

# Designee Management System (DMS) DME-Registration and Apply



Federal Aviation  
Administration

This job aid provides the Designee guidance on how to register, create and submit an application for a DME 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” will appear 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**

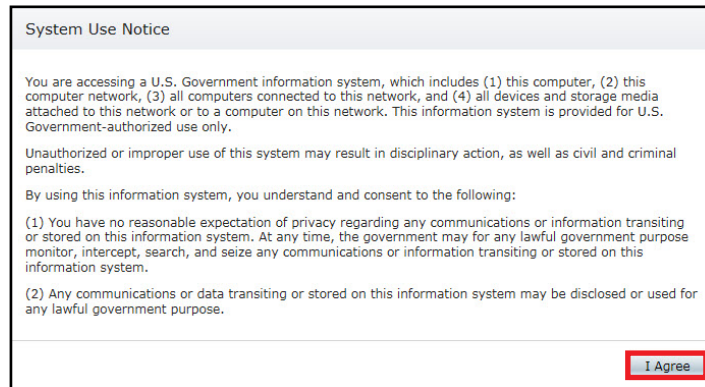
Links

User Registration  
Forgot Username  
Forgot Password

## User Registration

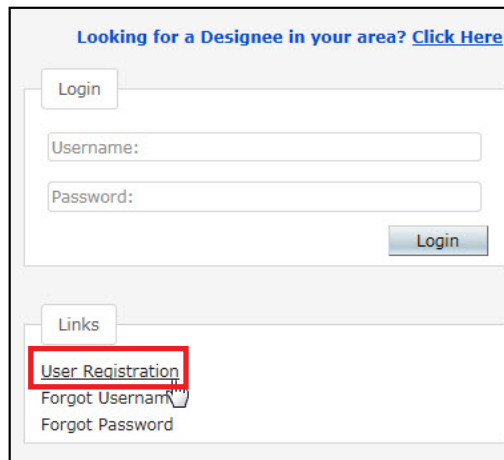
If this is your first time logging into DMS, you must register. Follow the steps below to register:

- 1) Open an Internet Explorer browser and type the URL: <https://designee.faa.gov/>
- 2) The “System Use Notice” will appear, 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'.

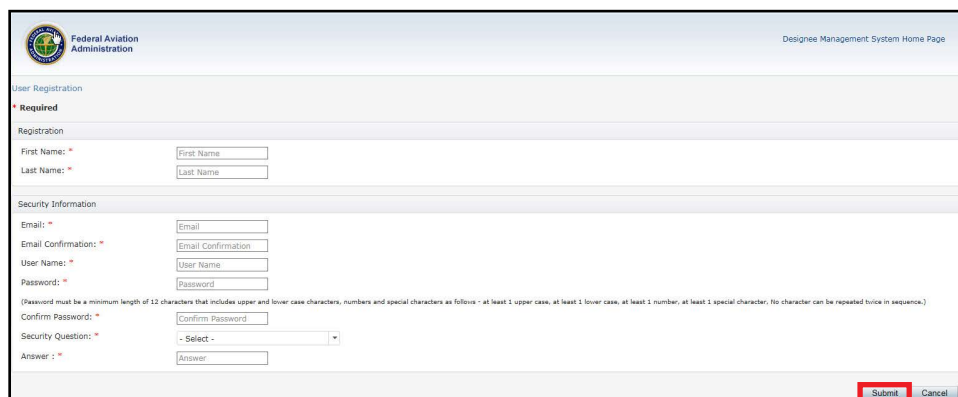
- 3) Under the “Links” section, click on **User Registration**.



The image shows a 'Links' section of a web interface. It includes a 'Login' button and a 'User Registration' link, which is highlighted with a red box. Other links like 'Forgot Username' and 'Forgot Password' are also visible.

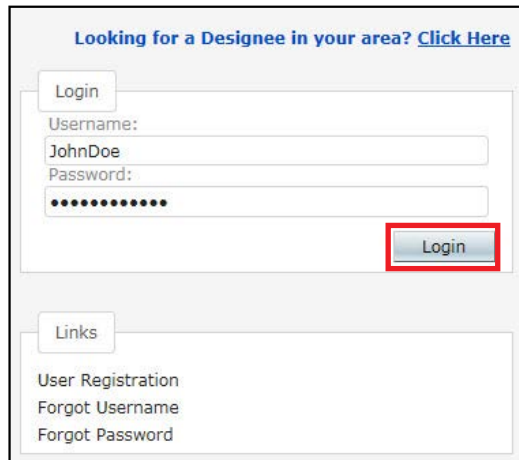
*The User Registration screen opens.*

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



The image shows the '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**.



*The DMS Home Page opens.*

## Create Application-DME Designation

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	

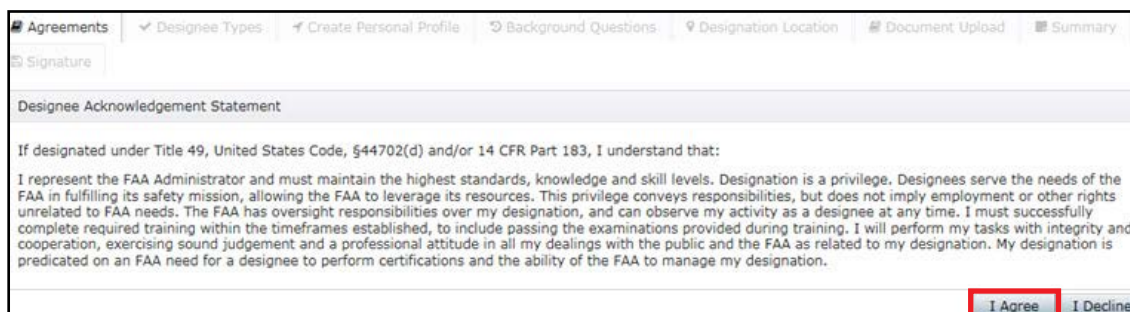
**Begin the Application Process:**

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

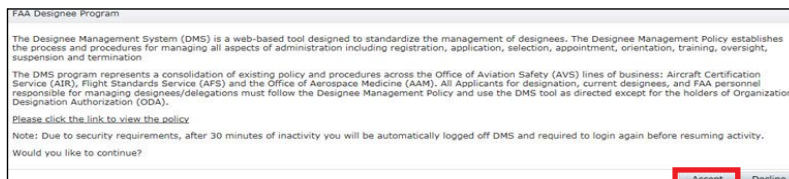


*The Agreements Tab opens*

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

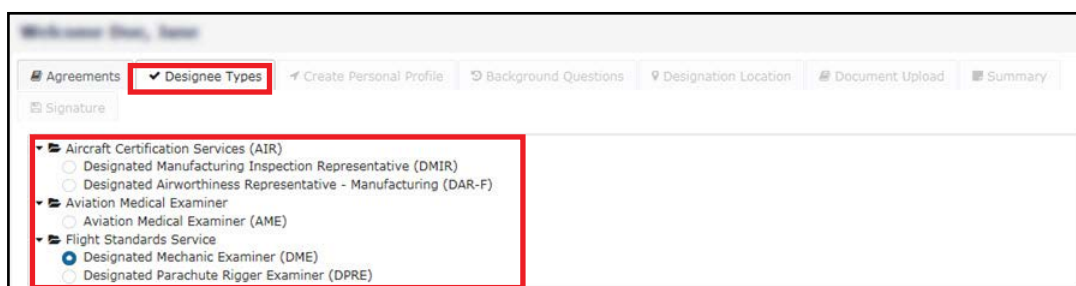


3) Review the “FAA Designee Program” statement, and click **Accept**.

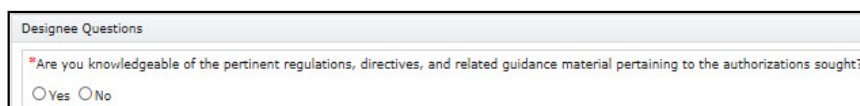


*The Designee Types Tab opens*

4) Select a **Designee Type**.

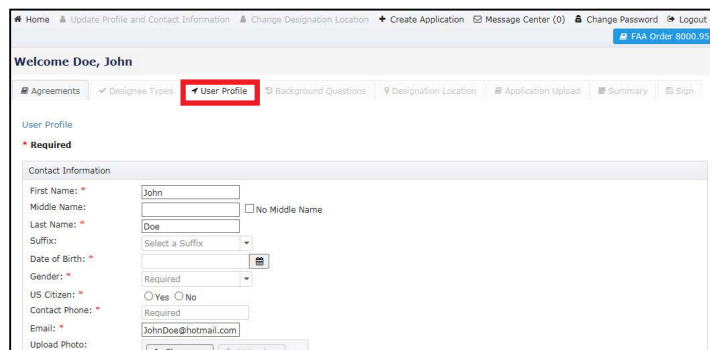


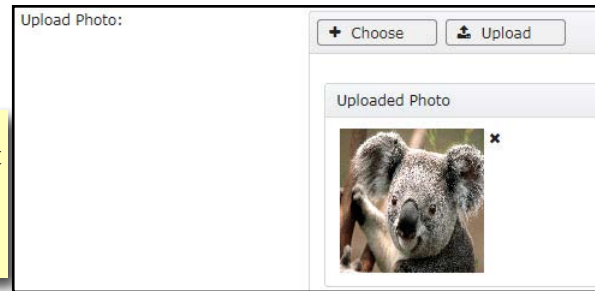
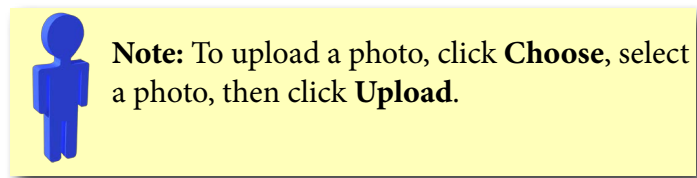
5) **Designee Questions:** If the first two Designee questions are answered with the projected responses, additional questions will appear.



*The Create Personal Profile Tab opens*

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





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

A screenshot of a web form titled "Address Information". It has two main sections: "Personal Address" and "Mailing Address". The "Personal Address" section includes fields for Street Address, City, State (a dropdown menu), Country (a dropdown menu), and Postal Code. The "Mailing Address" section has a checkbox labeled "Same as Personal Address". If not checked, it has its own set of fields for Street Address, City, State (a dropdown menu labeled "Select a State"), Country (a dropdown menu labeled "Required"), and Postal Code. At the bottom right of the form are three buttons: "Save", "Continue" (highlighted with a red box), and "Cancel".

*The Background Tab opens*

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

A screenshot of a web form titled "Background Questions". The title is highlighted with a red box. The form contains seven questions, each with a "Yes" or "No" radio button option. The questions are: 1. "During the last 7 years have you ever been other than honorably discharged from the military?" 2. "During the last 7 years, do you have any investigations, charged indictments, or pending actions in any local, state, Federal, Military, or Foreign country?" 3. "Are you fluent in the English language (read, speak, write and understand)?" 4. "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." 5. "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)?" 6. "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)?" 7. "During the last 7 years, have you been convicted for a violation of any Federal, state, or foreign statutes relating to drugs or alcohol?" At the bottom right of the form are three buttons: "Save", "Continue" (highlighted with a red box), and "Cancel".

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

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

The screenshot shows the 'Designation Contact Information' tab of the FAA Designation Application form. The 'Document Upload' tab is highlighted with a red box. Below the 'Designation Contact Information' heading, there is a 'Please Note' section. A checkbox labeled 'Same address as Personal Profile' is present. Below this, there are input fields for 'Name of Facility', 'Street Address' (two lines), 'City', 'State' (dropdown menu), 'Country' (dropdown menu), and 'Postal Code'. The 'Continue' button is highlighted with a red box.

### *The Document Upload Tab opens*

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

12) **Download** the supplemental information document, located on this page, and save it to your computer.


**Note:** This document or a similar format, must be used to provide supplemental information to support eligibility, and qualifications for appointment as a FAA Designee.

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

The screenshot shows the 'Document Upload' tab of the FAA Designation Application form. The 'Document Upload' tab is highlighted with a red box. Below the 'Document Upload' heading, there is a 'Designee Application Upload' section. A dropdown menu labeled 'Please Select the Authorizations you are qualified for' is shown. Below this, there are checkboxes for 'Airframe' and 'Powerplant'. A text box contains the following information: 'In order to complete your application additional information will be need to be uploaded on this page. Please upload the following: 1. A professional resume detailing your work experience. 2. A supplemental information sheet that describes your airman certificates and specific qualifications for a DME. (The supplemental information is required to allow the FAA to determine qualification as a DME and determine authorizations you may qualify for. A sample supplemental information sheet is available for your use, or you may upload the information in a similar format). Note: For general and specific qualifications for a DME, please refer to [FAA Order 8000.95](#) Designee Management System. Supplemental Information Sheet - DME.doc'. Below this, there are three buttons: '+ Choose', 'Upload', and 'Cancel'. The '+ Choose' button is highlighted with a red box. Below the buttons, there is an 'Uploaded Files' section. At the bottom right, the 'Continue' button is highlighted with a red box.



14) Click **Upload**.



**Note:** The files will appear under uploaded files. You can upload additional documentation that supports the Designation. Do not attach training certificates or other documents that are unrelated to documenting your actual work experience.

15) Click **Continue**.

Save

Continue

Cancel

*The Summary Tab opens*

16) Review your entire application.

Agreements

Designee Types

Create Personal Profile

Background Questions

Designation Location

Document Upload

Summary

Signature

### Summary

Designee - Designated Mechanic Examiner (DME)

Application Profile

Application Date12/12/2017

17) Click **Continue**.

Save

Continue

Cancel

*The Signature Tab opens*

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

Application Signature > Designated Mechanic Examiner (DME)

### 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.

I AGREE

☐

☐

☐

☐

☐

☐

19) Read the “Privacy Act Statement.”

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.

20) 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**

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\*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. ☐

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\*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. ☐

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Please enter your DMS password as your electronic signature.

Signature: \*

**Submit** Cancel

21) 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**


22) 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	

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

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



Message Center Inbox			
Mark Unread			
<input type="checkbox"/>	<a href="#">From</a>	<a href="#">Subject</a>	<a href="#">Received</a> ▼
<input type="checkbox"/>	 System Administrator, DMS	<a href="#">DME application is submitted successfully</a>	12/12/2017 03:38 pm



**Note:** When you start an application for DME and either **Save** or **Submit** the application, the link for DME application will disappear. You won't be able to start a new DME application, but you can edit the application already initiated.

## Resources

For technical assistance, please contact:



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

