

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.

- 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:
.....

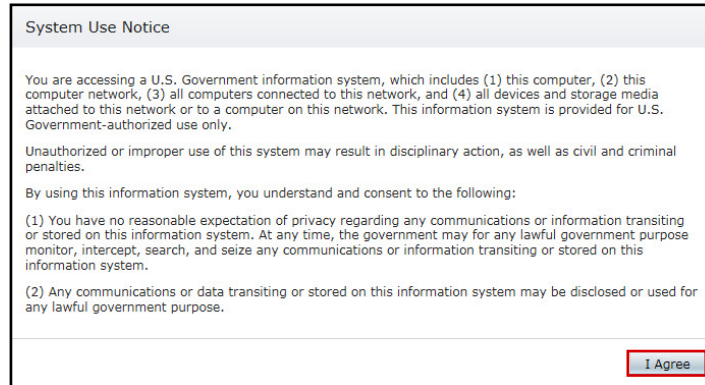
Links

User Registration
Forgot Username
Forgot Password

User Registration

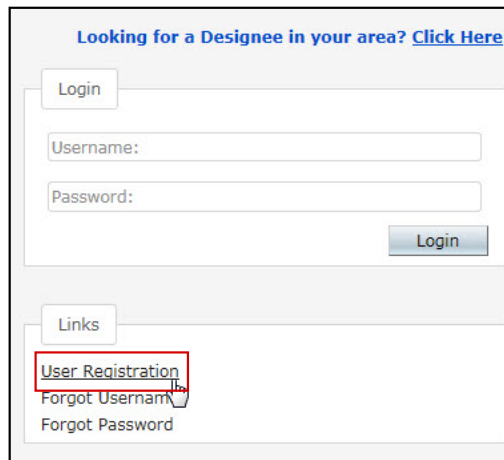
If this is your first time logging into DMS, you must register. Follow the steps below to register:

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



The screenshot shows a "System Use Notice" dialog box with a white background and a grey border. The text inside 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, there is a red-bordered button labeled "I Agree".

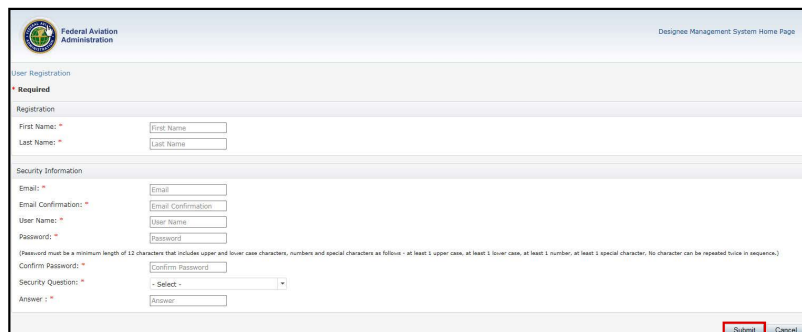
- 3) Under the “Links” section, click on **User Registration**.



The screenshot shows a web page with a blue header that says "Looking for a Designee in your area? [Click Here](#)". Below the header is a "Login" section with a "Login" button, a "Username:" input field, and a "Password:" input field. Below the login section is a "Links" section with a "User Registration" link highlighted by a red box, and "Forgot Username" and "Forgot Password" links below it.

The User Registration screen opens.

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



The screenshot shows the "User Registration" form on the Federal Aviation Administration website. The form is titled "User Registration" and has a "Required" section. The "Registration" section includes fields for "First Name" and "Last Name". The "Security Information" section includes fields for "Email", "Email Confirmation", "User Name", "Password", "Confirm Password", "Security Question", and "Answer". A red box highlights the "Submit" button at the bottom right. The form also includes a note: "(Password must be a minimum length of 12 characters that includes upper and lower case characters, numbers and special characters as follows - at least 1 upper case, at least 1 lower case, at least 1 number, at least 1 special character. No character can be repeated twice in sequence.)"

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.

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

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 Acknowledgement 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

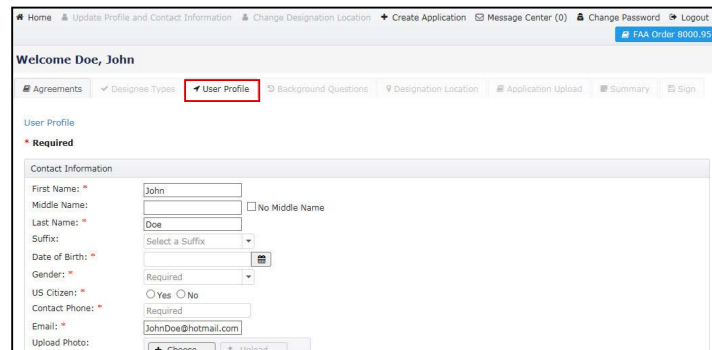
4) From the Designee Types Tab, select a **Designee Type**.

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

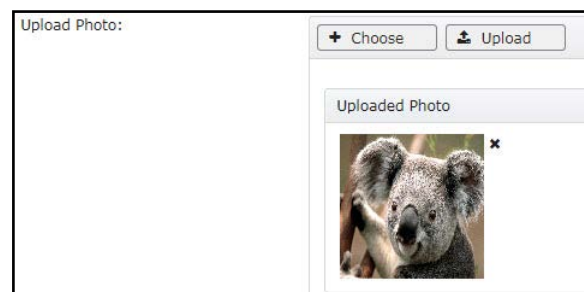
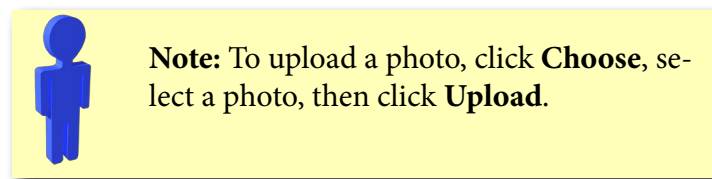
6) **Designee Questions:** Answer the rest of the questions, and click **Continue**.

The User Profile Tab opens

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

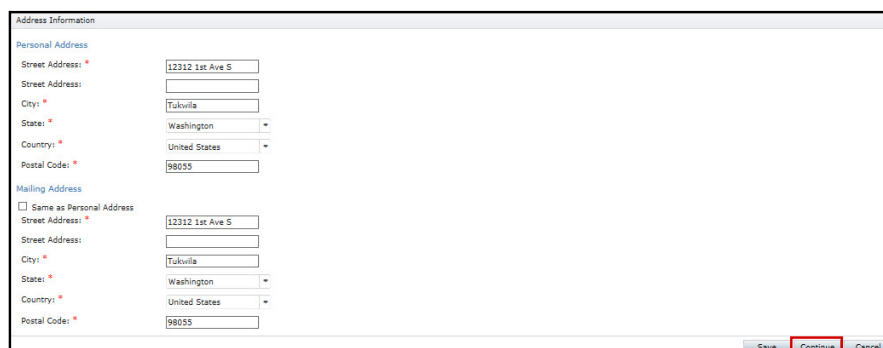


The screenshot shows the FAA User Profile page for John Doe. The "User Profile" tab is selected and highlighted with a red box. The "Contact Information" section is expanded, showing fields for First Name (John), Middle Name, Last Name (Doe), Suffix, Date of Birth, Gender (Required), US Citizen (Yes/No), Contact Phone (Required), Email (JohnDoe@hotmail.com), and Upload Photo (Choose/Upload).



The screenshot shows the "Upload Photo" dialog box. It has a "Choose" button and an "Upload" button. Below the buttons, there is a section titled "Uploaded Photo" which contains a small image of a koala with a close button (X).

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



The screenshot shows the FAA Address Information page. It has two sections: "Personal Address" and "Mailing Address". Both sections have fields for Street Address, City, State, Country, and Postal Code. The "Continue" button is highlighted with a red box.

The Background Tab opens

9) 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

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**.

Select the FAA Office you are applying to*

- Select -

Designation Contact Information

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.

Same address as Personal Profile

Name of Facility:

Street Address: * Required

Street Address:

City: * Required

State: * - Select -

Country: * United States

Postal Code: *

Save Continue Cancel

Application Upload

Sign

Certifications and Qualifications

Flight Standards Service - Designated Airworthiness Representative

Designee Application Upload Function Codes and Descriptions

*Please Select the Authorizations you are qualified for

<input checked="" type="checkbox"/> 101	<input checked="" type="checkbox"/> 102	<input checked="" type="checkbox"/> 103	<input checked="" type="checkbox"/> 104	<input checked="" type="checkbox"/> 105	<input checked="" type="checkbox"/> 106	<input type="checkbox"/> 112	<input type="checkbox"/> 114	<input type="checkbox"/> 115	<input type="checkbox"/> 116	<input type="checkbox"/> 117	<input type="checkbox"/> 124	<input type="checkbox"/> 125	<input type="checkbox"/> 128	<input type="checkbox"/> 129
<input type="checkbox"/> 130	<input type="checkbox"/> 131	<input type="checkbox"/> 132	<input type="checkbox"/> 137	<input type="checkbox"/> 138	<input type="checkbox"/> 139	<input type="checkbox"/> 140	<input type="checkbox"/> 147	<input type="checkbox"/> 148	<input type="checkbox"/> 149	<input type="checkbox"/> 150	<input type="checkbox"/> 157	<input type="checkbox"/> 158	<input type="checkbox"/> 159	<input type="checkbox"/> 160
<input type="checkbox"/> 161	<input type="checkbox"/> 162	<input type="checkbox"/> 171	<input type="checkbox"/> 172	<input type="checkbox"/> 173	<input type="checkbox"/> 174	<input type="checkbox"/> 175	<input type="checkbox"/> 176	<input type="checkbox"/> 177	<input type="checkbox"/> 178	<input type="checkbox"/> 179	<input type="checkbox"/> 188	<input type="checkbox"/> 189	<input type="checkbox"/> 190	<input type="checkbox"/> 191
<input type="checkbox"/> 197	<input type="checkbox"/> 198	<input type="checkbox"/> 199	<input type="checkbox"/> 200	<input type="checkbox"/> 201	<input type="checkbox"/> 202	<input type="checkbox"/> 203	<input checked="" type="checkbox"/> 204	<input type="checkbox"/> 205	<input checked="" type="checkbox"/> 206	<input checked="" type="checkbox"/> 207	<input checked="" type="checkbox"/> 208			

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](#)

[Download DART Supplemental Information Sheet.doc](#)

[Download Supplemental Information Sheet.pdf](#)

+ Choose Upload X Cancel

Uploaded Files

Save Continue 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.

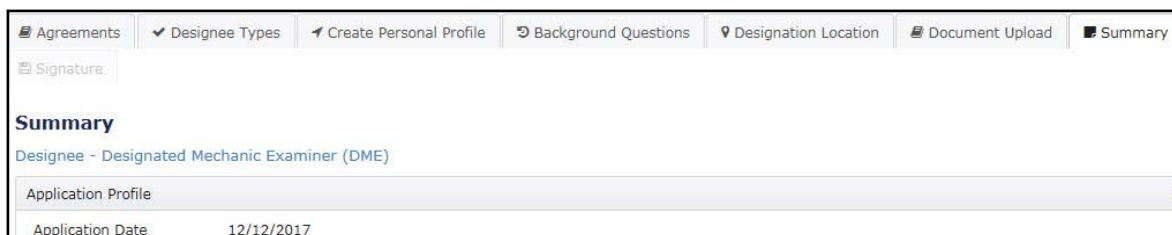


Note: You can upload additional documentation that supports the Designation. Do not attach training certificates or other documents that are unrelated to documenting your work experience.

16) Click **Continue**.

The Summary Tab opens

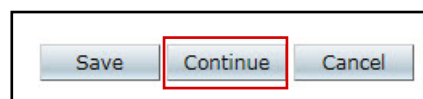
17) Review your entire application.



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

Application Date	12/12/2017
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18) Click **Continue**.



A horizontal row of three buttons: 'Save', 'Continue', and 'Cancel'. The 'Continue' button is highlighted with a red rectangular border.

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 AGREE

*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.

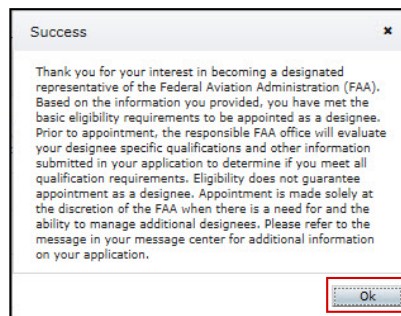
Privacy Act Statement

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:

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



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

ID	Type	Application Status	Submission Date	Expiration Date	Versions
1139	DAR-T	Submitted	12/5/2017	12/5/2018	Versions <input type="button" value="QR"/>

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

<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

