Federal Aviation Administration

Airworthiness Certification (AWC)

Applicant Registration Guide

and

AWC Application Process Overview

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Introduction

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

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

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

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

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

The AWC Application Process at a Glance

- Access the AWC External Applicant Portal.
- Register to create an account.
  - An email with your User Name will be sent to the email address associated with your new account.
- Log on to the system using your assigned User Name (or email) address, and the password you created during the Registration process.
- Create an application from your MY AWC dashboard.
- Upload required documents.
- Submit application to your local FAA office (MIDO/FSDO/CMO/IFO)
- After submission, you can log into AWC to check application status.
  - You will also receive email notifications when the application status changes.
Register for an AWC Account

1. To gain access to the AWC External Portal, register for a new account at the AWC External Portal. A System Use Notice will display. Click Agree to enter AWC.

2. The Login page will display. Select New User Sign-Up.
3. Complete the fields on the **User Information** tab, and then select **Save & Next**.

4. On the **Security Information** tab, (1) select and answer your three security questions and answers, (2) create your **Password**, and then (3) click **Submit User Registration**.

5. You will receive an email with your **AWC Username**.
Your AWC Dashboard

After registering for the AWC Applicant Portal, when Applicants log into AWC your *My AWC Dashboard* will display. From here, you can create new and view previous applications.

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

**Notes for Create Application selections:**

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

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

1. INITIATING THE APPLICATION

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

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

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

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

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

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

Note: The Owner’s Information is auto-populated from the FAA Registry database and displayed in read-only format.
4. **CERTIFICATION BASIS TAB**

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

*Note: Reference AC 21-12, Application for U.S. Airworthiness Certificate for guidance and Dynamic Regulatory System (DRS) to search for TCDS/AD Biweekly/STC information.*
5. DOCUMENTS TAB-Uploading Documents

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

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

In the **Review/Submit** section, the Applicant reviews all completed sections of the application and completes the **Office Information** section by selecting the appropriate FAA Office. Once you click on **Submit Application** button, a completed/electronically signed **FAA Form 8130-6, Application for U.S. Airworthiness Certificate** and related documents is securely transmitted to the selected FAA Office for processing.
Help Tools

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

If you have any AWC process issues/questions, select the Contact AWC email link at the bottom of the page.