

DOAV Online Aircraft Registration Portal

Missing Information Email Notice

Quick Start Guide

Step 1: Log into the portal dashboard

- On the right side of the Portal Dashboard containing your aircraft, you will see the section called “Requests”.
- In the listing, you will see your registration application type, along with the status of “**Missing Info**”. Click on the hyper link that is just below that says, “**View Request**”.
- This will take you to the section where you will need to provide the missing information.

Step 2: Review the Requirements Listing

- Review the Requirements list to see which line item is indicated as “**Incomplete**”.

Step 3: Click the Missing Information Response Button

- Clicking on the Missing Information Response button will open a form allowing you to submit a small write-up and attach any documents you need to provide.

You can use the Missing Information Response button as much as necessary to submit documents as individuals or just to send a write-up providing the missing information.

- Click on the Missing Information Response button at the bottom of the form to submit your response to DOAV registration staff.

Step 4: Wait for DOAV registration staff to respond

- Once you have submitted your response including the missing information; wait for DOAV to get back with you if further instructions are necessary.

If you have any questions during the application process, please contact DOAV staff at acregistration@doav.virginia.gov.