



Commonwealth of Virginia  
 Department of Aviation  
 5702 Gulfstream Road  
 Richmond, VA 23250-2422  
 www.doav.virginia.gov

For DOAV Use Only  
 DATE STAMP BELOW

Annual Based Aircraft Survey  
 Based Aircraft Comprehensive Survey

**Instructions**

Note: This survey of based aircraft is required under *Virginia Aviation Regulations 24 VAC 5-20-350 Annual Aircraft Survey and Report of Financial Responsibility.*

- Complete Parts 1 and 2 (type or print). For Part 2, make sure to include all aircraft based at the airport on January 1 of each year, including any aircraft being constructed, undergoing repair or major overhaul, or owned by flying clubs or government agencies. Also include gliders, ultra-lights, balloons, aerial application aircraft, and any transient aircraft that visited the airport 60 days during the preceding 12-month period.
  - For the site location, indicate the hangar or apron space where the aircraft is stored.
  - For the status, place an X in the column if an aircraft is not airworthy.
- Mail the comprehensive summary to the Virginia Department of Aviation at the address above no later than January 31 of each year. An electronic version of this document may be sent to [aclicensing@doav.virginia.gov](mailto:aclicensing@doav.virginia.gov). If sending an electronic version, please complete the certification and check "Electronic Submission" in lieu of a signature.

**Part 1: Reporting Information**

Name of Airport: \_\_\_\_\_ Identifier \_\_\_\_\_ Name of Person Completing Survey: \_\_\_\_\_  
 Address of Airport \_\_\_\_\_ Title: \_\_\_\_\_  
 Calendar Year: \_\_\_\_\_ Date \_\_\_\_\_ Phone and Email: P: - - E: \_\_\_\_\_

I hereby certify that the information contained in this survey is complete and accurate to the best of my knowledge.

Electronic Submission

\_\_\_\_\_  
 Signature Name Title Date

**Part 2: Aircraft and Owner Information**

Registration Number	No. of Engines	Aircraft Model	Aircraft Manufacturer	Aircraft Owner Name	Aircraft Owner Address (number, street, city, state, zip)	Aircraft Owner Phone Number	Site Location	Status
N						- -		
N						- -		
N						- -		
N						- -		
N						- -		

