

# CARES User Guide

*Register a New Non-Imported Aircraft – Individual*

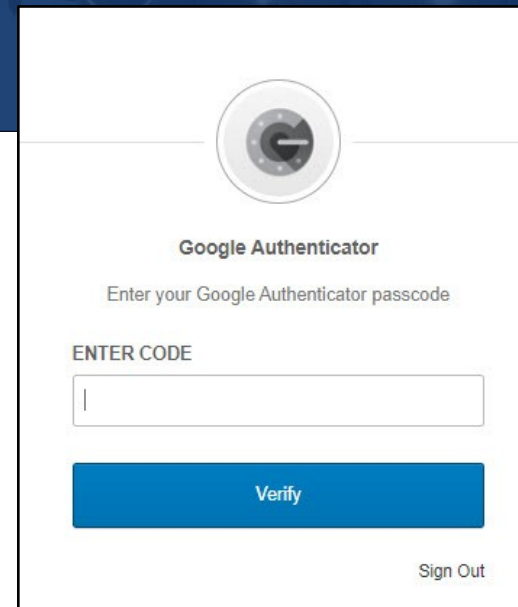
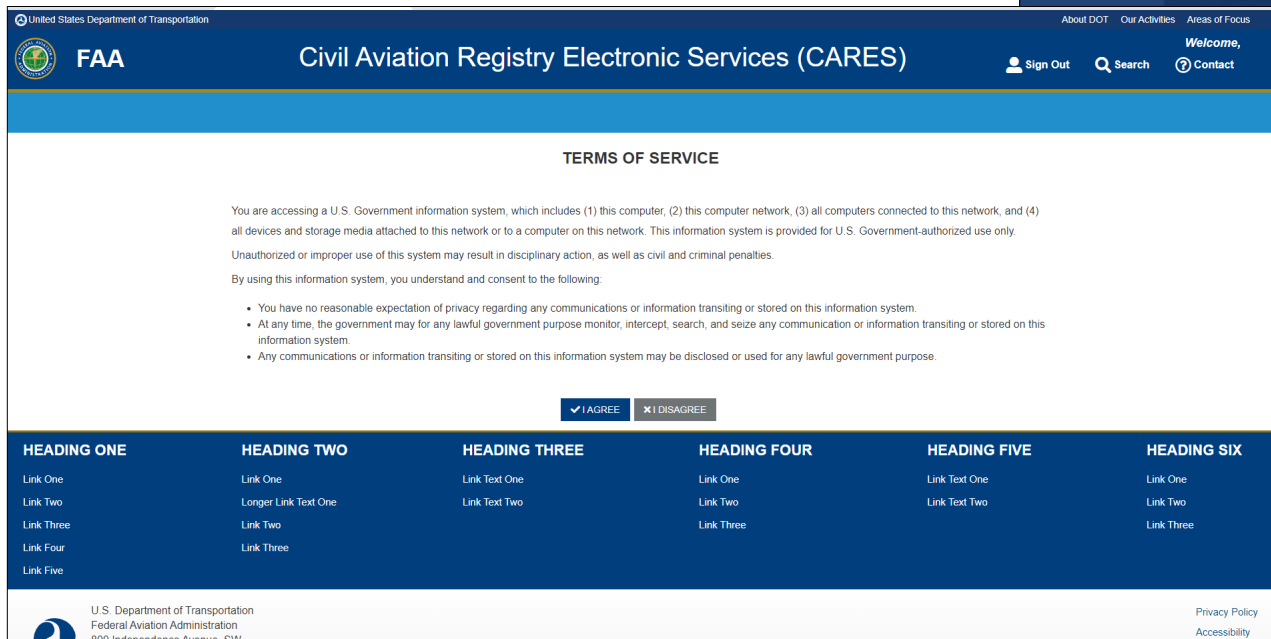
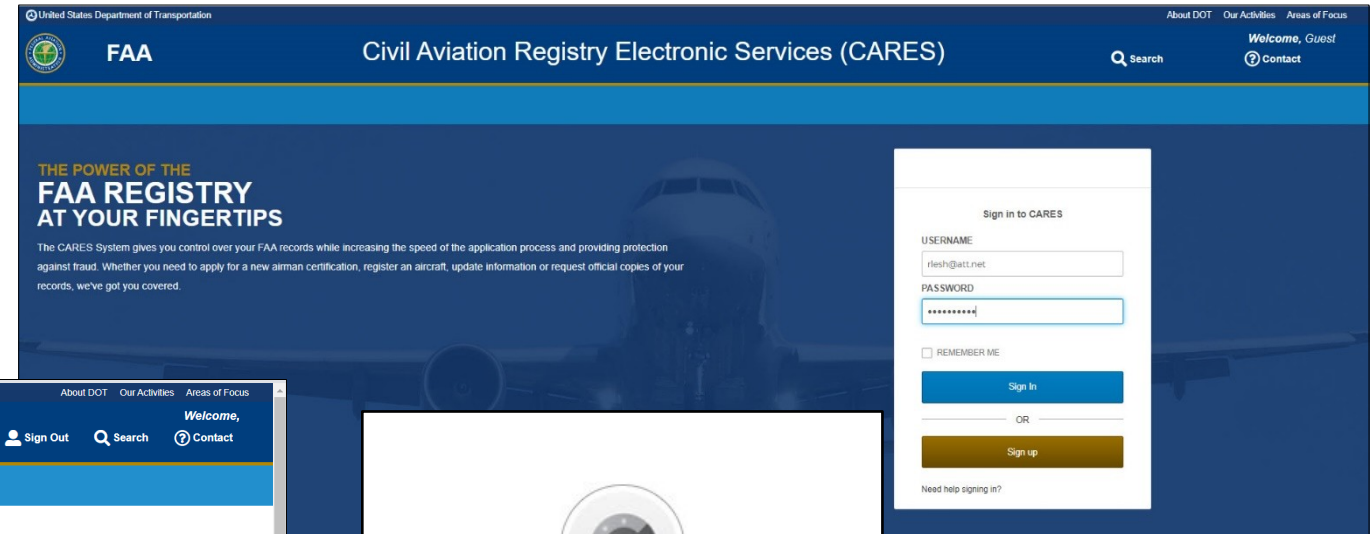
**In this guide, you'll learn how to:**

- **Identify user dashboard.**
- **Request registration for the new aircraft.**
- **Verify/Update applicant information.**
- **Add aircraft information.**
- **Request N-Number.**
- **Upload ownership documentation.**
- **Review application.**
- **Place requests into cart.**



Before beginning a request for an aircraft registration, ensure you have performed the following:

1. Navigate to the CARES home page.
2. Sign up for a CARES account.
3. Sign into your CARES account.
4. Perform 2-factor authentication.
5. Accept Terms of Service.
6. Access user dashboard.



The User Dashboard contains the actions, statuses, and disposition concerning CARES related submissions, such as Aircraft Registration, Special Reserved N-Number request, and other registry related information concerning your aircraft(s).

The screenshot displays the MyFAA CARES user dashboard for John Smith. The interface includes a top navigation bar with 'MyFAA', 'CARES', 'Sign Out', 'Search', 'Contact', and 'Welcome, John Smith' with a 'Shopping Cart' icon. A 'CONNECT WITH PIN' button is located in the top right. The left sidebar shows the user's profile 'John Smith INDEPENDENT' with a 'GET STARTED' button and navigation links for 'Dashboard' and 'Profile'. The main content area is titled 'INVITATIONS' and features two tabs: 'Aircraft Registration' (selected) and 'Airmen Certification'. Below the tabs is the 'APPLICATIONS IN PROGRESS' section, which contains a table with the following data:

PROCESS	DATE STARTED	PERCENTAGE COMPLETE		
Company Registration - - Corporation - Company 1	Mar 8, 2022	<div style="width: 60%;"></div>	LET'S CONTINUE	REMOVE
Aircraft Registration	Feb 16, 2022	<div style="width: 20%;"></div>	LET'S CONTINUE	REMOVE
Aircraft Registration	Feb 9, 2022	<div style="width: 20%;"></div>	LET'S CONTINUE	REMOVE
Aircraft Registration	Feb 9, 2022	<div style="width: 20%;"></div>	LET'S CONTINUE	REMOVE
Aircraft Registration	Jan 5, 2022	<div style="width: 20%;"></div>	LET'S CONTINUE	REMOVE

The version number 'v.release/3.3.1' is visible in the bottom right corner of the dashboard content area. The footer of the dashboard features the Federal Aviation Administration logo and the text 'Federal Aviation Administration'.



1. At the user dashboard, click the **Get Started** button:

The screenshot displays the MyFAA CARES user dashboard. At the top left, the 'MyFAA' logo is present. The main header area contains the 'CARES' logo on the left and navigation links for 'Sign Out', 'Search', 'Contact', and 'Shopping Cart' on the right. A personalized greeting 'Welcome, John Smith' is shown in the top right corner. On the left side, a user profile for 'John Smith' is displayed, including a circular avatar with the initials 'JS' and the text 'INDEPENDENT'. A 'GET STARTED' button is highlighted with a red rectangular border. Below the profile, there are links for 'Dashboard' and 'Profile'. The main content area is titled 'INVITATIONS' and features a 'CONNECT WITH PIN' button. A large white box contains the text 'WELCOME TO CARES!' and an 'ICON' placeholder. The version number 'v.release/3.3.1' is visible in the bottom right of the main content area. The footer consists of a dark blue bar with the Federal Aviation Administration logo and the text 'Federal Aviation Administration'.



2. On the next screen, select **Aircraft Services**:

The screenshot shows the MyFAA CARES user interface. At the top left, the text 'MyFAA' is displayed. Below it, the 'CARES' logo is prominent. In the top right corner, there is a welcome message 'Welcome, John Smith' and a 'Shopping Cart' icon. Navigation links for 'Sign Out', 'Search', and 'Contact' are also visible. On the left side, a user profile for 'John Smith INDEPENDENT' is shown with a 'GET STARTED' button. The main content area is titled 'HOW CAN WE HELP YOU TODAY?' and contains a paragraph of text explaining the need for a company account for certain transactions. Below this text are three service tiles: 'AIRCRAFT SERVICES' (highlighted with a red box), 'AIRMEN SERVICES', and 'ACCOUNT MANAGEMENT'. A '< DASHBOARD' link is located at the bottom left of the main content area. The footer includes the Federal Aviation Administration logo and the text 'v.release/3.3.1'.



3. On the next screen, select **Register an Aircraft**:

The screenshot shows the MyFAA CARES dashboard. At the top left, it says 'MyFAA' and 'CARES'. On the right, there are links for 'Sign Out', 'Search', 'Contact', and 'Shopping Cart'. A welcome message 'Welcome, John Smith' is displayed. The main heading is 'YOUR HOME FOR AIRCRAFT SERVICES'. A left sidebar contains the user's name 'John Smith INDEPENDENT' and a 'GET STARTED' button. The main content area features a grid of service tiles: 'REGISTER AN AIRCRAFT' (highlighted with a red box), 'RESERVE AN N-NUMBER', 'FIND AN N-NUMBER', 'REQUEST AIRCRAFT RECORDS', 'REQUEST AN IR AUTHORIZATION CODE', 'FILE A SECURITY/LEASE AGREEMENT DOCUMENT', 'FILE A LIEN AGAINST AN AIRCRAFT', 'FILE A RELEASE ON A SECURITY DOCUMENT', 'FILE A TERMINATION ON A LEASE DOCUMENT', and 'SUBMIT OTHER AIRCRAFT DOCUMENTS'. A 'CHANGE N-NUMBER' tile is positioned below the first row. A '< BACK' link is at the bottom left, and the version 'v.release/3.3.1' is at the bottom right.



# Register a New Non-Imported Aircraft - Individual

- On the next screen, select the **Applicant For Registration** if there are more than one applicant connected to the account and verify applicant details. If any changes, go to **Profile** and make the changes:
- Click **Continue**:

MyFAA

CARES

Welcome, John Smith

Sign Out Search Contact Shopping Cart

JOHN SMITH > Aircraft Registration

Applicant Information

Aircraft Identification

Documentation

Review

JS

John Smith  
INDEPENDENT

GET STARTED

Dashboard

Profile

LET'S START BY DETERMINING  
WHO IS REGISTERING THIS AIRCRAFT

APPLICANT OPTIONS

APPLICANT FOR REGISTRATION

John Smith - Individual

APPLICANT DETAILS

JOHN SMITH - INDIVIDUAL

MAILING ADDRESS PHYSICAL ADDRESS

EMAIL ADDRESS PHONE

jsmith1021 @currently.com +1 407-782-0682

CANCEL CONTINUE



# New U.S. Aircraft Registration

- On the next screen, select whether the aircraft is a new U.S. registration or if the aircraft had previously been registered in the U.S. For this example, we are going to use the **New U.S. Aircraft Registration** option:
- When you select the New U.S. Aircraft Registration option, the question asking Is This Aircraft Being Imported? appears. Select **Yes** or **No** from the drop down:

The screenshot displays the 'AIRCRAFT INFORMATION' section of the FAA registration process. Under 'AIRCRAFT STATUS', two radio button options are shown: 'NEW U.S. AIRCRAFT REGISTRATION' (highlighted with a red border) and 'PREVIOUSLY REGISTERED IN THE U.S.'. Below this, the question 'IS THIS AIRCRAFT BEING IMPORTED?' is followed by a dropdown menu currently set to 'Yes'. Further down, there are fields for 'COUNTRY IMPORTED FROM' (a dropdown menu) and 'DEREGISTRATION DATE' (a text input field with a date format 'mm/dd/yyyy'). The 'AIRCRAFT TYPE' section features five radio button options: 'U.S. MANUFACTURER (TYPE CERTIFICATED)', 'NON-U.S. MANUFACTURER (TYPE CERTIFICATED)', 'AMATEUR BUILT', 'LIGHT-SPORT', and 'UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES'. At the bottom of the form, there are '< BACK' and 'CONTINUE >' navigation buttons.





- 8. If **Yes** is selected, fields appear to select the **Country Imported From** and the **Deregistration Date**. Also, under Aircraft Type the U.S. Manufacturer is grayed out:
- 9. If **No**, is selected the Aircraft Types appear with the Non-U.S. Manufacturer option grayed out:

**AIRCRAFT INFORMATION**

AIRCRAFT STATUS ⓘ

NEW U.S. AIRCRAFT REGISTRATION  PREVIOUSLY REGISTERED IN THE U.S.

IS THIS AIRCRAFT BEING IMPORTED? ⓘ

COUNTRY IMPORTED FROM  DEREGISTRATION DATE ⓘ

AIRCRAFT TYPE ⓘ

U.S. MANUFACTURER (TYPE CERTIFICATED)  NON-U.S. MANUFACTURER (TYPE CERTIFICATED)  AMATEUR BUILT  LIGHT-SPORT  UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES

IS THIS AIRCRAFT BEING IMPORTED? ⓘ

AIRCRAFT TYPE ⓘ

U.S. MANUFACTURER (TYPE CERTIFICATED)  NON-U.S. MANUFACTURER (TYPE CERTIFICATED)  AMATEUR BUILT  LIGHT-SPORT  UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES



# U.S. Manufacturer

10. Select the **U.S. Manufacturer (Type Certificated)** option:
11. Select the **Year, Manufacturer, Model, and Serial Number** for the aircraft being registered:
12. Select the N-Number to assign the new aircraft. For this example, we choose to have CARES assign an N-Number:
13. Select **CONTINUE** to go to the Documents tab:

IS THIS AIRCRAFT BEING IMPORTED FROM A FOREIGN COUNTRY?

AIRCRAFT TYPE

U.S. MANUFACTURER (TYPE CERTIFICATED)  NON-U.S. MANUFACTURER (TYPE CERTIFICATED)  AMATEUR BUILT  LIGHT-SPORT  UNMANNED AIRCRAFT SYSTEMS (UAS) AKA DRONES

YEAR:  MANUFACTURER:  MODEL:

SERIAL NUMBER:

N-NUMBER OPTIONS

USE ONE OF MY SPECIAL N-NUMBERS  SEARCH FOR AN AVAILABLE N-NUMBER  HAVE CARES ASSIGN AN N-NUMBER

**NOTE:** If the suggested N-Number is not satisfactory, you can select the refresh icon to get a different number.

HERE'S YOUR SUGGESTED N-NUMBER

N-

**N-NUMBER OPTIONS**

**Use One of My Special N-Numbers** - You can select an N-Number from your list of Reserved Special Registration Numbers that is not currently associated to another aircraft.

**Search for an N-Number** - You can search for and select an N-number from all available N-Numbers which are not associated to another aircraft.

**Have CARES Assign an N-Number** - Selecting this option will have CARES assign an available N-Number at random for your aircraft.



14. Observe the Required Documentation based on the previous information you submitted:

15. Select the **Document Type** and Upload the document from the location it is located. Add additional documents as needed:

16. Enter **Date of Sale** and **Amount of Sale**:

17. Enter seller or sellers name and title:

18. Select **CONTINUE**. The **Review and Sign** tab appears:

BASED ON THE INFORMATION YOU HAVE PROVIDED WE WILL NEED...

### DOCUMENTS

Please make sure all the pages of each document are in a single file.

**REQUIRED DOCUMENTATION**

- Evidence of Ownership

DOCUMENT TYPE  
Aircraft Bill of Sale (AC Form 8050-2)

DOCUMENT UPLOAD  
Retail Sales Agreement.pdf [REMOVE](#)

**EVIDENCE OF OWNERSHIP**

Please provide documentation that details the Transfer of Ownership for this aircraft.

DATE OF SALE  
06/06/2005

AMOUNT OF SALE - Optional  
150000

**SELLERS**

SELLER TYPE  
Individual

FIRST NAME  
James

LAST NAME  
Kirk

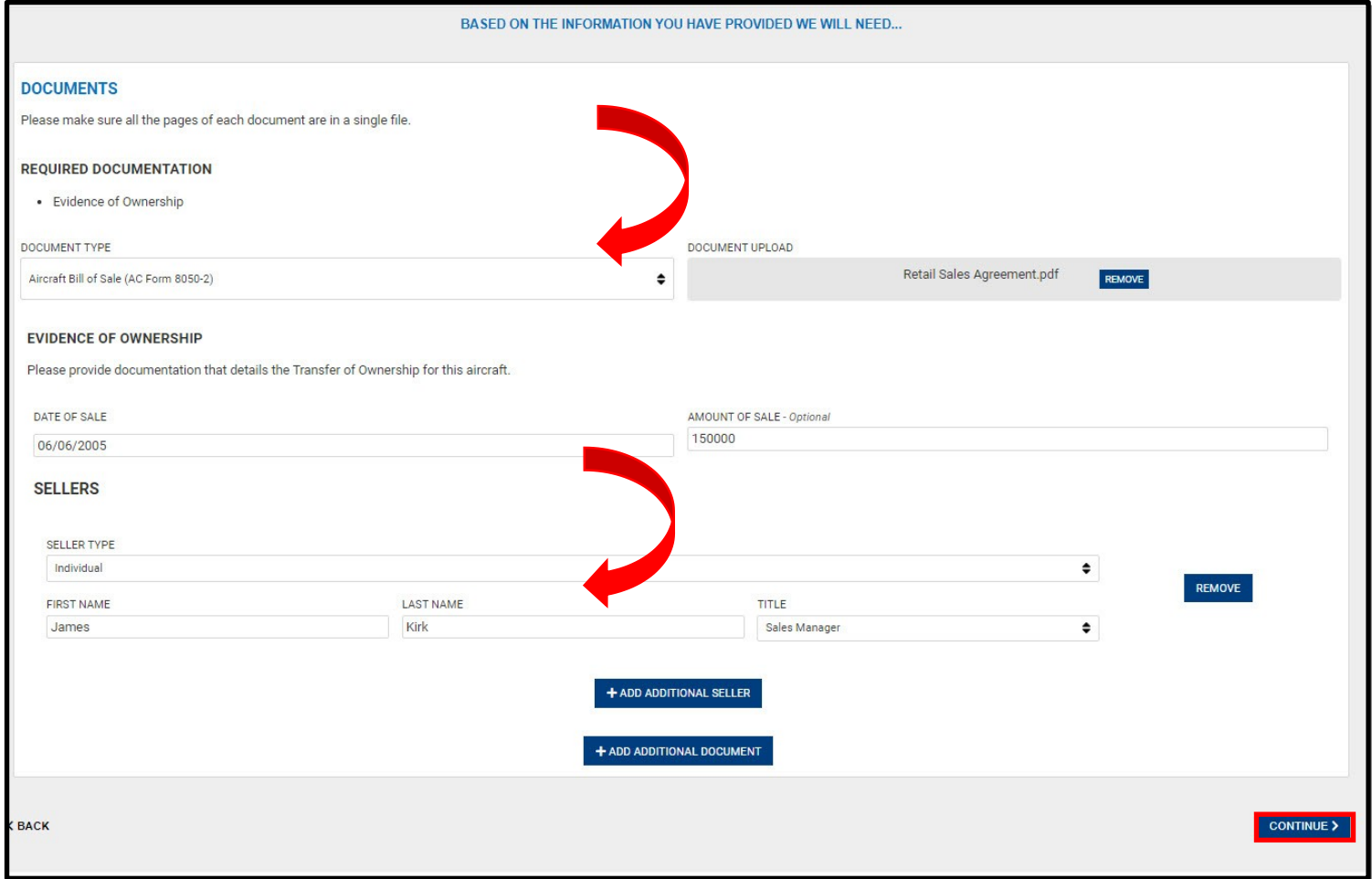
TITLE  
Sales Manager

[REMOVE](#)

[+ ADD ADDITIONAL SELLER](#)

[+ ADD ADDITIONAL DOCUMENT](#)

[BACK](#) [CONTINUE >](#)



19. Review the information. Use the back arrow at bottom of page to make corrections as needed:

20. Check the appropriate citizenship boxes and click **Sign** to access DocuSign:

2017 WORLD AIRCRAFT COMPANY (UNITED STATES) SPIRIT - N601EA

**APPLICANT INFORMATION - INDIVIDUAL**

INDIVIDUAL NAME  
John Smith

**CONTACT INFORMATION**

EMAIL ADDRESS  
jsmith1021@currently.com

PHONE  
+813-221-3213

MAILING ADDRESS  
123 Main Street  
Polk City, FL 32712

PHYSICAL ADDRESS  
123 Main Street  
Polk City, FL 32712

**AIRCRAFT INFORMATION**

YEAR 2017	MANUFACTURER World Aircraft Company (United States)	MODEL Spirit
N-NUMBER N601EA	SERIAL NUMBER 654789	

**DOCUMENTS**

**EVIDENCE OF OWNERSHIP - RETAIL SALES CONTRACT OR INSTALLMENT SALES CONTRACT**

DATE OF SALE Jun 6, 2005	AMOUNT OF SALE \$150,000.00
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**SELLERS**

FIRST NAME James	LAST NAME Kirk	TITLE Sales Manager
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**UPLOADED FILE**

Retail Sales Agreement.pdf	Retail Sales Contract or Installment Sales Contract
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owned by the undersigned applicant who is: (Must Check A, B, C or D)

REGULATED AS DEFINED BY 49 USC 40102(A)(15)  
REGISTRATION (FORM 1-551) NO.  
AND SAID AIRCRAFT IS BASED AND PRIMARILY USED IN THE UNITED STATES.  
NOT BEING TRUST TO QUALIFY.

I, the below signed, certify that I am authorized, by the applicant shown above, to sign corporate documents and to seek aircraft registration on behalf of the entity and that I will provide the same

not registered under the laws of any foreign country; and

ownership is attached or has been filed with the Federal Aviation Administration.

THIS APPLICATION MUST READ THE FOLLOWING AND UNDERSTAND THAT, BY APPLYING A SIGNATURE TO THIS DOCUMENT, THEY ARE SUBJECT TO THE REFERENCED STATUTES AND ASSOCIATED

information provided in, and in any attachments to, this application for aircraft registration is true, accurate and correct to the best of my/our knowledge and belief. I/we understand that the FAA administrator will provide in determining my/our qualification for aircraft registration. I/we understand that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully provides false information or is aided or abetted in any way by any trick, scheme, or device any material fact(s), statement(s), representation(s) or entry(ies) may be fined up to \$500,000 or imprisoned for not more than five (5) years or both (18 U.S.C. §§ 1001, 1003) or may be liable to knowingly and willfully: a) falsify or conceal a material fact; or b) use a document knowing it contains a false, fictitious or fraudulent statement/entry; or c) provide any inaccurate, false information to criminal prosecution (49 U.S.C. § 46306), and the registration of the subject aircraft may be delayed, denied and/or revoked.

**SIGN >**





22. Once application is signed, the aircraft appears and is placed in the shopping cart.

23. You can either save the application for later or pay for the registration now. If you save for later, there is no guarantee your N-Number will still be available unless you already have the number as a Reserved Special N-Number.

MyFAA

CARES

Welcome, John Smith  
Shopping Cart

Sign Out Search Contact

### SHOPPING CART

ALL PAYMENTS ARE COMPLETED SECURELY ON THE PAY.GOV WEBSITE

AIRCRAFT REGISTRATION		
N5712P - 2001 Volante Aircraft Company (United States) Volante Two	John Smith	\$5.00
		<a href="#">SAVE FOR LATER</a>
<b>TOTAL</b>		<b>\$5.00</b>

[GET STARTED](#)

Dashboard  
Profile

[PAY WITH PAY.GOV](#)

v.release/3.3.1

Federal Aviation Administration




24. Follow the Pay.gov procedures to pay for the items in your cart. Once paid, the registration moves from your cart and is forwarded to FAA for examination. You will receive an email as a receipt for the payment.

An official website of the United States government [Here's how you know](#)

[Cancel](#)

## FAA CARES HCP 6



**Payment Information**  
Payment Amount \$10.00

**I want to pay with my**

Bank account (ACH)

Amazon account

PayPal account

Debit or credit card

[Continue](#) [Cancel](#)

WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems which run on it are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Note: This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling.

