

Designee Management System (DMS) DMIR/DAR-F Apply Process



Federal Aviation
Administration

This job aid provides the Applicant and/or Designee guidance on how to Register, Forgot Password and Forgot User Name, Create, and submit an application for a DMIR or DAR-F 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**.

A screenshot of a web browser window showing a "System Use Notice" dialog box. The dialog box has a title bar that says "System Use Notice". The main text reads: "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." At the bottom right of the dialog box, there is a blue button with a white checkmark icon and the text "I Agree". The button is highlighted with a red rectangular border.

- 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: ArizonaSunshine

Password:

Login

Links

- + User Registration
- Forgot Username
- Forgot Password

The DMS Home Page Opens

Create Application

All Designee Management System (DMS) Applications are 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.

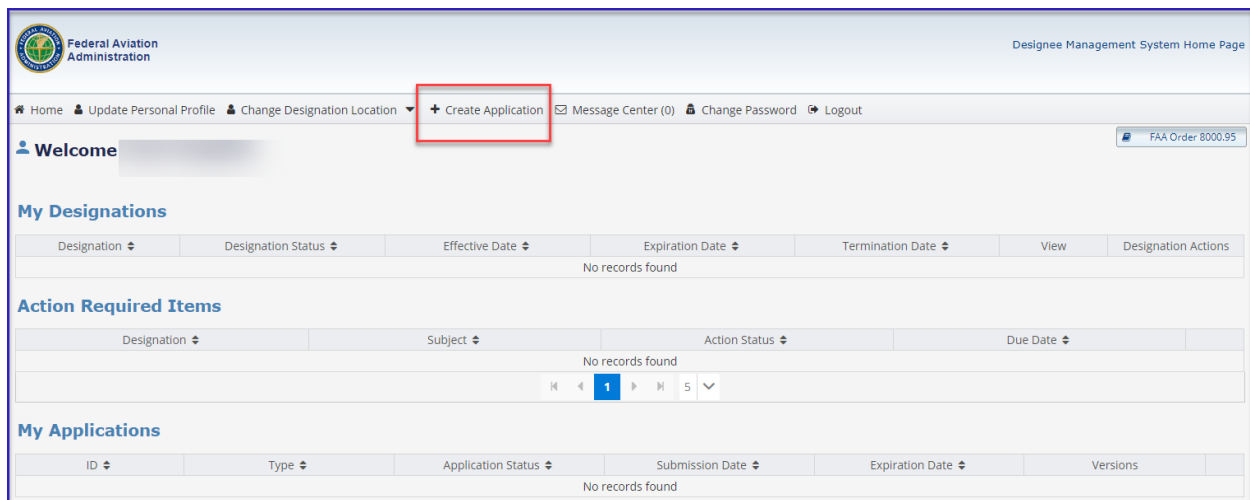
You can only initiate an application for a designee type once. If you need to make changes to your existing application, you must edit the current application, not start a new one.

NOTE: applicants under evaluation cannot make changes to the application.

My Applications						
ID	Type	Application Status	Submission Date	Expiration Date	Versions	
48822	DMIR	Submitted	9/5/2019	9/5/2020	Versions	

Begin the Application Process:

- 1) On the DMS Home Page, click on select the 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

Welcome [Redacted]

FAA Order 8000.95

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
No records found						

Action Required Items

Designation	Subject	Action Status	Due Date
No records found			

1

My Applications

ID	Type	Application Status	Submission Date	Expiration Date	Versions
No records found					

The Agreement Tab Opens

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

The screenshot shows a web application interface with a top navigation bar containing tabs: Agreements, Designee Types, Create Personal Profile, Background Questions, Designation Location, Document Upload, Summary, and Signature. The 'Agreements' tab is active. Below the navigation bar is a section titled 'Designee Acknowledgment Statement'. It contains a paragraph of text explaining the responsibilities and privileges of a designee. At the bottom right of this section, there are two buttons: 'I Agree' (highlighted with a red box) and 'I Decline'.

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

The screenshot shows the same web application interface as before, but now the 'Designee Acknowledgment Statement' section is marked as 'Accepted'. Below this, there is a new section titled 'FAA Designee Program'. It contains a paragraph of text explaining the Designee Management System (DMS) and the Designee Management Policy. At the bottom right of this section, there are two buttons: 'Accept' (highlighted with a red box) and 'Decline'.

The Designee Types Tab Opens

The screenshot shows the web application interface with the 'Designee Types' tab selected in the top navigation bar. The main content area displays a list of designee types, each with a radio button. The first two options, 'Designated Manufacturing Inspection Representative (DMIR)' and 'Designated Airworthiness Representative - Manufacturing (DAR-F)', are grouped together and highlighted with a red box. Other options include 'Aviation Medical Examiner (AME)', 'Designated Airworthiness Representative (DAR-T)', 'Designated Mechanic Examiner (DME)', 'Designated Parachute Rigger Examiner (DPRE)', 'Designated Pilot Examiner (DPE)', 'Specialty Aircraft Examiner (SAE)', and 'Administrative Pilot Examiner (Admin-PE)'.

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

Designee Questions

Are you knowledgeable of the pertinent regulations, directives, and related guidance material pertaining to the authorizations sought? *

☐ Yes ☐ No

Are you employed by a Production Approval Holder (PAH) or a PAH's approved supplier, in a responsible position, and have a minimum of 12 months working experience? *

☐ Yes ☐ No

Does your employer certify you are qualified for appointment as a DMIR for the function codes sought? *

☐ Yes ☐ No

Do you have a signed letter of recommendation by a management representative employed at the PAH? *

☐ Yes ☐ No

Have you completed the required FAA training for the function codes sought? *

☐ Yes ☐ No

 Continue

 Cancel

The User Profile Tab Opens

- 6) Enter the required data under “**Contact Information, Personal Address, and Mailing Address**”. Once you have completed this section, click **Continue**.

User Profile * Indicates required field.

Contact Information

First Name: *

Middle Name: *
☐ No Middle Name

Last Name: *

Suffix:

Date of Birth: *

Gender: *

Country of Citizenship: *

Contact Phone: * ☐ Domestic ☐ International

Email: *

Upload Photo:

Uploaded Photo

Address Information

Personal Address

Street Address 1: *

Street Address 2:

City: *

State: *

Country: *

Postal Code: *

Mailing Address

☐ Same as Personal Address

Street Address 1: *

Street Address 2:

City: *

State: *

Country: *

Postal Code: *

The Background Tab Opens

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

The screenshot shows the 'Background Questions' tab selected in the top navigation bar. The page contains several Yes/No questions regarding military service, investigations, language fluency, felony convictions, imprisonment, and FAA violations. At the bottom right, there are three buttons: 'Save', 'Continue' (highlighted with a red box), and 'Cancel'.

The Designee Location Tab Opens

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

If you are unsure of the MIDO in your geographic area, copy and paste this link into your browser and search for the office: https://www.faa.gov/aircraft/air_cert/locate_office/mido/

The screenshot shows the 'Designation Location' tab selected. A dropdown menu is open for 'Select the FAA Office you are applying to *'. The menu lists several options: '- Select -', 'Atlanta MIDO', 'Boston MIDO', 'Boston MIO', 'Chicago MISO', and 'Cleveland MIDO'. A red arrow points to the dropdown arrow icon. Below the dropdown, there are input fields for 'Street Address 1: *' and 'Street Address 2:'. To the right, there is a label 'Designation Approval Holder (PAH) or requestor (CLOA)'.

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

Select the FAA Office you are applying to *

Atlanta MIDO

Designation Contact Information

Please NOTE: the address information required here will be the location of the Production Approval Holder (PAH) or requested supplier location. Do NOT enter your personal address here. If appointed, this information will be the location of your delegation on your Certificate Letter of Authority (CLOA).

☐ Same address as Personal Profile

Name of Company:

Street Address 1: * Required

Street Address 2:

City: * Required

State: * - Select -

Country: * United States

Postal Code: *

Phone Number:

Company Point of Contact: FirstName LastName

The Application Tab Opens

10) Select the **Authorization(s)** you are qualified for. Upload your documents and click **Continue**.

Certifications and Qualifications

Aircraft Certification Services (AIR) - Designated Manufacturing Inspection Representative (DMIR)

Function Codes and Descriptions

Please select the Authorizations you are qualified for *

FAA Form 8130-3(Tags) Select all

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Conformity Select all

☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☐ 28

Airworthiness Certification Select all

☐ 30 ☐ 31 ☐ 32 ☐ 33 ☐ 34 ☐ 35 ☐ 40 ☐ 41 ☐ 42 ☐ 43 ☐ 44 ☐ 45 ☐ 46 ☐ 47 ☐ 48 ☐ 49 ☐ 50 ☐ 51 ☐ 52 ☐ 53 ☐ 54 ☐ 55 ☐ 56 ☐ 57

☐ 58 ☐ 59 ☐ 60 ☐ 61 ☐ 62 ☐ 63 ☐ 64 ☐ 65 ☐ 66 ☐ 67 ☐ 68 ☐ 70 ☐ 71 ☐ 72 ☐ 73 ☐ 74

Attachments

In order to complete the application process, please download the supplemental application information 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 choose button below and attach the supplemental information to this page. You may also upload additional documents to substantiate your designation request. For specific documentation required to qualify for your designation type, please review [FAA Order 8000.95](#) Designee Management System. Designee Management System.

All applicants must provide

1) Supplemental information, and

2) A resume

[Download Supplemental Information Sheet - DMIR.doc](#)

[Download Simplified Application Sheet - DMIR.doc](#)

Uploaded Files *

File Name	File Type	File Size	Delete?
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NOTE All Applicants must provide a resume and Supplemental information.

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.

The document will appear under Uploaded Files

The Summary Tab Opens

- 11) Review your entire application.

The screenshot shows the 'Summary' tab selected in the top navigation bar. The main heading is 'Summary' followed by 'Designee - Designated Manufacturing Inspection Representative (DMIR)'. The 'Signature' tab is visible but not selected.

- 12) Click **Continue**.

The screenshot shows three buttons: 'Save', 'Continue', and 'Cancel'. The 'Continue' button is highlighted with a red rectangular box.

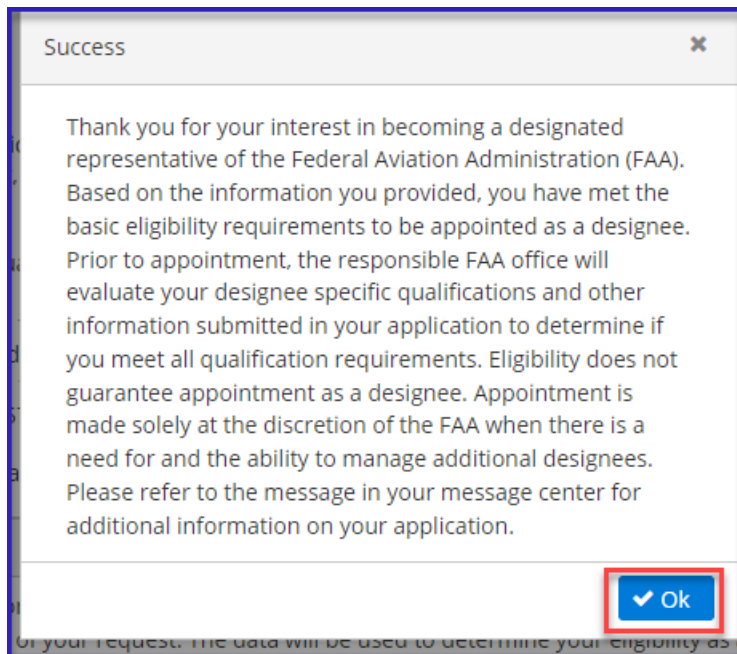
Note: Summary section will include all of the information that the applicant entered.

The Signature Tab Opens

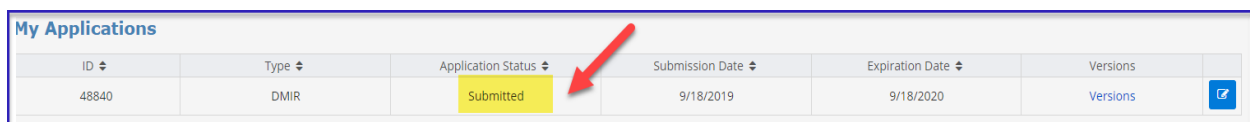
- 13) Read the “Release of Information and Certification Statement”, and click **I Agree** for each statement.
- 14) Read the “Privacy Act Statement.”
- 15) In the **Signature field**, enter your **DMS Password** as your electronic signature, and click **Submit**.

The screenshot shows the 'Signature' tab selected. The 'Release of Information and Certification Statement' section is highlighted with a red box. It contains several statements with checkboxes for 'I AGREE'. Below this is the 'Privacy Act Statement' section. At the bottom, there is a text input field for the signature and 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red box.

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



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

A screenshot of a table titled 'My Applications'. The table has columns for ID, Type, Application Status, Submission Date, Expiration Date, and Versions. A red arrow points to the 'Submitted' status in the 'Application Status' column for the first row.

ID	Type	Application Status	Submission Date	Expiration Date	Versions
48840	DMIR	Submitted	9/18/2019	9/18/2020	Versions

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

The screenshot shows the top navigation bar of a web application. The navigation bar includes links for Home, Update Personal Profile, Change Designation Location, Create Application, Message Center (1), Change Password, and Logout. The Message Center (1) link is highlighted with a red box. Below the navigation bar, there is a 'Welcome' message. The main content area displays an email inbox. The inbox has columns for From, Subject, and Date. A message from the System Administrator is shown with the subject 'DMIR application is submitted successfully', which is highlighted with a red box. The date is 09/18/2019, 1:17 PM.

	From	Subject	Date
☐	System Administrator	DMIR application is submitted successfully	09/18/2019, 1:17 PM

19) Click the blue link to view the unread message. Once you have read the message, click the back button to return to the Message Center.

The screenshot shows a confirmation page titled 'DMIR application is submitted successfully'. The page includes the date and time 'September 18, 2019 01:17 PM' and the sender 'System Administrator'. The message body states: 'Your designee application has been successfully submitted in DMS. 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 specific qualifications and other information submitted in your application to determine if you meet all the qualification requirements. Eligibility does not guarantee you will be appointed 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. To remain in consideration, you must continue to meet the basic eligibility standards for the designation for which you applied. Your application will remain active in the database of eligible applicants for one year. If you have not been appointed within a year of the date you submitted your application, you must revalidate the information in your application if you wish to continue to be eligible. Please keep your system contact information current so that we may contact you if we determine a need for your services as a designee. Thank you for participating in the designee application process.' At the bottom of the page, there is a 'Back' button, which is highlighted with a red box.

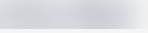
NOTE: If eligible, your application will remain in the applicant pool until the FAA Office establishes a Need and Ability to Manage another designation.

Edit Application

**Federal Aviation
Administration**

Designee Management System Home Page

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

Welcome 

FAA Order 8000.95

My Designations

Designation	Designation Status	Effective Date	Expiration Date	Termination Date	View	Designation Actions
No records found						

Action Required Items

Designation	Subject	Action Status	Due Date
No records found			

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My Applications

ID	Type	Application Status	Submission Date	Expiration Date	Versions
48822	DMIR	Submitted	9/5/2019	9/5/2020	Versions

Click the blue box to edit an application you have submitted



Resources

[FAA Order 8000.95](#)

For technical assistance, please contact:



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

