

Instructions on How to Submit a Petition to the FAA – Visual Aid

**Federal Aviation Administration (FAA)
Office of Rulemaking (ARM)
November 2022**



**Federal Aviation
Administration**

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What your **Petition for Exemption** should contain

You must send a petition for exemption 120 days before you need the exemption to take effect or 120 days before your current exemption expires, if you wish to extend it. Your petition for exemption must include all of the following:

- Your name and mailing address and, if you wish, other contact information such as a fax number, telephone number, or **email address**;
- The specific section or sections of Title 14 of the Code of Federal Regulations (14 CFR) from which you seek an exemption;
- The extent of relief you seek, and the reason you seek the relief;
- The reasons why granting your request would be in the public interest; this is, how it would benefit the public as a whole;
- The reasons why granting the exemption would not adversely affect safety, or how the exemption would provide a level of safety at least equal to that provided by the rule from which you seek the exemption;
- A summary we can publish in the Federal Register, stating:
 - The rule from which you seek the exemption; and
 - A brief description of the nature of the exemption you seek;
- Any additional information, views or arguments available to support your request; and
- If you want to exercise the privileges of your exemption outside the United States, the reason why you need to do so.



What your **Petition for Rulemaking** should contain

Your petition for rulemaking must include all of the following:

- Your name and mailing address and, if you wish, other contact information such as a fax number, telephone number, or **email address**.
- An explanation of your proposed action and its purpose.
- The language you propose for a new or amended rule, or the language you would remove from a current rule.
- An explanation of why your proposed action would be in the public interest.
- Information and arguments that support your proposed action, including relevant technical and scientific data available to you.
- Any specific facts or circumstances that support or demonstrate the need for the action you propose.

In the process of considering your petition, we may ask that you provide information or data available to you about the following:

- The cost and benefits of your proposed actions to society, as well as any targeted or affected groups or persons.
- The regulatory burden of your proposed action on small businesses, small organizations, small governmental jurisdictions, and Indian tribes.
- The recordkeeping and reporting burdens of your proposed action and whom the burdens would affect.
- The effect of your proposed action on the quality of the natural and social environments.



What your **Petition for Reconsideration** should contain

The FAA must receive your petition for reconsideration within 60 days after we issued the denial. Your petition for reconsideration must show the following:

- That you have a significant additional fact and why you did not present it in your original petition;
- That we made an important factual error in our denial of your original petition; or
- That we did not correctly interpret a law, regulation, or precedent.



Submit a Petition (For a **New Docket**)

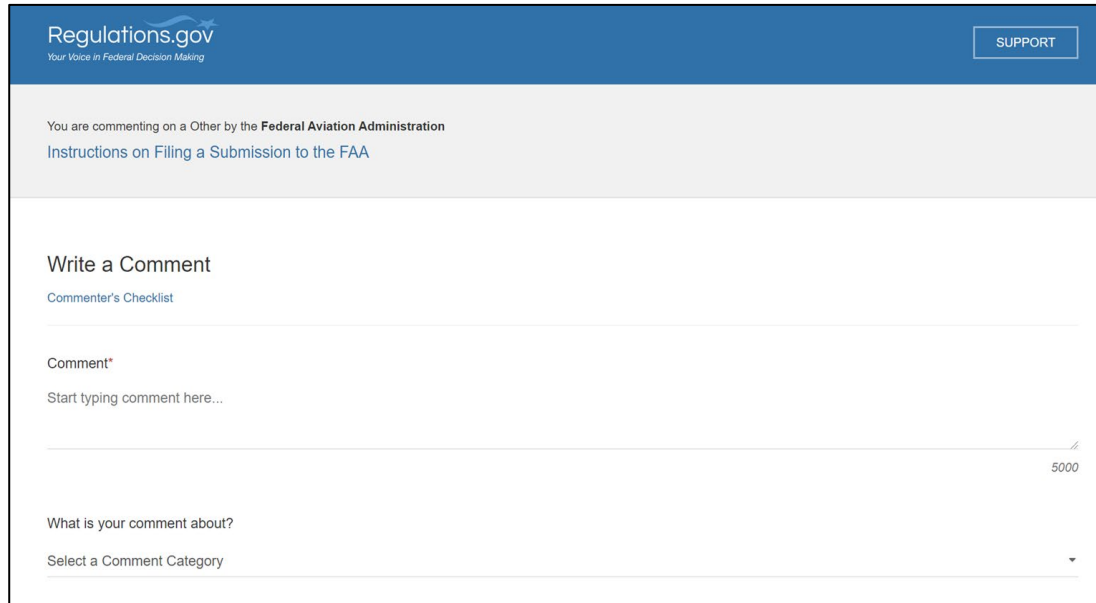


Submit a Petition (For a New Docket)

Step 1 of 8

Submit your petition to the Federal Docket Management System:

<https://www.regulations.gov/commenton/FAA-2007-0001-0001>



The screenshot shows the 'Write a Comment' page on Regulations.gov. The header is blue with the 'Regulations.gov' logo and tagline 'Your Voice in Federal Decision Making'. A 'SUPPORT' button is in the top right. Below the header, a grey bar states 'You are commenting on a Other by the Federal Aviation Administration' and provides a link to 'Instructions on Filing a Submission to the FAA'. The main content area is white and contains the following elements:

- Write a Comment** section header.
- A link to 'Commenter's Checklist'.
- A 'Comment*' label above a large text input field.
- Placeholder text 'Start typing comment here...' inside the input field.
- A character count '5000' at the bottom right of the input field.
- A label 'What is your comment about?' above a dropdown menu.
- A dropdown menu with the text 'Select a Comment Category'.

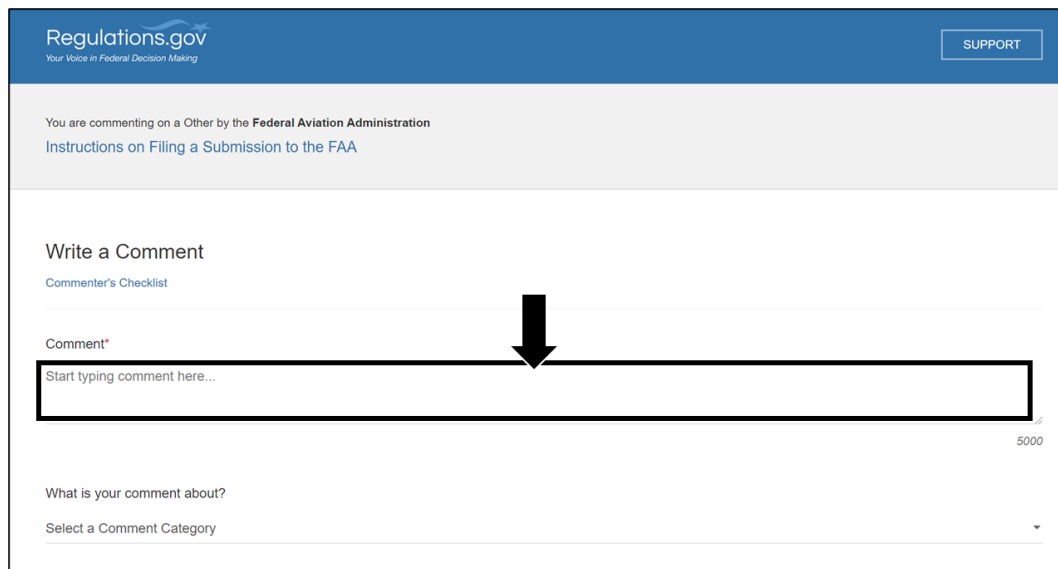


Submit a Petition (For a New Docket)

Step 2 of 8

Below “**Comment***”

Type the description of your request (for example, “petition for exemption under 14 CFR § ##.##”).



The screenshot shows the Regulations.gov website interface. At the top, the header includes the logo "Regulations.gov" with the tagline "Your Voice in Federal Decision Making" and a "SUPPORT" button. Below the header, a grey bar contains the text "You are commenting on a Other by the Federal Aviation Administration" and a link "Instructions on Filing a Submission to the FAA". The main content area is titled "Write a Comment" and includes a "Commenter's Checklist" link. A large black arrow points down to the "Comment*" section, which features a text input field with the placeholder text "Start typing comment here...". To the right of the input field is a character count "5000". Below the input field, there is a section titled "What is your comment about?" with a dropdown menu labeled "Select a Comment Category".



Submit a Petition (For a New Docket)

Step 3 of 8

Under “**What is your comment about**” click on “**Select a Comment Category**” which will display a dropdown menu.

Then select “**Application / Petition.**”

Regulations.gov
Your Voice in Federal Decision Making

SUPPORT

You are commenting on a Other by the Federal Aviation Administration
[Instructions on Filing a Submission to the FAA](#)

Write a Comment
[Commenter's Checklist](#)

Comment*

Petition for exemption under 14 CFR § ###.##

5000

What is your comment about?
Select a Comment Category

Select a Comment Category

- Amendment / Revision
- Application / Petition**
- Decision / Response
- Guidelines / Policy
- Notice / Order
- Other
- Public Comment(s)
- Request for Comment(s)
- Request / Motion
- Rule / Proposed Rule / Final Rule
- Supporting / Supplement Material(s)

Select a Comment Category



Submit a Petition (For a New Docket)

Step 4 of 8

Under “**Attach Files**” drag and drop files into the box or select “**Browse...**” to upload your petition.

Please note: We recommend that any documents containing proprietary information clearly state “CONFIDENTIAL” at the beginning of the file name. The first page of the document should also contain a “CONFIDENTIAL” disclaimer at the top of the page and all pages within the document containing proprietary information should be individually marked “CONFIDENTIAL.”

What is your comment about?

Application / Petition

Attach Files

You can attach up to 20 files, but each file cannot exceed 10MB. Valid file types include: bmp, docx, gif, jpeg, pdf, png, pptx, rtf, sgml, tif, tiff, txt, wpd, xlsx, xml.

Drop files here or [Browse...](#)

Email Address

Email Address

☐ Opt to receive email confirmation of submission and tracking number? (We will never post on Regulations.gov or share your email with anyone else.)



Submit a Petition (For a New Docket)

Example

Please note: We recommend that any documents containing **proprietary** information clearly state “**CONFIDENTIAL**” at the beginning of the file name. The first page of the document should also contain a “**CONFIDENTIAL**” disclaimer at the top of the page and all pages within the document containing **proprietary** information should be individually marked “**CONFIDENTIAL**.”

Example document name: *CONFIDENTIAL_Trade Secrets_CompanyXYZ.pdf*

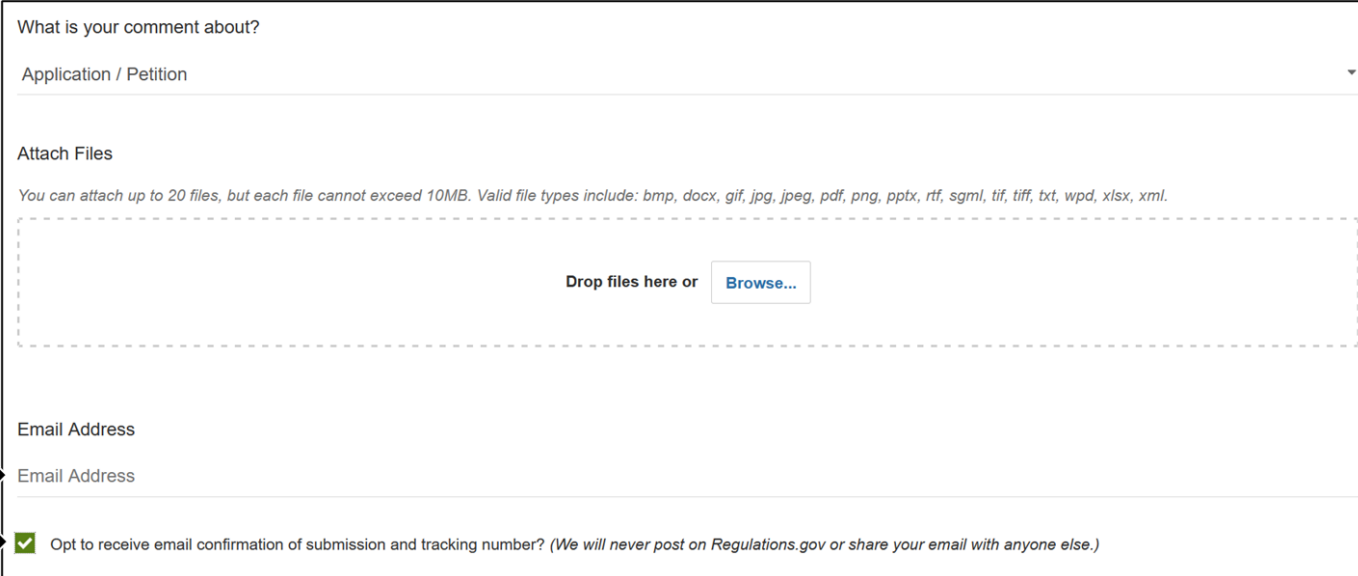


Submit a Petition (For a New Docket)

Step 5 of 8

Under “**Email Address**” type your email address.

Then check the box “**Opt to receive email confirmation of submission and tracking number?**”



What is your comment about?

Application / Petition

Attach Files

You can attach up to 20 files, but each file cannot exceed 10MB. Valid file types include: bmp, docx, gif, jpg, jpeg, pdf, png, pptx, rtf, sgml, tif, tiff, txt, wpd, xlsx, xml.

Drop files here or [Browse...](#)

Email Address

Email Address

☒ Opt to receive email confirmation of submission and tracking number? (We will never post on Regulations.gov or share your email with anyone else.)

The screenshot shows a web form for submitting a petition. It includes a dropdown menu for 'Application / Petition', a file upload section with a 'Drop files here or Browse...' button, and two 'Email Address' input fields. At the bottom, there is a checkbox labeled 'Opt to receive email confirmation of submission and tracking number?' which is checked. Two black arrows on the left point to the first 'Email Address' field and the checkbox.



Submit a Petition (For a New Docket)

Step 6 of 8


Under **“Tell us about yourself! I am...*”** select one of the three identity options. Each identity will contain different requirements to be completed.

Email Address


Email Address

☒ Opt to receive email confirmation of submission and tracking number? *(We will never post on Regulations.gov or share your email with anyone else.)*


Tell us about yourself! I am...*
(Select an identity below)



An Individual
If you or another single person is the author



An Organization
A company, organization, or government agency



Anonymous
If you do not want an entity associated with the comment

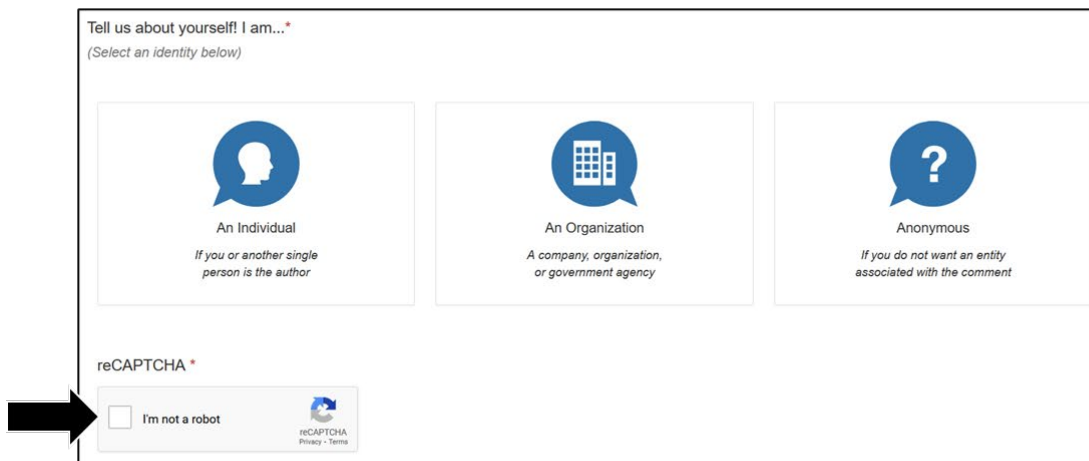


Submit a Petition (For a New Docket)

Step 7 of 8


Under “**reCAPTCHA***” click on the box beside “**I’m not a robot**” which will display a visual prompt that must be completed in order to complete the check box.

Alternatively, an audio prompt may be used to satisfy the same requirement. Click on “**I’m not a robot**” then select the headset icon located in the bottom left corner of the prompt.




Tell us about yourself! I am...*


(Select an identity below)



An Individual
If you or another single person is the author




An Organization
A company, organization, or government agency

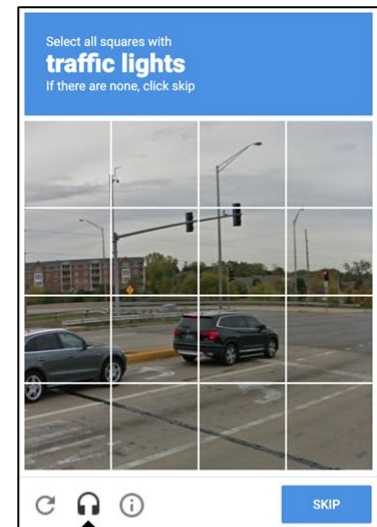


Anonymous
If you do not want an entity associated with the comment

reCAPTCHA *

☐ I'm not a robot

 reCAPTCHA
Privacy - Terms



Submit a Petition (For a New Docket)

Step 8 of 8

Review the “**terms of participation and privacy notice.**”

Then click “**Submit Comment.**”

Please save the tracking number generated following submission for your records.
(This tracking number will be your only confirmation until your request has been posted).

reCAPTCHA *

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

 **Do not submit personally identifiable information through this form. Any personally identifiable information (e.g., name, address, phone number) included in the comment form or in an attachment may be publicly disclosed in a Docket or on the Internet (via Regulations.gov, a federal agency website, or a third-party, non-government website with access to publicly-disclosed data on Regulations.gov). By submitting a comment, you agree to the [terms of participation](#) and [privacy notice](#).**





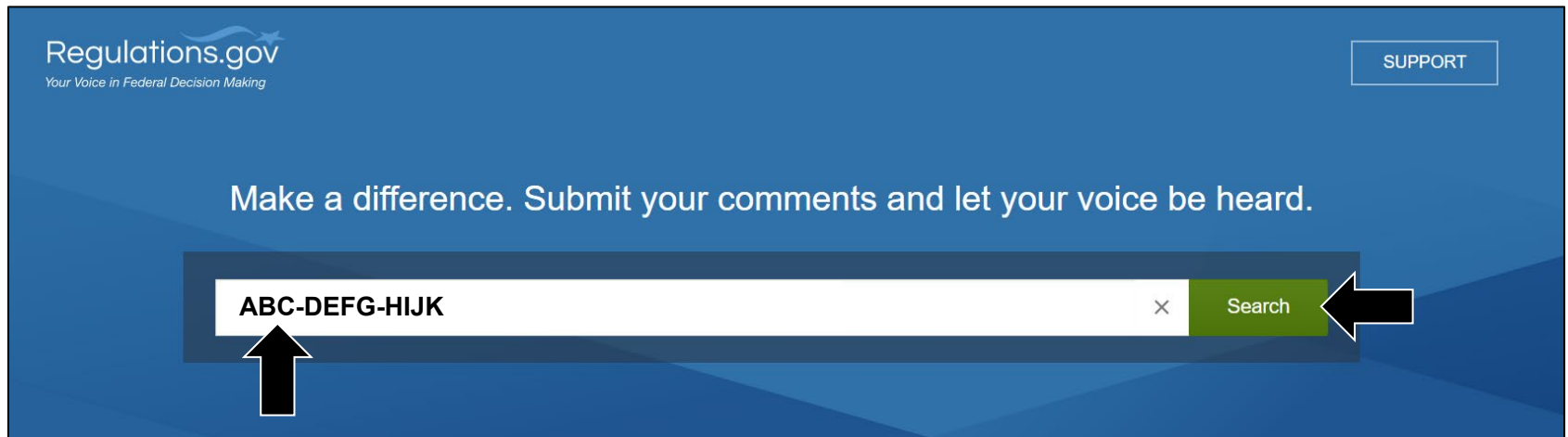
How to Track your Petition



How to Track your Petition

Step 1 of 4

Enter your tracking number in the center field.
Then click on “**Search.**”



The screenshot shows the Regulations.gov website header with the logo and tagline "Your Voice in Federal Decision Making" on the left, and a "SUPPORT" button on the right. Below the header is a blue banner with the text "Make a difference. Submit your comments and let your voice be heard." In the center of the banner is a search bar containing the text "ABC-DEFG-HIJK". A black arrow points up to the search bar, and another black arrow points left to the green "Search" button. A small "x" icon is visible in the search bar.



How to Track your Petition

Step 2 of 4

From the list of search results, select the top post.

Regulations.gov
Your Voice in Federal Decision Making

SUPPORT

ABC-DEFG-HIJK × Search

Dockets Documents Comments

REFINE DOCUMENTS RESULTS ⓘ SEARCH RESULTS SORT BY Posted (Older-Newer) ▾

Document Type —

Posted —

OTHER
Petitioner – Exemption/Rulemaking
Agency Federal Aviation Administration | Posted Nov 28, 2021 | ID FAA-1234-5678-0001

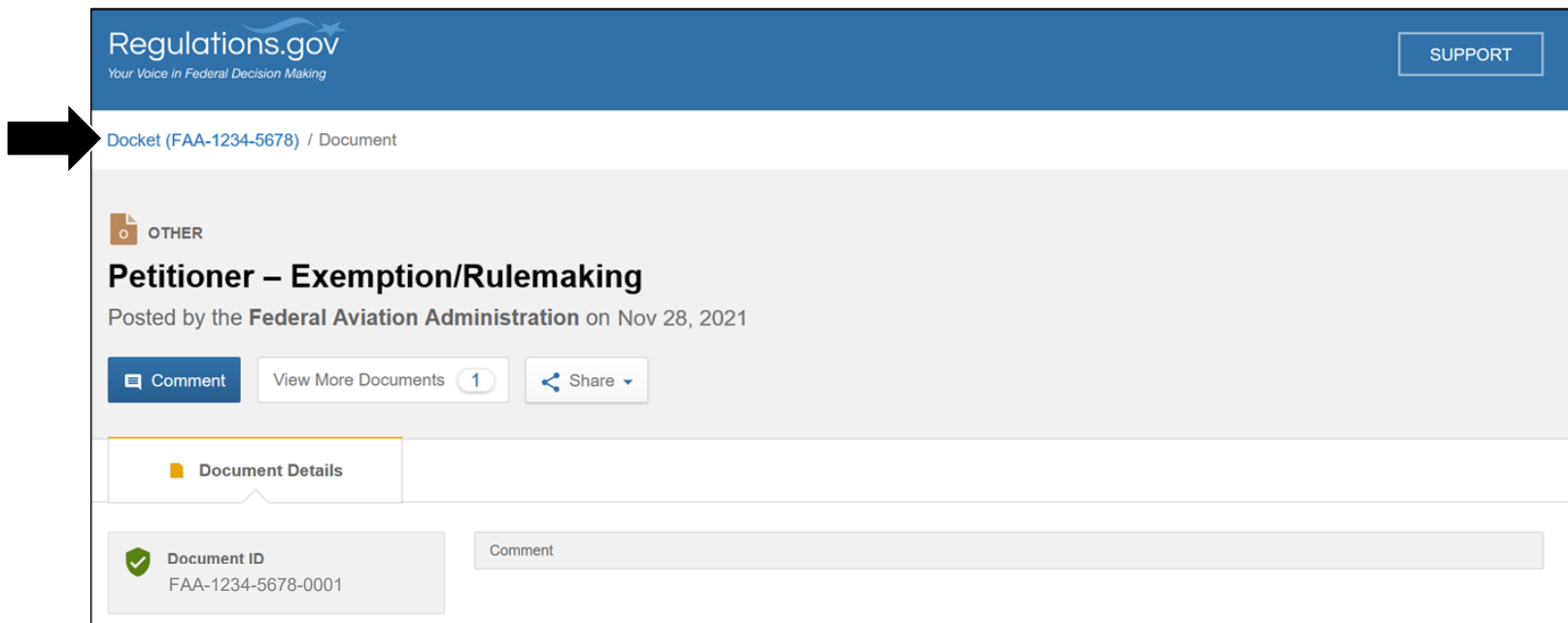


How to Track your Petition

Step 3 of 4

You will find your docket number on the upper corner of the webpage.

Please save this docket number for your records. This is the number the FAA will use to refer to your petition.



The screenshot displays the Regulations.gov website interface. At the top, the header includes the 'Regulations.gov' logo with the tagline 'Your Voice in Federal Decision Making' and a 'SUPPORT' button. Below the header, the breadcrumb navigation shows 'Docket (FAA-1234-5678) / Document', with a black arrow pointing to the docket number. The main content area features a document icon and the label 'OTHER'. The title of the document is 'Petitioner – Exemption/Rulemaking', and it is noted as being 'Posted by the Federal Aviation Administration on Nov 28, 2021'. Below the title, there are three buttons: 'Comment', 'View More Documents' (with a count of 1), and 'Share'. A 'Document Details' tab is visible below these buttons. At the bottom left, a 'Document ID' is listed as 'FAA-1234-5678-0001' next to a green checkmark icon. To the right of the document ID is a 'Comment' input field.



How to Track your Petition

Step 4 of 4

You can now use this docket number to search for your petition and any correspondence with the FAA.

The FAA will post your final decision under this docket number.

The screenshot displays the Regulations.gov website interface. At the top, the header includes the logo "Regulations.gov" with the tagline "Your Voice in Federal Decision Making" and a "SUPPORT" button. Below the header is a search bar containing the docket number "FAA-1234-5678" and a green "Search" button. Under the search bar, there are three tabs: "Dockets", "Documents" (which is selected), and "Comments". The main content area is divided into two sections. On the left, under "REFINE DOCUMENTS RESULTS", there are filters for "Document Type" and "Posted". On the right, under "SEARCH RESULTS", there are two document entries. The first entry is titled "Petitioner – Exemption/Rulemaking" and includes the text "Agency Federal Aviation Administration | Posted Nov 28, 2021 | ID FAA-1234-5678-0001". The second entry is titled "U.S. DOT/FAA - Decision" and includes the text "Agency Federal Aviation Administration | Posted Mar 28, 2022 | ID FAA-1234-5678-0002". A "SORT BY Posted (Older-Newer)" dropdown menu is located at the top right of the search results section.



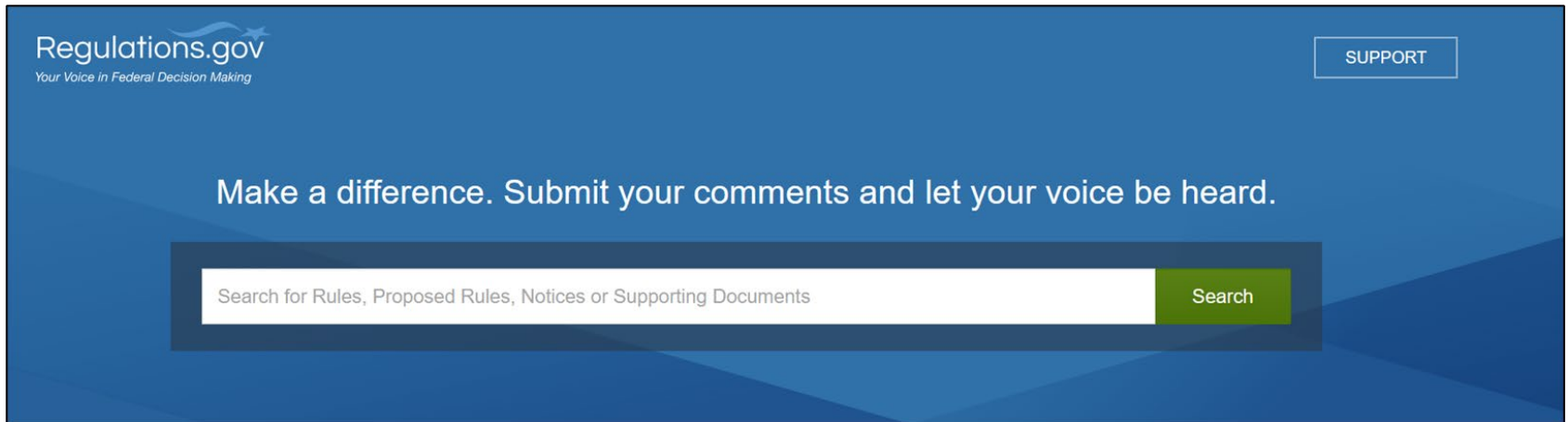
Submit a Petition (To an **Existing Docket**)



Submit a Petition (To an Existing Docket)

Step 1 of 9

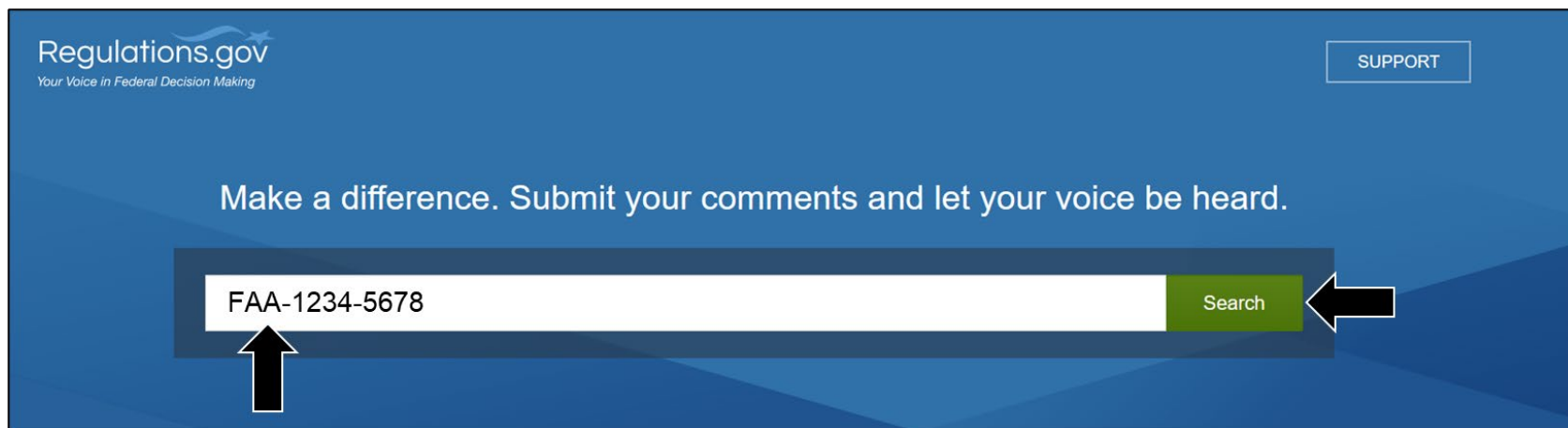
Go to: <https://www.regulations.gov/>



Submit a Petition (To an Existing Docket)

Step 2 of 9

Enter your docket number (FAA-####-####) in the center field.
Then click on “**Search**.”



Regulations.gov
Your Voice in Federal Decision Making

SUPPORT

Make a difference. Submit your comments and let your voice be heard.

FAA-1234-5678 Search



Submit a Petition (To an Existing Docket)

Step 3 of 9

From the list of search results, sort by **“Posted (Older-Newer).”**

Regulations.gov
Your Voice in Federal Decision Making

FAA-1234-5678

Dockets Documents Comments

REFINE DOCUMENTS RESULTS

Document Type

Posted

SEARCH RESULTS

OTHER
Petitioner – Exemption/Rulemaking
Agency Federal Aviation Administration | Posted Nov 28, 2021 | ID FAA-1234-5678

SORT BY **Best Match**

SORT BY **Posted (Older-Newer)**

Best Match

Comments Due (Newer-Older)

Comments Due (Older-Newer)

Posted (Newer-Older)

Posted (Older-Newer)

Title (A-Z)

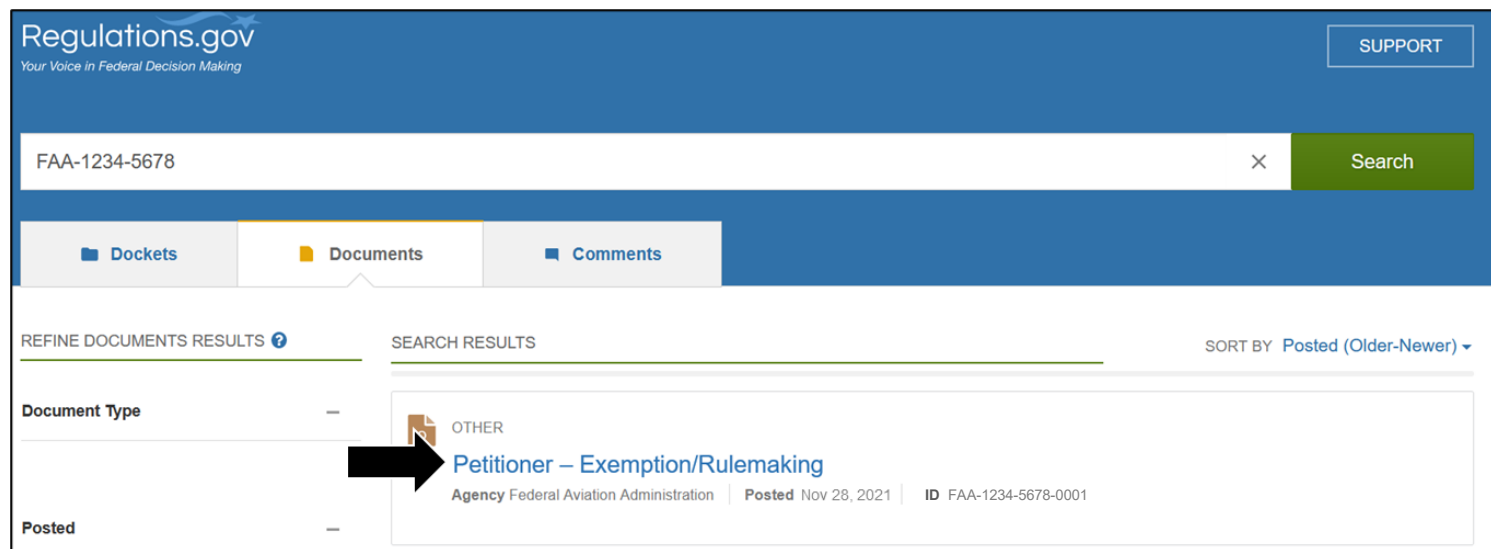
Title (Z-A)



Submit a Petition (To an Existing Docket)

Step 4 of 9

Select the first post.



Regulations.gov
Your Voice in Federal Decision Making

FAA-1234-5678 × Search

Dockets Documents Comments

REFINE DOCUMENTS RESULTS ? SEARCH RESULTS SORT BY Posted (Older-Newer)

Document Type —

OTHER

Petitioner – Exemption/Rulemaking

Agency Federal Aviation Administration | Posted Nov 28, 2021 | ID FAA-1234-5678-0001

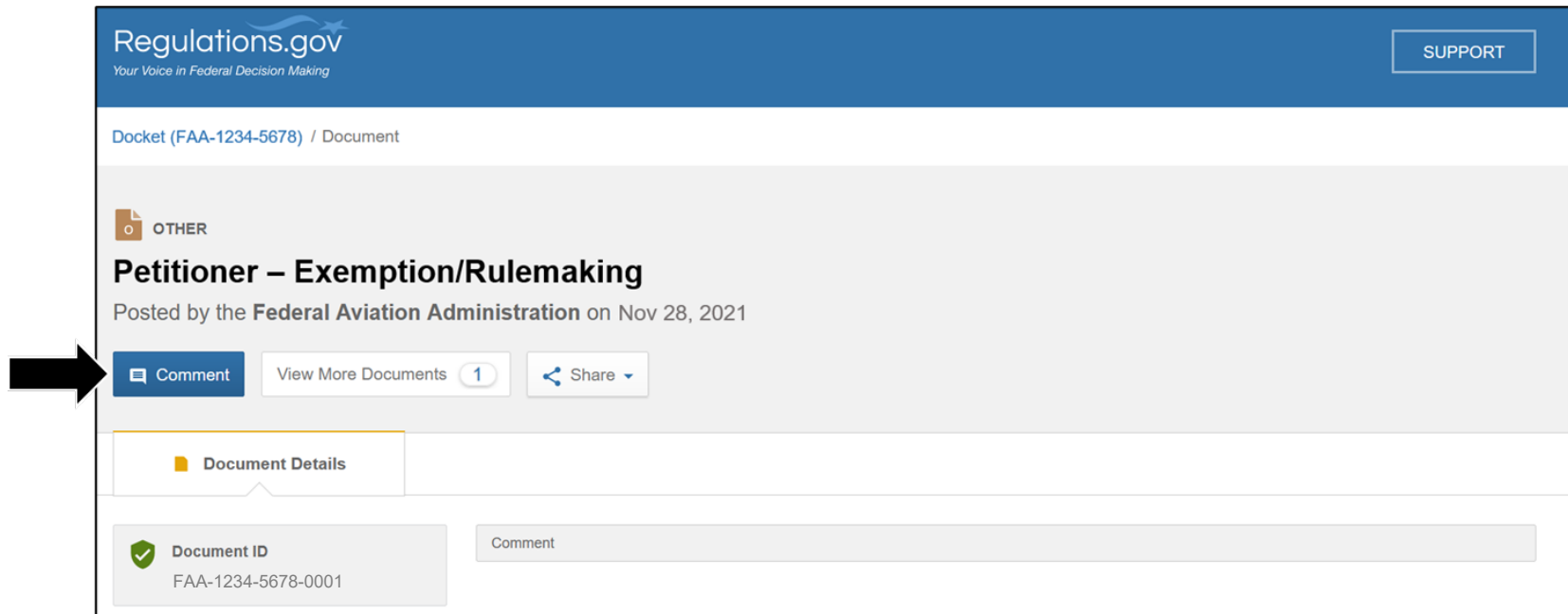
Posted —



Submit a Petition (To an Existing Docket)

Step 5 of 9

Select **“Comment.”**



The screenshot displays the Regulations.gov interface. At the top, the header includes the logo and tagline 'Your Voice in Federal Decision Making', a 'SUPPORT' button, and the breadcrumb 'Docket (FAA-1234-5678) / Document'. The main content area features a document icon labeled 'OTHER' and the title 'Petitioner – Exemption/Rulemaking', posted by the Federal Aviation Administration on Nov 28, 2021. A black arrow points to the 'Comment' button, which is located next to 'View More Documents 1' and a 'Share' button. Below the document title, a 'Document Details' tab is visible. At the bottom, a 'Document ID' box shows 'FAA-1234-5678-0001' with a green checkmark icon, and a 'Comment' input field is present.



Submit a Petition (To an Existing Docket)

Step 6 of 9

Click **“Select a Comment Category”** then select **“Application / Petition.”**

Regulations.gov
Your Voice in Federal Decision Making

SUPPORT

You are commenting on a Other by the Federal Aviation Administration
Petitioner – Exemption/Rulemaking

Write a Comment
Commenter's Checklist

Comment*

Start typing comment here...

5000

What is your comment about?
Select a Comment Category

Select a Comment Category

- Amendment / Revision
- Application / Petition
- Decision / Response
- Guidelines / Policy
- Notice / Order
- Other
- Public Comment(s)
- Request for Comment(s)
- Request / Motion
- Rule / Proposed Rule / Final Rule
- Supporting / Supplement Material(s)

Select a Comment Category



Submit a Petition (To an Existing Docket)

Step 7 of 9

Under “**Attach Files**” drag and drop files into the box or select “**Browse...**” to upload your petition.

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What is your comment about?

Application / Petition

Attach Files

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Drop files here or [Browse...](#)

Email Address

Email Address

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Submit a Petition (To an Existing Docket)

Example

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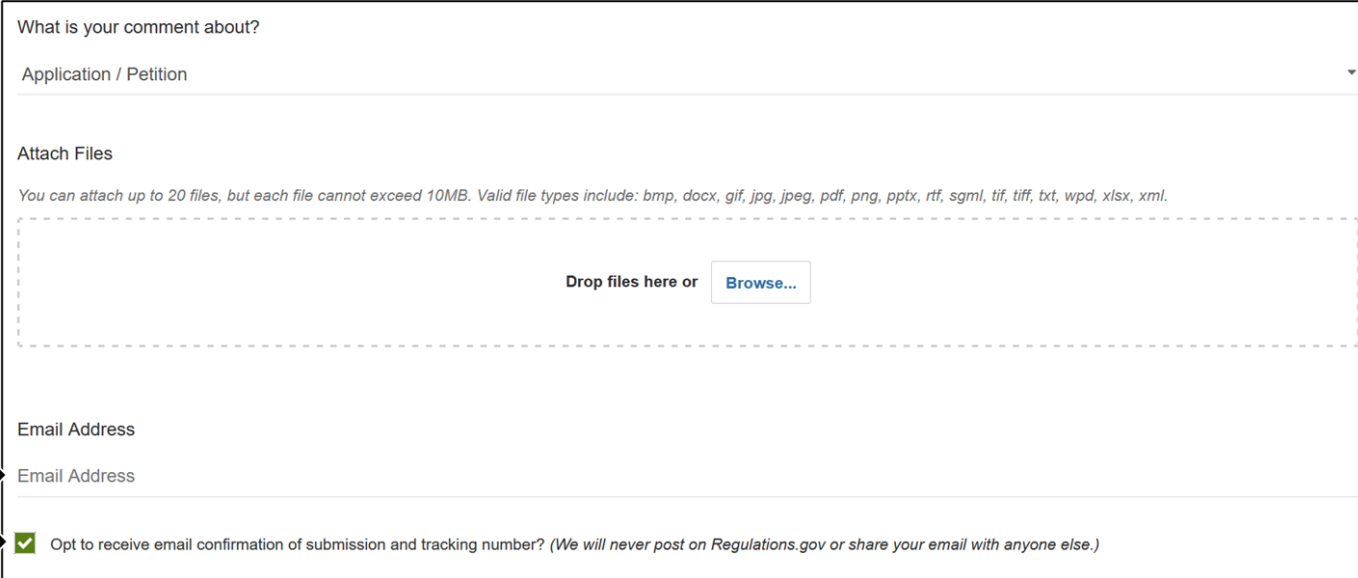


Submit a Petition (To an Existing Docket)

Step 8 of 9

Under “**Email Address**” type your email address.

Then check the box “**Opt to receive email confirmation of submission and tracking number?**”



What is your comment about?

Application / Petition

Attach Files

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Drop files here or [Browse...](#)

Email Address

Email Address

☒ Opt to receive email confirmation of submission and tracking number? (We will never post on Regulations.gov or share your email with anyone else.)

Two black arrows point to the 'Email Address' label and the 'Opt to receive email confirmation...' checkbox.



Submit a Petition (To an Existing Docket)

Step 9 of 9

Review the “**terms of participation and privacy notice.**”

Then click “**Submit Comment.**”

Please save the tracking number generated following submission for your records.
(This tracking number will be your only confirmation until your request has been posted).

reCAPTCHA *

 I'm not a robot


reCAPTCHA
[Privacy](#) • [Terms](#)

 **Do not submit personally identifiable information through this form. Any personally identifiable information (e.g., name, address, phone number) included in the comment form or in an attachment may be publicly disclosed in a Docket or on the Internet (via Regulations.gov, a federal agency website, or a third-party, non-government website with access to publicly-disclosed data on Regulations.gov). By submitting a comment, you agree to the [terms of participation](#) and [privacy notice](#).**

 [Submit Comment](#)

