



**Commonwealth of Virginia**  
**DEPARTMENT OF AVIATION**  
 5702 Gulfstream Road  
 Richmond, Virginia 23250-2422  
 Tel. 804-236-3637 Fax 804-236-3635  
 1-800-292-1034  
[www.doav.virginia.gov](http://www.doav.virginia.gov)

**DEPARTMENT OF AVIATION  
 USE ONLY:**

VA Registration #	_____
Expiration Date	_____
Check Number	_____
Fee Amount	_____
Sales Tax	_____

## Aircraft Registration Application

**INSTRUCTIONS:**

- Type or print all information
- Return completed application with the following:
  1. Copy of Bill of Sale that shows purchase price paid
  2. Completed *Aircraft Sales and Use Tax Return (AST-3)* along with tax payment or a copy of the *Certificate of Payment of Tax* from the Virginia Department of Taxation
  3. Current copy of Insurance Binder or Insurance Declaration Page for aircraft
  4. Registration fee payment (Check or money order payable to the Treasurer of Virginia)

**IMPORTANT:**

- A registration will expire 12 months from the original date issued
- It is a misdemeanor to operate an unregistered aircraft in Virginia

Check One:

- Noncommercial Aircraft Registration - \$5.00
- Commercial Aircraft Registration - \$10.00

### Section 1 – Owner Information

Name of Primary Owner	FEIN/SSN
Address	Home Phone (Area code & number)
City, State, ZIP Code	Business Phone (Area code & number)
E-Mail Address	Cell Phone (Area code & number)
Ownership Type	<input type="checkbox"/> Individual Ownership <input type="checkbox"/> Joint Ownership <input type="checkbox"/> Fractional Ownership
<input type="checkbox"/> Check if more than one owner. (List names of owners of page 4.)	

### Additional Information for Businesses

Incorporation Date	State of Incorporation
Contact Person and Title	
Contact's Phone	Contact's Email

### Section 2 – Aircraft Registration Information

FAA Registration Number	N	Serial Number		Model Year	
Aircraft Type	<input type="checkbox"/> Fixed Wing Single-engine <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Homebuilt/Other <input type="checkbox"/> Glider <input type="checkbox"/> Fixed Wing Multi-engine <input type="checkbox"/> Ultralight <input type="checkbox"/> Blimp/Dirigible <input type="checkbox"/> Balloon				
Aircraft Category	<input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Amphibian				
Make/Manufacturer		Model		Engine Make	
Engine Type	<input type="checkbox"/> Turbo Jet <input type="checkbox"/> Turbopropeller <input type="checkbox"/> Turboshaft <input type="checkbox"/> Turbo Air Generating <input type="checkbox"/> Ram Jet <input type="checkbox"/> Reciprocating <input type="checkbox"/> No Engine <input type="checkbox"/> Other				

### Section 3 – Aircraft Information

Based Airport/Facility			
Aircraft Use	<input type="checkbox"/> Personal <input type="checkbox"/> Business <input type="checkbox"/> Rental <input type="checkbox"/> Instruction <input type="checkbox"/> SARDA <input type="checkbox"/> Flying Club <input type="checkbox"/> Agriculture <input type="checkbox"/> Air Taxi <input type="checkbox"/> Air Ambulance <input type="checkbox"/> Other		
Virginia Contract Carrier Permit Number	A contract carrier permit must be obtained if you give or provide flight instruction for compensation, or transport passengers or cargo in Virginia. If your aircraft is being leased and used for flight instruction the lessee is required to obtain a permit.		
Is aircraft airworthy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "no", state conditions	

### Section 4 – Purchase Information

Date of Purchase or Entry Into Virginia	
Total Purchase Price	
Seller's Name	
Seller's Address	
Seller's Phone Number	

### Section 5 – Aircraft Sales & Use Tax and Personal Property Tax Information

Date Sales Tax Paid		Amount of Sales Tax Paid	\$
If sales tax not paid, state reason			
City/County to which personal property tax is paid on aircraft			

### Section 6 – Lease Information

**If the aircraft is “Leased” or is available “For Lease”, please provide the following information**

Lessee Name		Fleet/Permit Number (if applicable)	
Lessee Address		Lessee Phone	

### Section 7 – Insurance Information

Insurance Policy Number			
Insurance Company			
Issuing Agency			
Insurance Effective Date		Insurance Expiration Date	

### Section 8 – Financial Responsibility

**Minimum financial responsibility required for each aircraft by the Code of Virginia, §5.1- 88.2:**

**OPTION 1**

Bodily Injury to or Death of One Person in Any One Accident	\$50,000
<b>AND</b> Bodily Injury to or Death of Two or More Persons in Any One Accident	\$100,000
<b>AND</b> Injury to or Destruction of Property of Others in Any One Accident	<u>\$25,000</u>
	\$175,000

**Or**, a Single Limit Policy Covering Bodily Injury and Property Damage \$250,000

**OPTION 2**

Execution of a bond by a licensee and by a surety company authorized to transact business in this Commonwealth conditioned for payment in amounts and under the same circumstances as would be required in a policy of bodily injury liability and property damage liability insurance, as required by the provisions set forth above.

**OPTION 3**

\$250,000 in cash delivered to the Virginia Department of Aviation or an irrevocable letter of credit in the amount of \$250,000 from a depository institution as defined in §2.2-4701. Such money or securities so delivered to the Virginia Department of Aviation shall be placed by it in the custody of the State Treasurer and shall be subject to execution to satisfy any judgment within the limits on amounts required for personal injury and property damage liability insurance.

### Section 9 – Certification by Owner

**I declare that this application has been examined by me and to the best of my knowledge and belief is true, correct and complete.**

Primary Owner Name (Please Print )	Signature	Date

### Multiple Owners

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	