

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



Federal Aviation Administration

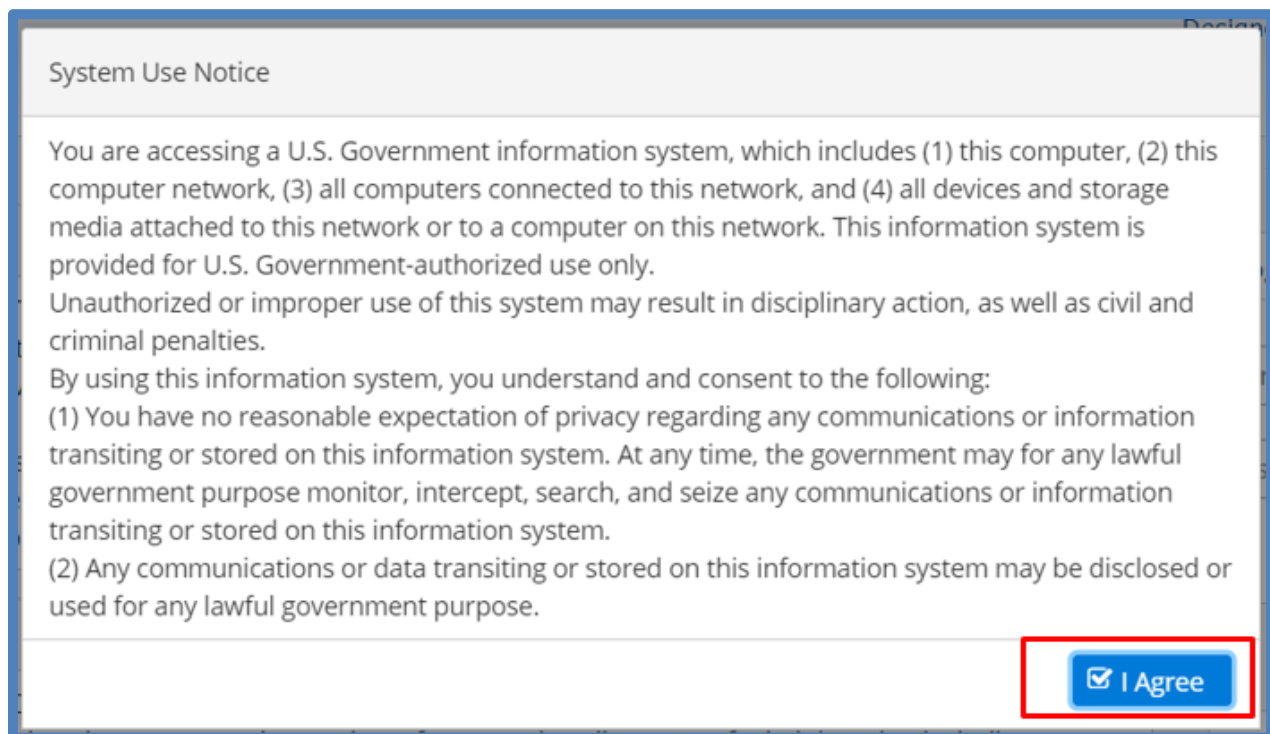
This job aid provides the Applicant and/or Designee guidance on how to Register, Forgot Password and Forgot User Name, Create, and submit an application for a DMIR or DAR-F in the Designee Management System (DMS).

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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**.



- 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.

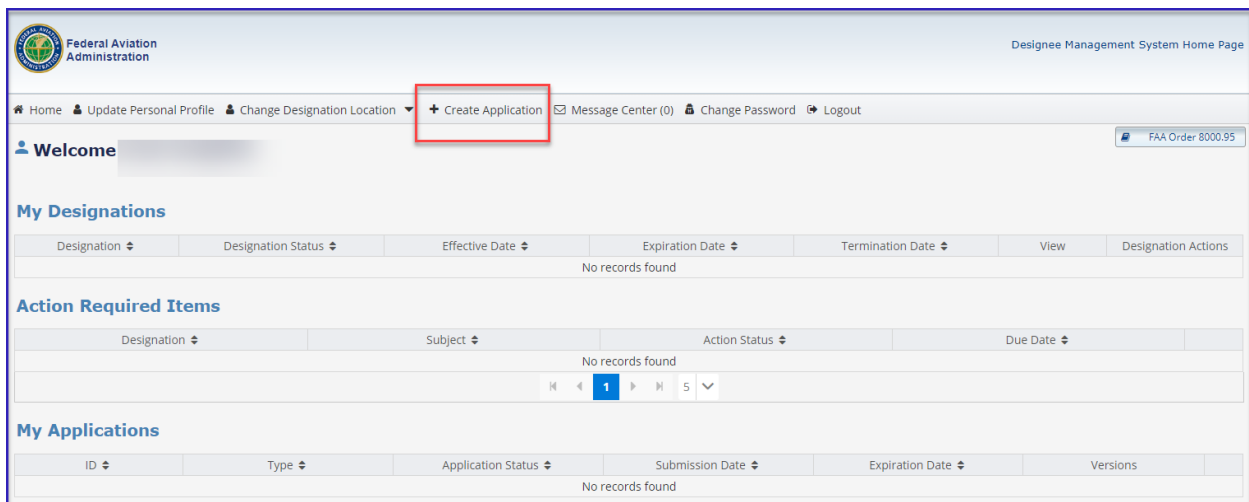
You can only initiate an application for a designee type once. If you need to make changes to your existing application, you must edit the current application, not start a new one.

**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.



The screenshot shows the Federal Aviation Administration Designee Management System Home Page. The navigation bar includes links for Home, Update Personal Profile, Change Designation Location, **Create Application** (highlighted with a red box), Message Center (0), Change Password, and Logout. Below the navigation bar, there is a 'Welcome' message, a 'My Designations' table with 'No records found', an 'Action Required Items' table with 'No records found', and a 'My Applications' table with 'No records found'.

### The Agreement Tab Opens

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

The screenshot shows a web interface with a navigation bar at the top containing tabs: Agreements, Designee Types, Create Personal Profile, Background Questions, Designation Location, Document Upload, Summary, and Signature. The main content area is titled "Designee Acknowledgment Statement" and contains a paragraph of text explaining the responsibilities and requirements of a designee. At the bottom right of the form, 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 a web interface similar to the previous one, but with a second section titled "FAA Designee Program". This section contains text about the Designee Management System (DMS) and the FAA Designee Program. Below the text, there is a line that says "Accepted" and a question "Would you like to continue?". At the bottom right, there are two buttons: "Accept" (highlighted with a red box) and "Decline".

**The Designee Types Tab Opens**

The screenshot shows the "Designee Types" tab selected in the navigation bar. Below the navigation bar, there is a list of designee roles organized into categories. The "Aircraft Certification Services (AIR)" category is highlighted with a red box and contains two options: "Designated Manufacturing Inspection Representative (DMIR)" and "Designated Airworthiness Representative - Manufacturing (DAR-F)". Other categories include "Aviation Medical Examiner", "Flight Standards Service - Airworthiness Certification and Airman Examiners", and "Flight Standards Service - General Aviation Pilot Examiners".

- 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

***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**.

The screenshot displays a web application interface for creating a personal profile. At the top, a navigation bar includes tabs for 'Agreements', 'Designee Types', 'Create Personal Profile' (the active tab), 'Background Questions', 'Designation Location', 'Document Upload', 'Summary', and 'Signature'. The main content area is titled 'User Profile' and contains three sections: 'Contact Information', 'Address Information', and 'Mailing Address'. A legend indicates that an asterisk (\*) denotes a required field.

**Contact Information**

- First Name: \* (text input)
- Middle Name: \* (text input with a 'No Middle Name' checkbox)
- Last Name: \* (text input)
- Suffix: (dropdown menu, '- Select -')
- Date of Birth: \* (calendar icon)
- Gender: \* (dropdown menu, '- Select -')
- Country of Citizenship: \* (dropdown menu, 'United States')
- Contact Phone: \* (radio buttons for 'Domestic' and 'International', followed by a text input)
- Email: \* (text input)
- Upload Photo: ( '+ Choose' and 'Upload' buttons, followed by an 'Uploaded Photo' placeholder)

**Address Information**

**Personal Address**

- Street Address 1: \* (text input, 'Required')
- Street Address 2: (text input)
- City: \* (text input, 'Required')
- State: \* (dropdown menu, '- Select -')
- Country: \* (dropdown menu, 'United States')
- Postal Code: \* (text input)

**Mailing Address**

- Same as Personal Address
- Street Address 1: \* (text input, 'Required')
- Street Address 2: (text input)
- City: \* (text input, 'Required')
- State: \* (dropdown menu, '- Select -')
- Country: \* (dropdown menu, 'United States')
- Postal Code: \* (text input)

At the bottom right, there are three buttons: 'Save', 'Continue' (highlighted with a red box), and 'Cancel'.

**The Background Tab Opens**

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

Background Questions

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

Save Continue 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/](https://www.faa.gov/aircraft/air_cert/locate_office/mido/)

Select the FAA Office you are applying to \*

- Select -

Atlanta MIDO

Boston MIDO

Boston MIO

Chicago MISO

Cleveland MIDO

Detroit MISO

Street Address 1: \* Required

Street Address 2:

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

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

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:	<input type="text"/>
Street Address 1: *	Required
Street Address 2:	<input type="text"/>
City: *	Required
State: *	- Select -
Country: *	United States
Postal Code: *	<input type="text"/>
Phone Number:	<input type="text"/>
Company Point of Contact:	FirstName LastName

Save Continue Cancel

**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 a navigation bar with tabs: Agreements, Designee Types, Create Personal Profile, Background Questions, Designation Location, Document Upload, Summary (highlighted), and Signature. Below the navigation bar, the page title is "Summary" and the subtitle is "Designee - Designated Manufacturing Inspection Representative (DMIR)".

12) Click **Continue**.

The screenshot shows three buttons: "Save" with a floppy disk icon, "Continue" with a right-pointing arrow icon, and "Cancel" with a house icon. 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***

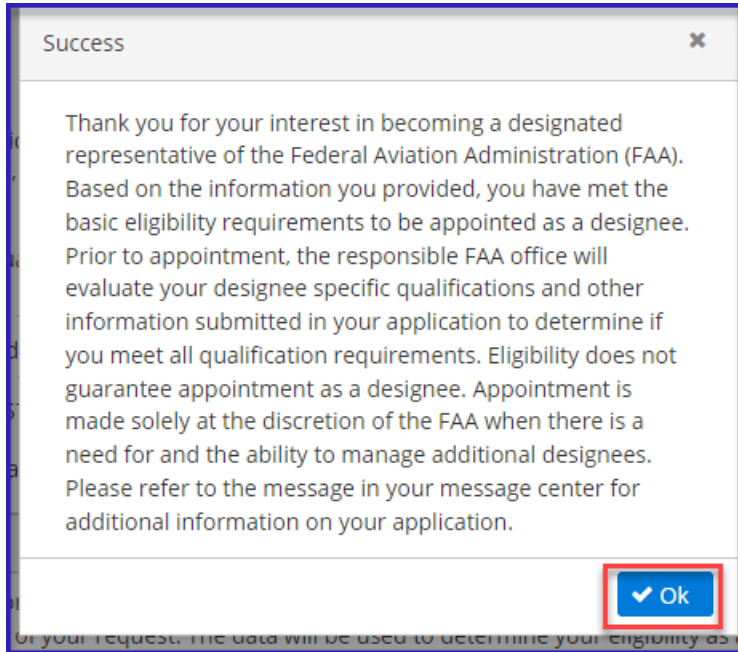
13) Read the “Release of Information and Certification Statement”, and click **I Agree** for each statement.

14) Read the “Privacy Act Statement.”

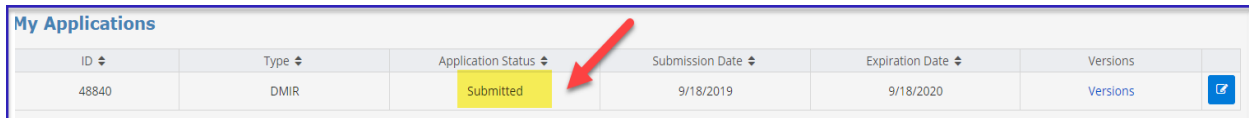
15) In the **Signature field**, enter your **DMS Password** as your electronic signature, and click **Submit**.

The screenshot shows the "Signature" tab selected in the navigation bar. A red asterisk and the text "\* Indicates required field." are in the top right corner. The "Release of Information and Certification Statement" section is highlighted with a red box. It contains several statements with "I AGREE" checkboxes. The "Privacy Act Statement" section is also highlighted with a red box. Below it, the instruction "Please enter your DMS password as your electronic signature." is highlighted with a red box. A "Signature:" label with an asterisk is followed by an empty text input field. At the bottom right, the "Submit" and "Cancel" buttons are highlighted with red boxes.


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



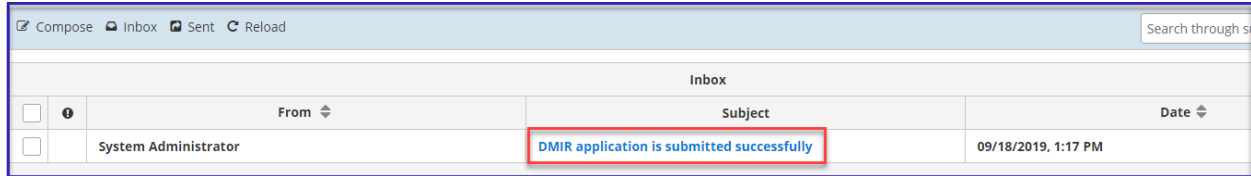
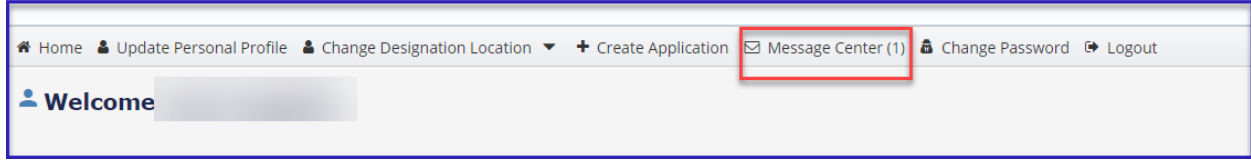
17) The submitted application appears under “My Applications” on the Designee home page.



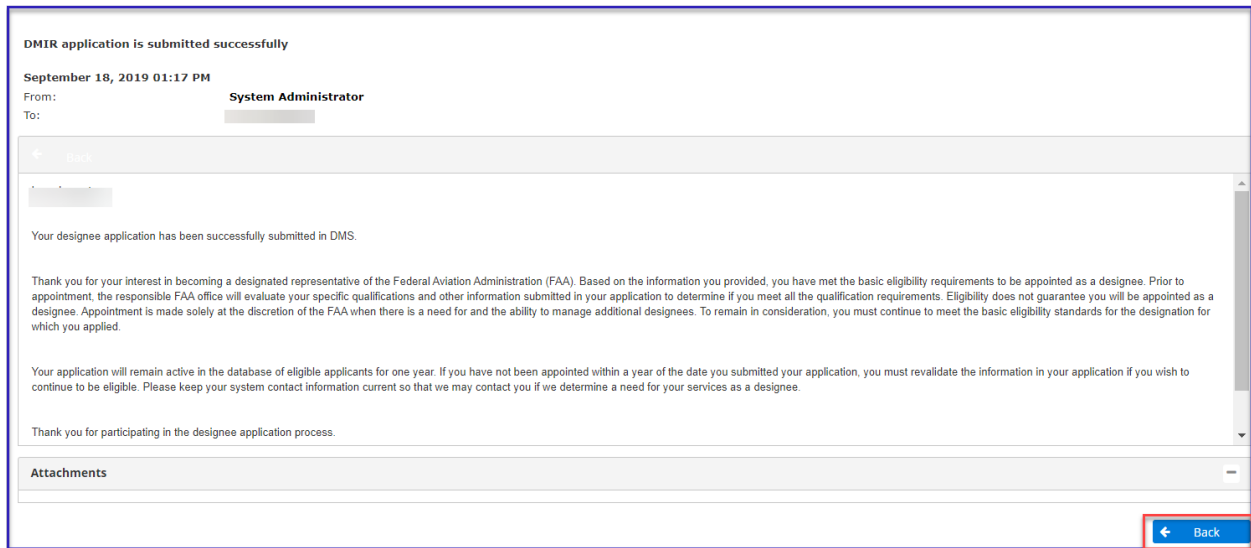
A screenshot of a table titled 'My Applications'. The table has the following columns: ID, Type, Application Status, Submission Date, Expiration Date, and Versions. The first row contains the following data: ID: 48840, Type: DMIR, Application Status: Submitted (highlighted in yellow), Submission Date: 9/18/2019, Expiration Date: 9/18/2020, and Versions: Versions (with a blue icon). A red arrow points to the 'Submitted' status in the Application Status column.

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.



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.



**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

The screenshot shows the FAA Designee Management System Home Page. At the top left is the FAA logo and 'Federal Aviation Administration'. At the top right is 'Designee Management System Home Page'. Below the header is a navigation bar with links: Home, Update Personal Profile, Change Designation Location, Create Application, Message Center (1), Change Password, and Logout. A 'Welcome' message is followed by a 'FAA Order 8000.95' link. The 'My Designations' section is empty, showing 'No records found'. The 'Action Required Items' section is also empty, showing 'No records found'. The 'My Applications' section contains one application with the following details:

ID	Type	Application Status	Submission Date	Expiration Date	Versions
48822	DMIR	Submitted	9/5/2019	9/5/2020	<a href="#">Versions</a>

A red box highlights the 'Versions' link, and a red arrow points to a blue edit icon (a square with a pencil) located at the bottom right of the application row. A text box with a red border contains the instruction: '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**

