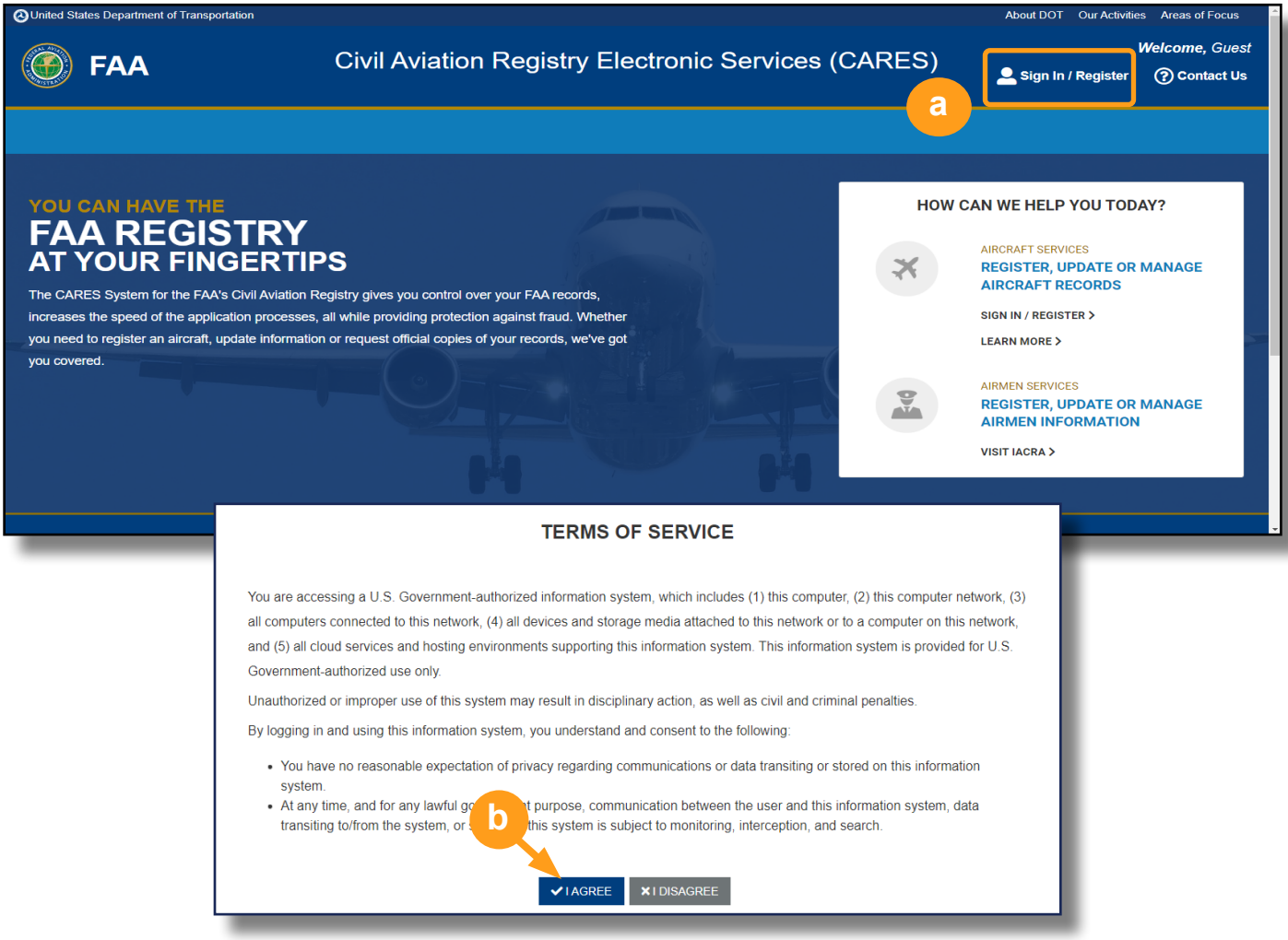
<Back to Contents

Sign In

You must have a CARES Individual account to proceed with the steps in this guide. *For help creating a CARES Individual account, refer to the* ***Sign Up for CARES Account User Guide***

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

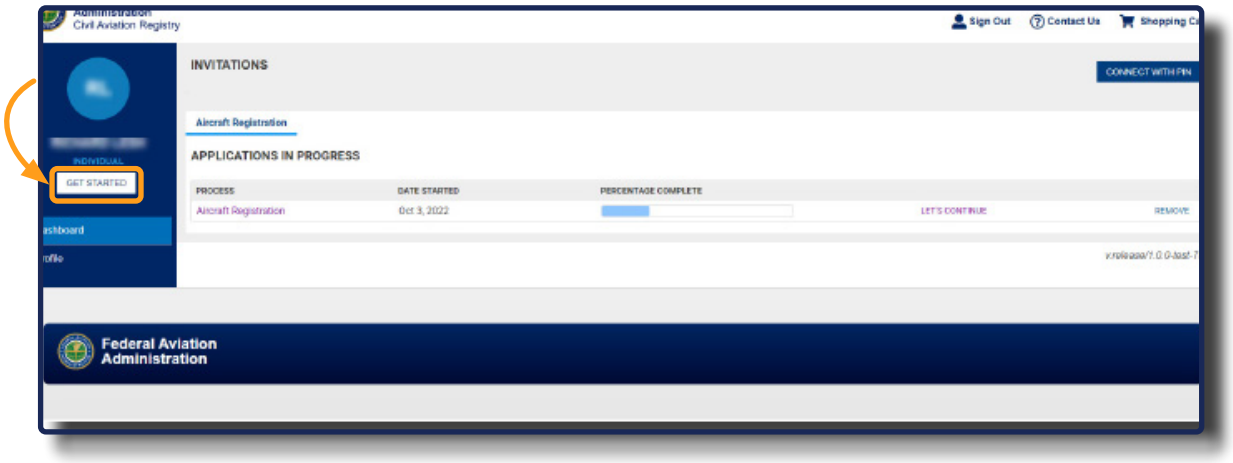
- **a** Sign in with your Registered Public User Account
- **b** When the Terms of Service appear, select the **I AGREE** button:



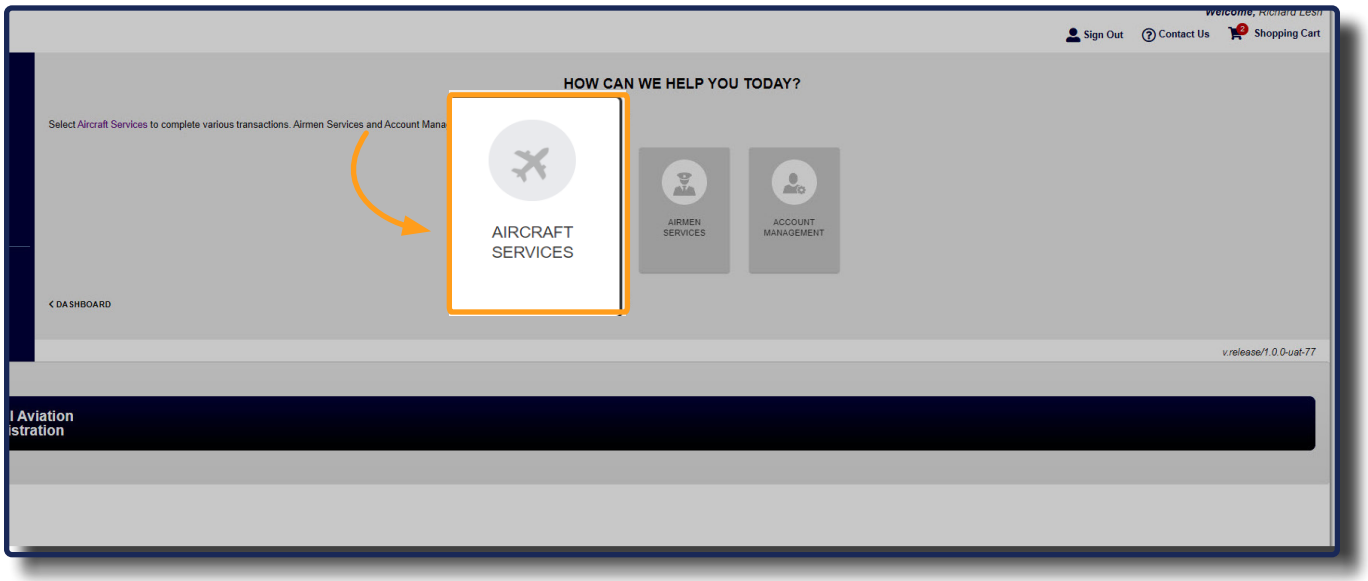
NOTE

The first time you sign in to CARES, you will have no activity and you will be taken to the Get Started screen.

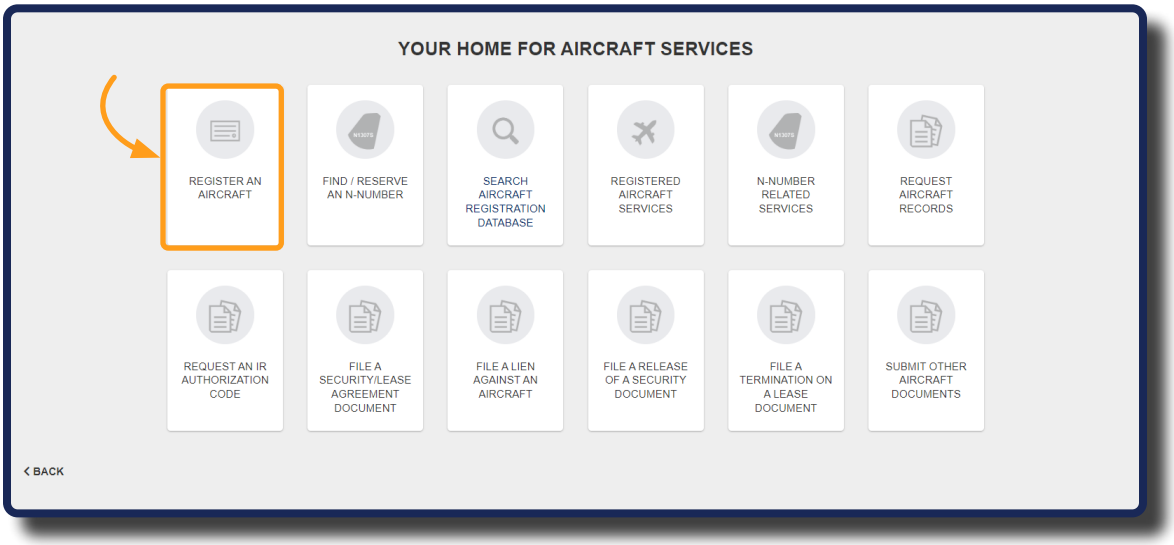
1 On your User Dashboard, select the **GET STARTED** button:



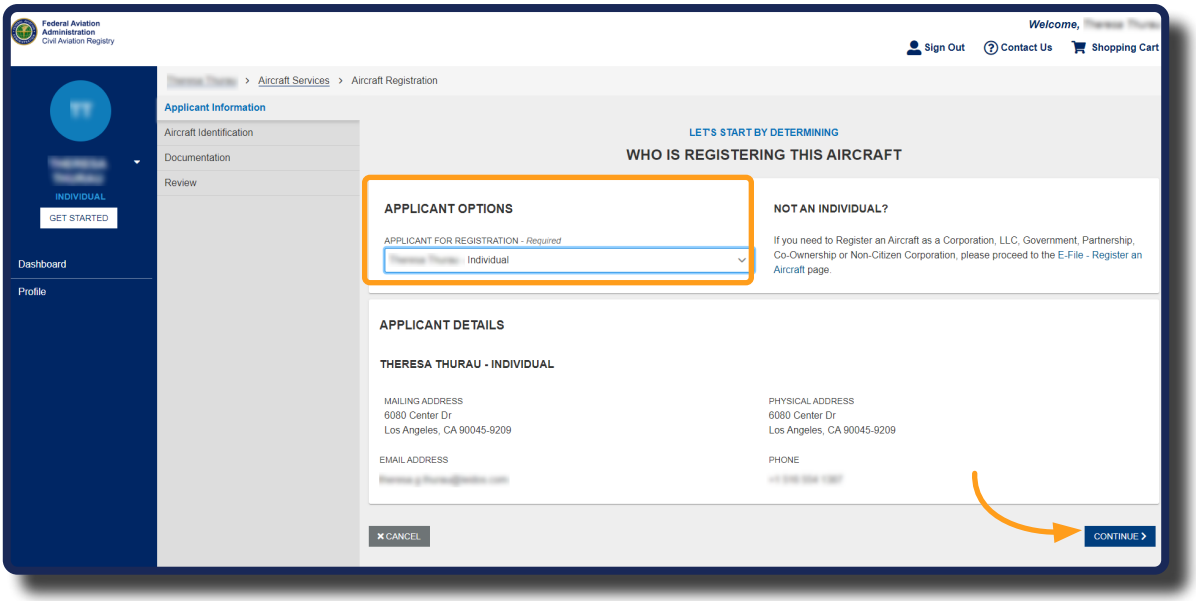
2 The Get Started screen appears. Select the **AIRCRAFT SERVICES** button:



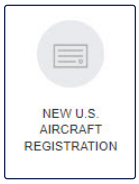
3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:



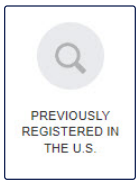
4 The **Applicant Information** screen appears. The **APPLICANT FOR REGISTRATION** drop-down menu displays your name as **Individual**. Next, select the **CONTINUE** button:



The **AIRCRAFT INFORMATION** screen appears. The two aircraft status options offered are as follows:



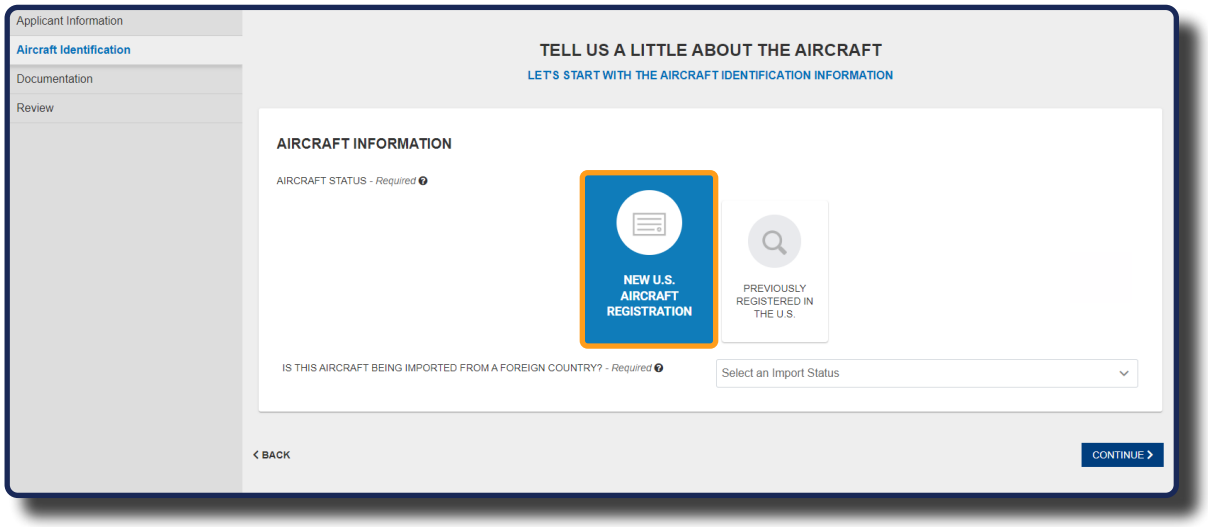
New U.S. Aircraft Registration – Choose this option if the aircraft was never registered before in the U.S. If you select this option, you will be prompted to enter aircraft information, such as import status, aircraft type, and specific aircraft information, such as manufacturer, engines, serial numbers, etc. These steps are documented below.



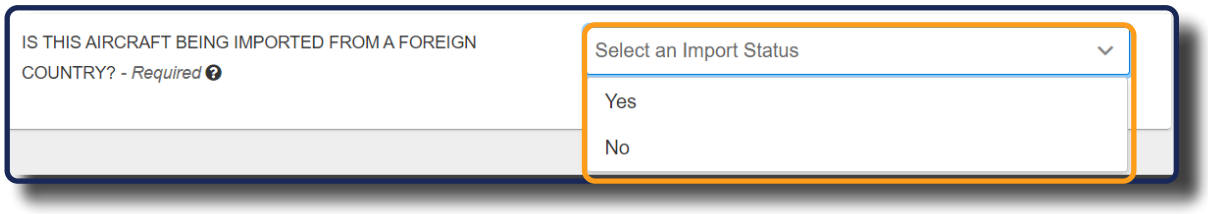
Previously Registered in the U.S. – Choose this option if this is an aircraft that has been previously registered in the U.S. Once you enter the N-Number of the aircraft, CARES provides the information from the previous registration. These steps are documented in the Previously Registered in the U.S. section.

New U.S. Aircraft Registration

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

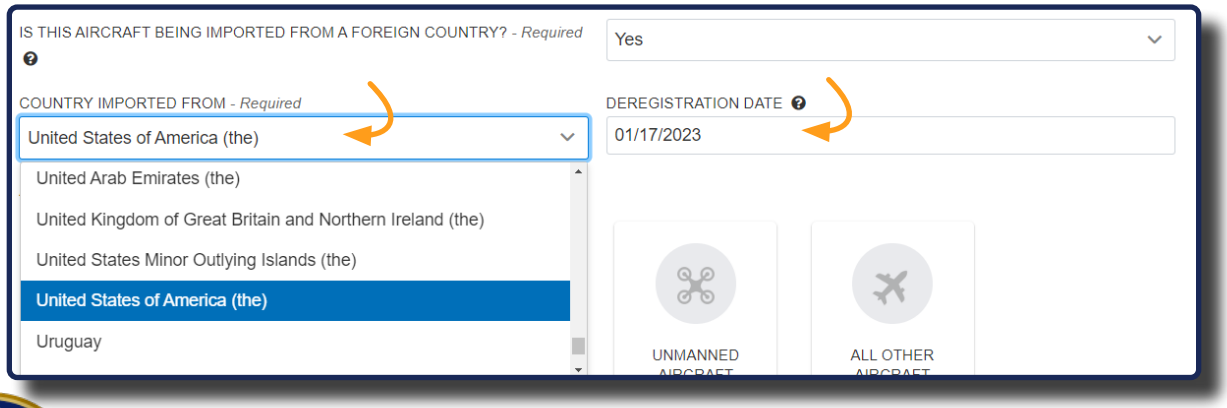


6 The **Select an Import Status** drop-down menu appears. Select **Yes** or **No**:



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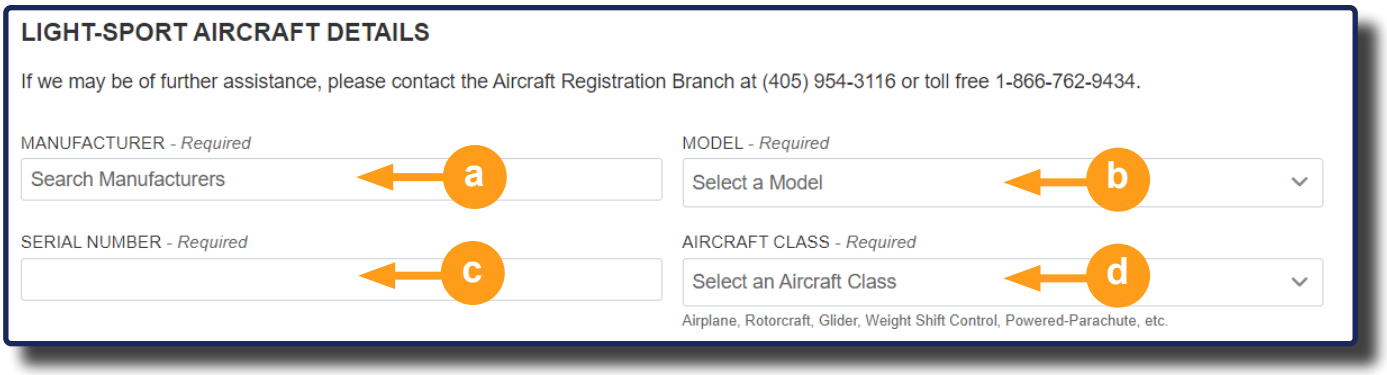
7 The **AIRCRAFT TYPE** options appear. Select **LIGHT-SPORT**:

8 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:



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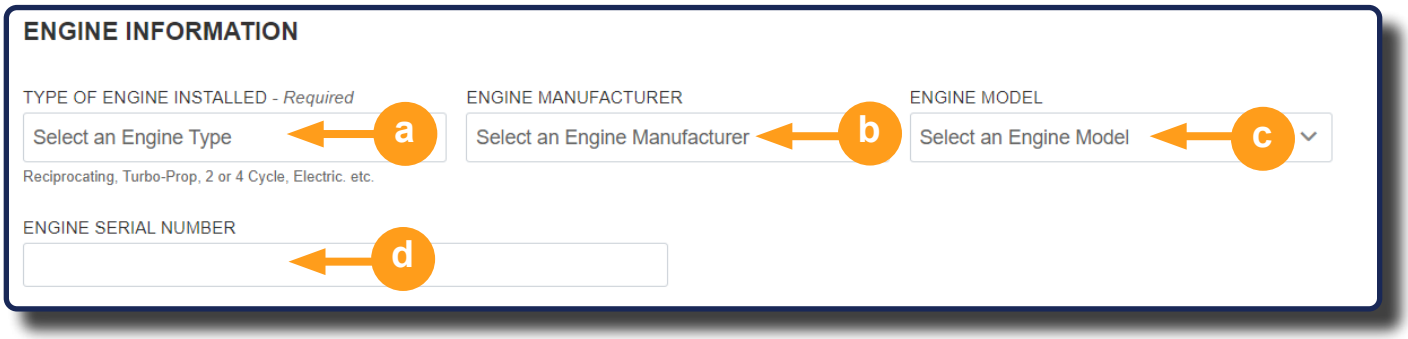
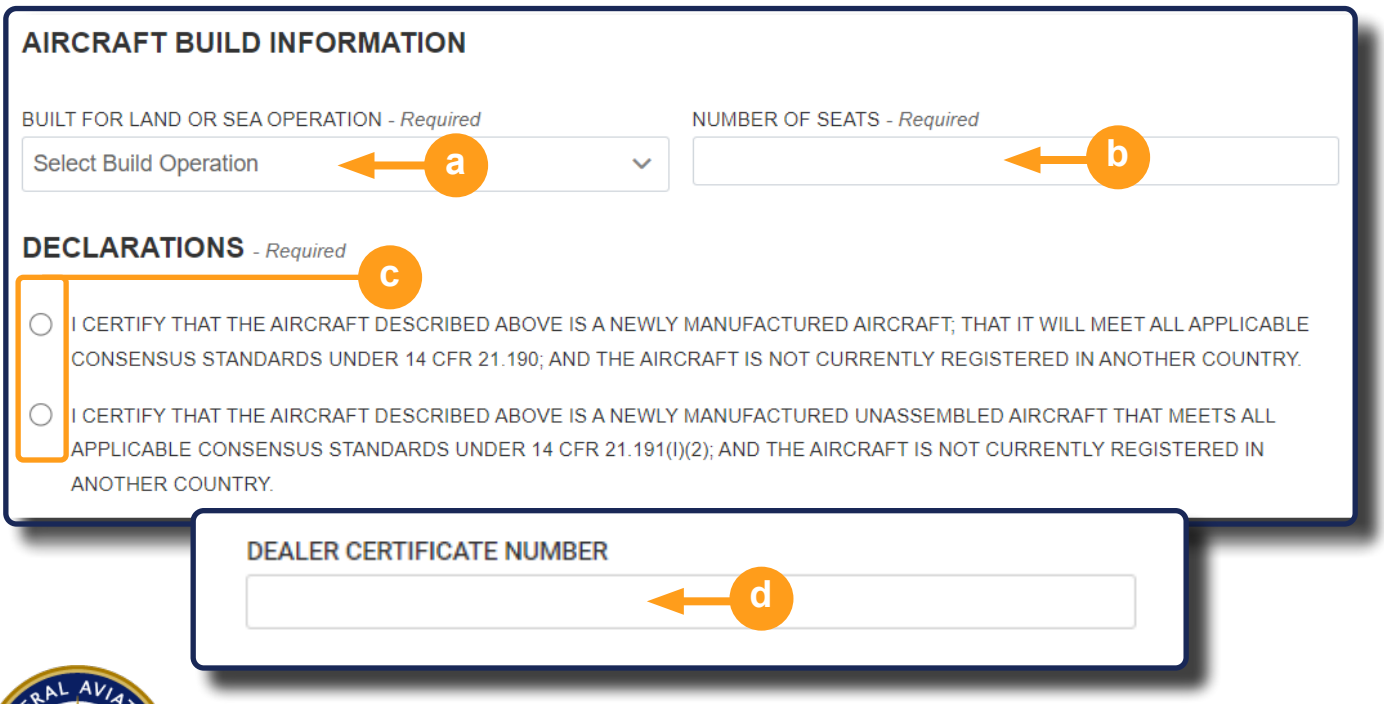
9 Under **ENGINE INFORMATION**, enter the following information:

- **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:



10 Under **AIRCRAFT BUILD INFORMATION**, enter the following information and then select a **DECLARATION and enter the DEALER CERTIFICATE NUMBER in the textbox 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**



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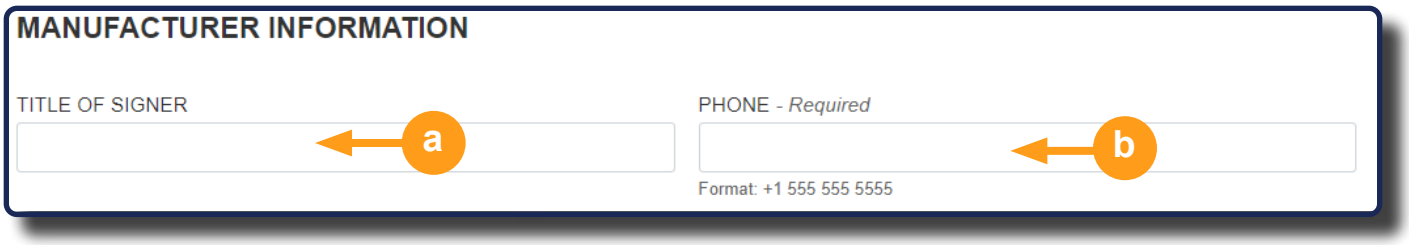
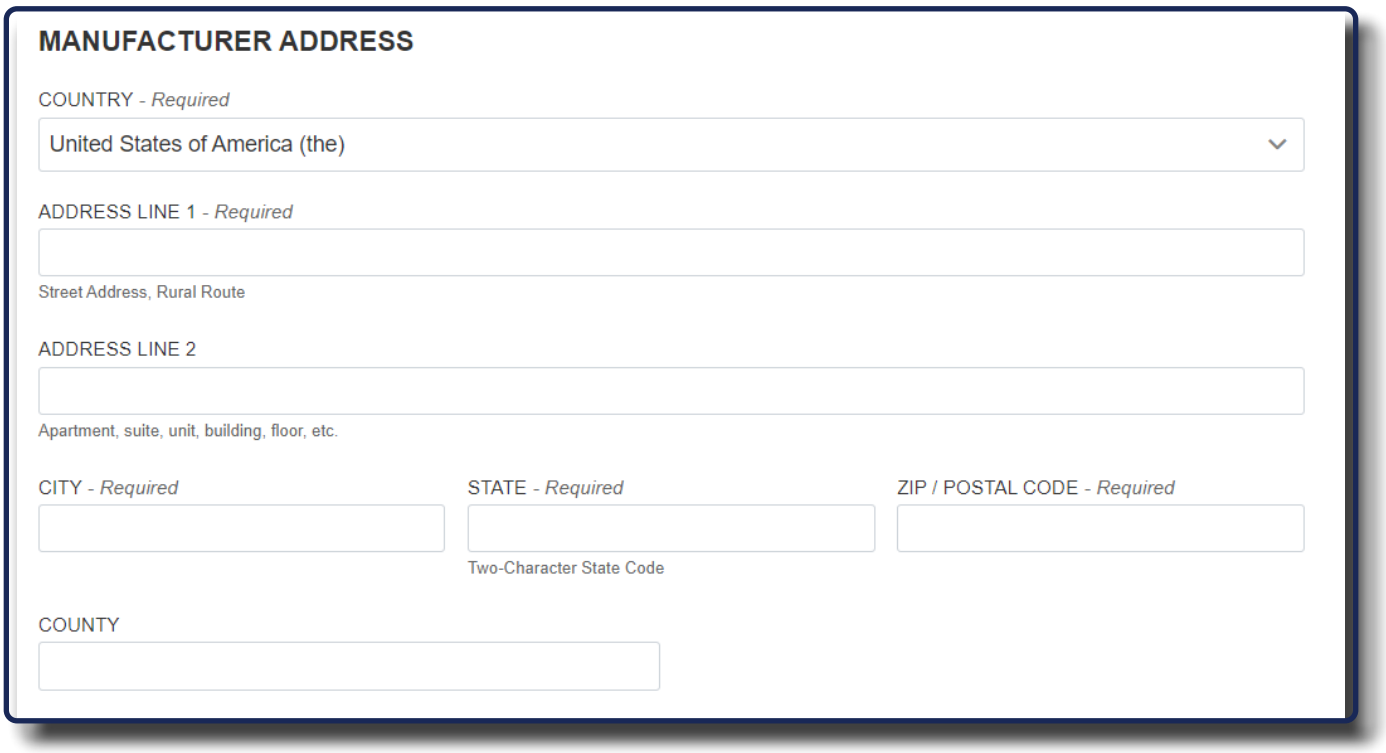
11 Under **MANUFACTURER INFORMATION**, enter the following information:

- **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 for mat (+1 555 555 5555):



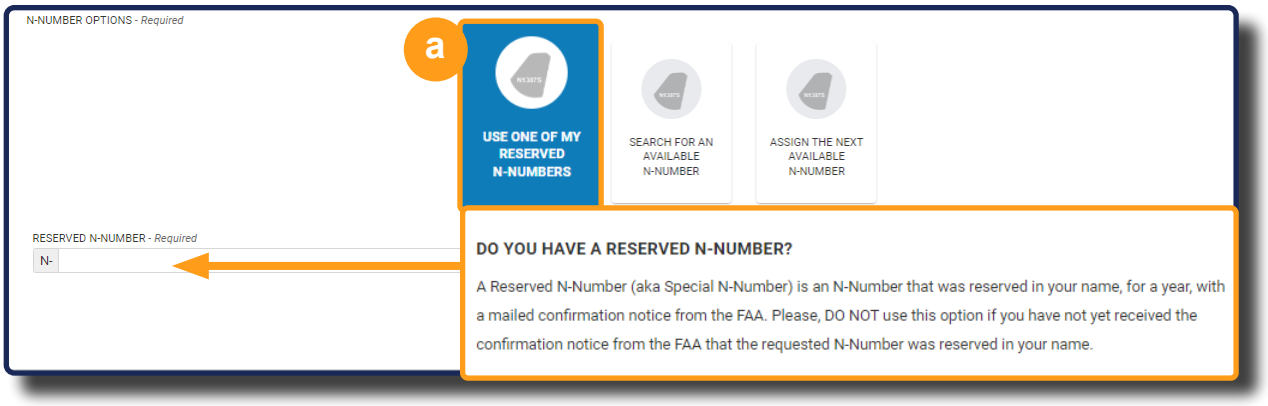
12 Under **MANUFACTURER ADDRESS,** type the manufacturer's address:



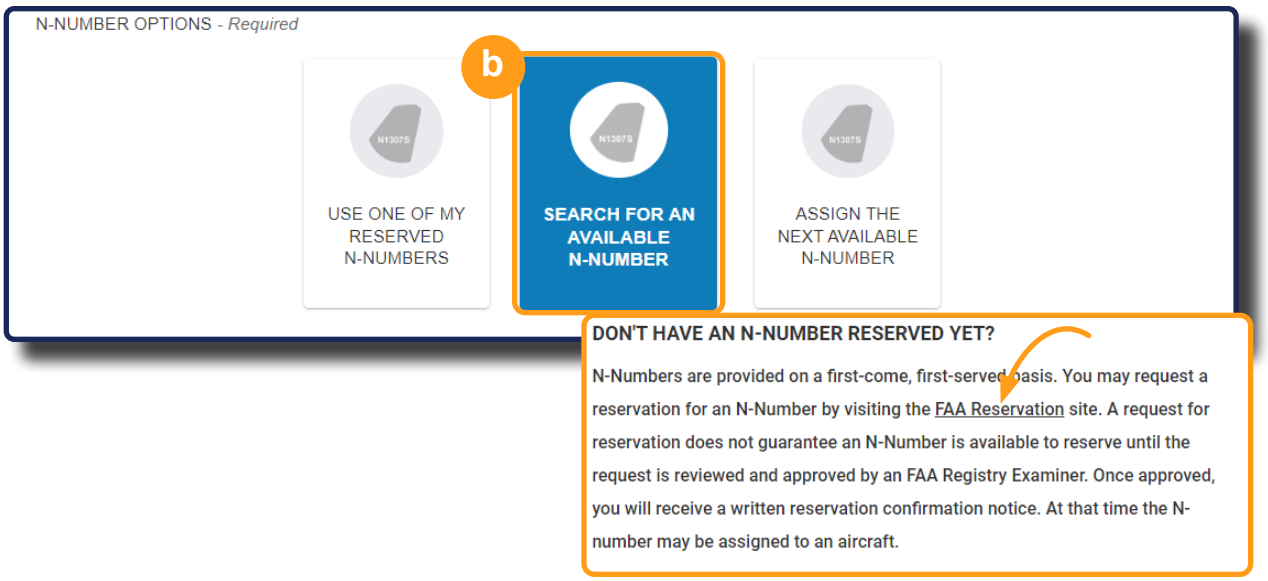
Select an N-Number

1 Select an option for your N-Number. A description of each option appears when selected:

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



b If you do not have an N-Number, but would like to request a specific one, 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:



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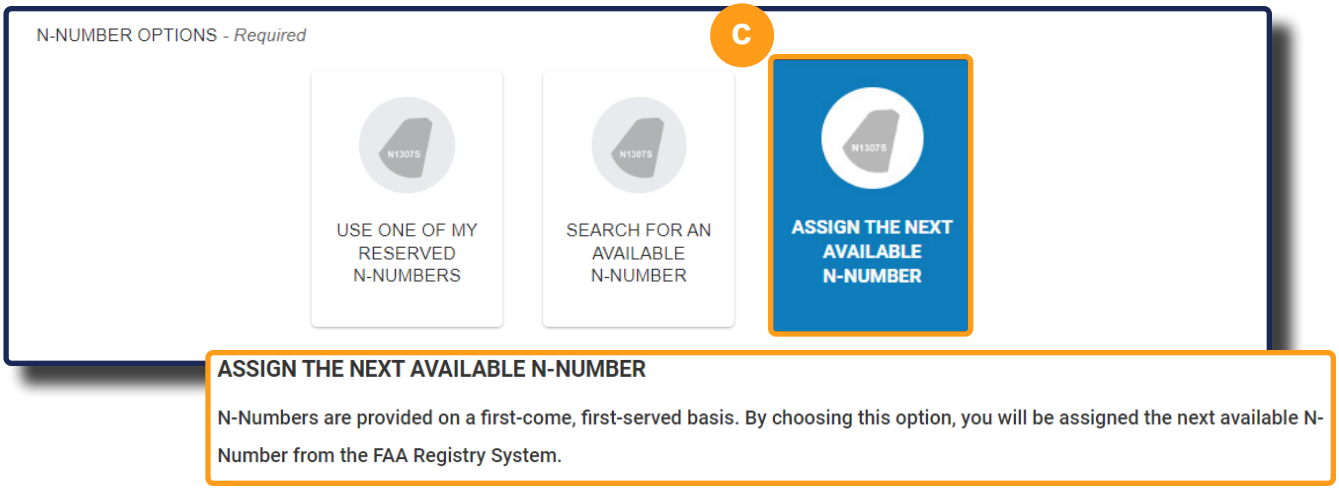
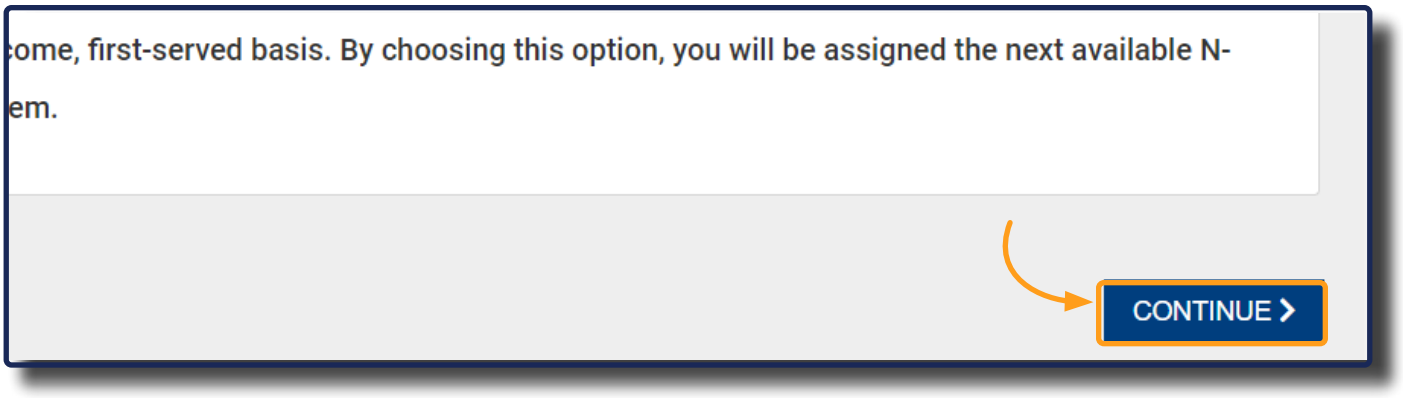
c If you do not have an N-Number, but would like to request the next available one, select the **ASSIGN THE NEXT AVAILABLE N-NUMBER** button. The FAA Registry will assign you the next available N-Number:



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

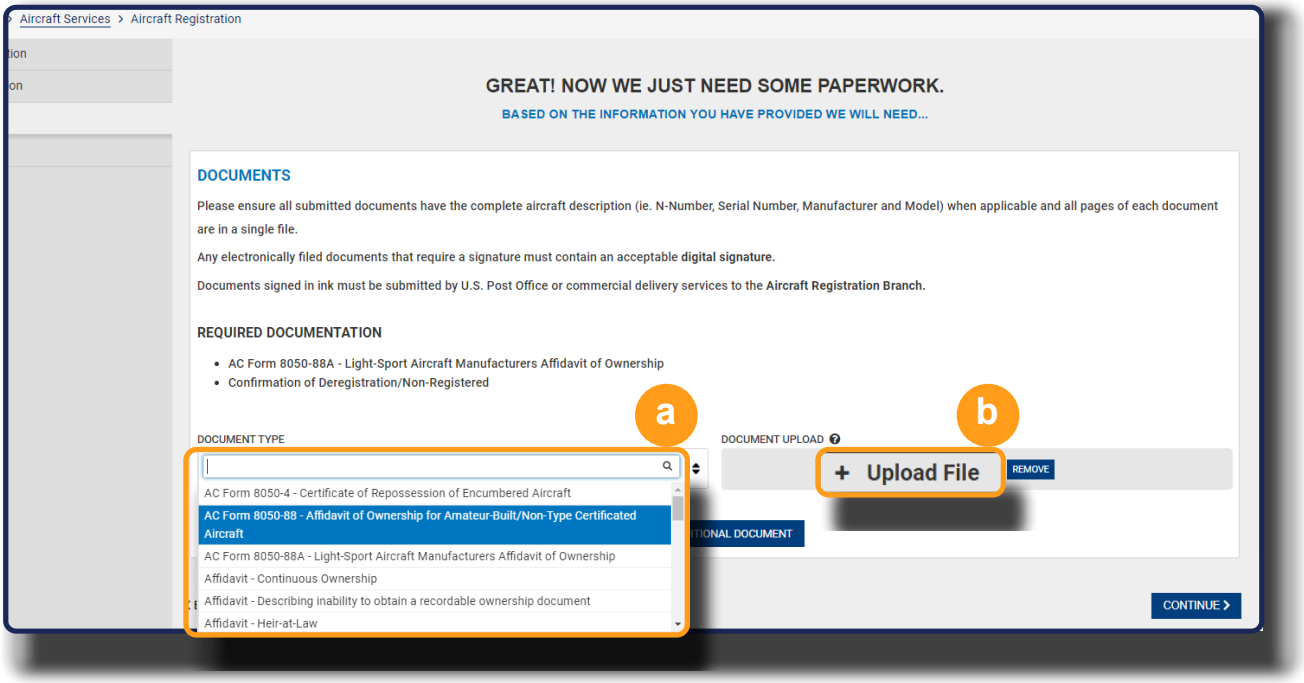


Documents

1 On the **Documentation** screen, upload the required documents based on the aircraft infomation you provided:

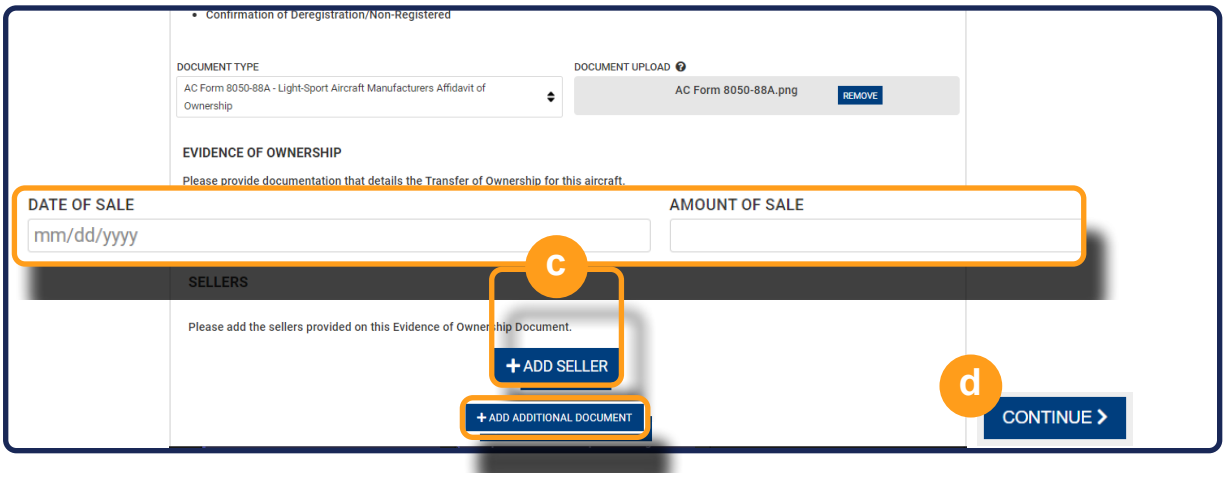
a Select the **DOCUMENT TYPE** drop-down menu, then select the corresponding document type

b Select the **+Upload File** button, then select the document from your computer:



c Depending on the document you've selected to upload, you might be asked to provide Date of Sale, Amount of Sale or Seller information as Evidence of Ownership.

d Select the **+ADD ADDITIONAL DOCUMENTS** button to add more documents, or select the **CONTINUE** button to continue:



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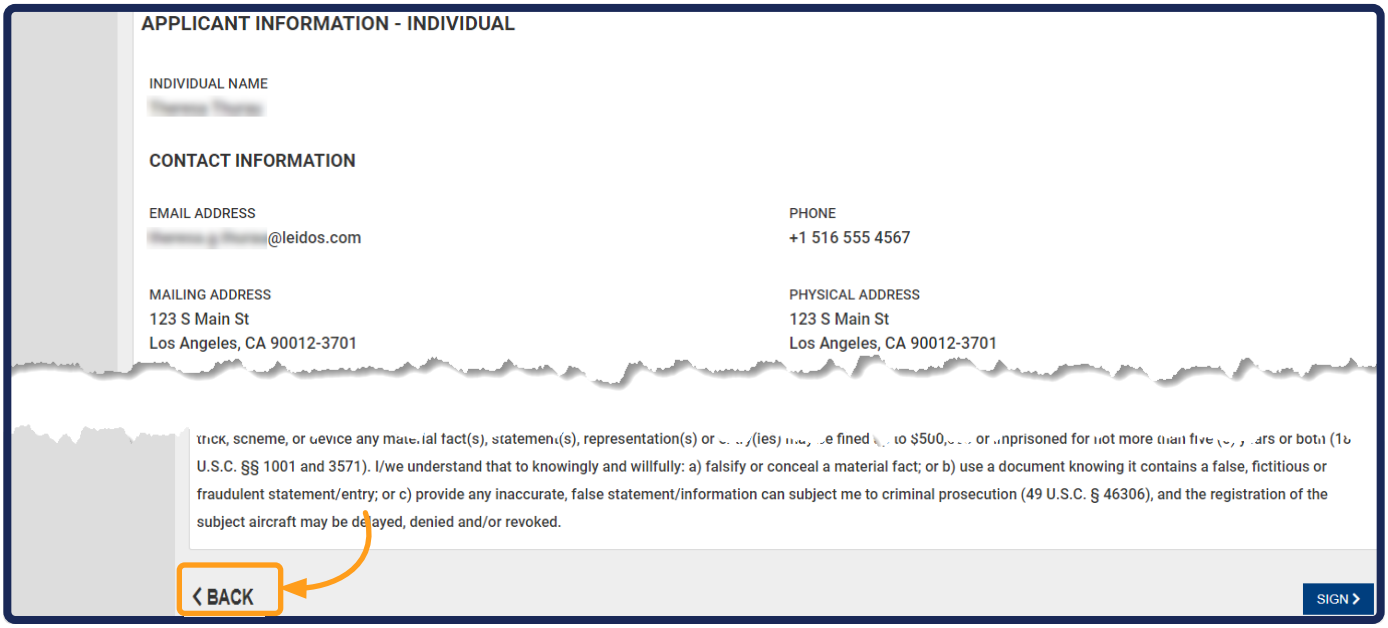
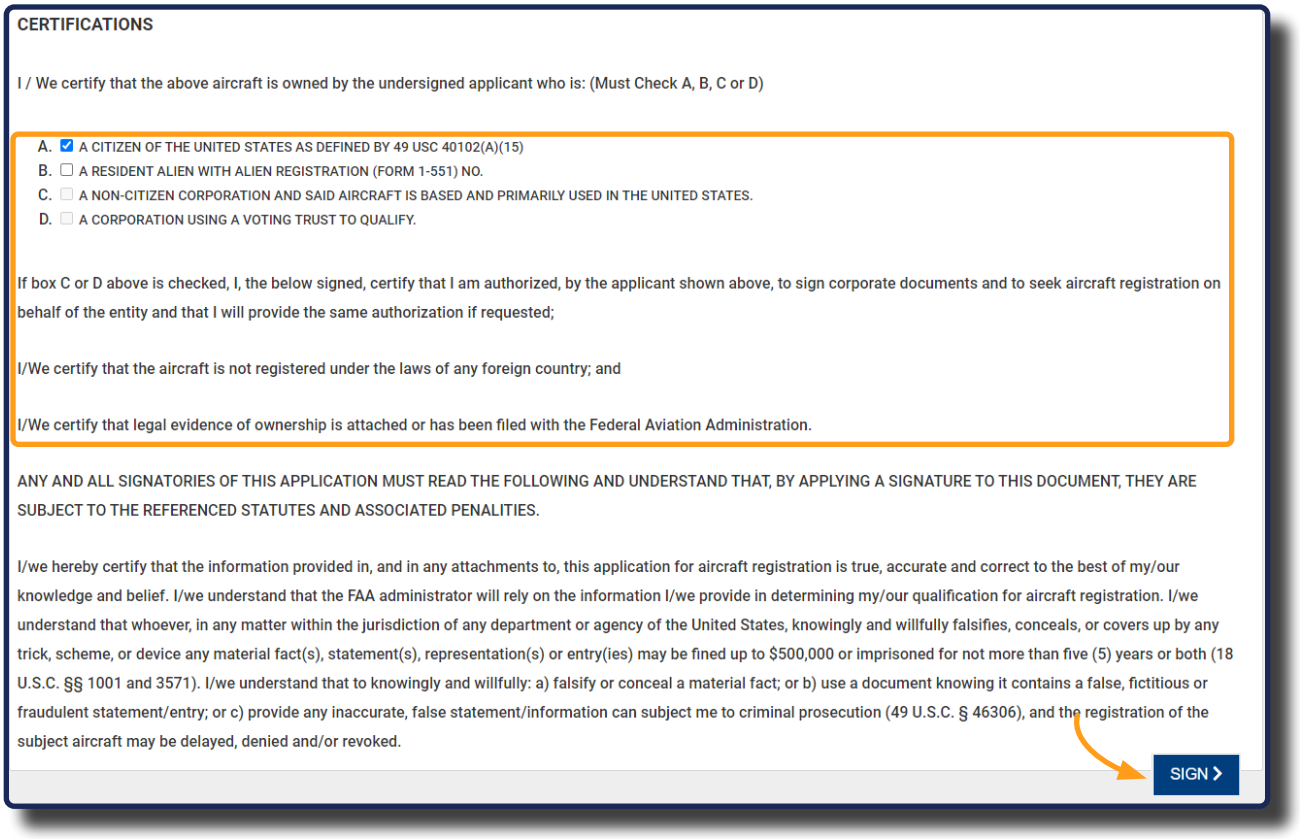
Review & Sign

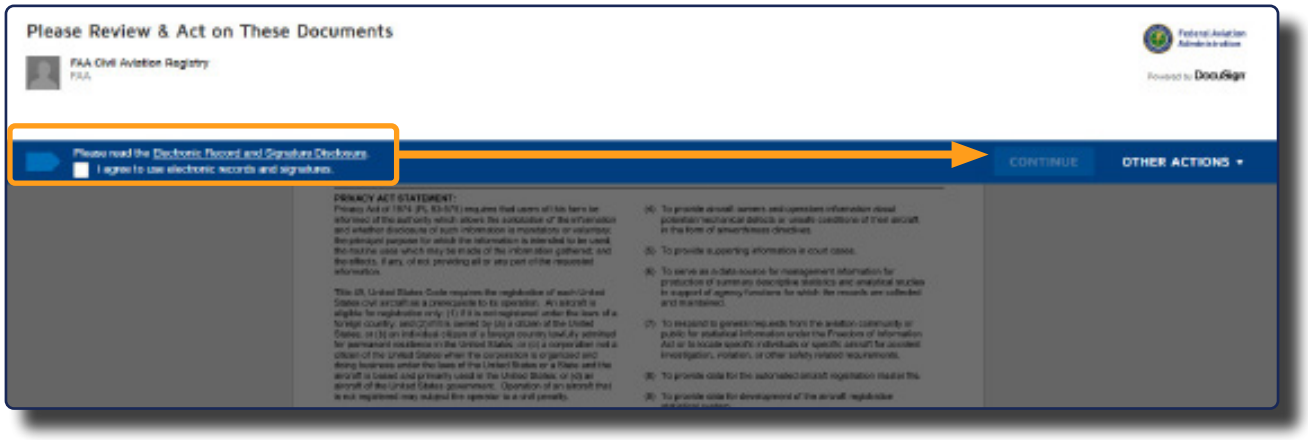
1 Once you have provided aircraft information and required documents, The **Review** screen appears. Review the information you've provided. Should you need to make changes or updates, select the **BACK** button on the bottom of the screen:



2 On the Review screen, **CERTIFICATIONS** must be selected. Follow the on-screen instructions to select your citizenship status, then select the **SIGN** button:

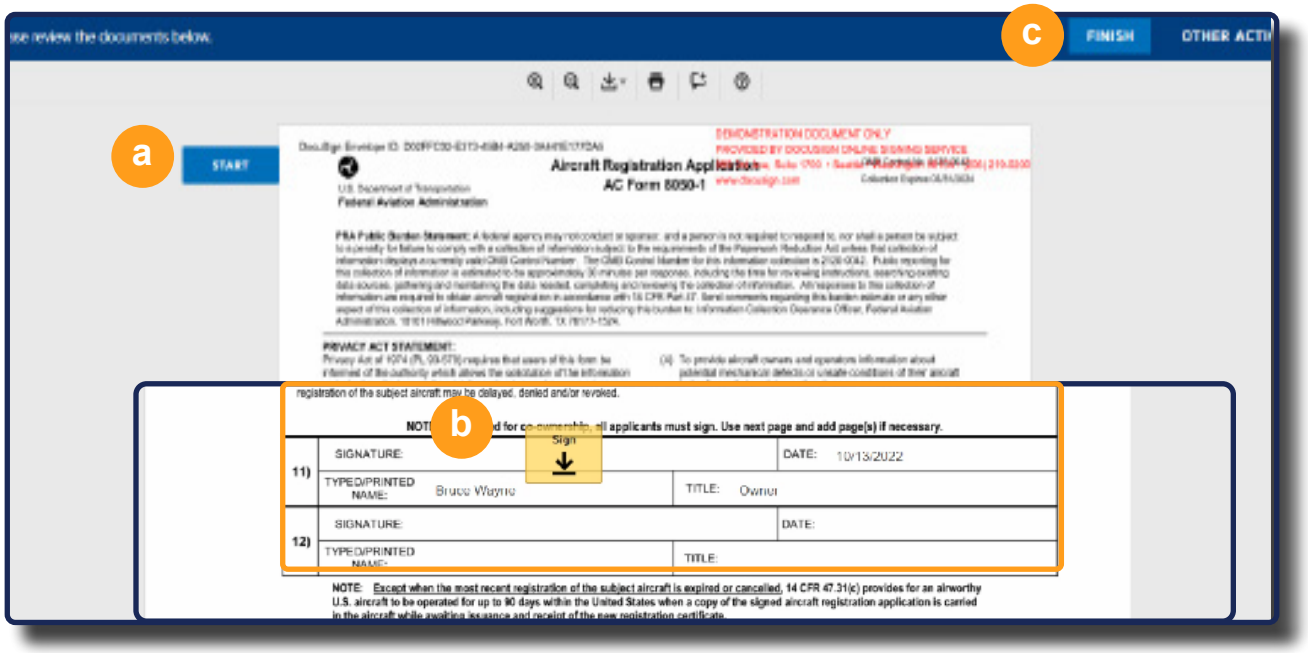


3 You will be redirected to DocuSign to provide an electronic signature. Select the I **agree to use electronic records and signature** check-box, then select the **Continue** button:



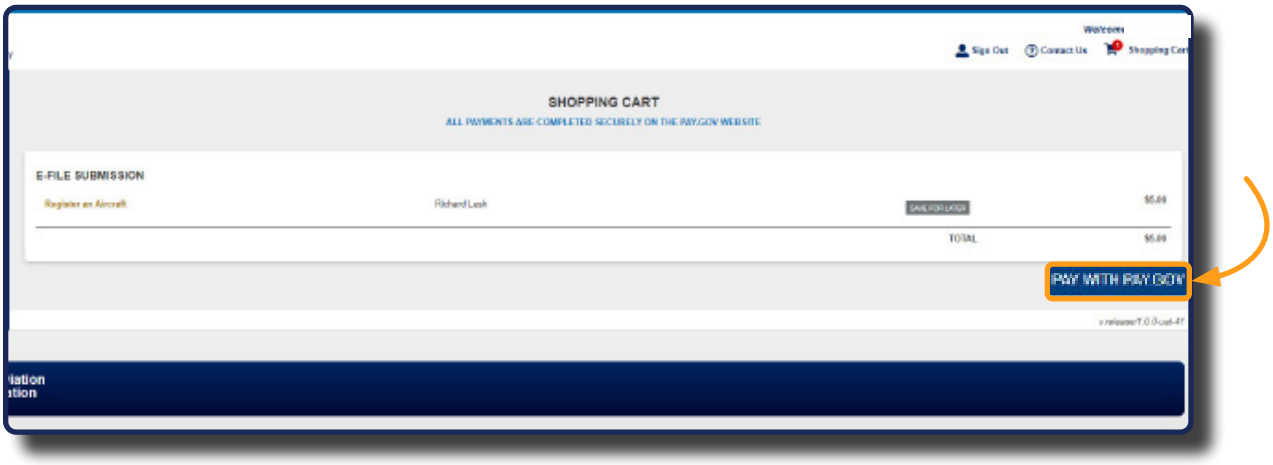
4 To digitally sign the document:

- **a** Select the **START** button
- **b** Select the **Sign** button to place your digital signature
- **c** Select the **FINISH** button to complete signing:

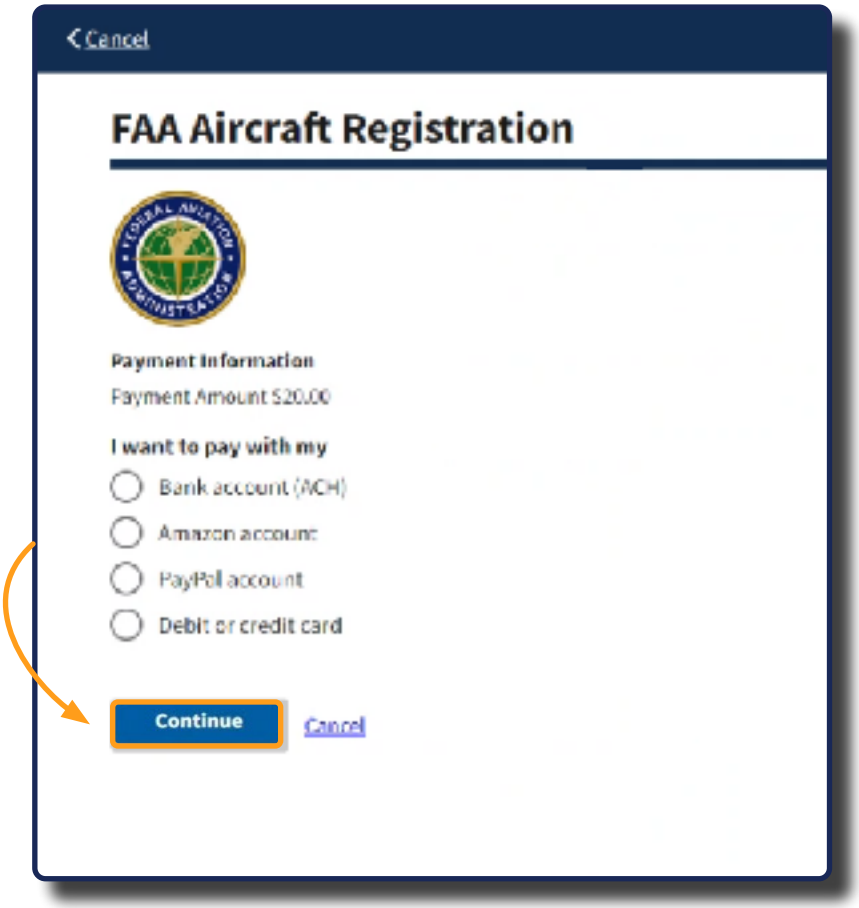


PAY.GOV

1 You will be directed to your shopping cart in CARES. 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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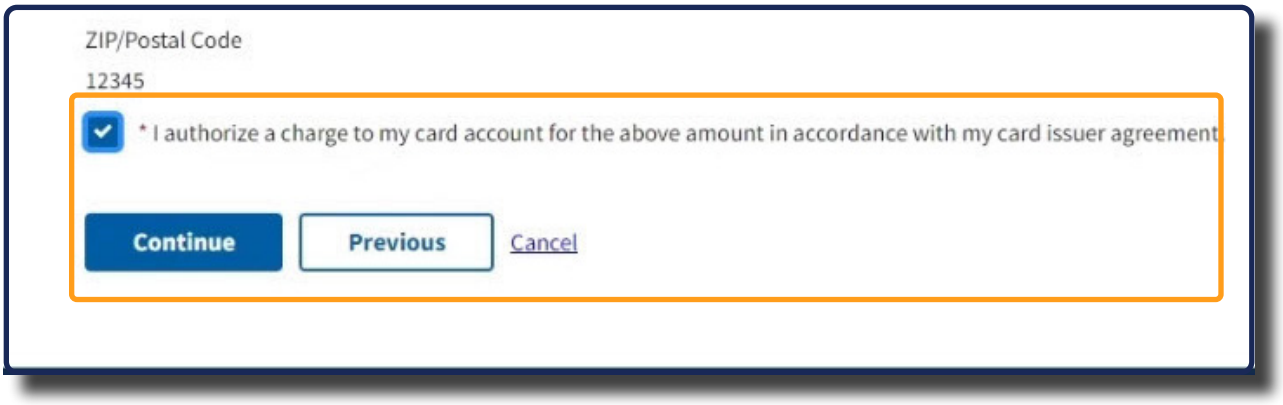
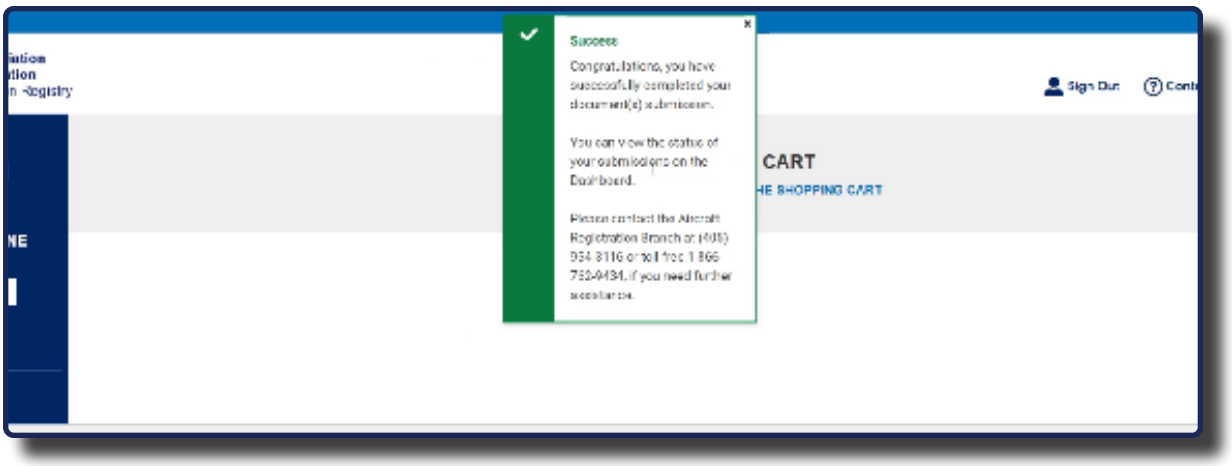
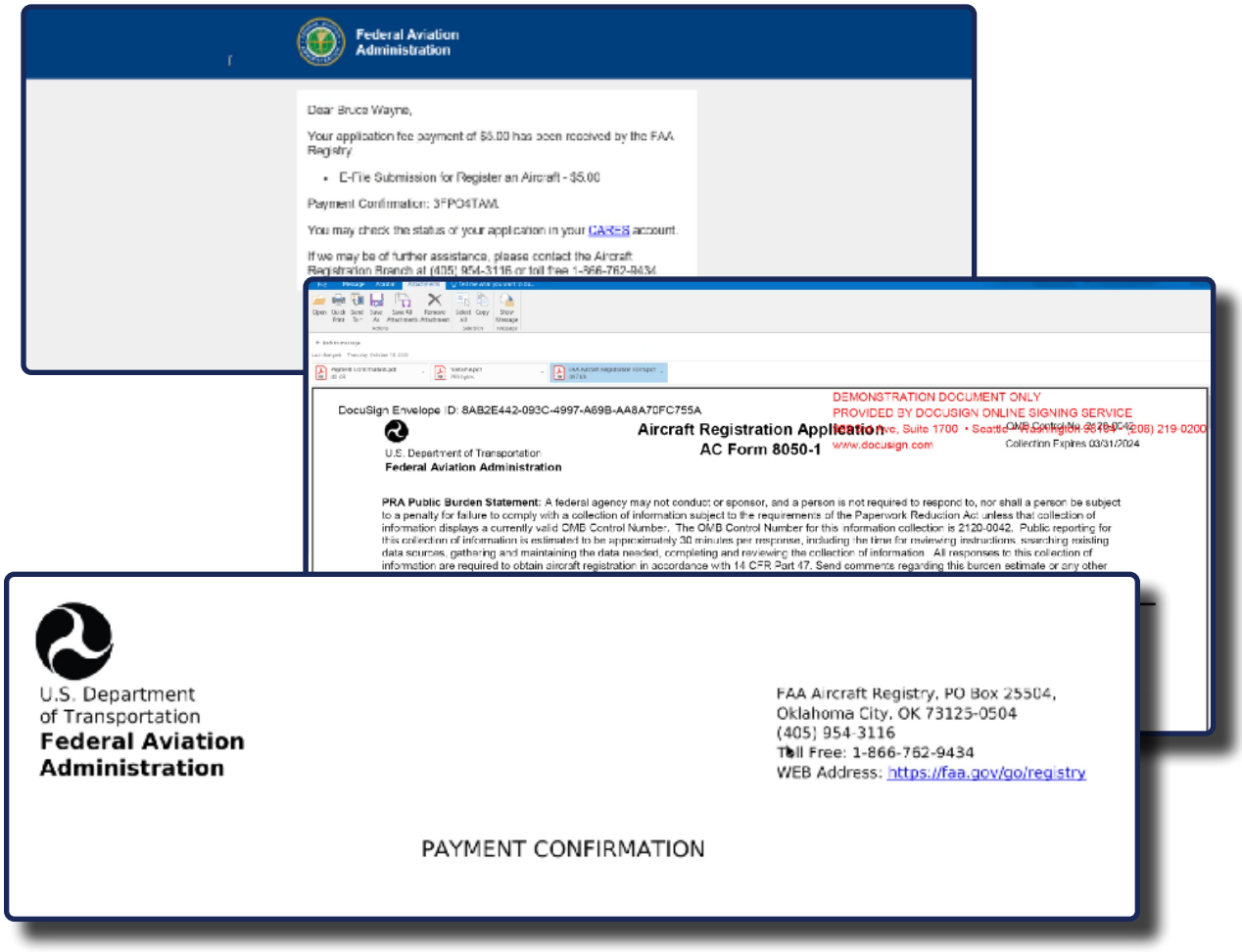
4 Enter, review, and authorize your payment information, then select the **Continue** button:



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



6 You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:



FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

09

Register Single Aircraft - Amateur Built

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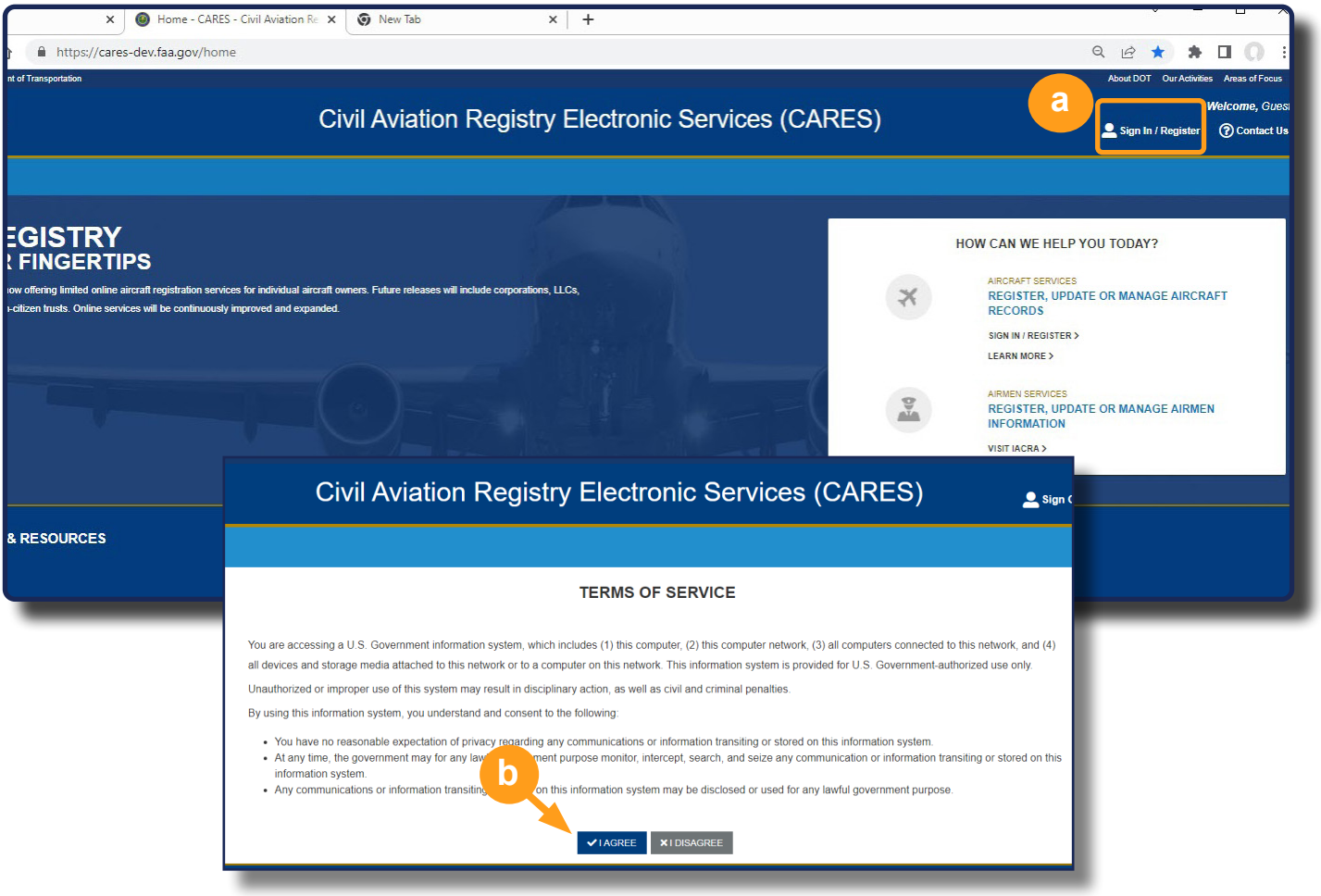
Sign In

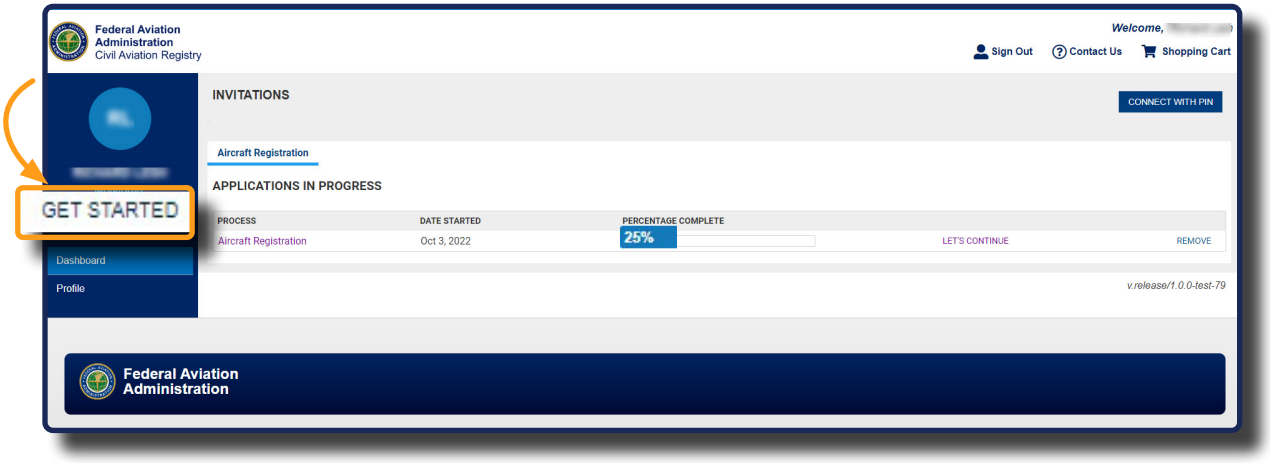
You must have a CARES Individual account to proceed with the steps in this guide. *For help creating a CARES Individual account, refer to the* ***Sign Up for CARES Account User Guide***

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:



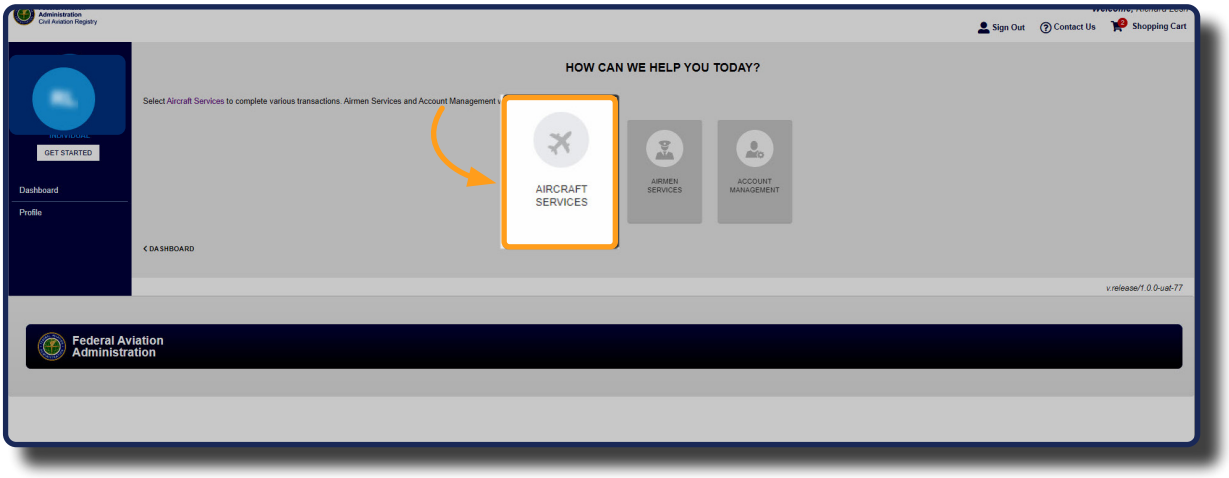
1 On your User Dashboard, select the **GET STARTED** button:



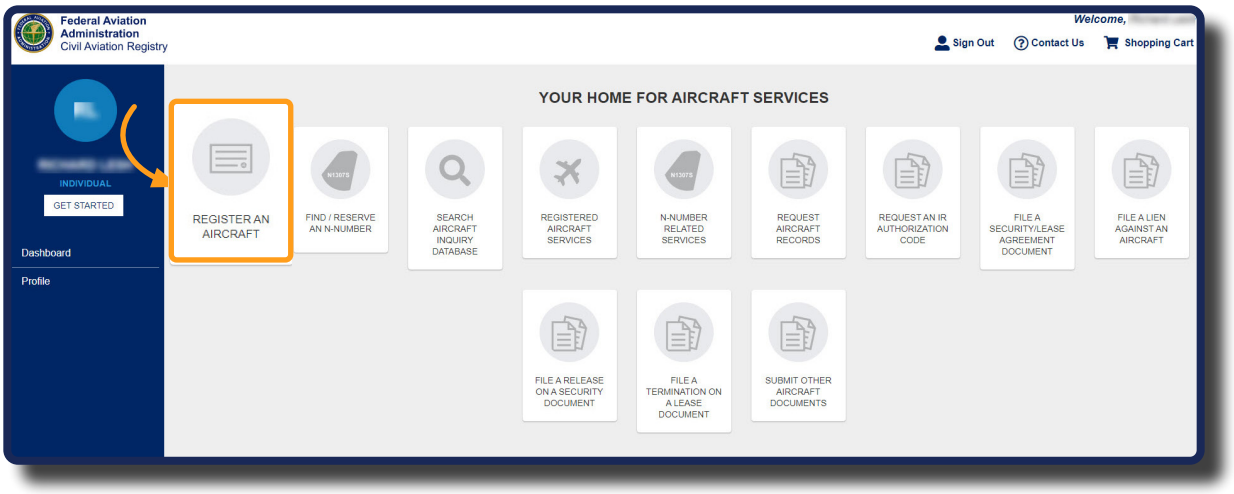
NOTE

Your User Dashboard only appears if you have pending actions in CARES. If you have not started an application, or have no activity yet, you will land on the Get Started screen, as seen in step 2.

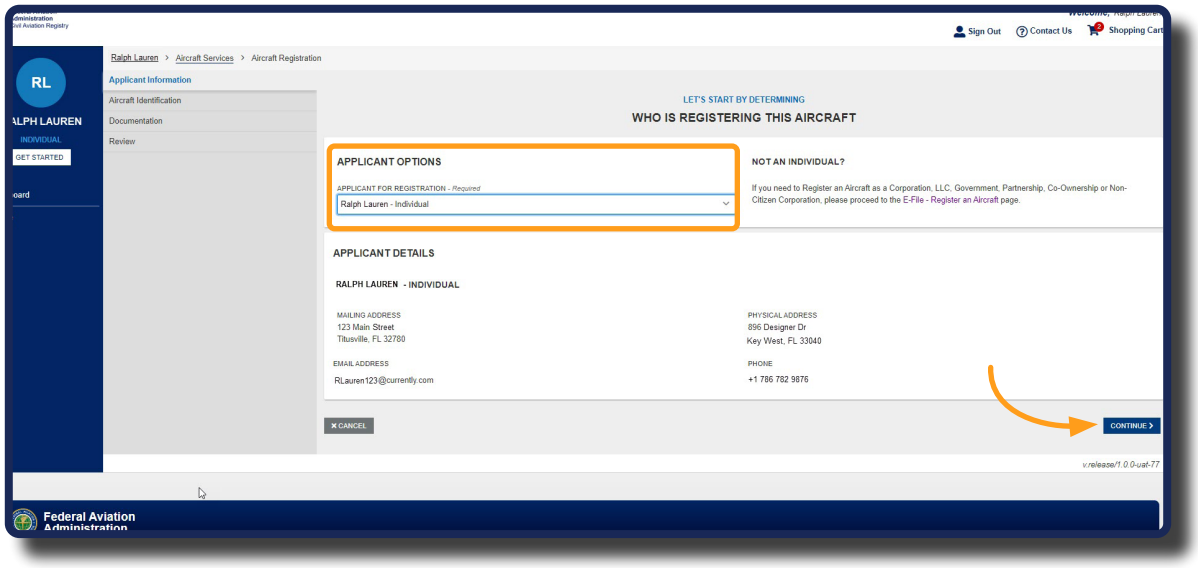
2 The registry option buttons appear. Select the **AIRCRAFT SERVICES** button:



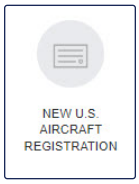
3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:



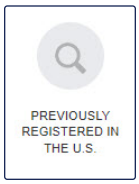
4 The **Applicant Information** screen appears. Select the **APPLICANT FOR REGISTRATION** drop-down menu, then select yourself as **Individual**. Next, select the **CONTINUE** button:



The **AIRCRAFT INFORMATION** screen appears. The two aircraft status options offered are as follows:



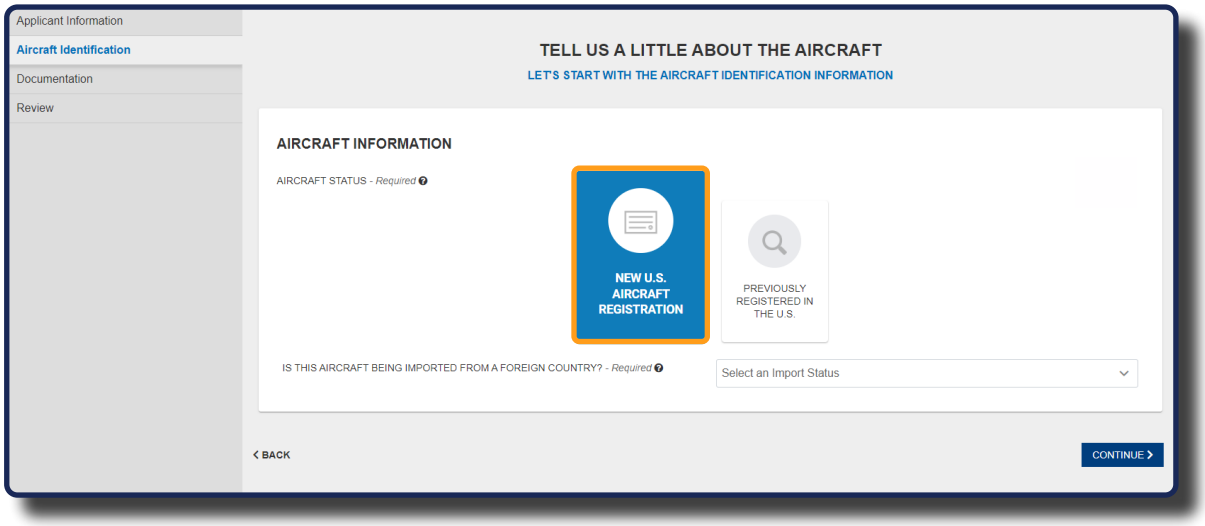
New U.S. Aircraft Registration – Choose this option if the aircraft was never registered before in the U.S. If you select this option, you will be prompted to enter aircraft information, such as import status, aircraft type, and specific aircraft information, such as manufacturer, engines, serial numbers, 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.

New U.S. Aircraft Registration

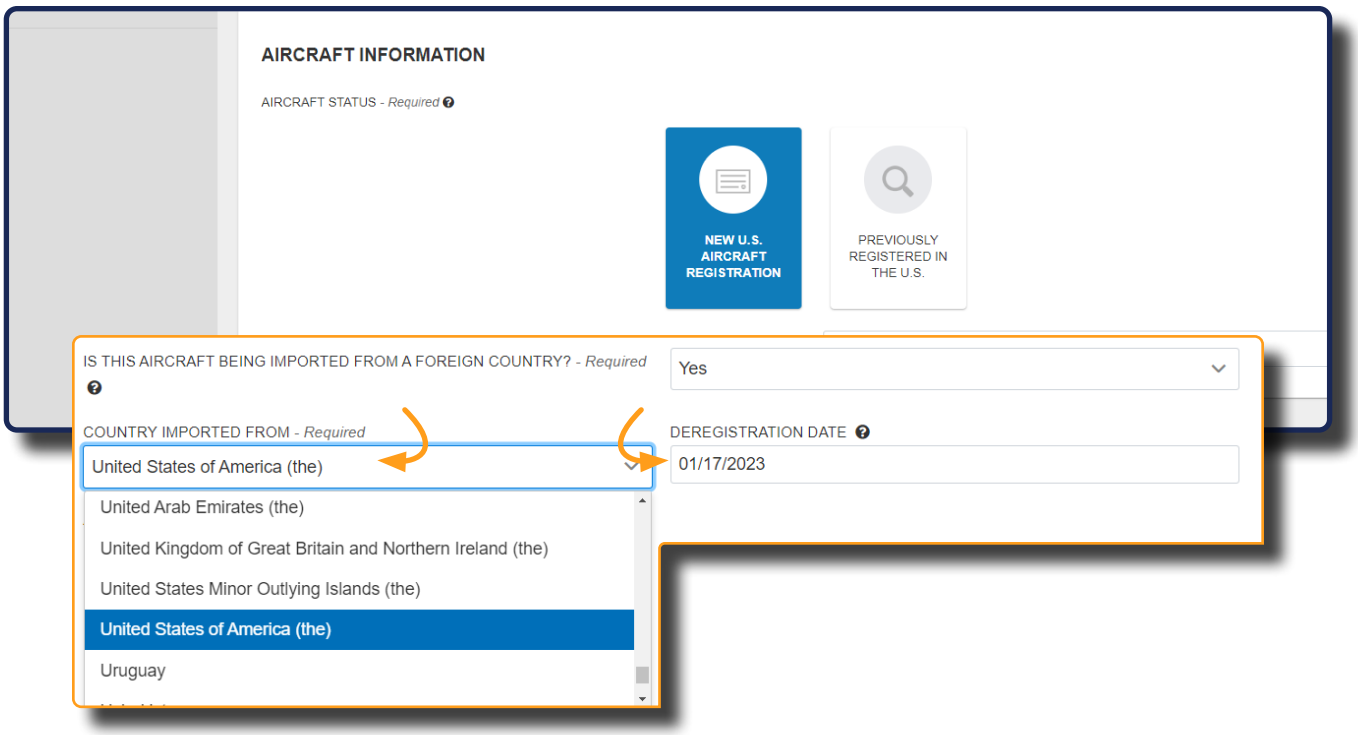
1 In the AIRCRAFT STATUS section, select the **NEW U.S. AIRCRAFT REGISTRATION** button:



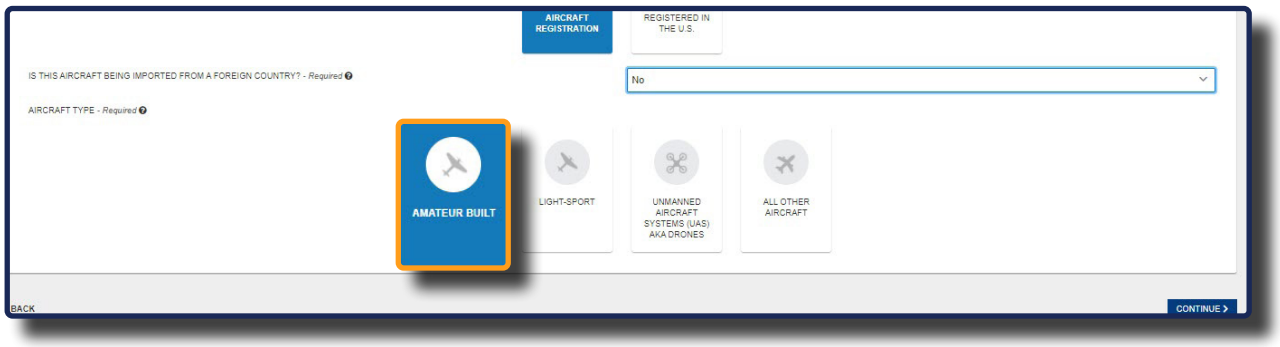
2 Next, you must indicate if the aircraft is being imported from a foreign country. In the **Select an Import Status** drop-down menu, select **Yes** or **No**:

NOTE

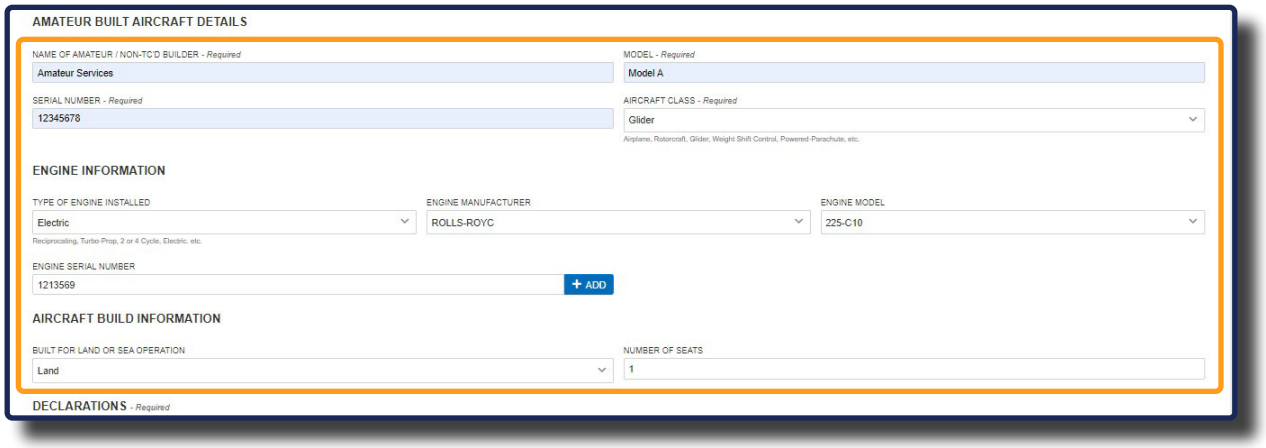
If you select **Yes** *for Import Status, a drop-down list of countries appears. Type the name of the country in the* ***COUNTRY IMPORTED FROM*** *menu to quick navigate. Select the country from the menu, then type a* ***DEREGISTRATION DATE****, if applicable:*



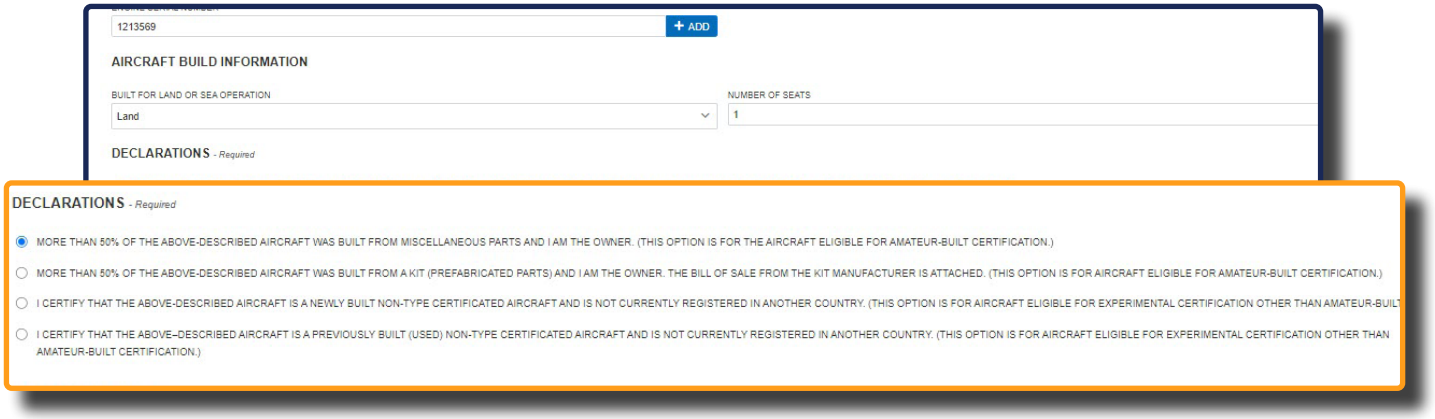
3 The **AIRCRAFT TYPE** options appear. Select **AMATEUR BUILT**:



4 The **AMATEUR BUILT AIRCRAFT DETAILS** section appears**.** Type or select all required aircraft information:



5 Select a declaration concerning how the amateur aircraft was built:



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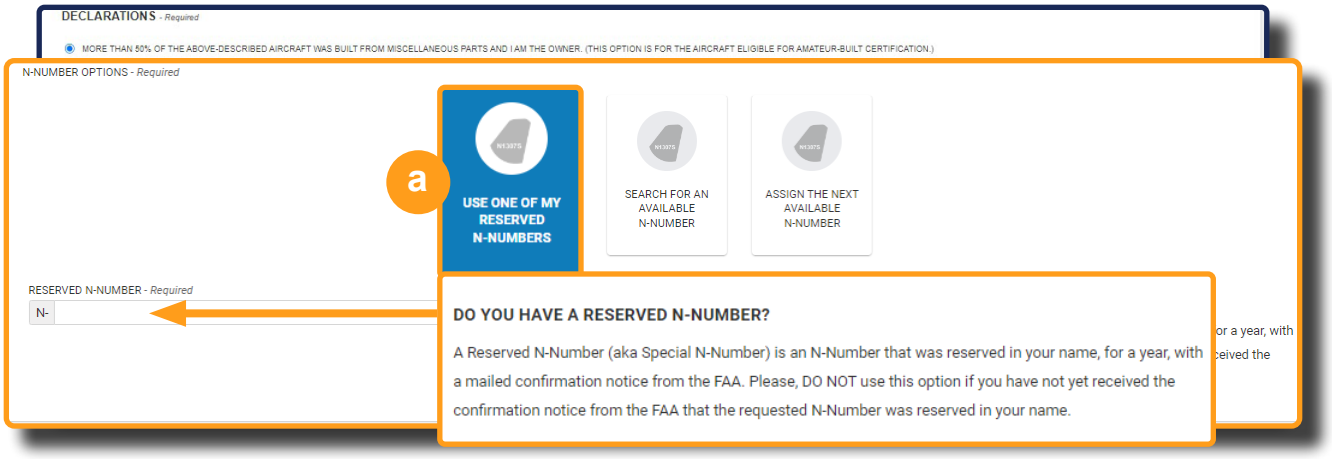
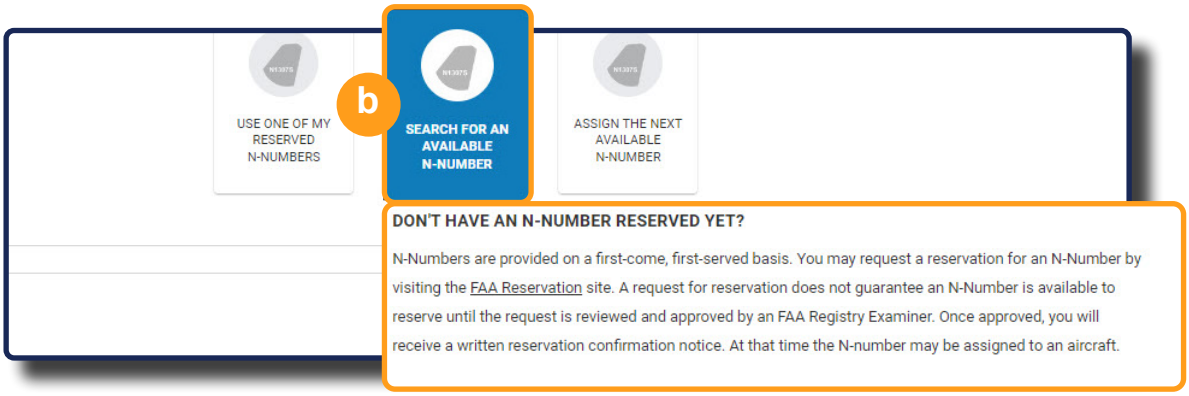
6 Next, select an option for your N-Number. A description of each option appears when selected:

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

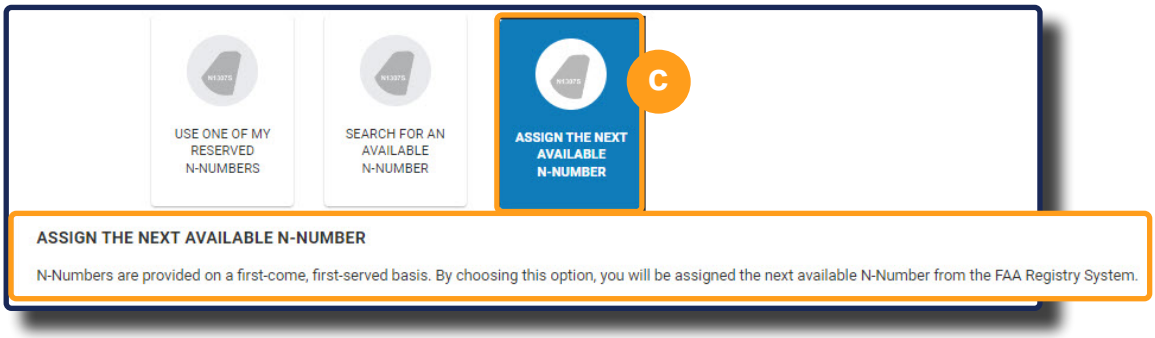


b Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

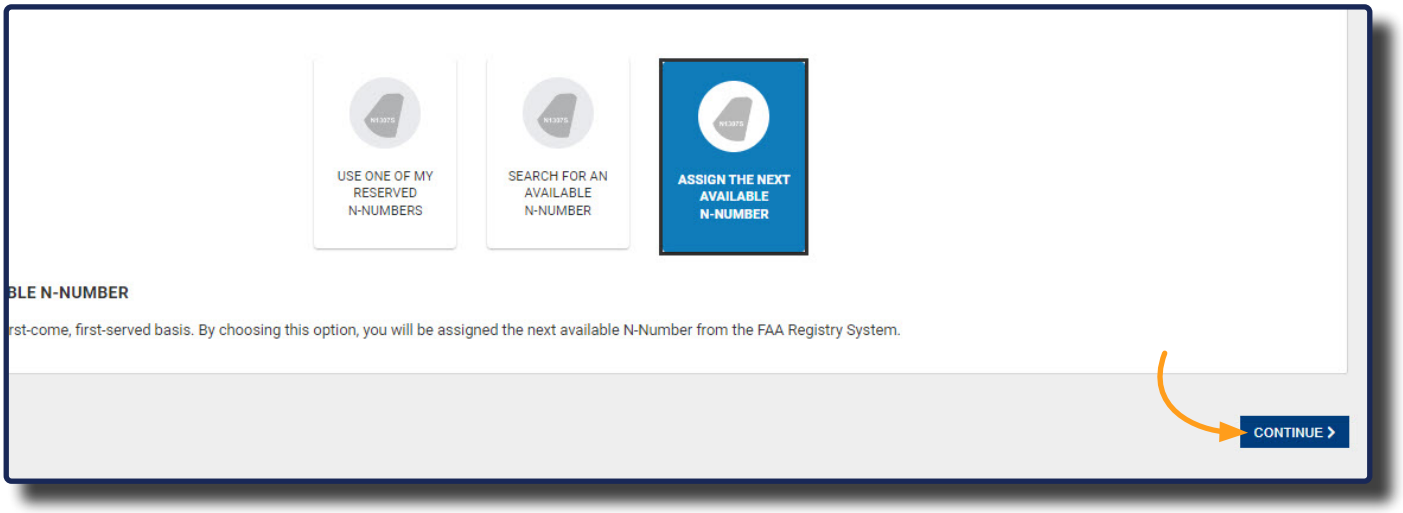


6

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



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



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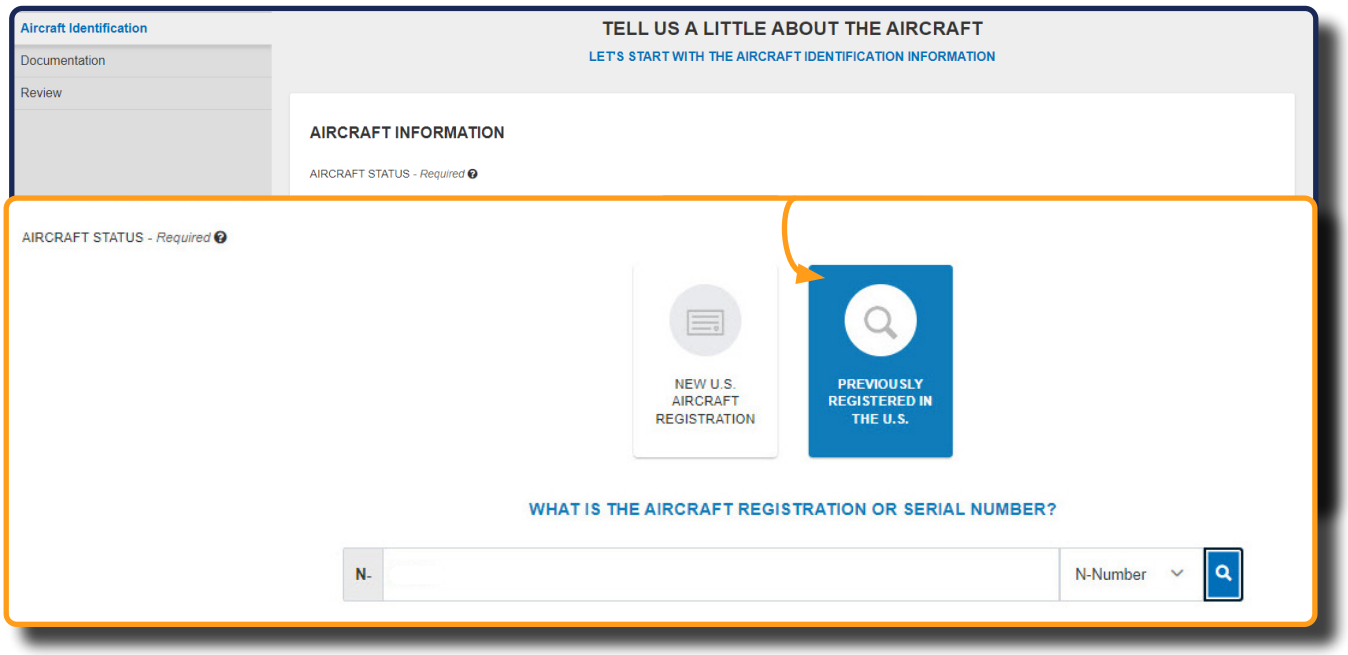
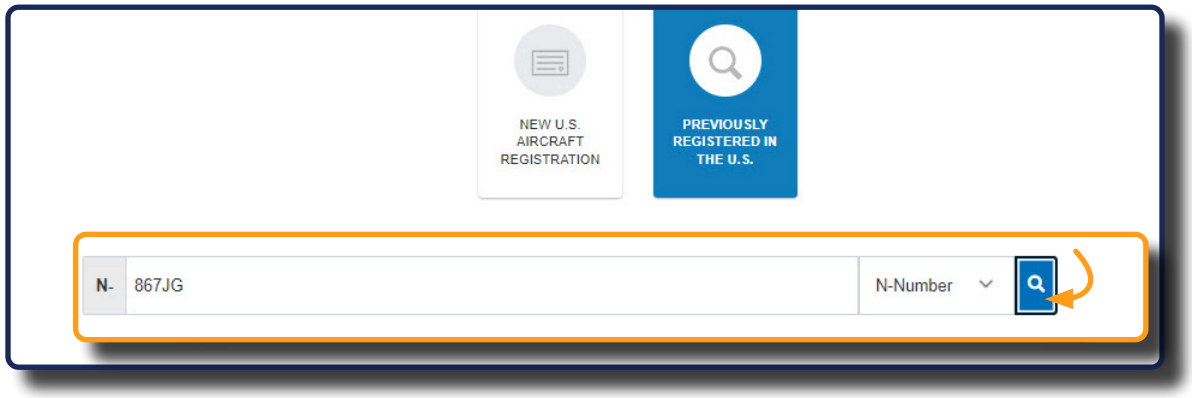
Previously Registered in the U.S.

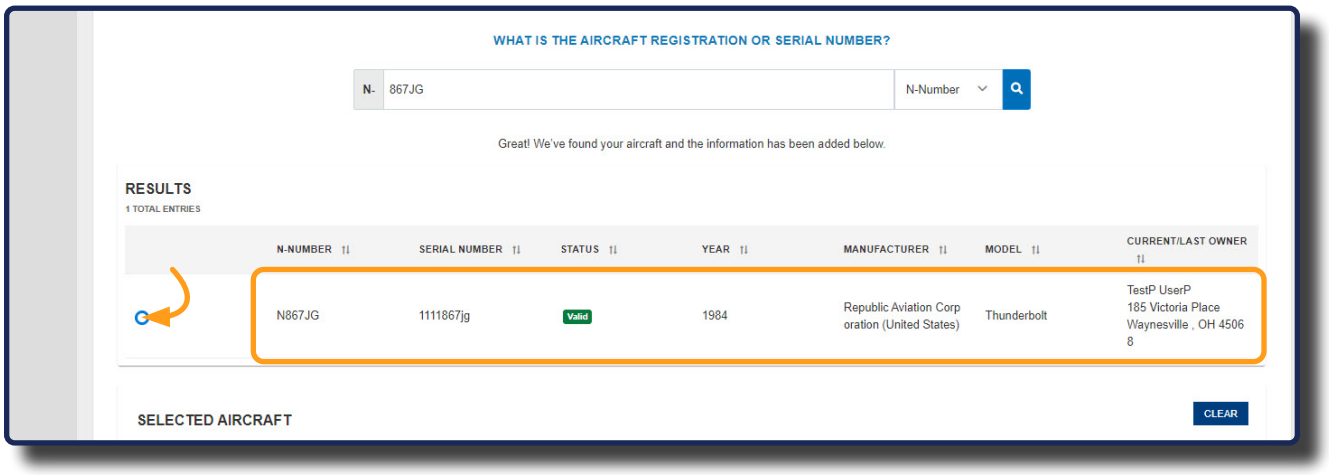
1 In the AIRCRAFT STATUS section, select the **PREVIOUSLY REGISTERERD IN THE U.S** button:



2 Type your N-Number and select the search icon:



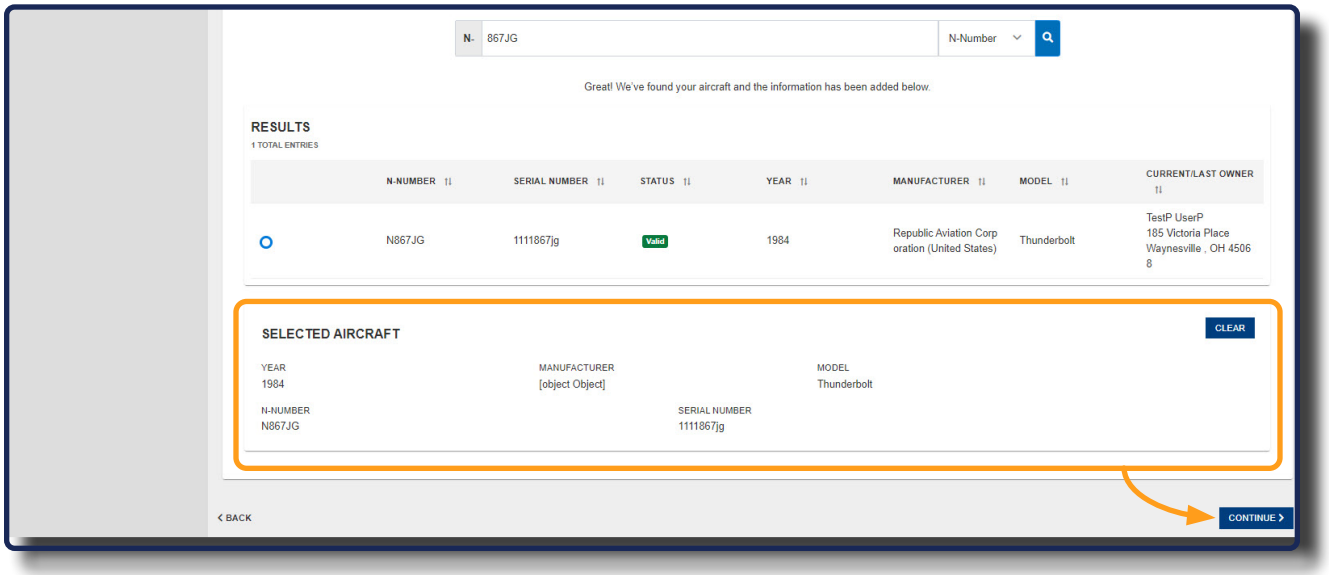
3 Search results appear. Select the aircraft you want to register:



NOTE

You must select an aircraft even if only one search result appears.

4 The aircraft information appears in the **SELECTED AIRCRAFT** section. Verify the information is correct, then select the **CONTINUE** button:

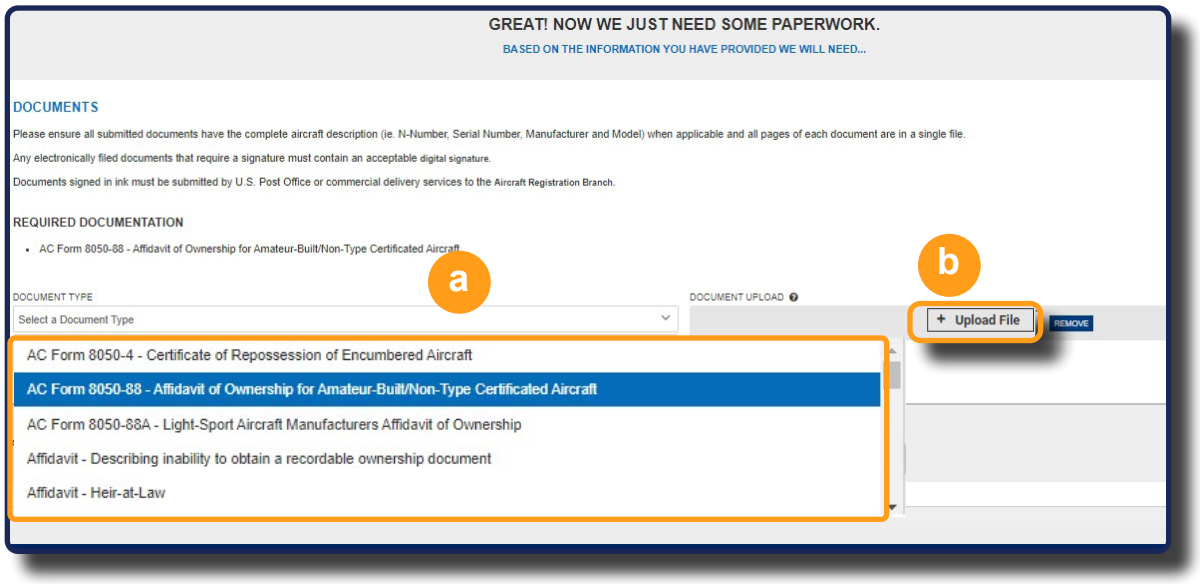


Documents

1 Upon completing required aircraft information, the **Documentation** screen appears:

a Select the **DOCUMENT TYPE** drop-down menu, then select **AC Form 8050-80 Affadvit of Ownership for Amateur-Built/Non-Type Certified Aircraft**

b Select the **+Upload File** button, then select the document from your computer:



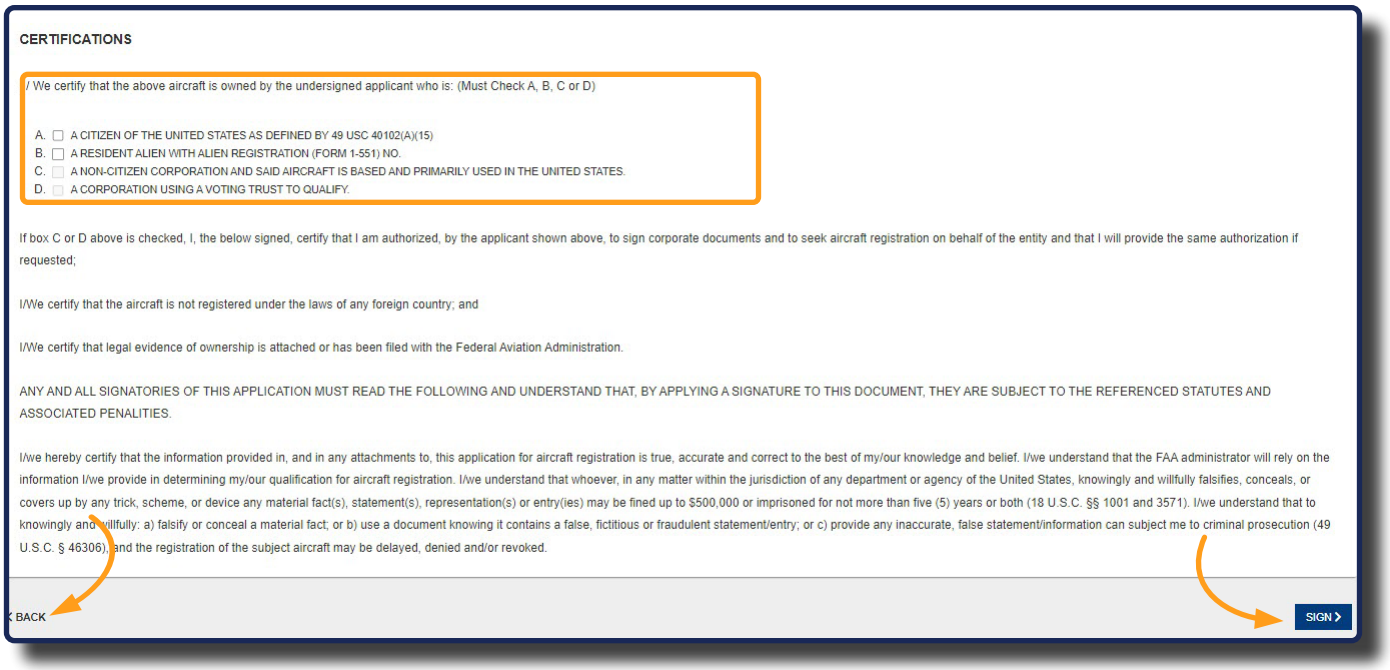
c Depending on the document you've selected to upload, you might be asked to provide Date of Sale, Amount of Sale or Seller information as Evidence of Ownership.

d Should you need to upload additional documents, click the **+Add Additional Documents** button and repeat steps a - c until you have uploaded all documentation.

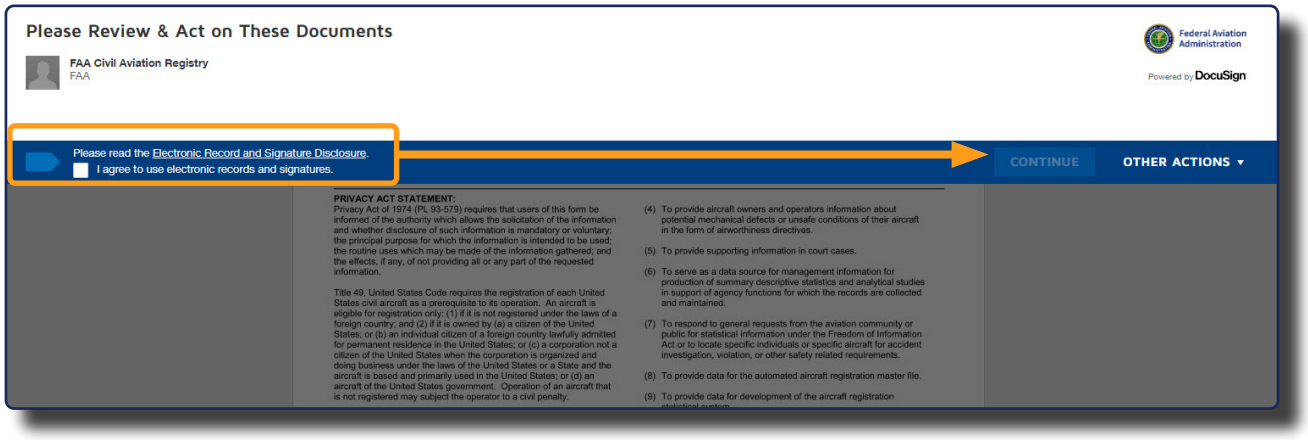
When complete, select the **CONTINUE** button

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.

3 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:

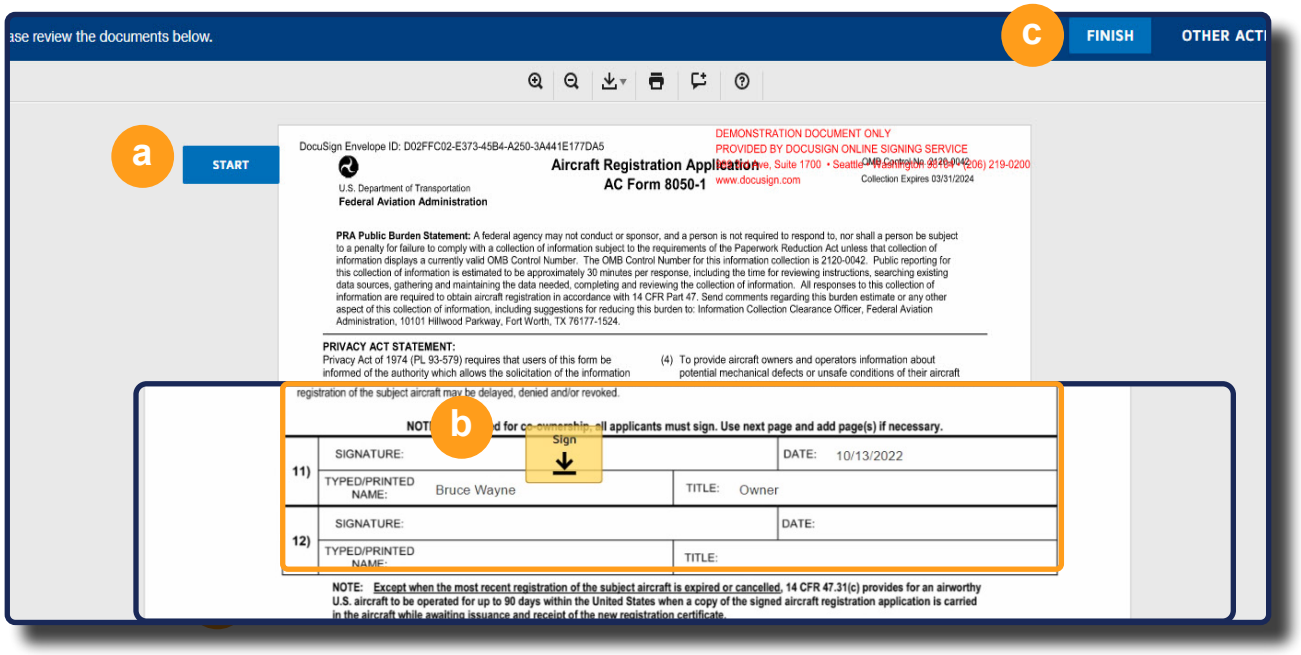


4 You will be redirected to DocuSign to provide an electronic signature. Select the I **agree to use electronic records and signature** check-box**,** then select the **Continue** button:



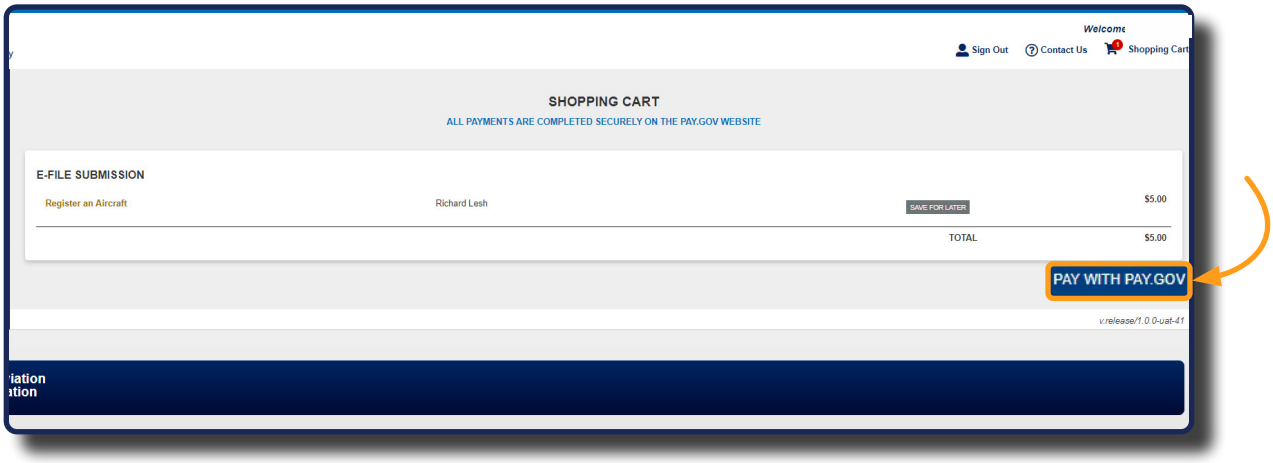
5 To digitally sign the document:

- **a** Select the **START** button
- **b** Select the **Sign** button to place your digital signature
- **c** Select the **FINISH** button to complete and return to the **CARES** Shopping Cart:

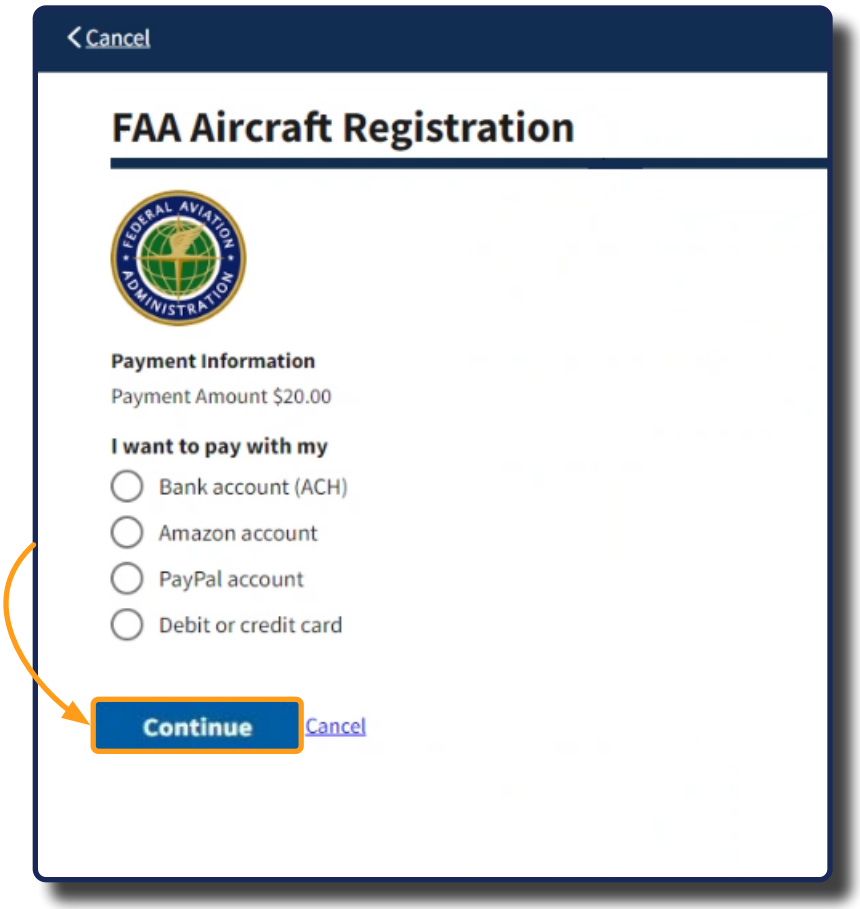


PAY.GOV

1 You will be directed to your shopping cart in CARES. 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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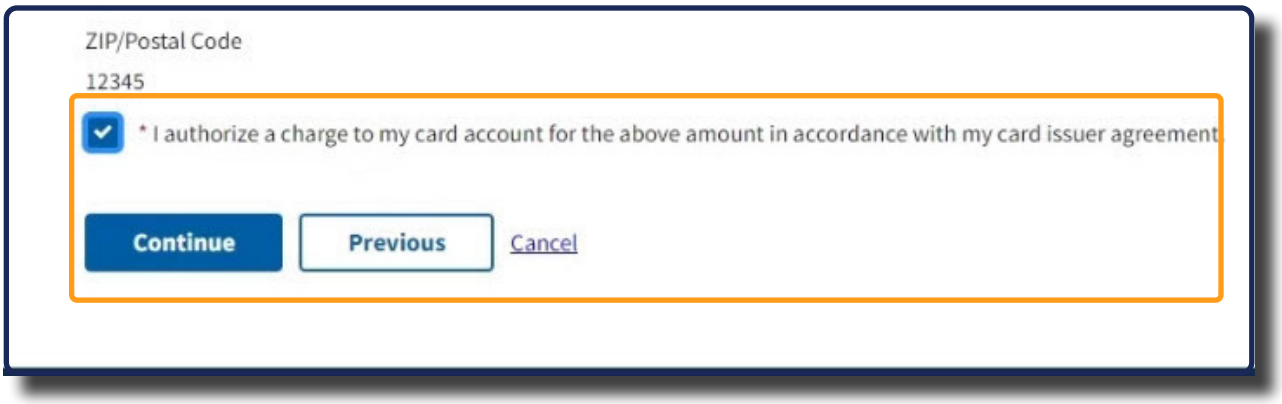
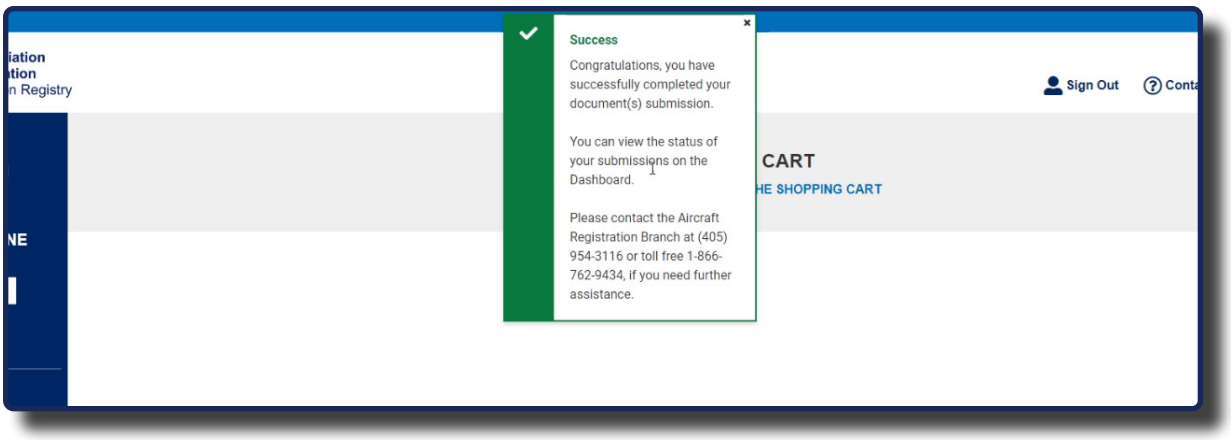
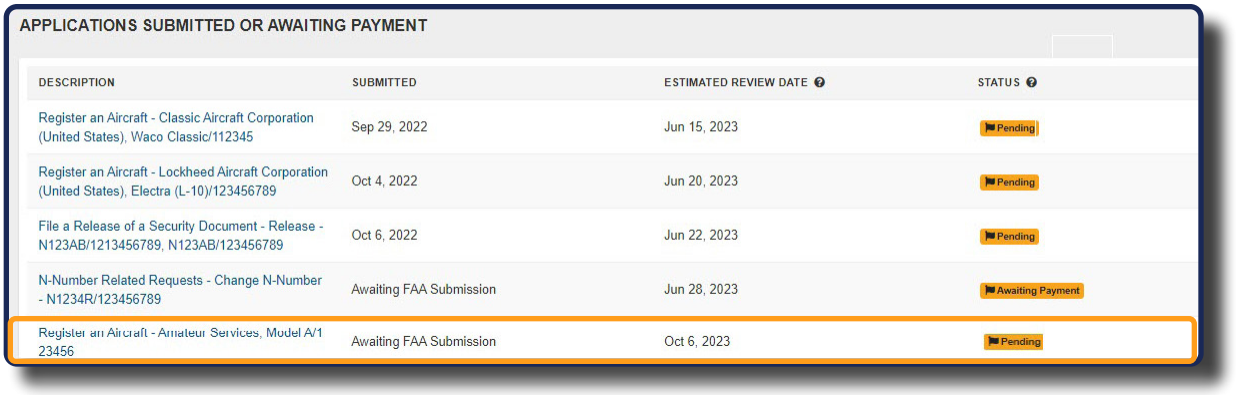
3 Enter, review, and authorize your payment information, then select the **Continue** button:



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



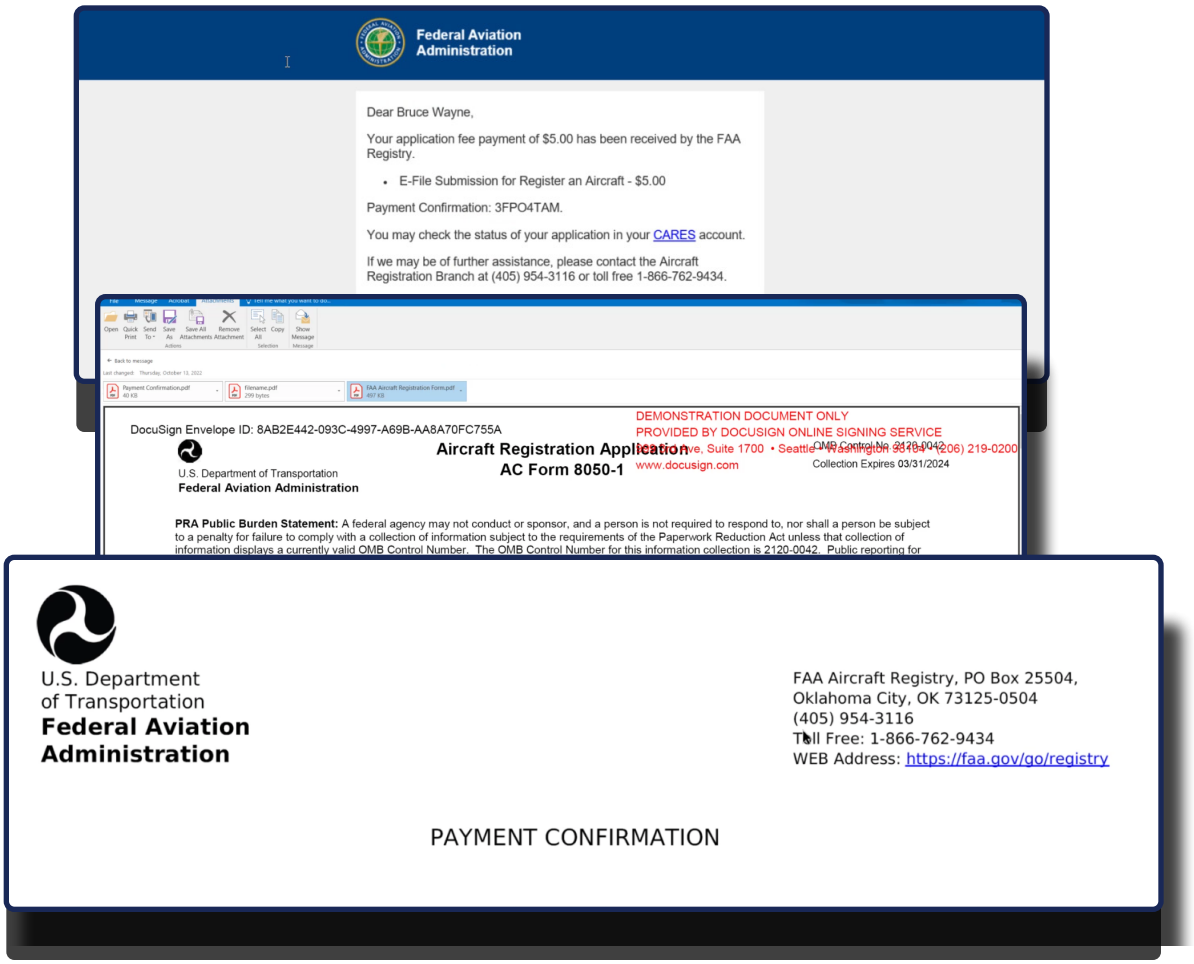
5 Your registration appears on your Dashboard in the **APPLICATIONS SUBMITTED OR AWAITING PAYMENT** section:



APPLICATIONS SUBMITTED OR AWAITING PAYMENT

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE	STATUS
Register an Aircraft - Classic Aircraft Corporation (United States), Waco Classic/112345	Sep 29, 2022	Jun 15, 2023	Pending
Register an Aircraft - Lockheed Aircraft Corporation (United States), Electra (L-10)/123456789	Oct 4, 2022	Jun 20, 2023	Pending
File a Release of a Security Document - Release - N123AB/1213456789, N123AB/123456789	Oct 6, 2022	Jun 22, 2023	Pending
N-Number Related Requests - Change N-Number - N1234R/123456789	Awaiting FAA Submission	Jun 28, 2023	Awaiting Payment
Register an Aircraft - Amateur Services, Model A/1 23456	Awaiting FAA Submission	Oct 6, 2023	Pending

6 You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:



Federal Aviation Administration

Dear Bruce Wayne,

Your application fee payment of $5.00 has been received by the FAA Registry.

- E-File Submission for Register an Aircraft - $5.00

Payment Confirmation: 3FPO4TAM.

You may check the status of your application in your CARES account.

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

DocuSign Envelope ID: 8AB2E442-093C-4997-A69B-AA8A70FC755A

DEMONSTRATION DOCUMENT ONLY
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www.docusign.com

U.S. Department of Transportation
Federal Aviation Administration

Aircraft Registration Application
AC Form 8050-1

OMB Control No. 2120-0042
Collection Expires 03/31/2024

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

U.S. Department of Transportation
Federal Aviation Administration

FAA Aircraft Registry, PO Box 25504,
Oklahoma City, OK 73125-0504
(405) 954-3116
Toll Free: 1-866-762-9434
WEB Address: https://faa.gov/go/registry

PAYMENT CONFIRMATION

FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

10

Register Umanned Aircraft Systems (UAS)

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- **a** Sign in with your Registered Public User Account
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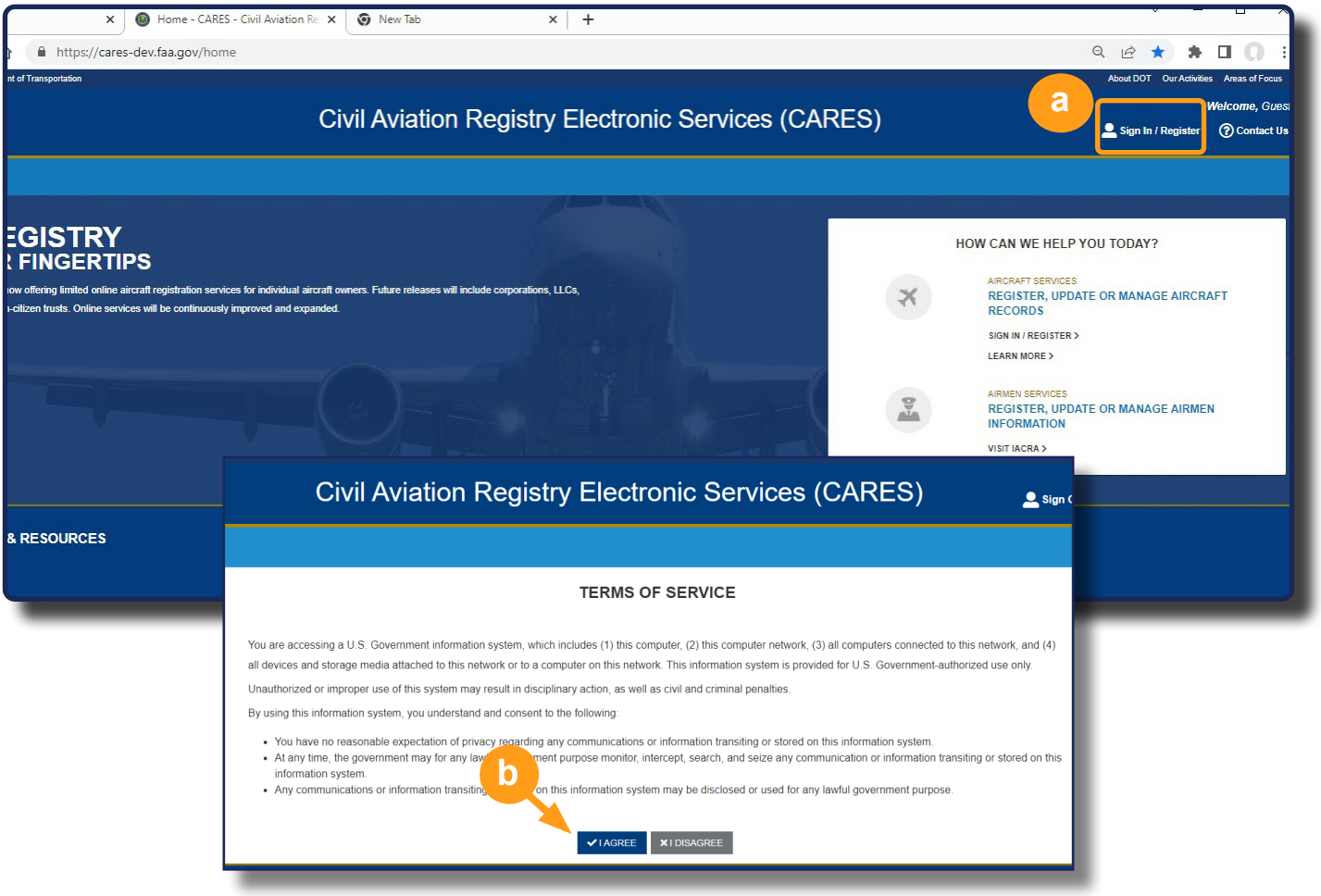
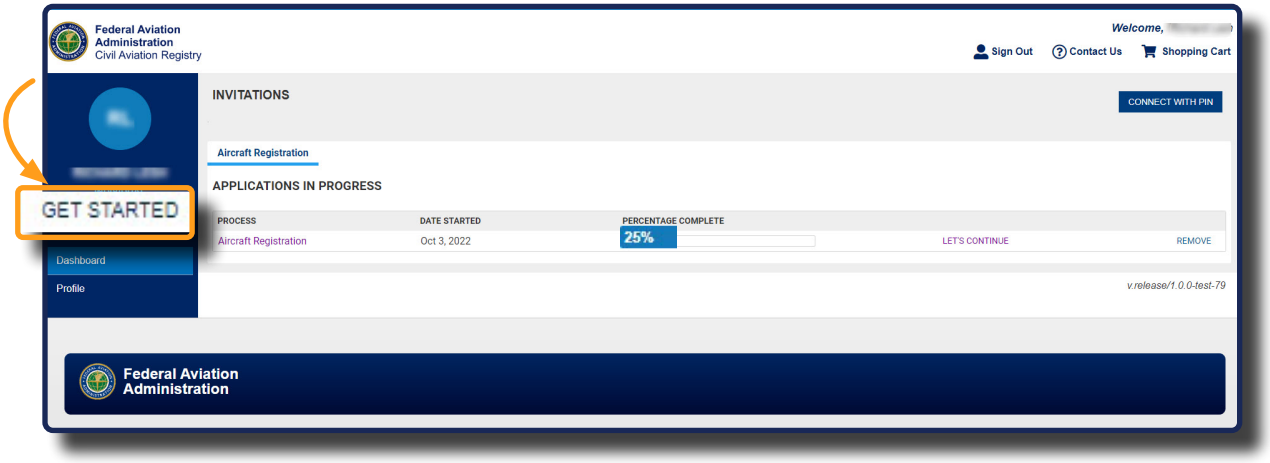


1 On your User Dashboard, select the **GET STARTED** button:



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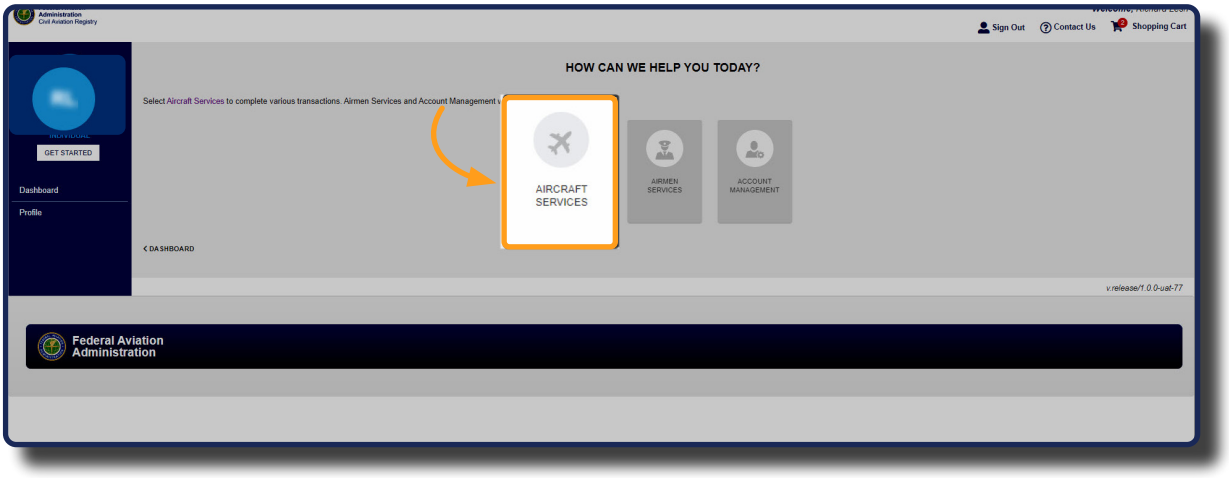
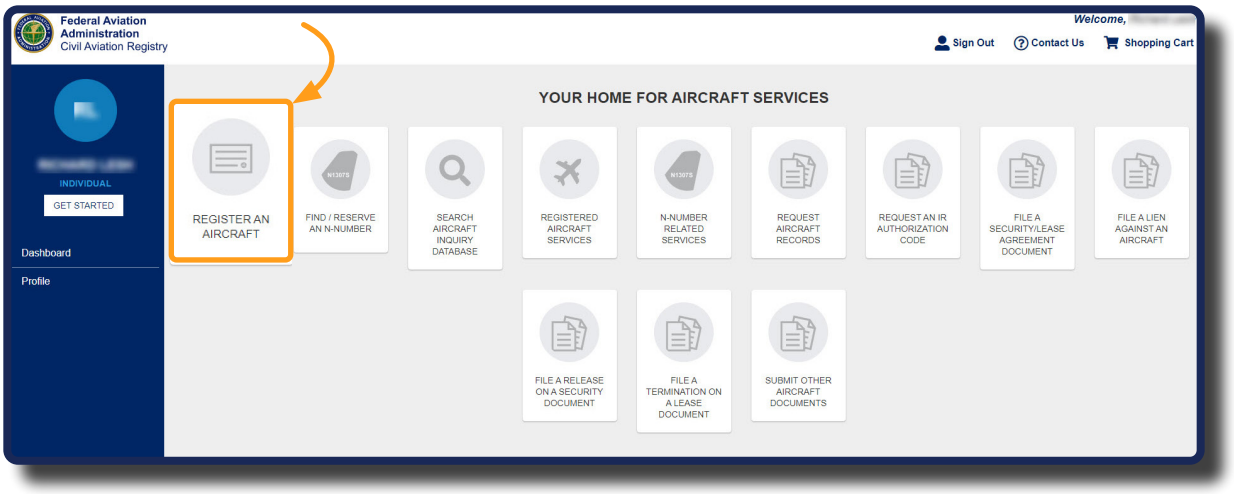
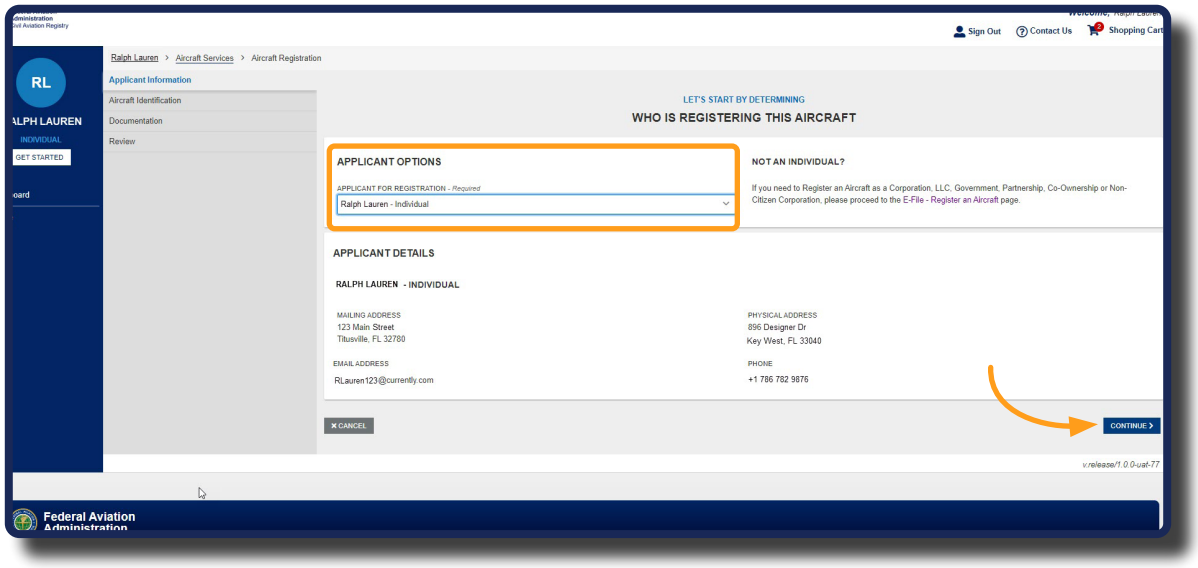


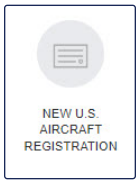
3 The Aircraft Services screen appears, displaying all available services. Select the **REGISTER AN AIRCRAFT** button:



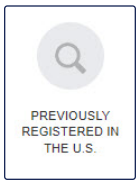
4 The **Applicant Information** screen appears. Select the **APPLICANT FOR REGISTRATION** drop-down menu, then select yourself as **Individual**. Next, select the **CONTINUE** button:



The **AIRCRAFT INFORMATION** screen appears. The two aircraft status options offered are as follows:



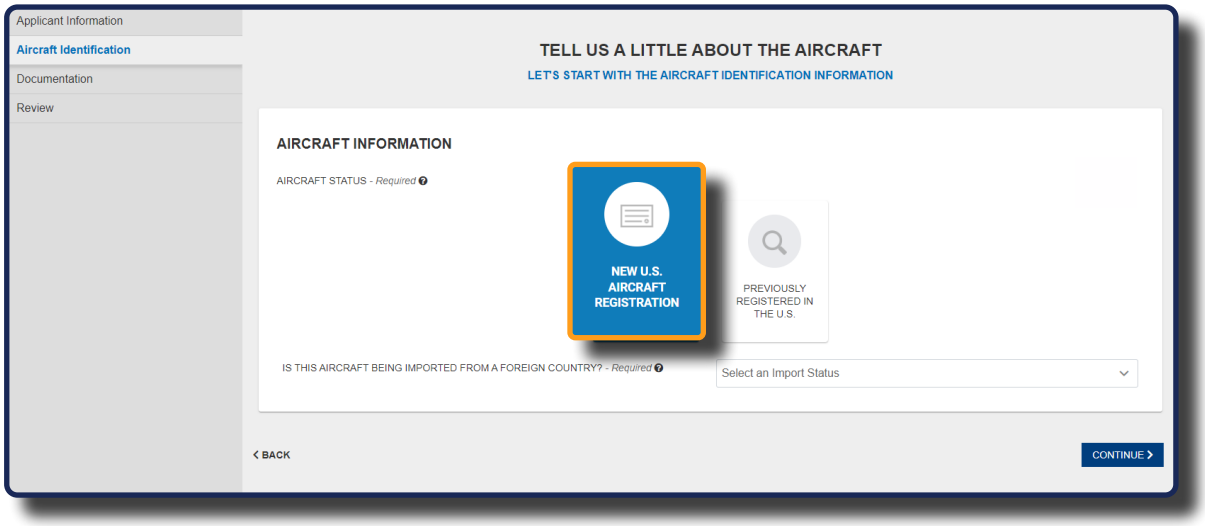
New U.S. Aircraft Registration – Choose this option if the aircraft was never registered before in the U.S. If you select this option, you will be prompted to enter aircraft information, such as import status, aircraft type, and specific aircraft information, such as manufacturer, engines, serial numbers, 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.

New U.S. Aircraft Registration

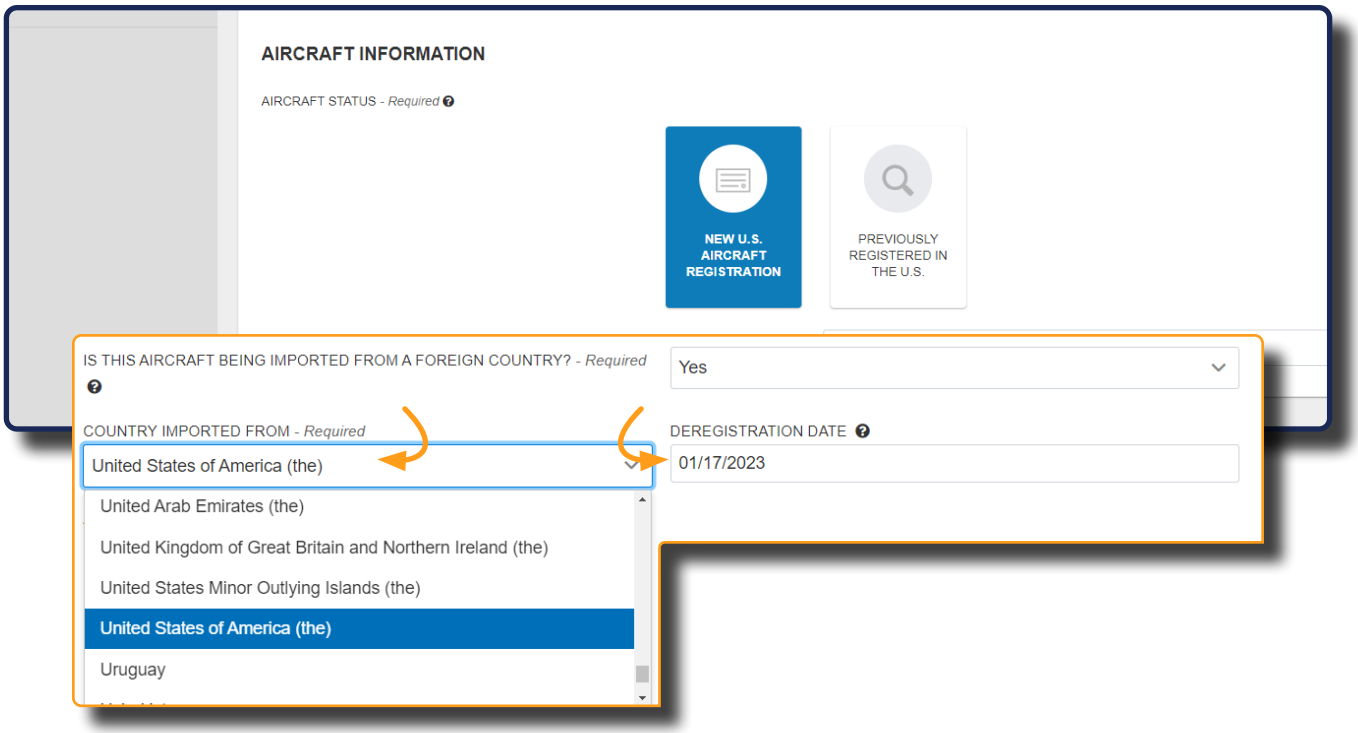
1 In the AIRCRAFT STATUS section, select the **NEW U.S. AIRCRAFT REGISTRATION** button:



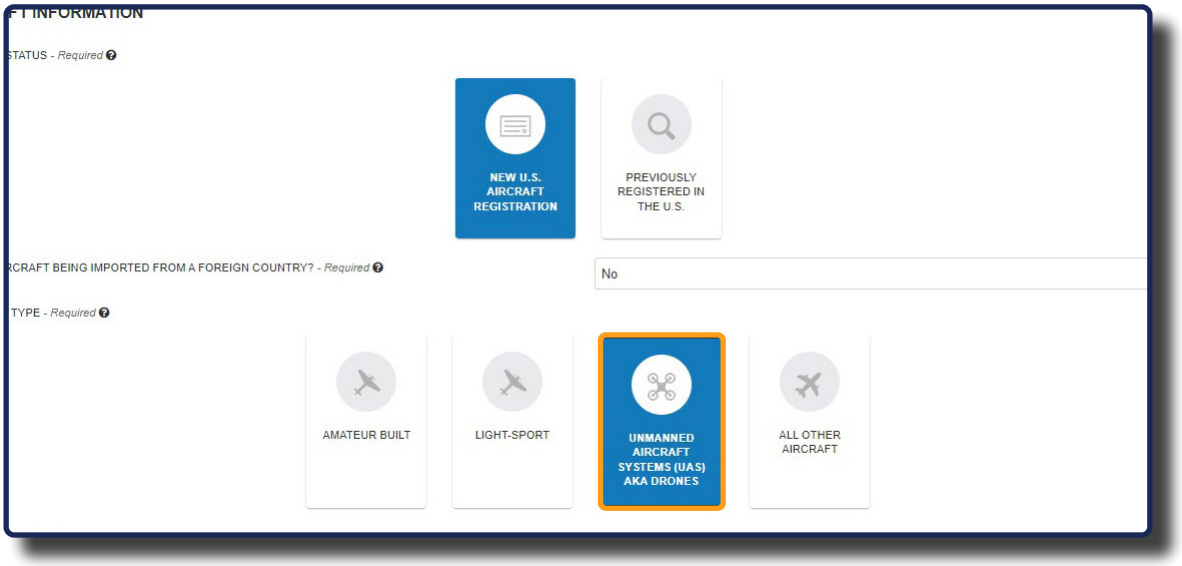
2 Next, you must indicate if the aircraft is being imported from a foreign country. In the **Select an Import Status** drop-down menu, select **Yes** or **No**:

NOTE

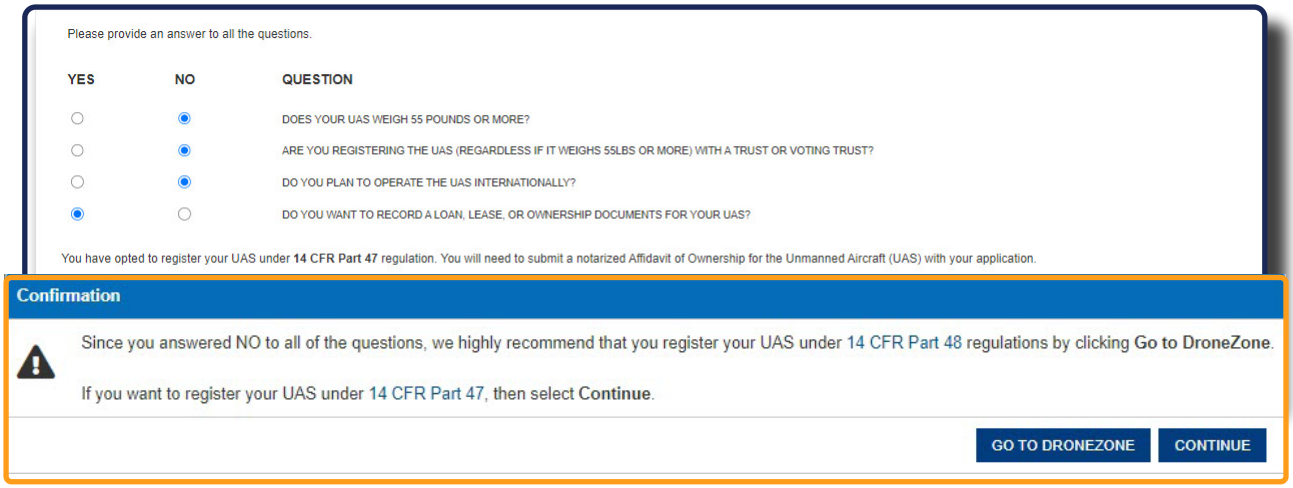
If you select **Yes** *for Import Status, a drop-down list of countries appears. Type the name of the country in the* ***COUNTRY IMPORTED FROM*** *menu to quick navigate. Select the country from the menu, then type a* ***DEREGISTRATION DATE****, if applicable:*



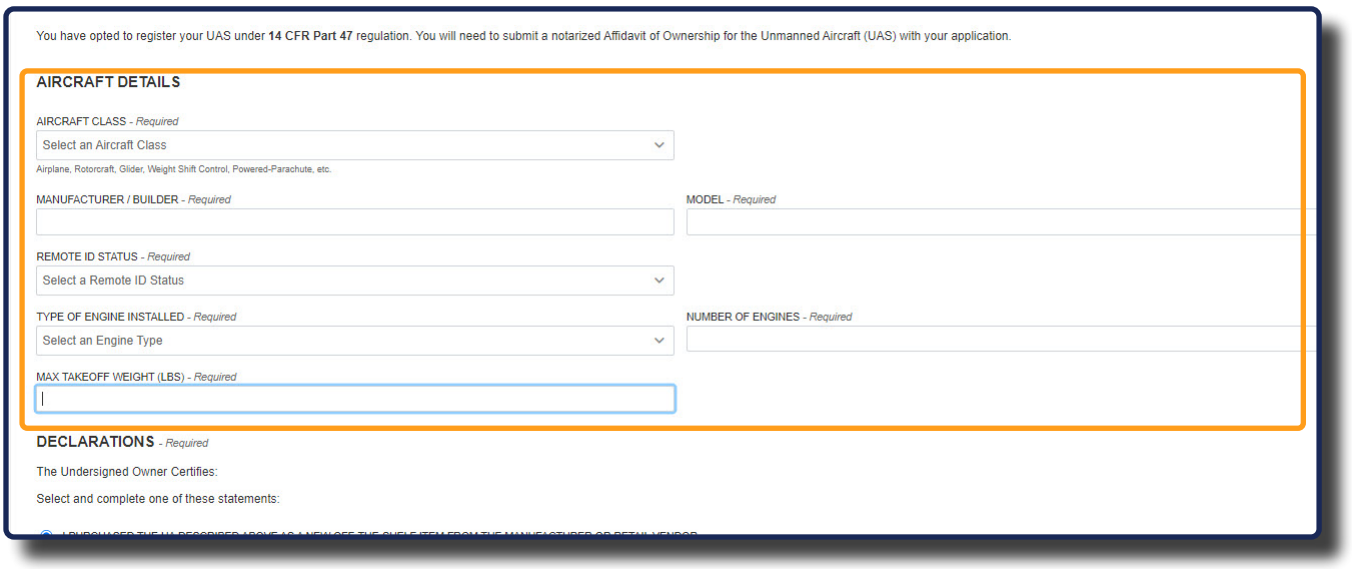
3 The **AIRCRAFT TYPE** options appear. Select **UNMANNED AIRCRAFT SYSTEMS (UAS)**:



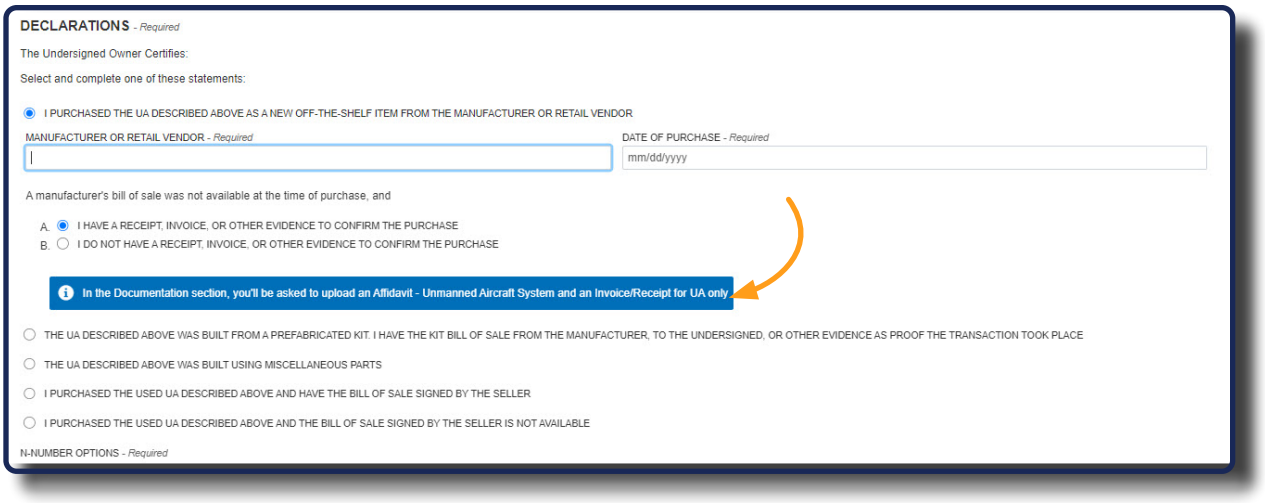
4 Answer the following four questions (all are required): If any are **YES**, you will be required to register the aircraft via CARES. If all four are **NO**, you have a choice to continue with the registration via CARES or register your aircraft via the **FAA DRONEZONE** website:



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

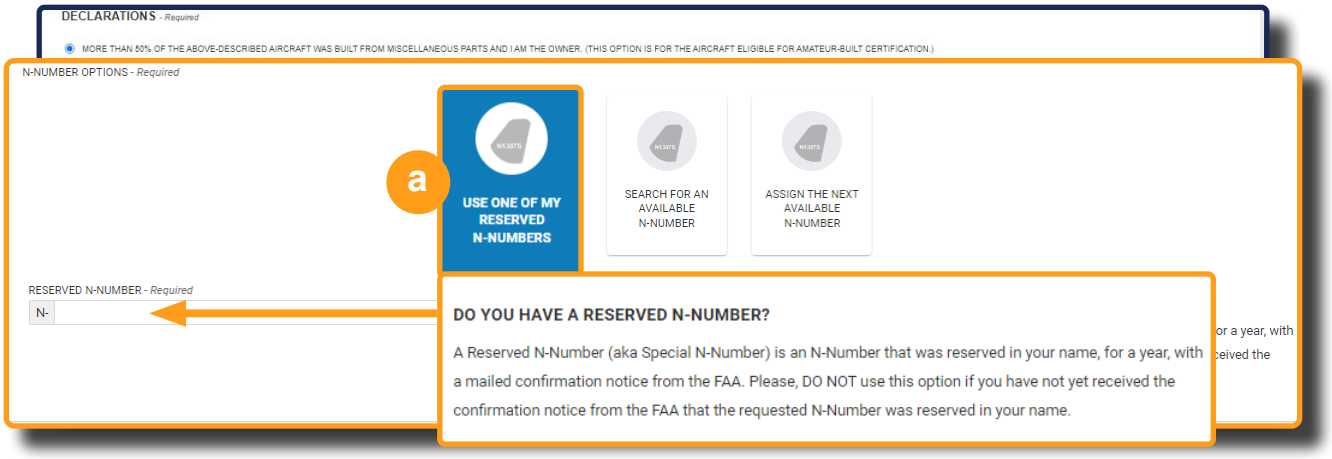


6 Select and complete the appropriate declaration statement. After selecting the appropriate declaration, a blue information box appears detailing the document(s) required in the **Documents** section:

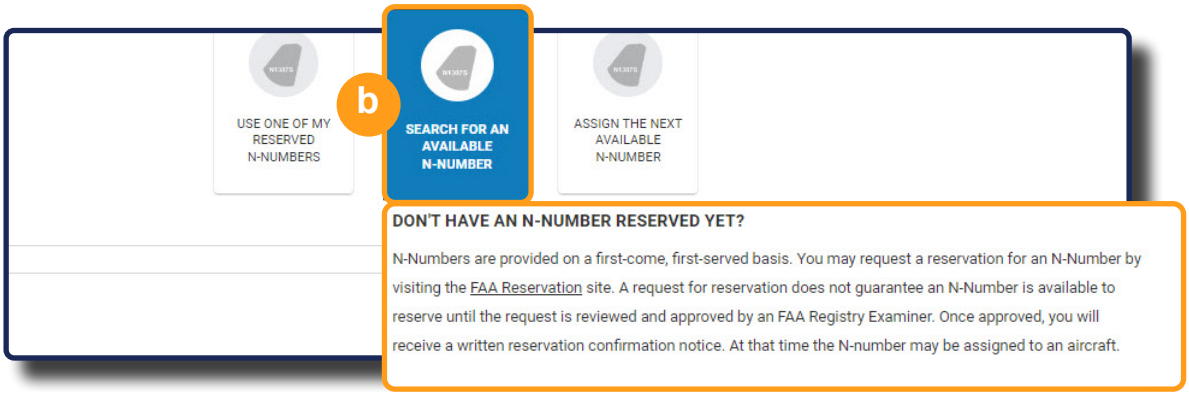


7 Next, select an option for your N-Number. A description of each option appears when selected:

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

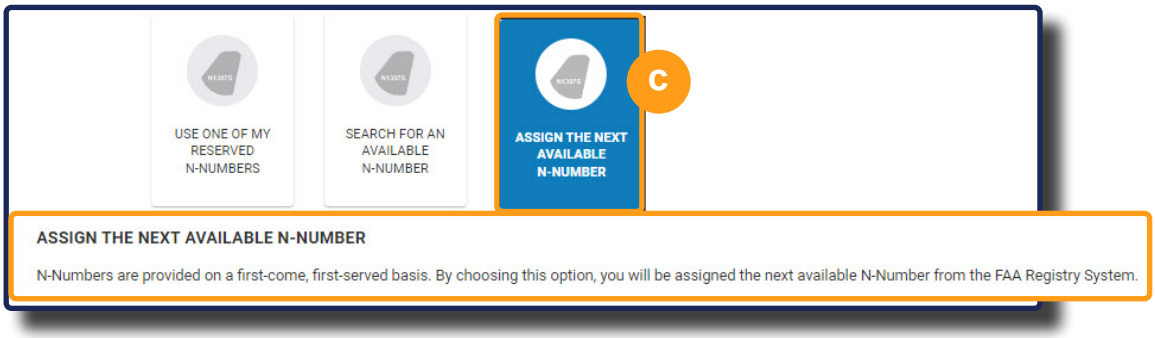


b Select the **SEARCH FOR AN AVAILABLE N-NUMBER** button. In the description that appears, select the **FAA Reservation** link to search for available N-Numbers at FAA.gov:

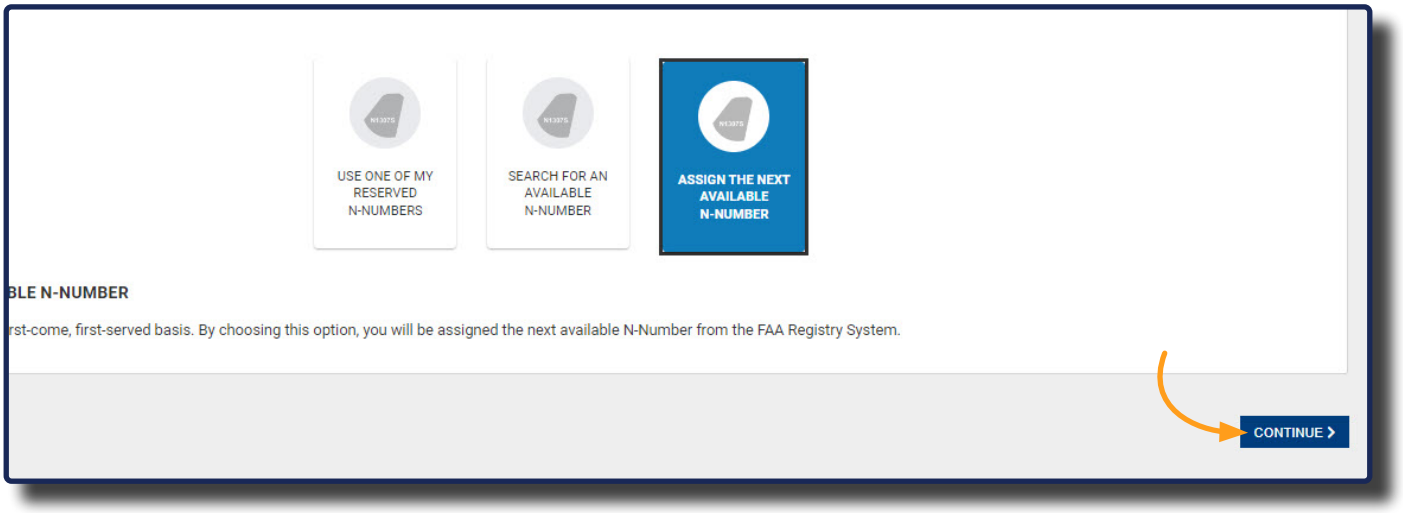


7

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



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



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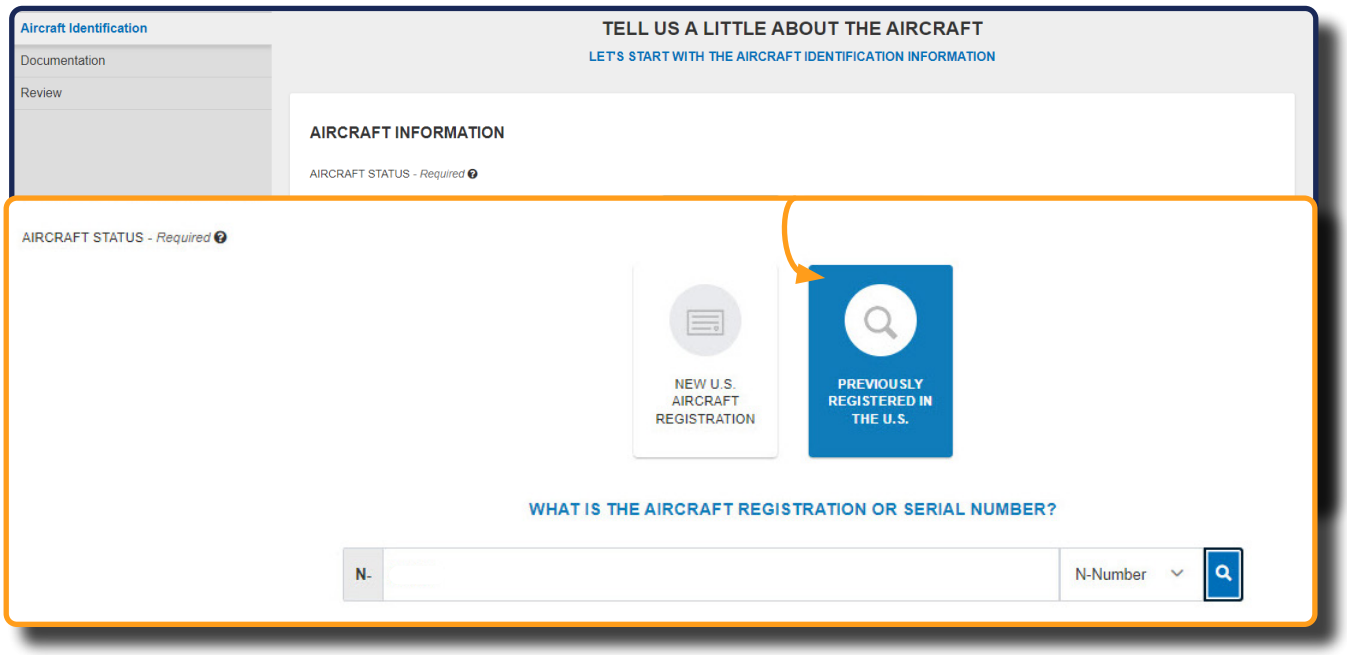
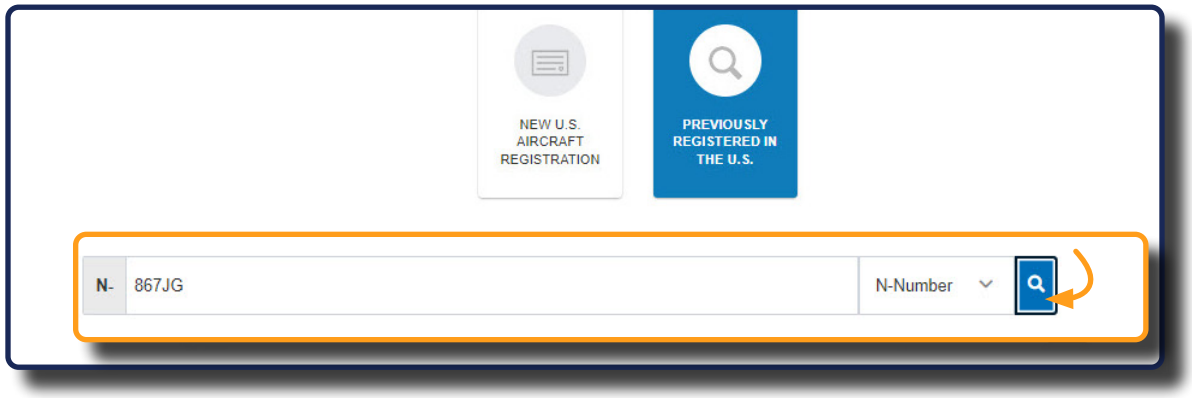
Previously Registered in the U.S.

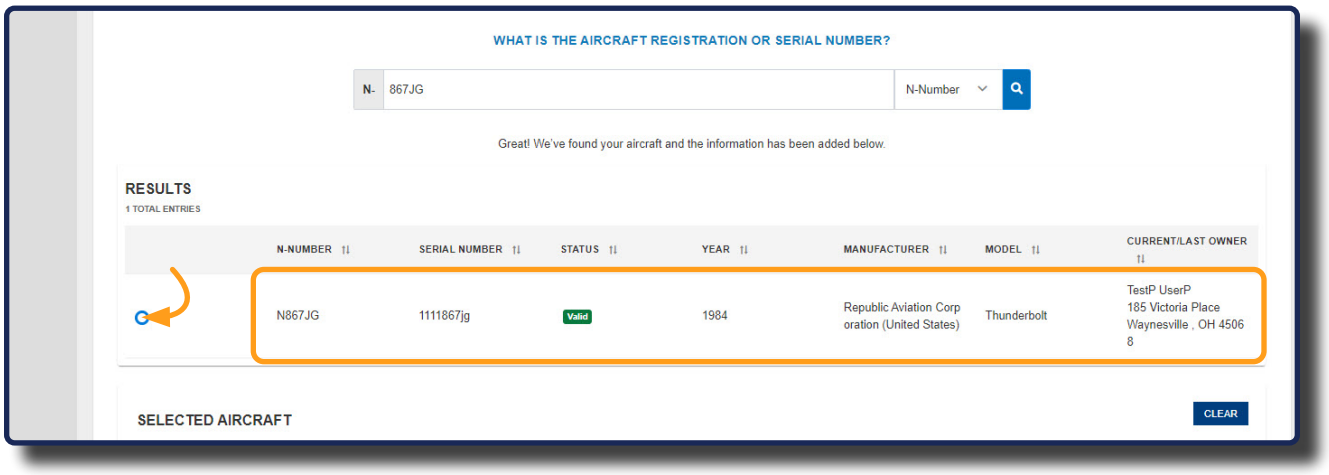
1 In the AIRCRAFT STATUS section, select the **PREVIOUSLY REGISTERERD IN THE U.S** button:



2 Type your N-Number and select the search icon:



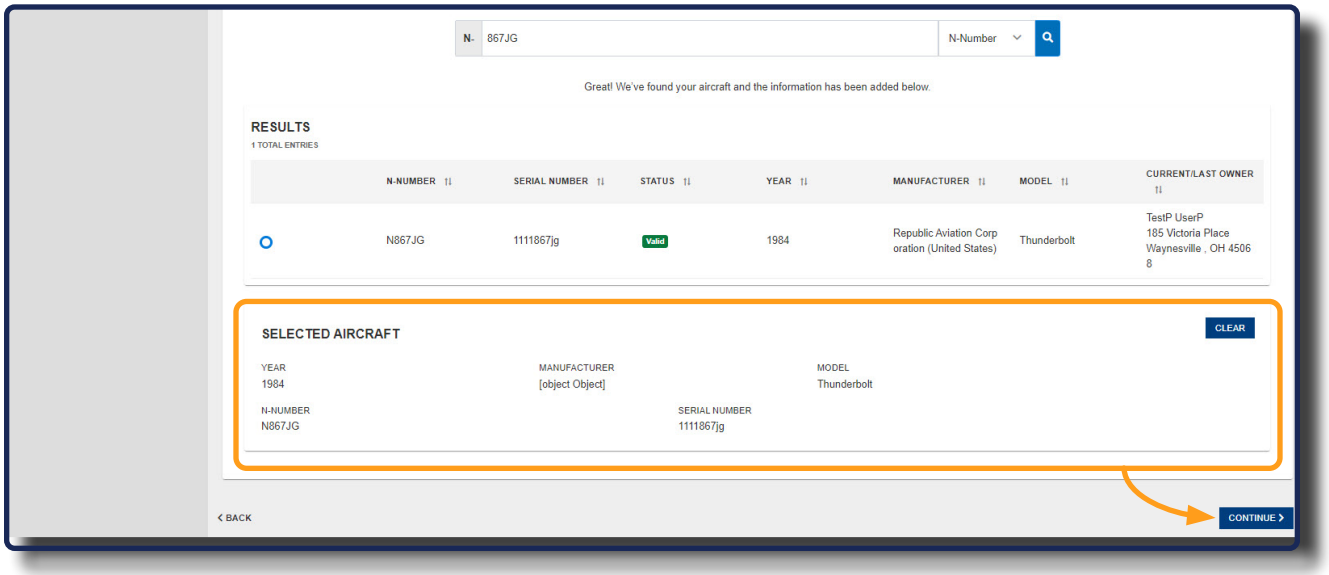
3 Search results appear. Select the aircraft you want to register:



NOTE

You must select an aircraft even if only one search result appears.

4 The aircraft information appears in the **SELECTED AIRCRAFT** section. Verify the information is correct, then select the **CONTINUE** button:

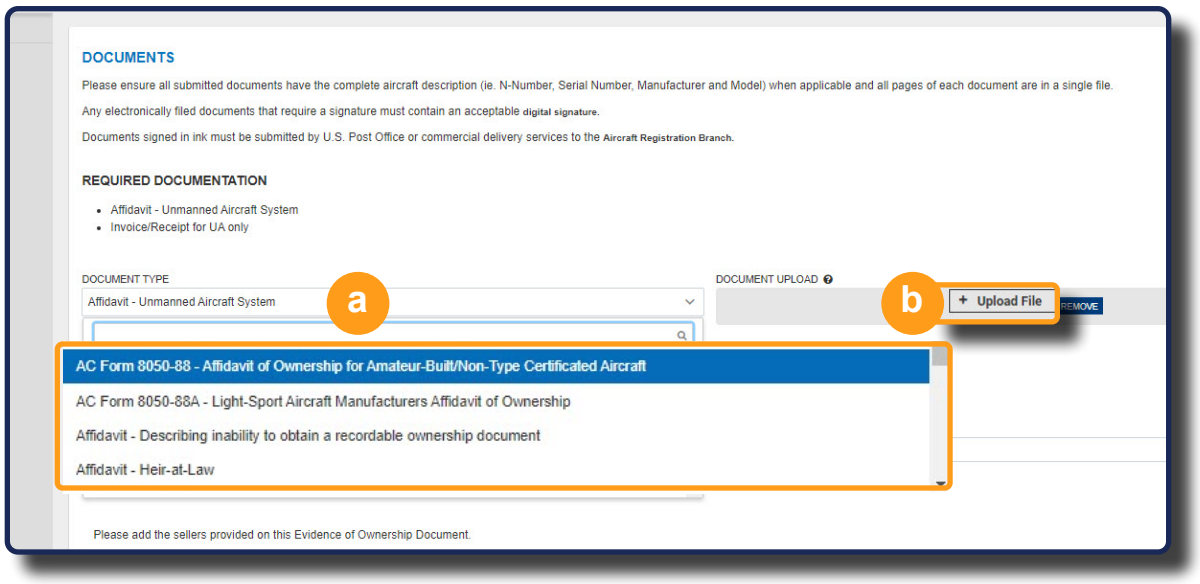


Documents

1 Upon completing required aircraft information, the **Documentation** screen appears:

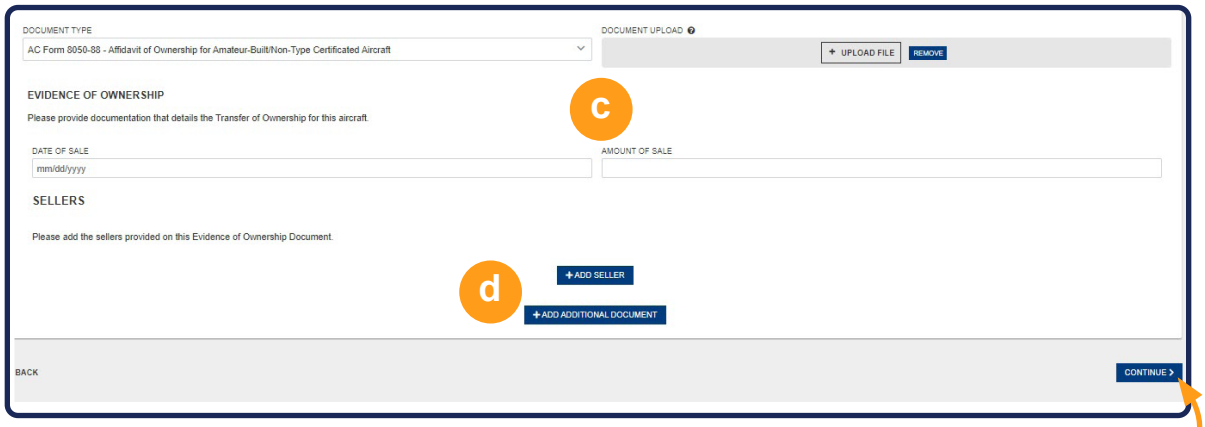
a Select the **DOCUMENT TYPE** drop-down menu, then select **AC Form 8050-80 Affadvit of Ownership for Amateur-Built/Non-Type Certified Aircraft**

b Select the **+Upload File** button, then select the document from your computer:



c Depending on the document you've selected to upload, you might be asked to provide Date of Sale, Amount of Sale or Seller information as Evidence of Ownership.

d 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

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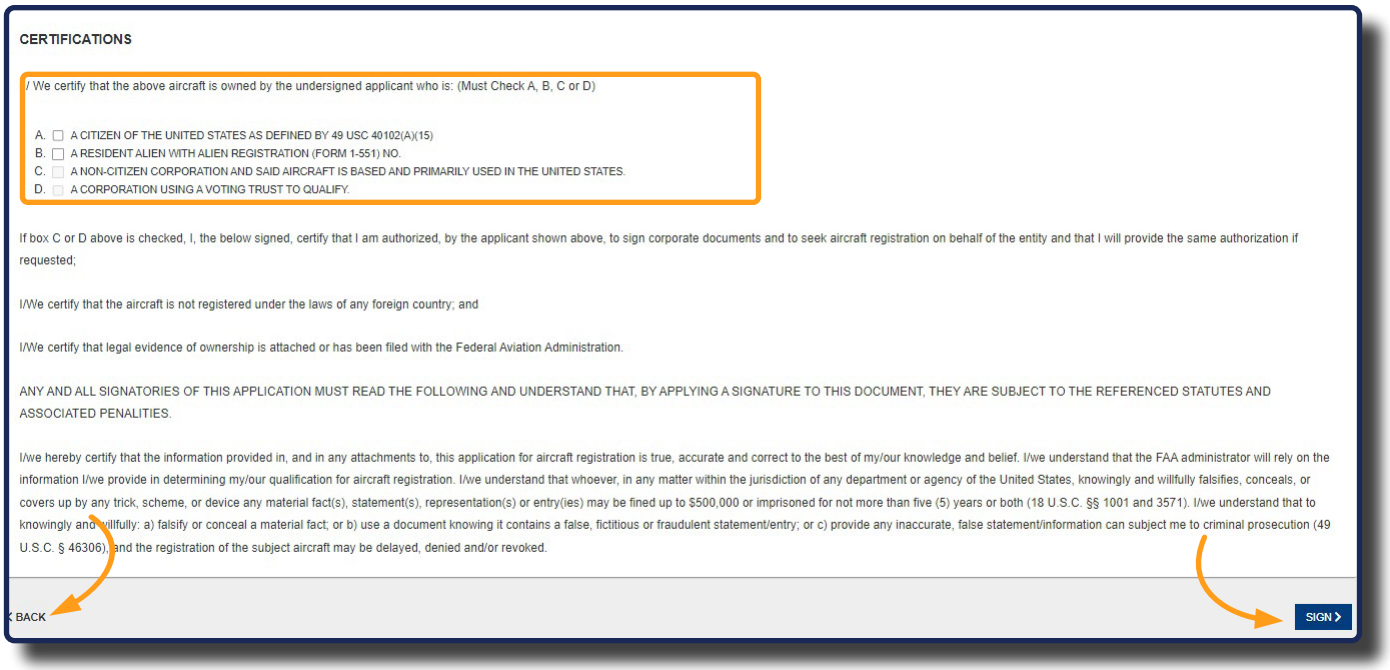
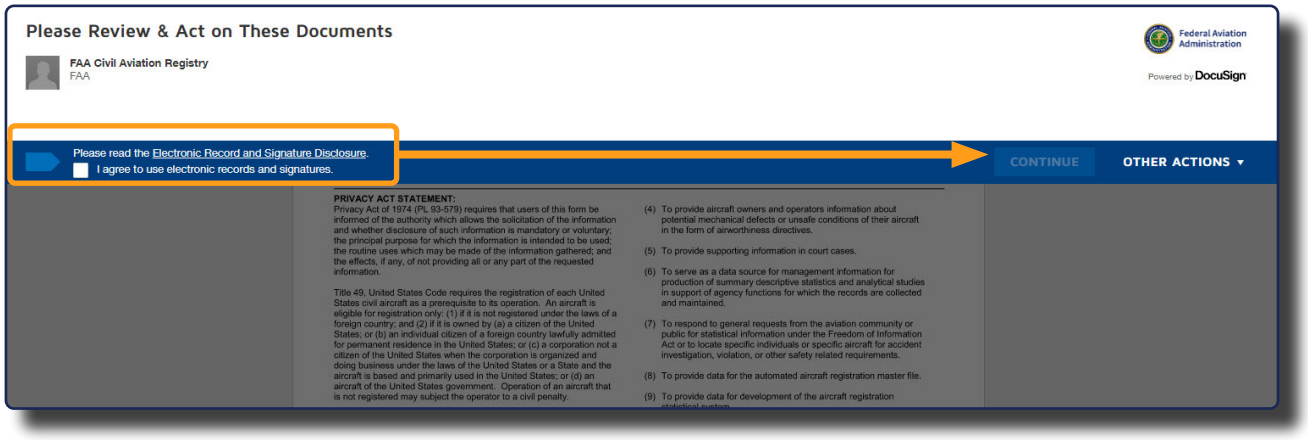
2 The **REVIEW** screen appears, review the information you provided. Select the **VIEW** button to open up and review any document(s) you attached:

3 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:

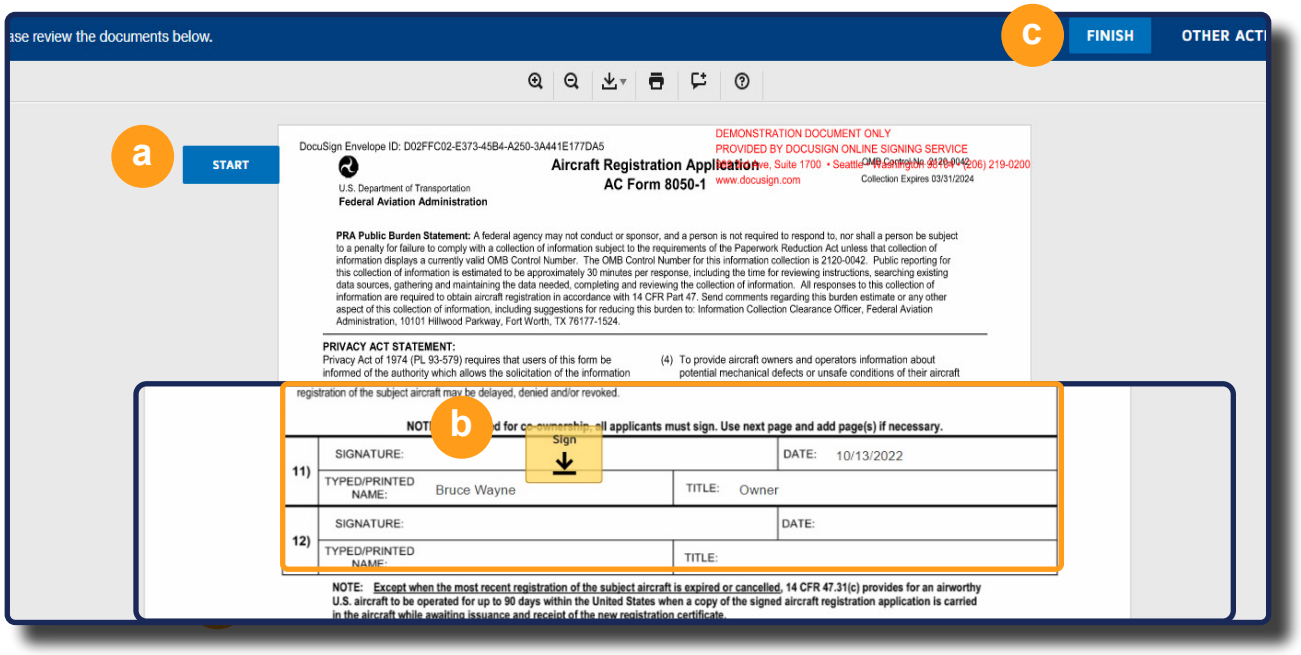


4 You will be redirected to DocuSign to provide an electronic signature. Select the I **agree to use electronic records and signature** check-box**,** then select the **Continue** button:



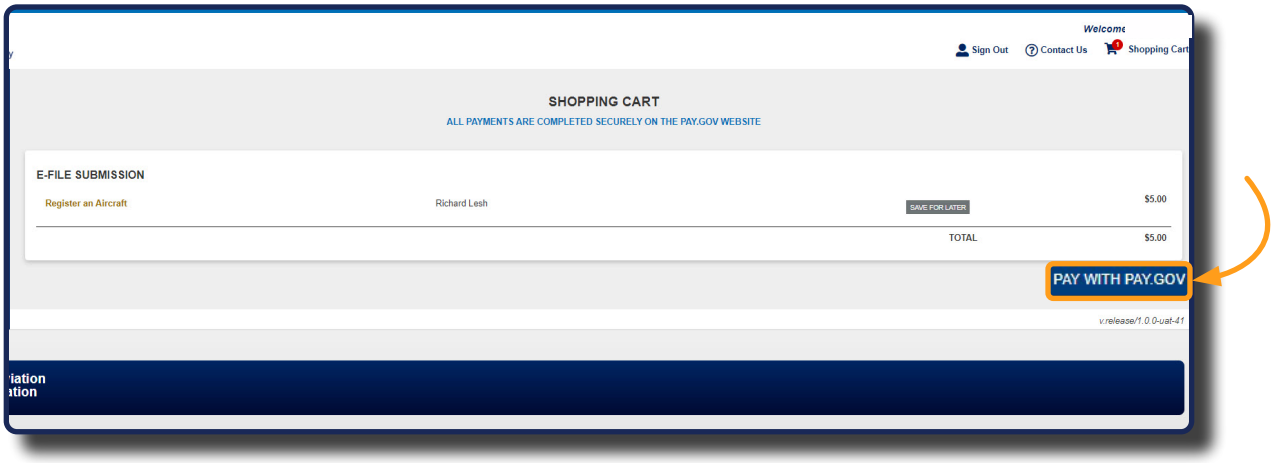
5 To digitally sign the document:

- **a** Select the **START** button
- **b** Select the **Sign** button to place your digital signature
- **c** Select the **FINISH** button to complete and return to the **CARES** Shopping Cart:

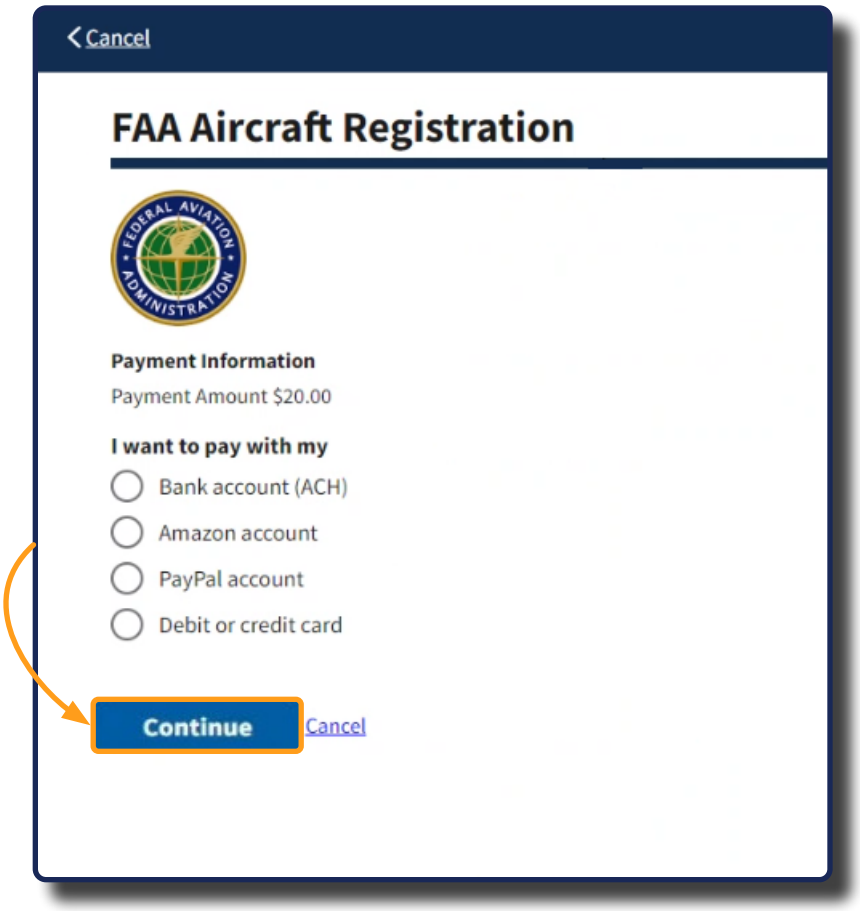


PAY.GOV

1 You will be directed to your shopping cart in CARES. 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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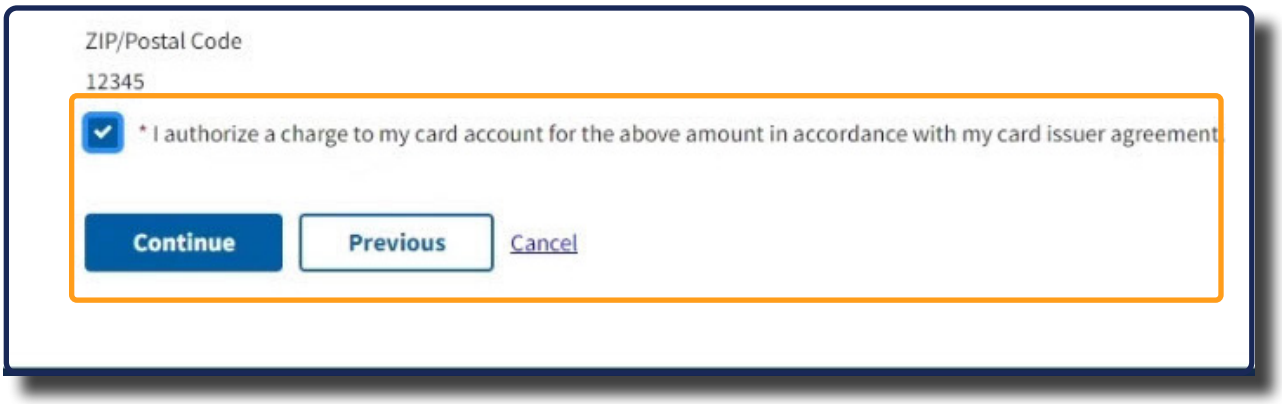
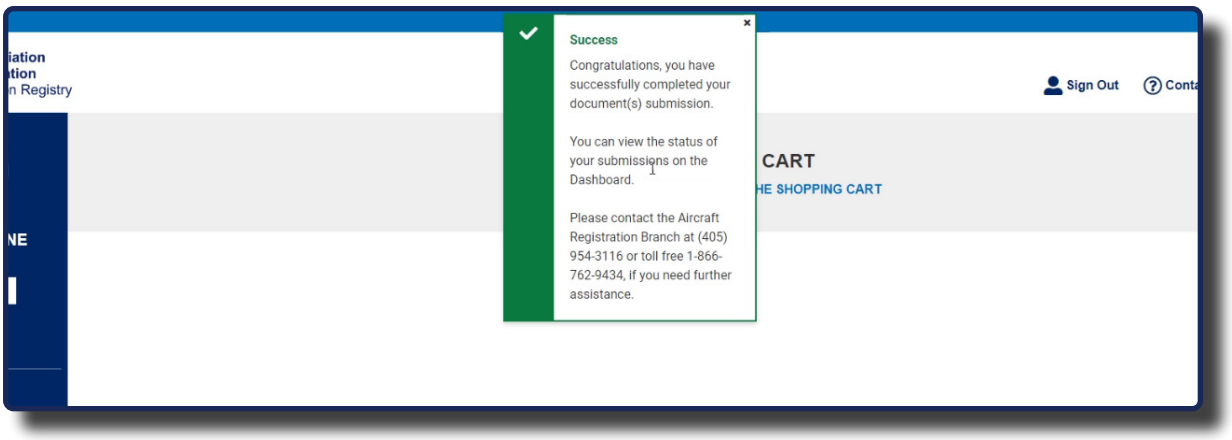
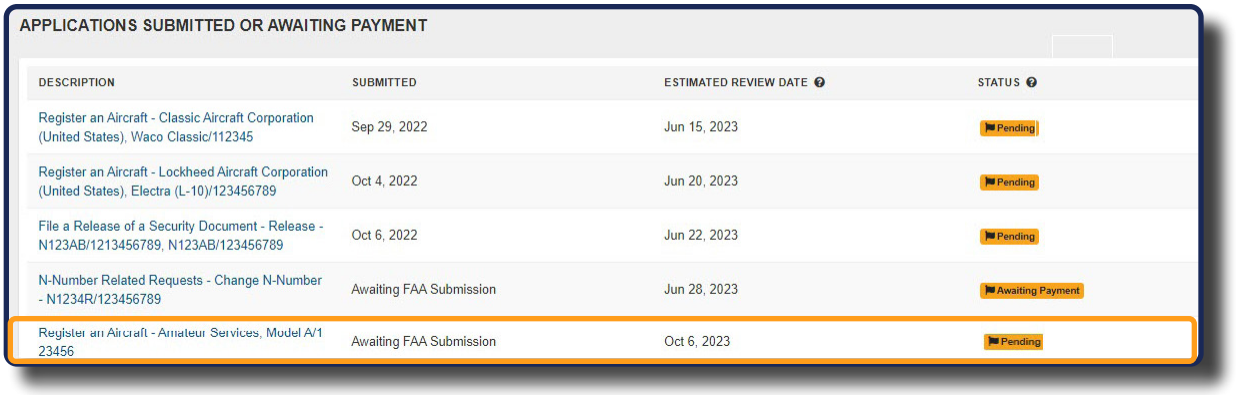
3 Enter, review, and authorize your payment information, then select the **Continue** button:



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



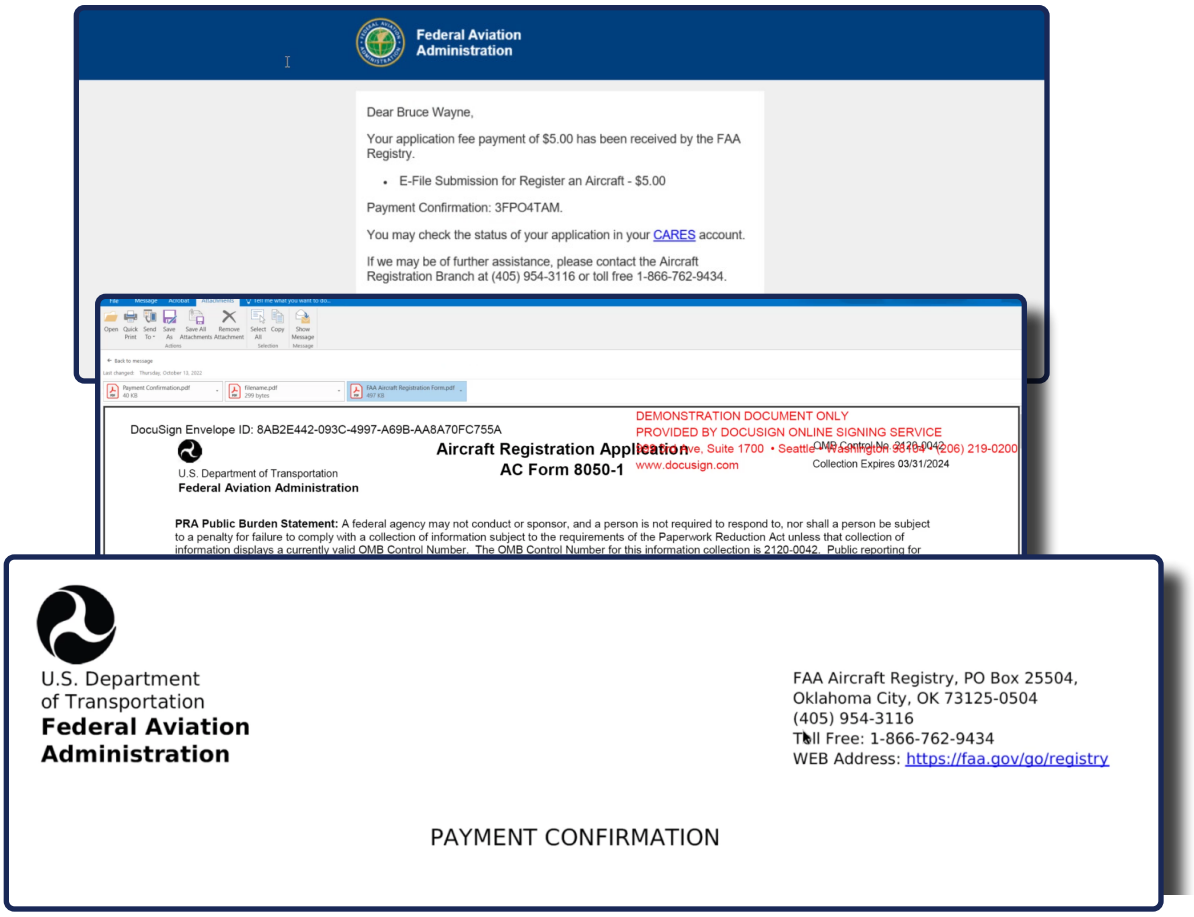
5 Your registration appears on your Dashboard in the **APPLICATIONS SUBMITTED OR AWAITING PAYMENT** section:



APPLICATIONS SUBMITTED OR AWAITING PAYMENT

DESCRIPTION	SUBMITTED	ESTIMATED REVIEW DATE	STATUS
Register an Aircraft - Classic Aircraft Corporation (United States), Waco Classic/112345	Sep 29, 2022	Jun 15, 2023	Pending
Register an Aircraft - Lockheed Aircraft Corporation (United States), Electra (L-10)/123456789	Oct 4, 2022	Jun 20, 2023	Pending
File a Release of a Security Document - Release - N123AB/1213456789, N123AB/123456789	Oct 6, 2022	Jun 22, 2023	Pending
N-Number Related Requests - Change N-Number - N1234R/123456789	Awaiting FAA Submission	Jun 28, 2023	Awaiting Payment
Register an Aircraft - Amateur Services, Model A/1 23456	Awaiting FAA Submission	Oct 6, 2023	Pending

6 You will receive an email stating that payment has been submitted with a confirmation number, a payment receipt, and a copy of the signed FAA Aircraft Registration:



Federal Aviation Administration

Dear Bruce Wayne,

Your application fee payment of $5.00 has been received by the FAA Registry.

- E-File Submission for Register an Aircraft - $5.00

Payment Confirmation: 3FPO4TAM.

You may check the status of your application in your CARES account.

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

DocuSign Envelope ID: 8AB2E442-093C-4997-A69B-AA8A70FC755A

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
www.docusign.com

U.S. Department of Transportation
Federal Aviation Administration

Aircraft Registration Application
AC Form 8050-1

OMB Control No 2120-0042
Collection Expires 03/31/2024

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

U.S. Department
of Transportation
Federal Aviation
Administration

FAA Aircraft Registry, PO Box 25504,
Oklahoma City, OK 73125-0504
(405) 954-3116
Toll Free: 1-866-762-9434
WEB Address: https://faa.gov/go/registry

PAYMENT CONFIRMATION

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FEDERAL AVIATION ADMINISTRATION

CARES

CIVIL AVIATION REGISTRY ELECTRONIC SERVICES

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 Docucments
	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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