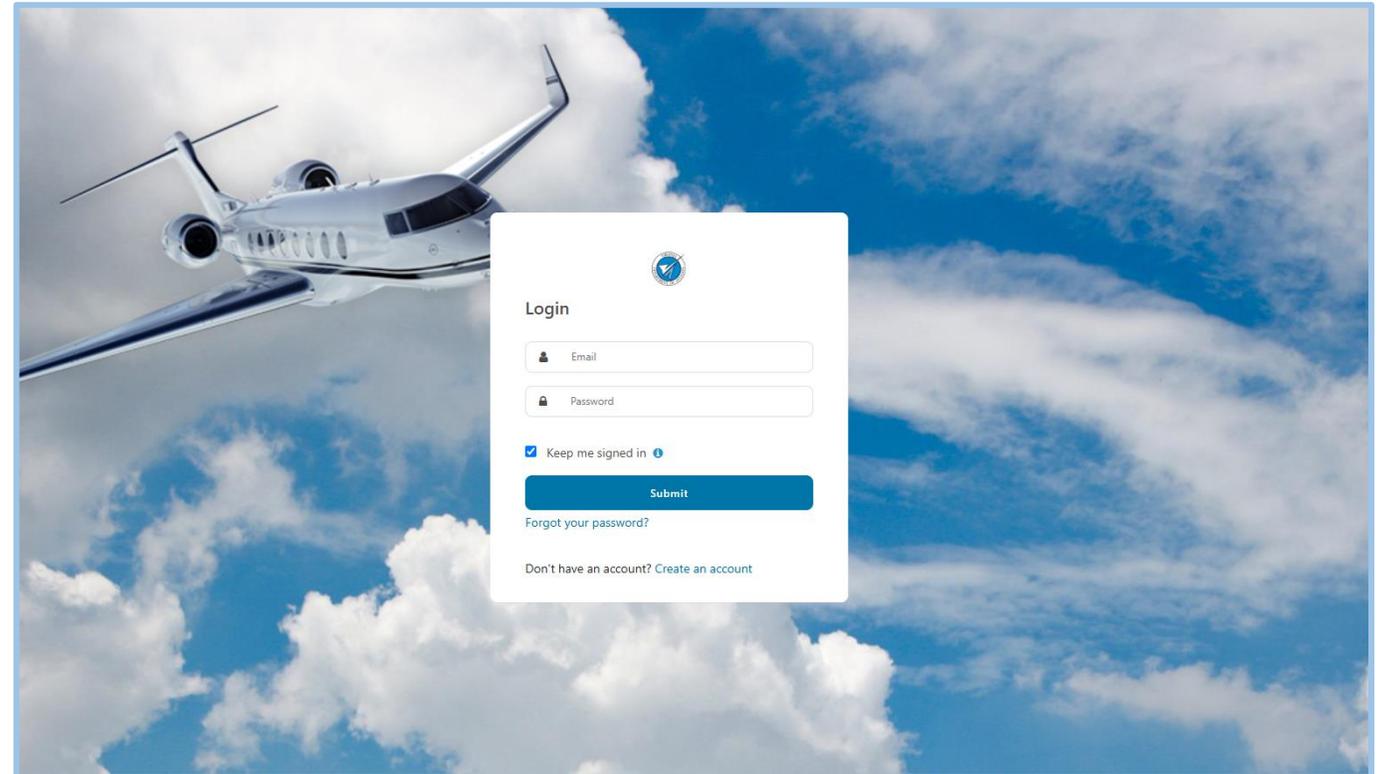# Evoke User Guide

Aircraft Registration Portal

As an aircraft owner or an administrative manager of multiple aircraft, you will need to create your account and establish a connection to view associated aircraft.
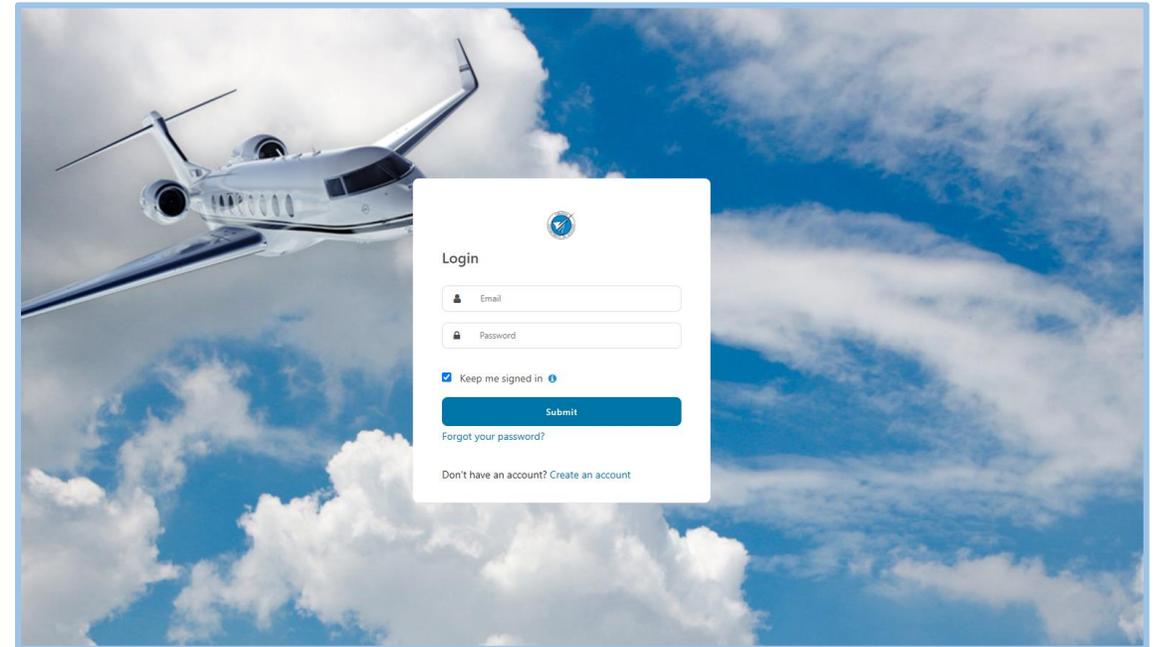
Transitioning from paper forms and the postal service, the Evoke platform will provide you the means to renew aircraft registrations, submit new applications and notify DOAV on any changes to your aircraft.

Although you still can submit by paper, using the Evoke registration portal will lessen the time it takes to process your application and provide you more abilities to ensure your aircraft is properly registered in the Commonwealth of Virginia.
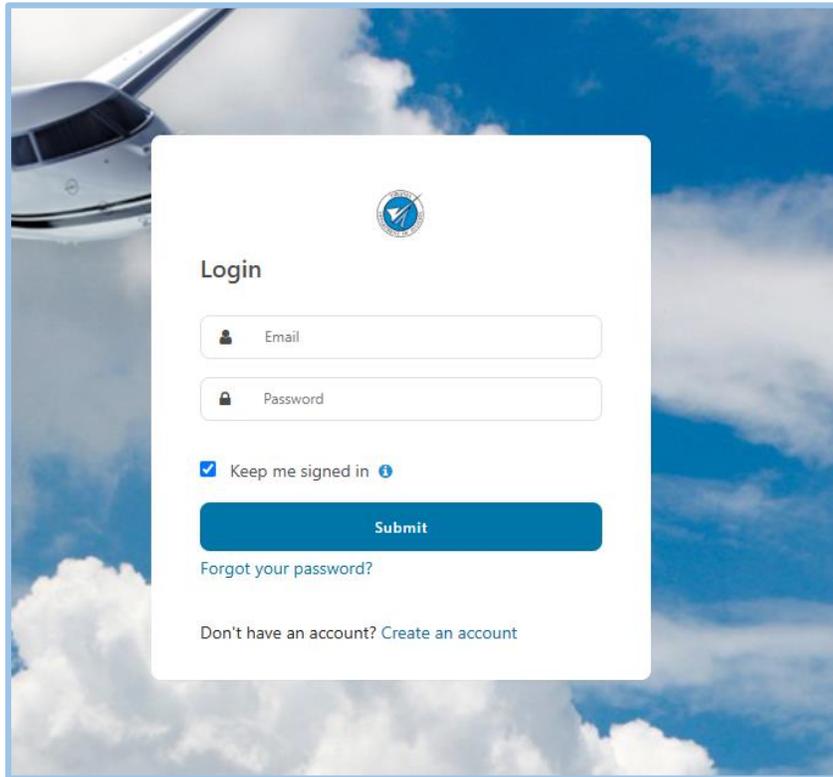
Evoke User Guide
Sections

Creating an Account: Part 1.

Before you can connect to your aircraft, you must create your account. This is done by clicking on the Create an account link as seen in the image below.

Creating an Account: Part 2.

Next you will fill out the registration form with a valid email address and a password. You must use a password that meets the COV standard as listed below.

Password Complexity:
- Minimum of 14 characters
- Upper and Lower case letters
- Numerical values
- One special character
- No repetitive values

Creating an Account: Part 3.

      Two-Factor Authentication is required for you to complete your account creation. You will receive a 6-character code in the email you used to create your account. Enter that verification code and press the Submit button to finish creating your account.

Receiving a code may take 30 seconds to 2 minutes. If you are sure you did not receive a code, press the "Send me another email" link to generate a new code.

**You will need to configure your final two-factor authentication for your account. This is detailed out on the next page.

Depending on your email provider and internet service, emails make take a few minutes to receive two-factor authentication codes. Please be patient while waiting on your email from the system.

If you have not received and email, please check your spam or junk folder as some email providers may send the system generated email there.

The most difficult part of the aircraft registration portal is creating your account. You are almost done with the account setup.

***Note that your Owner Access Code is not the same as "Your single-use code". Your single use sign on code is 6-digits long and only used when you are logging into the Evoke aircraft registration system.

Creating Your Account Part 4. *Final Configuration of two-factor authentication.*

Logging into the aircraft registration portal the first time after creating your account does not complete the two-factor authentication process.

On your second time logging into the aircraft registration portal will prompt you to configure the two-factor authentication process.

Press the "Send a one-time code" button to receive a 6-character authentication code in the email you provided. Once you have setup the two-factor authentication, you will be required to receive and enter a code each time you login to the aircraft registration portal.

Account Password Reset

In the instance you forget your password. Use the forgot your password reset option to receive instructions on resetting your password.

Forgot Password

Enter your email address and press the Submit button to receive an email instructing you on the next steps

Emailed Password Reset

In your email, you will receive a password reset button.

Password Reset

We received a request to change your password. To create a new password, click the button below.

Reset your password

Authentication Challenge

You will receive a code in your email to enter before taking you to the next screen where you can enter your new password.

Security is important, so please be patient during this process

***Note that your Owner Access Code is not the same as your Single Use Sign on code. Your single use sign on code is 6-digits long. To log into the Evoke dashboard use your Single Use Sign on Code.**

Please complete this challenge prior to changing your password.

Code successfully sent

Authentication challenge

🔒 Enter your verification code

☐ Trust this computer for 30 days ⓘ

Verify

← Didn't receive a code? Try another option

Update your password

   Now you can update your password and be logged back into the aircraft registration portal.

**Note

Security is very import to us. There may be many steps to create, access and reset your account credentials; but all of these are necessary to ensure your information is safe and only you or authorized individuals have access to your information.

Connecting your Account to the Owner of the Aircraft.

Before you can manage your aircraft, you must connect your new online account to the owner currently associated with the aircraft as recorded by the Department of Aviation. To do so, you must know key information and have access to the email address provided by the owner of the aircraft. If you have this information, you can then use the **Generate Owner Access Code** button seen below. ***Connecting your logon to your aircraft may take several minutes to display your information, please be patient as background processes establish a first-time connection.***

If your aircraft was registered with DOAV prior to the new aircraft registration system, Do Not Submit a New Application!! Contact DOAV first. You may not have the correct email on file.

Not Seeing Your Information?

If you are not seeing your aircraft and not able to see entities in the Filter By drop-down list, please take time to read the Evoke User Guide before continuing.
If your aircraft was registered with DOAV prior to the new aircraft registration system, **Do Not Submit a New Application!! Contact DOAV first.**

Link Logon to Entity	Generate Owner Access Code

Registered Aircraft   Filter by: Daija Harris ▾

🔍 Search...	Aircraft Type ▾	Status ▾	Registration Status ⑦ ▾

Aircraft Type	FAA Registration...	Status	Registration Status	Expiration Date	
Commercial Aircraft	N942JT	Active	Active	10-31-2026	
Commercial Aircraft	N2VA	Active	Active	07-31-2025	Renew
Non-Commercial Airc	N5VA	Active	Active	07-31-2025	Renew

1 to 3 of 3 |< < Page **1** of 1 > >|

Contract Carrier Permit

Entity has no contract carrier permits.

To apply for a Contract Carrier Permit, use the Start a Request button.

Requests   All Requests ▾

Commercial Aircraft Registration Renewal
Pending • Received On 11/6/25
View Request

Non-Commercial Aircraft Registration Renewal
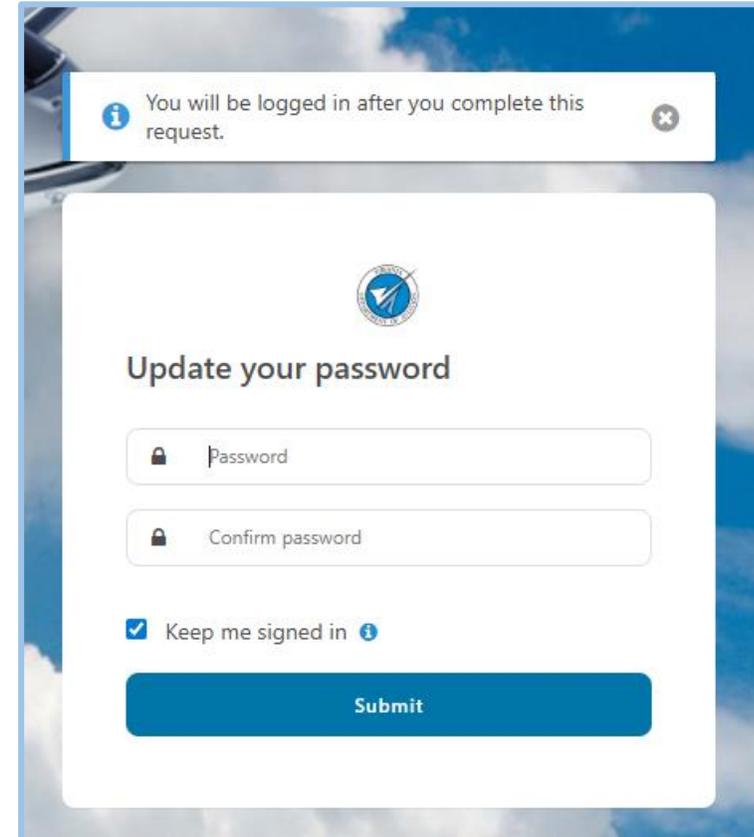Pending • Received On 11/6/25
View Request

Generate Owner Access Code button:

Generate Owner Access Code

An owner access code is used to connect an online registered user with the owner of an aircraft for first time. This owner access code is emailed to the portal user provided that the email on file with DOAV is the same as what you have entered.

Link Logon to Entity (Owner)

Link Logon to Entity

This is used to connect the portal logged in user with the owner of the aircraft. Once connected your aircraft will be displayed after a few moments.

Please see the details on how to use both options on the next page.

Generate Owner Access Code.

To receive an Owner Access Code, you must have access to the following information:

- Owner (Entity) email address to receive the code
- The DOAV aircraft registration number issued to you by the Department of Aviation.
- FAA Registration Number
- Serial Number of the aircraft recorded on file with the Virginia Department of Aviation.

Use the Generate Owner Access Code blue button in the image to send a code to your email address on file. You Owner Access Code is a permanent code that can be used by you or an authorized individual you wish to have access to your aircraft information. **_Hold on to this access code if you wish to allow another individual to manage your aircraft._**

Once you have received your code in an email. You can then use the link logon to entity button explained on the next page.

Note: Commercial Fleet accounts do not need this code if your aircraft is part of a Commercial Fleet. Commercial Fleet can only manage the renewal period of your aircraft ensuring it is properly registered with the Department of Aviation. **_Commercial Fleets can not access your aircraft details. They can only renew the registration when they renew their own Commercial Fleet account._**

Generate Owner Access Code

Provide entity email and active aircraft registration information to generate an owner access code. Generated owner access codes are sent to the entity's email address.

Entity Email *
Enter your email in lower case only.

DOAV Registration Number *
Registration Number is printed on the Registration Certificate.

FAA Registration Number *

Serial Number *

Date

11-07-2025 10:57 AM

Cancel   Generate Owner Access Code

No Email On file

If you receive an error that there is no match on search criteria, it may be due to no email or an incorrect email on file. Please contact the DOAV aircraft registration staff to ensure your email is up to date.

*****If you know that you have aircraft already registered, do not submit an aircraft registration application without contacting us first. ****

We are unable to match your search criteria, please refine your search.

Link Logon to Entity.

Once you have received your permanent **Owner Access Code** in and email sent to you; press the Link Logon to Entity button on the dashboard. You will then copy and paste the owner access code in the field provided.
Be sure that there are no spaces on either side of the access code when you paste into the field shown on the right. Spaces will cause an error and indicate you can not connect.

Next you will enter the DOAV Registration Number provided to you by the Department of Aviation when you first registered your aircraft. If you have multiple aircraft under the owner you are trying to connect to, you will only need one of the registration numbers that will connect you to all the aircraft under that owner.

Once you have entered the correct information, you will then press the **Link Logon to Entity** button. This will initiate a process that will tie your logon to the owner and aircraft on file with the DOAV. This process takes a few moments to happen. If you do not see a change on screen, refresh your page to see the change.

Link Logon to Entity   ✕

Owner Access Code
Complete the Generate Owner Access Code request or contact the Entity Owner to receive the Owner Access Code.

DOAV Registration Number
Registration Number is printed on the Registration Certificate.

Date Added

11-03-2025 07:50 AM

Cancel   **Link Logon to Entity**

Manage your Aircraft

Dashboard:

For the general aircraft owner, this displays all aircraft connected to the selected owner.

Aircraft Listing:

Using the **Filter by** option will display all aircraft connected to the selected owner.

Contract Carrier Permit:

This will display any contract carrier permits associated to the selected **Filter By**.

Registration Portal

Dashboard

Fleet Dashboard

Dealer Dashboard

Good morning!
Welcome to the Virginia Department of Aviation Portal.

📋 **Begin Application**

Not Seeing Your Information?

If you are not seeing your aircraft and not able to see entities in the Filter By drop-down list, please take time to read the Evoke User Guide before continuing.

If your aircraft was registered with DOAV prior to the new aircraft registration system, **Do Not Submit a New Application!!** Contact DOAV first.

Link Logon to Entity   **Generate Owner Access Code**

Registered Aircraft
Filter by: **Daija Harris** ▾

🔍 Search...   Aircraft Type ▾   Status ▾   Registration Status ⑦ ▾

Aircraft Type	FAA Registration...	Status	Registration Status	Expiration Date	
Commercial Aircraft	N942JT	Active	Active	10-31-2026	
Commercial Aircraft	N2VA	Active	Active	07-31-2025	Renew
Non-Commercial Airc	N5VA	Active	Active	07-31-2025	Renew

Contract Carrier Permit

Entity has no contract carrier permits.

To apply for a Contract Carrier Permit, use the Start a Request button.

Requests
[All Requests ▾]

Commercial Aircraft Registration Renewal
Pending • Received On 11/6/25
View Request

Non-Commercial Aircraft Registration Renewal

Requests:

This is a listing of submitted and in-process requests. Selecting the blue text will take you to the details of your request and allow you to continue the application process.

Aircraft:

Selecting anywhere on the row containing the aircraft will allow you to view the aircraft details.

Filter By:

Filter by is used to show all aircraft associated with the owner to whom you are connected. As a portal user, you will have the ability to link to aircraft owners through the *link your logon to an entity option.*

Good morning!
Welcome to the Virginia Department of Aviation Portal.

Not Seeing Your Information?

If you are not seeing your aircraft and not able to see entities in the Filter By drop-down list, please take time to read the Evoke
If your aircraft was registered with DOAV prior to the new aircraft registration system, **Do Not Submit a New Application!!** Cor

Renew:
Aircraft are ready for renewal 45 days prior to the expiration period.

If your aircraft are eligible for renewal, you will see a **Renew** button on the row next to each aircraft. <u>**Use this button only once to start a renewal application**</u>.

If you wish to renew your aircraft earlier than 45 days, you can click on the row to view the aircraft details where you will see the Renew Aircraft button.

Aircraft applications should only be submitted once for both renewals and applications for a new aircraft registration. You can resume an already in progress application shown on the next page.

Registered Aircraft   Filter by: **Daija Harris** ⌄

Search...   Aircraft Type ⌄   Status ⌄   Registration Status 7 ⌄

Aircraft Type	FAA Registration...	Status	Registration Status	Expiration Date	
Commercial Aircraft	N942JT	Active	Active	10-31-2026	
Commercial Aircraft	N2VA	Active	Active	07-31-2025	Renew
Non-Commercial Airc	N5VA	Active	Active	07-31-2025	Renew

Manual Renewal Process

If you wish to renew your aircraft before the 45-days to expiration, you can select the aircraft you want to renew by clicking on the row to view the details and then use the Renew Aircraft Registration button.

Aircraft Type	FAA Registration Nu...	Status	Registration Status	Expiration Date	
Commercial Aircraft	N942JT	Active	Active	10-31-2026	

Renew Aircraft Registration Button

Clicking on the Renew Aircraft Registration button will start the renewal process the same as using the Renew button seen on aircraft records shown on the dashboard.

N942JT Active

Commercial Aircraft • Daija Harris

Renew Aircraft Registration

Summary   Insurance   Documents and Correspondence   Associations

Registration Information

Owner	Aircraft Registration Type *	Non-Active Status Reasons Aircraft
Daija Harris	Commercial Aircraft	
Registration Status	Status	Stage
Active	Active	Registered
FAA Registration Number	Serial Number	Registration Number
N942JT	5487	C38934
Original Issue Date *	Expiration Date	Date of Last Renewal
10/29/2025	10/31/2026	01/10/2025

Dashboard:

For the general aircraft owner, this displays all aircraft connected to the selected owner.

Duplicate submissions

The Renew button on your aircraft does not go away until the aircraft is processed in the back office. **Do not use the Renew button more than one time.**

If you need to withdraw your application, this can only be done inside the application process. Once you withdraw your application it not be processed by DOAV staff.

Link Logon to Entity **Generate Owner Access Code**
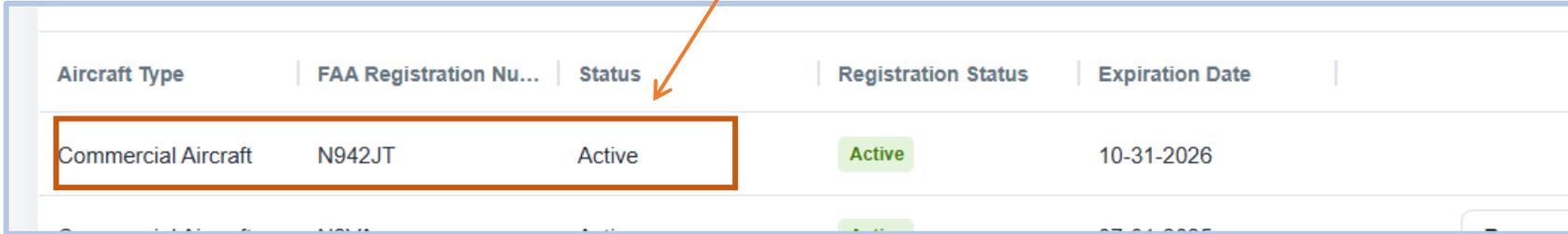
Registered Aircraft
Filter by: **Daija Harris** ⌄

🔍 Search...   Aircraft Type ⌄   Status ⌄   Registration Status ⑦ ⌄

Aircraft Type	FAA Registration...	Status	Registration Status	Expiration Date	
Commercial Aircraft	N942JT	Active	Active	10-31-2026	
Commercial Aircraft	N2VA	Active	Active	07-31-2025	Renew
Non-Commercial Airc	N5VA	Active	Active	07-31-2025	Renew

1 to 3 of 3 |< < Page 1 of 1 > >|

Contract Carrier Permit

Entity has no contract carrier permits.

To apply for a Contract Carrier Permit, use the Start a Request button.

Requests   [All Requests ⌄]

Commercial Aircraft Registration Renewal
Pending • Received On 11/6/25
View Request

Non-Commercial Aircraft Registration Renewal
Pending • Received On 11/6/25
View Request

Commercial Aircraft Registration Renewal
In Progress • Last Updated On 11/10/25
Resume Renewal

Commercial Aircraft Registration Application
In Progress • Last Updated On 11/13/25
Resume Application

Filtering your requests.

You can use the filter requests drop down to see in progress applications or a history of submitted applications. Background processes make take a few moments to indicate the stage of applications that you submitted. If you have submitted and paid for an application, do not start a new application if the Resume Renewal is still showing. Refresh your page if the status has not changed.

Duplicate submissions

If you have submitted duplicate applications and are having trouble withdrawing your application. Please contact the DOAV registration staff at acregistration@doav.virginia.gov.

It is important that you use the **Resume Renewal** or the **Resume Application** to continue with an application you have not successfully completed.

Registration Status 7

Registration Status	Expiration Date	
Active	10-31-2026	
Active	07-31-2025	Renew
Active	07-31-2025	Renew

1 to 3 of 3   I< < Page 1 of 1 > >I

r By drop-down list, please take time to read the Evoke User Guide

Entity has no contract carrier permits.

To apply for a Contract Carrier Permit, use the Start a Request button.

Requests   All Requests ∨

Commercial Aircraft Registration Renewal
Pending • Received On 11/6/25
View Request

Non-Commercial Aircraft Registration Renewal
Pending • Received On 11/6/25
View Request

Commercial Aircraft Registration Renewal
In Progress • Last Updated On 11/10/25
Resume Renewal

Commercial Aircraft Registration Application
In Progress • Last Updated On 11/13/25
Resume Application

When you have submitted your completed application, you will be finished. Background processes will run, and your Resume Renewal or Resume Application will change to View Request. This may take a few minutes as the application needs to finish processing.

Renew Aircraft Registration:

If you wish to renew early or during the renewal period, you can use the Renew Aircraft Registration button to start the renewal process.

N71202BCJS Active

Commercial Aircraft • McDonalds Flying Circus

[Renew Aircraft Registration] [General Change Request]

Summary   Insurance   Documents and Correspondence   Associations

Registration Information

Owner	Aircraft Registration Type *	Non-Active Status Reasons Aircraft
McDonalds Flying Circus	Commercial Aircraft	

Registration Status	Status	Stage
Active	Active	Registered

FAA Registration Number	Serial Number	Registration Number
N71202BCJS	TUS012452	C24

Original Issue Date *	Expiration Date	Date of Last Renewal
07/21/2025	08/31/2028	08/26/2025

Aircraft Information

Aircraft Type	Aircraft Make	Aircraft Model
Fixed Wing Single-engine	Cub Crafters	CC11-160 Carbon Cub SS

Engine Type	Engine Make	Aircraft Use
Reciprocating	Vedeneyev	Charter

General Change Request:

The general change request button provides options for the aircraft owner to request updates available only to DOAV registration staff.

Aircraft Details:

Aircraft details contain the aircraft Summary, Insurance, Documents and Correspondence and Association.

N71202BCJS Active

Commercial Aircraft • McDonalds Flying Circus

[Renew Aircraft Registration] [General Change Request]

Summary   Insurance   Documents and Correspondence   Associations

Registration Information

Owner	Aircraft Registration Type *	Non-Active Status Reasons Aircraft
McDonalds Flying Circus	Commercial Aircraft	

Registration Status	Status	Stage
Active	Active	Registered

FAA Registration Number	Serial Number	Registration Number
N71202BCJS	TUS012452	C24

Original Issue Date *	Expiration Date	Date of Last Renewal
07/21/2025	08/31/2028	08/26/2025

Aircraft Information

Aircraft Type	Aircraft Make	Aircraft Model
Fixed Wing Single-engine	Cub Crafters	CC11-160 Carbon Cub SS

Engine Type	Engine Make	Aircraft Use
Reciprocating	Vedeneyev	Charter

Summary

   The Summary tab contains the general make up of the aircraft.

- Registration information contains the aircraft and registration standing with DOAV. This provides details to show if the registration information on file with DOAV.

- Aircraft information provides details on the type of aircraft registered with DOAV.

- More information, such as lease information, is also available on the summary tab.

If your policy and insurance provider has not changed, please update your current policy by selecting the line in the grid below. If it has changed, please use the 'Add New Policy' button to add new policy. If you're opting to not include insurance, please review the minimum financial responsibility required for each aircraft by the Code of Virginia, §5.1- 88.2.

Insurance Policies

🔍 Search...   ▼ Filters   ⊞ Columns   **Add New Policy**

Providing Insurance	Policy Number	Effective Date	Expiration Date ↓	Minimum Financial Responsibility Option
Yes	128394YYY	07-21-2025	07-31-2026	

Page Size: 10 ▼   1 to 1 of 1   I< < Page **1** of **1** > >I

Insurance

The insurance tab provides the current type of insurance the aircraft owner is providing for the aircraft.

You can update your insurance information by clicking on the row containing the insurance information. If you choose to add a new policy, ensure the expiration date is more current than the existing record of insurance.

Policy Details

Update Insurance

If your policy and insurance provider has not changed, please update your current policy by selecting the line in the grid below. If it has changed, please use the 'Add New Policies' button to add new policy. If you're opting to not include insurance, please review the minimum financial responsibility required for each aircraft by the Code of Virginia, §5.1- 88.2.

Insurance Information Provided		Selected Option for Minimum Financial Responsibility
Yes		
Insurance Agency		Policy Number
City Farm		128394YYY
Insurance Company	Effective Date	Expiration Date
State Farm	07/21/2025	07/31/2026

Insurance Supporting Documentation

Return to Aircraft

C66 - N72125AJS

Return to Permit

Select the Update Insurance button

The Update Insurance button will provide a screen that will allow you to update or change the aircraft insurance information. If you choose "No" under the insurance information provided you will be prompted with options to choose the minimum financial responsibility. Once you have completed the update, press the update insurance button.

Update Insurance   ✕

Insurance Information Provided *

☉ Yes
○ No

✕ Clear Selection

Insurance Agency   Policy Number *

[   ]   [   ]

Insurance Supporting Documentation

Insurance Company   Effective Date *   Expiration Date *

[   ]   [mm/dd/yyyy 📅]   [mm/dd/yyyy 📅]

                                    [Cancel]   [Update Insurance]

Update Insurance   ✕

Insurance Information Provided *   Selected Option for Minimum Financial Responsibility *

○ Yes   ○ Option 1
☉ No   ○ Option 2

✕ Clear Selection

Proof of financial responsibility to be furnished for each aircraft.

No aircraft, except a government owned aircraft or a balloon, will be registered by the Department of Aviation unless and until the applicant provides proof of financial responsibility in the amounts for each aircraft for which a registration is applied for.

The minimum financial responsibility required for each aircraft by the Code of Virginia, §5.1- 88.2 are as follows:

OPTION 1 – Bond Guaranteeing $250,000 Coverage
Execution of a bond by the registrant *and* by a surety company authorized to transact business 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 2 - $250,000 Cash OR Letter of Credit
$250,000 in cash delivered to the Virginia Department of Aviation. Such money delivered to the Virginia Department of Aviation will be placed in custody of the State Treasurer and will be subject to execution to satisfy any judgment within the limits on the amounts required for personal injury *and* property damage liability insurance.
Or
An irrevocable letter of credit in the amount of $250,000 from a depository institution as defined in §2.2-4701. Such securities delivered to the Virginia Department of Aviation will be placed in the custody of the State Treasurer and will be subject to execution to satisfy any judgment within the limits on the amounts required for personal injury *and* property damage liability insurance.

ULTRALIGHT - $100,000 Insurance Policy Coverage

Summary   Insurance   **Documents and Correspondence**   Associations

Documents

Documents and Correspondence

The section provides access to your aircraft registration or any documents provided to you by DOAV through the aircraft registration system.

Documents and Correspondence

This section provides access to show affiliates(contacts, owners, members), associated Carrier Permits and connections to commercial fleet accounts.

Completing your application.

Once you have completed your application and filled in all required values, you will use the Review button to continue to the next screen that will allow you to look over your information before submitting and paying. Here you can go back to the application, withdraw your application or continue on to submit and pay for your aircraft registration application.

Click on the Submit and Pay button to navigate to the next part of the application process to submit your application to DOAV registration staff.

General Change Request

This type of request is available from inside the aircraft details and is available to the aircraft owner or fleet operator. You can submit requests for the following:

- Personal Information: If you need to change your full name or business name, this option is available only through a general change request that requires approval through the DOAV back office. You can also submit changes in aircraft owner contact information if you do not have access to the aircraft owner information.
- Aircraft Status: If there is a change in aircraft status affecting the registration status, you can provide this through the general request process requiring DOAV approval.
- Aircraft Sale: If you sell your aircraft, you are required to notify DOAV of this sale. You can submit a general change request detailing the sale of the aircraft.
- Aircraft Information: If there is a change in the FAA number, Serial number, tax paid, airport in which the aircraft is housed; you will use the general change request to submit that information requiring DOAV approval.

Begin Application

If you are registering an aircraft for the very first time, you will use the Begin Application button as shown in the image below.

Making the right application selection.

After pressing the Begin Application button, you will see the screen in the image below. Here you will use the drop-down available to select what type of application you wish to submit. For each drop down you select, you will be shown a detailed description of the application and the documents and information needed to complete the application process. Once you have selected press the **Begin Application** button shown in the image below.

Using the drop-down selection below, please select the application type to be submitted to the Department of Aviation.

If you are uncertain which application type you should select, we encourage you to visit the Department of Aviation's website and review the information provided in the aircraft registration section: https://doav.virginia.gov/aircraft-registration/

Once the application type is selected, to begin the aircraft registration process please click on the "**Begin Application**" button. If a wrong application type was selected, please click on the "**Discard Changes**" button to make a different selection.

If for any reason you choose to cancel the registration before the expiration date, the fee is non-refundable.

Select your application type to begin the aircraft registration process. *

Select

Request Type

Discard Changes   Begin Application

Commercial, Non-Commercial or Antique

Choosing the right aircraft registration application depends on your use of the aircraft in regards to making money off it's use or if it is for personal use only. For more information on the different aircraft registration types please visit https://doav.virginia.gov/aircraft-registration/.

Regardsons of the type of aircraft registration you select, you will need to fill out each section of the aircraft registration application specific to your aircraft. The next sections in the aircraft registration process are based on Commercial aircraft registration. Each section will indicate if it is specific to each type or applies to all three types of aircraft registration.

Each section is indicated by a tab with a number in front of the section name. Complete each section starting at the 1) Ownership and work your way through to the final step of the process indicated by Application Certification.

At anytime you need to pause and come back later, use the Save as draft button to return to the application when you are ready to complete and submit.

Note: Move through each section of the application by selecting the tab on the left as you complete the previous section. Tab numbers may vary but section names are the same.

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Primary Aircraft Owner Information

Owner *

Add

Owner Email

Additional Affiliate(s)

Existing Affiliates - Collection

No items added

Add

How do you know if you completed each section.

If you press the Review button and have not completed each section correctly, you will be shown a "**Please Fix the following errors before submitting**" warning message. Each field in the message will also be highlighted in a red boarder. Fill in all missing information and the warning message will decrease showing only what remains until you are ready to submit.

1) Ownership

The ownership tab provides you the ability to search for an existing owner that only you have access too or create a new owner.

If you are a portal user and have never registered an aircraft before, you will most likely need to add a new owner and assign it to the aircraft.

Press the Add button shown in the image to the right to assign or create a new owner.

Go to the next page on owner details.

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Primary Aircraft Owner Information

Owner *

[Add]

Owner Email

Additional Affiliate(s)

Existing Affiliates - Collection

No items added

[Add]

Ownership Details

The ownership tab provides you the ability to search for an existing owner that only you have access too or create a new owner.

Use the search for Existing owner and type in the name of the owner you have access to or select New to create a new owner.

Add Entity

● Existing ○ New

🔍 Test   ✕

Name ↑

No Results Found
Refine your search or **enter a new record**

0–0 of 0   ‹ ›

Cancel   **Add**

Adding a new Entity

Select if the Entity is an Individual or Business and complete all required fields in order to add a new Entity/Owner to the aircraft

Add Entity

○ Existing ● New

Entities represent (Owners of aircraft, Fleet Operators / Managers, and the like)

Please fill out the required fields that represent the Entity you are entering.

Type *

⌄

Contact Information

Email

Attention To

Phone Type

Phone

(___) ___-____

Alternate Phone Type

Alternate Phone

(___) ___-____

Mailing Address

Line 1 *

Aircraft Information

Aircraft Information contains the required information that describes your aircraft in detail. This includes the aircraft Serial Number, MFR Year, Aircraft Type, etc…

You will need to complete all required fields before moving on to the next section 3) Purchase Information.

3) Purchase Information

Here you will enter the Purchase information regarding the amount the aircraft was purchased for, who the seller was and submit any accompanying documentation needed.

You will need to complete all required fields before moving on to the next section 4) Aircraft Sales and Use Tax Information.

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Purchase Information (Complete all that apply)

Date of Purchase *

| mm/dd/yyyy | 📅 |

Total Purchase Price
Type out full dollar amount.

Seller's Name

Seller's Address Line 1

Seller's Address Line 2

Seller's City

Seller's State

Seller's Zip Code

Seller's Phone

(___) ___-____

Closing Statement Purchase Price Doc *

Drag and drop or select file to upload

(For a Non-Resident Applicant) Date Aircraft Entered Virginia

| mm/dd/yyyy | 📅 |

Discard Changes   Save as draft   Review Application

5) Lease Information

Specific to Commercial Aircraft

Lease information is determined on the selection you made in the Aircraft Use field on section 2) Aircraft Information. If none of your selections trigger the Lease Information fields then you will be shown the top image. If your selection triggers the Lease Information, you will be shown the bottom image.

You will need to complete all required fields before moving on to the next section 6) Carrier Permit Information.

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Lease Information is Not Required

Discard Changes   S

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Lease Information

If the aircraft is "Leased" or is available "For Lease", please provide the following information:

Lessee Name *

Lessee Phone   Email Address

(___) ___-____

Lessee Address Line 1   Lessee Address Line 2

Lessee City   Lessee State   Lessee Zip Code

Use Lessee Mail Address for mailed certification?

Discard Changes   Save as draft   Review Application

6) Carrier Permit Information
Specific to Commercial Aircraft

Carrier Permit information is determined by the selection you made in the Aircraft Use field on section 2) Aircraft Information. If none of your selections trigger the carrier permit information fields then you will be shown the top image. If your selection triggers the carrier permit information, you will be shown the bottom image.

You will need to complete all required fields before moving on to the next section 7) Insurance Information.

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Aircraft (Carrier Permit) Information is Not Required

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Aircraft (Carrier Permit) Information

A Contract Carrier Permit must be obtained if aircraft is used to carry passengers or property on demand or provides flight instruction for compensation.

(Note: If you have not obtained a Carrier Permit prior to completing this application, you will need to do so.)

Virginia Contract Carrier Permit Number *

Discard Changes   Save as draft

7) Insurance Information

Every Aircraft must have a certain coverage of aircraft insurance information. Use the drop-down to begin the process of choosing the type of information coverage you are providing.

You will need to complete all required fields before moving on to the next section 8) Renewal Option Selection.

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Aircraft (Carrier Permit) Information is Not Required

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Aircraft (Carrier Permit) Information

A Contract Carrier Permit must be obtained if aircraft is used to carry passengers or property on demand or provides flight instruction for compensation.

(Note: If you have not obtained a Carrier Permit prior to completing this application, you will need to do so.)

Virginia Contract Carrier Permit Number *

Discard Changes   Save as draft

8) Renewal Option Selection

The renewal option section is used to determine how long you would like to register your aircraft and how you would like to receive your aircraft registration certification.

You can register your aircraft for 1, 2, or 3 years and receive your certificate through email, mail or both.

You will need to complete all required fields before moving on to the next section 9) Application Certification.

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Renewal Option Selection

Renewal Period (Years) * ⓘ

How would the applicant like to receive their certification? *

Discard Changes   Save as draft   Review Application

9) Application Certification

Here you will enter the name of the authorized applicant submitting the application. Title is optional.

You will need to complete all required fields before moving on to the review application stage.

When you have completed all fields, you will press the Review Application. This will take you to the next screen showing a summary of your application and the amount due for your registration.

You can go back to the application at anytime before submitting payment to make any corrections needed.

Commercial Aircraft Registration Application

1) Ownership

2) Aircraft Information

3) Purchase Information

4) Aircraft Sales and Use Tax Information

5) Lease Information

6) Carrier Permit Information

7) Insurance Information

8) Renewal Option Selection

9) Application Certification

Application Certification

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

Applicant Name *

Title

Date

11/11/2025

Discard Changes | Save as draft | Review Application

Questions?

If you are having difficulty creating your account, connecting your account to an owner, or general aircraft registration questions on the portal, please email us at acregistration@doav.virginia.gov.

As we are in the early stages of the aircraft registration system going live, we will continue to update the Evoke User Guide regularly on topics or issues you may encounter and require more detailed explanation.

Take time as you go through the renewal and registration of your aircraft to ensure information is accurately entered into the system.

If you have mistakenly entered the wrong application, you can withdraw your application only when it has reached the review summary section. If you need to withdraw your application at any other point in time, you can contact the DOAV aircraft registration staff.