

Designee Management System (DMS) DAR-T Registration and Apply



Federal Aviation
Administration

This job aid provides the Designee guidance on how to Register, Create, and Submit an application for a DAR-T registration in the Designee Management System (DMS).

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Designee DMS Login

- 1) Access DMS by opening an Internet Explorer browser and typing the URL: <https://designee.faa.gov/>
- 2) The “System Use Notice” appears on the screen, click **I Agree**.

System Use Notice

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

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

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

(1) You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communications or information transiting or stored on this information system.

(2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

I Agree

- 3) If you have already registered, on the Designee login page enter your **Username** (email), and **Password**, and click **Login**.

Looking for a Designee in your area? [Click Here](#)

Login

Username:
JohnDoe

Password:

Login

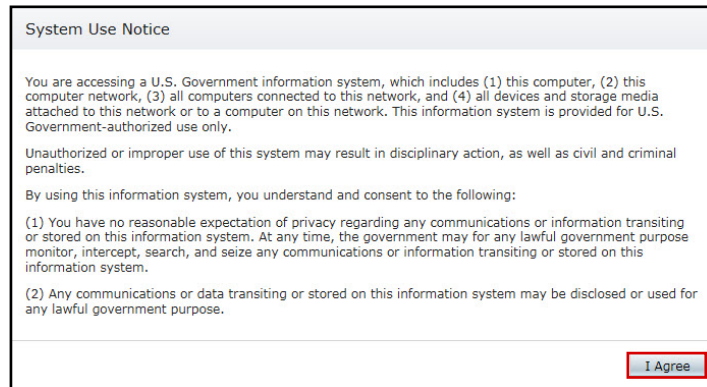
Links

User Registration
Forgot Username
Forgot Password

User Registration

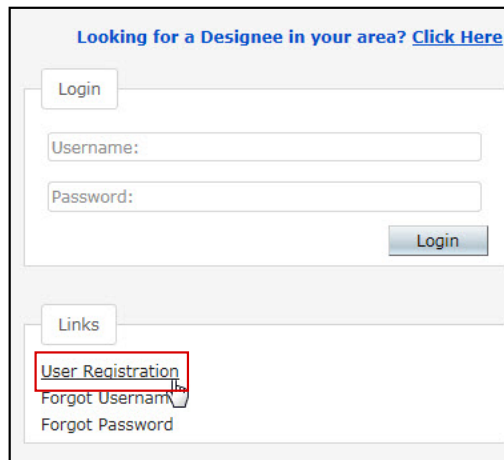
If this is your first time logging into DMS, you must register. Follow the steps below to register:

- 1) Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) The “System Use Notice” appears, click **I Agree**.



The image shows a 'System Use Notice' dialog box. It contains text about accessing a U.S. Government information system and the consequences of unauthorized use. At the bottom right, there is a red-bordered button labeled 'I Agree'.

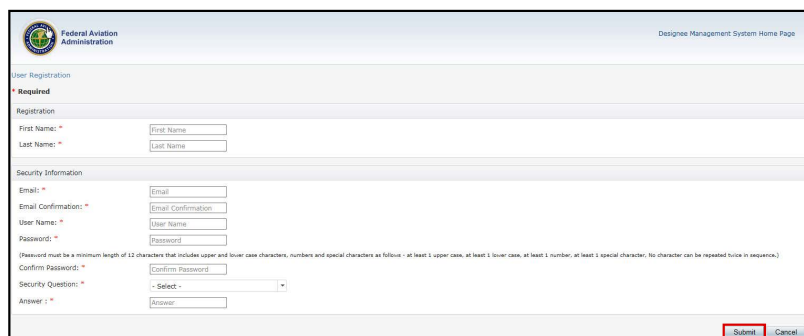
- 3) Under the “Links” section, click on **User Registration**.



The image shows a web page with a 'Login' section and a 'Links' section. In the 'Links' section, the 'User Registration' link is highlighted with a red box and a mouse cursor.

The User Registration screen opens.

- 4) Under the “User Registration and Security Information” sections, enter all required data and click **Submit**.



The image shows a 'User Registration' form. It includes fields for 'First Name', 'Last Name', 'Email', 'Email Confirmation', 'User Name', 'Password', 'Confirm Password', 'Security Question', and 'Answer'. A red box highlights the 'Submit' button at the bottom right.

5) Login to the Designee Management System (DMS) with your **Username** and **Password**.

Looking for a Designee in your area? [Click Here](#)

Login

Username:
JohnDoe

Password:
••••••••

Login

Links

User Registration
Forgot Username
Forgot Password

The DMS Home Page opens.

Create Application

The Designee Application is organized by Tabs beginning with the Agreements Tab, and ending with the Signature Tab. If you are not able to finish the application, click the **Save** button at the bottom of the screen. A saved application will appear under “My Applications” on the DMS home page.

My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Versions	
1139	DAR-T	In Progress			Versions	

Begin the Application Process:

1) On the DMS Home Page, click on **Create Application**.

Federal Aviation Administration

Designee Management System Home Page

Home Update Personal Profile Change Designation Location **Create Application** Message Center (0) Change Password Logout

The Agreements Tab opens

2) Review the “Designee Acknowledgment Statement” and click **I Agree**.

Agreements Designee Types Create Personal Profile Background Questions Designation Location Document Upload Summary

Signature

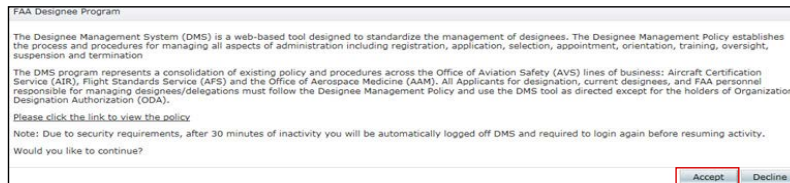
Designee Acknowledgment Statement

If designated under Title 49, United States Code, 544702(d) and/or 14 CFR Part 183, I understand that:

I represent the FAA Administrator and must maintain the highest standards, knowledge and skill levels. Designation is a privilege. Designees serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. This privilege conveys responsibilities, but does not imply employment or other rights unrelated to FAA needs. The FAA has oversight responsibilities over my designation, and can observe my activity as a designee at any time. I must successfully complete required training within the timeframes established, to include passing the examinations provided during training. I will perform my tasks with integrity and cooperation, exercising sound judgement and a professional attitude in all my dealings with the public and the FAA as related to my designation. My designation is predicated on an FAA need for a designee to perform certifications and the ability of the FAA to manage my designation.

I Agree I Decline

3) Review the “FAA Designee Program” statement, and click **Accept**.

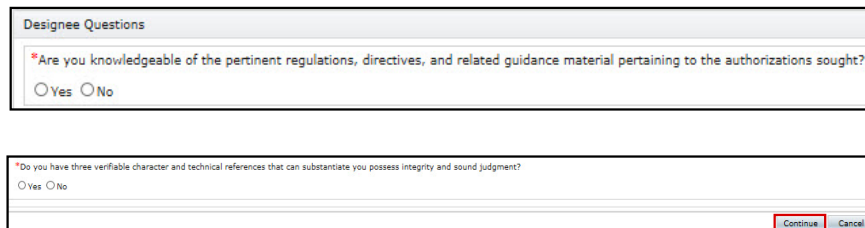


The Designee Types Tab opens

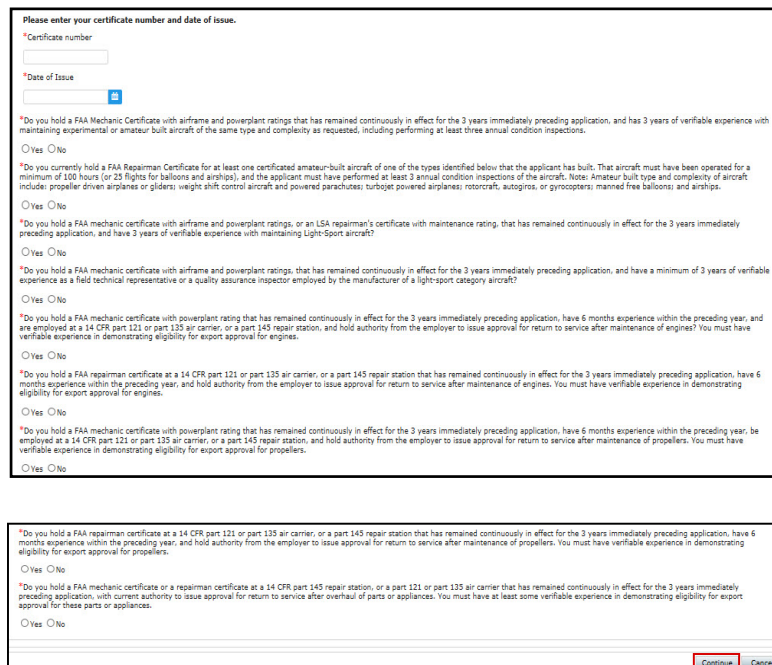
4) From the Designee Types Tab, select a **Designee Type**.



5) **Designee Questions:** If the first two Designee questions are answered with the projected responses, additional questions will appear.



6) **Designee Questions:** Answer the rest of the questions, and click **Continue**.



The User Profile Tab opens

7) Enter the required data under “Contact Information.”

The screenshot shows the 'User Profile' tab selected in the top navigation bar. Below the 'Welcome Doe, John' message, there are several tabs: 'Agreements', 'Designee Types', 'User Profile' (highlighted with a red box), 'Background Questions', 'Designation Location', 'Application Upload', 'Summary', and 'Sign'. The 'User Profile' section is titled 'User Profile' and 'Required'. It contains a 'Contact Information' section with the following fields: 'First Name' (John), 'Middle Name' (empty), 'Last Name' (Doe), 'Suffix' (Select a Suffix), 'Date of Birth' (empty), 'Gender' (Required), 'US Citizen' (Yes/No), 'Contact Phone' (Required), 'Email' (JohnDoe@hotmail.com), and 'Upload Photo' (Choose/Upload buttons).



Note: To upload a photo, click **Choose**, select a photo, then click **Upload**.

The screenshot shows the 'Upload Photo' section. It has a '+ Choose' button and an 'Upload' button. Below these buttons is a section titled 'Uploaded Photo' which displays a small image of a koala. There is a close button (X) next to the photo.

8) Enter the required data under “Address Information,” and click **Continue**.

The screenshot shows the 'Address Information' section. It has two sub-sections: 'Personal Address' and 'Mailing Address'. Both sections have the same fields: 'Street Address' (12312 1st Ave S), 'City' (Tulovilla), 'State' (Washington), 'Country' (United States), and 'Postal Code' (98055). The 'Mailing Address' section has a checkbox 'Same as Personal Address' which is checked. At the bottom right, there are 'Save', 'Continue' (highlighted with a red box), and 'Cancel' buttons.

The Background Tab opens

9) Answer the **Yes/No** questions Background Questions, and click **Continue**.

The screenshot shows the 'Background Questions' tab selected in the top navigation bar. The tab is highlighted with a red box. Below the navigation bar, there are several questions with radio button options for 'Yes' or 'No'. The questions are:

- *During the last 7 years have you ever been other than honorably discharged from the military?
☐ Yes ☐ No
- *During the last 7 years, do you have any investigations, charged indictments, or pending actions in any local, state, Federal, Military, or Foreign country?
☐ Yes ☐ No
- *Are you fluent in the English language (read, speak, write and understand)?
☐ Yes ☐ No
- *During the last 7 years, have you been convicted of any felony offenses? A felony offense is considered a conviction where the punishment could have been greater than one year regardless of the sentence.
☐ Yes ☐ No
- *During the last 7 years, have you been imprisoned, been on probation or on parole because of a felony conviction (including civilian or military felonies, firearms or explosive violations)?
☐ Yes ☐ No
- *During the last 7 years, have you had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended, revoked, or have you paid a civil penalty as a result of a violation of any FAA or other Civil Aviation Authority regulations (Foreign or Domestic)?
☐ Yes ☐ No
- *During the last 7 years, have you been convicted for a violation of any Federal, state, or foreign statutes relating to drugs or alcohol?
☐ Yes ☐ No

At the bottom right, there are buttons for 'Save', 'Continue', and 'Cancel'.

The Designee Location Tab opens

10) Click the down arrow and select the office you are applying to.

11) Enter the appropriate information under the “Designation Contact Information” and click **Continue**.

The screenshot shows the 'Designation Location' tab selected in the top navigation bar. The tab is highlighted with a red box. Below the navigation bar, there is a dropdown menu labeled 'Select the FAA Office you are applying to' with a '- Select -' option. Below this, there is a section titled 'Designation Contact Information'. A note states: 'Please Note: Please enter the contact information associated with your designation. This may be the same as your personal information or may be a location where you perform your work. This information will appear on your CLOA and will be made available to the public through the DMS Locator.' There is a checkbox for 'Same address as Personal Profile'. Below this, there are input fields for 'Name of Facility', 'Street Address' (marked as required), 'City' (marked as required), 'State' (dropdown menu), 'Country' (dropdown menu, currently set to 'United States'), and 'Postal Code'. At the bottom right, there are buttons for 'Save', 'Continue', and 'Cancel'.

The screenshot shows the 'Application Upload' tab selected in the top navigation bar. The tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Certifications and Qualifications' with a sub-section 'Flight Standards Service - Designated Airworthiness Representative'. Below this, there is a table titled 'Designee Application Upload' with a 'Function Codes and Descriptions' column. The table contains a grid of checkboxes for function codes 101 through 208. Some checkboxes are already checked. Below the table, there is a text area with instructions: 'In order to complete the application, please download the application form from the link below, save the document to your computer, and fill in the required data. Once you save the completed form, you can select the saved form and attach it to this screen. You may also upload additional documents to support your designation request. For specific documentation required to qualify for your designation type, please reference [FAA Order 8000.95](#)'. There are two links: 'Download DART Supplemental Information Sheet.doc' and 'Download Supplemental Information Sheet.pdf'. Below the links, there is a file upload section with a '+ Choose' button, an 'Upload' button, and a 'Cancel' button. Below this, there is a text area labeled 'Uploaded Files'. At the bottom right, there are buttons for 'Save', 'Continue', and 'Cancel'.

The Application Upload Tab opens


12) Select the **Authorization(s)** you are qualified for.

13) **Download** the supplemental information document, located on this page, and save it to your computer. This document or a similar format, must be used to provide supplemental information to support eligibility, and qualifications for appointment as a FAA Designee.

14) Click **Choose** to select your completed supplemental information document.

15) Click **Upload**.

The document will appear under Uploaded Files.

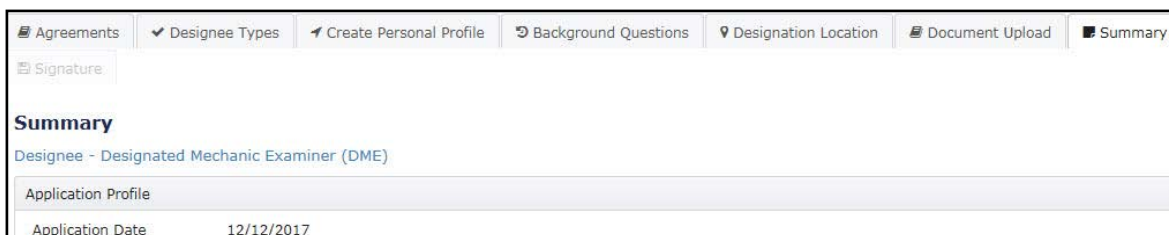


Note: You can upload additional documentation that supports the Designation. Do not attach training certificates or other documents that are unrelated to documenting your work experience.

16) Click **Continue**.

The Summary Tab opens

17) Review your entire application.



The screenshot shows a web application interface with a top navigation bar containing tabs: Agreements, Designee Types (checked), Create Personal Profile, Background Questions, Designation Location, Document Upload, and Summary (selected). Below the navigation bar is a 'Signature' field. The main content area is titled 'Summary' and shows 'Designee - Designated Mechanic Examiner (DME)'. Below this is an 'Application Profile' section with a table containing 'Application Date' and '12/12/2017'.

18) Click **Continue**.



A row of three buttons: 'Save', 'Continue' (highlighted with a red border), and 'Cancel'.

The Signature Tab opens

19) Read the “Release of Information and Certification Statement”, and click **I Agree** for each statement.

20) Read the “Privacy Act Statement.”

21) In the **Signature field**, enter your **DMS Password** as your electronic signature, and click **Submit**.

Agreements Designee Types Create Personal Profile Background Questions Designation Location Document Upload Summary **Signature**

*** Required**

Application Signature > Designated Airworthiness Representative (DAR-T)

Release of Information and Certification Statement

Read the following statements CAREFULLY. After you read each statement, you MUST acknowledge by clicking in the block. All statements must be acknowledged prior to continuing with the application process.

*I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as a designee, for not designating me, or terminating any designation I may receive. ☐

*I understand that any information given may be investigated. ☐

*I consent to the release of information regarding my personal and technical qualifications for designation by employers, schools, law enforcement agencies, and other individuals and organizations, to Investigators, employees of the Federal government, and persons not employed by the Federal government to whom the FAA has delegated the authority to screen designee applicants. ☐

*I understand that my FAA accident/incident/violation history will be evaluated, as appropriate, at each stage of the application process. ☐

*I understand that designation as a designee is a privilege, not a right and that any designation received may be terminated or revoked at any time for any reason the FAA Administrator deems appropriate. Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned for not more than 5 years, or both. (18 U.S. Code Secs 1001:3571). ☐

*I certify that, to the best of my knowledge and belief, all data and information that I entered in this application are true, correct, complete, and made in good faith. ☐

Privacy Act Statement

Privacy Act Statement: The information on this form is solicited under authority of the Federal Aviation Regulations Part 183. The purpose of this information is to establish your qualifications as a designee. Submission of the data is mandatory. Incomplete submission may result in delay or denial of your request. The data will be used to determine your eligibility as a designee, and for statistical purposes. In addition, the data also becomes part of the Privacy Act system of records DOT/FAA 830. Representatives of the Administrator, and is subject to the additional conditions of that published system.

Please enter your DMS password as your electronic signature.

Signature:

Submit **Cancel**

22) The “Success” pop-up box appears. Click **OK**.

Success

Thank you for your interest in becoming a designated representative of the Federal Aviation Administration (FAA). Based on the information you provided, you have met the basic eligibility requirements to be appointed as a designee. Prior to appointment, the responsible FAA office will evaluate your designee specific qualifications and other information submitted in your application to determine if you meet all qualification requirements. Eligibility does not guarantee appointment as a designee. Appointment is made solely at the discretion of the FAA when there is a need for and the ability to manage additional designees. Please refer to the message in your message center for additional information on your application.

OK

23) The submitted application appears under “My Applications” on the Designee home page.

My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Versions	
1139	DAR-T	Submitted	12/5/2017	12/5/2018	Versions	

24) Click the **Message Center** link to view the notification.

Home Update Personal Profile Change Designation Location Create Application **Message Center (1)** Change Password Logout

[Inbox](#) [Sent Items](#) [New Item](#)

Message Center Inbox

Mark Unread

<input type="checkbox"/>	From	Subject	Received
<input type="checkbox"/>	System Administrator, DMS	DAR-T application is submitted successfully	12/05/2017 12:07 pm

Resources

For technical assistance, please contact:



(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov

