DOAV Online Aircraft Registration Portal

Quick Start Guide – First Time User

Step 1: Create an Account

- Click the "**Create an Account**" button. Provide your email, password, and name then click "**Register**".
- Next, you will be required to provide the verification code sent to your email address.

Step 2: Connect Your Aircraft to Your Account – Verify Aircraft Ownership

NOTE: To complete this step, you will need the following information available:

- Email address of aircraft owner on file at DOAV
- DOAV aircraft registration number
- FAA Registration Number
- Aircraft Serial Number

- Click on the blue "**Step 1) Receive Owner Aircraft Code**" button to receive your owner aircraft code that verifies your access to the aircraft.
- Fill out the information when the form opens with the requested information and click the "**Step 1) Receive Owner Aircraft Code**" button at the bottom of the window. This will generate an Owner Aircraft Code, a permanent code that will be sent to the email on file and can be used by you or an authorized individual you wish to have access to your aircraft information.
  - **This code may take a couple minutes to receive**

NOTE: If you receive an error message stating there is no match on search criteria, please go to the DOAV website **here** and click on the "**Verify DOAV Contact Information On File**" button.

- **When you submit your contact information, DOAV staff will review the information provided for accuracy, make updates as necessary, generate an owner access code that will be sent to your email, and/or request further information if needed**.

Step 3: Connect Aircraft to Your Account

- Click on the "**Step 2) Connect Aircraft to Account**" button to connect your aircraft to your online account. You will need to provide your owner aircraft code from the email and provide your DOAV Registration Number, located on your registration

certificate. Once you have entered the requested information, click the "**Step 2) Connect Aircraft to Account**" button to connect your aircraft to your account. After submitting the information, this process takes a few moments to happen.

- **If you do not see the information populate, please refresh your page**.

Step 4: Renew Aircraft

- Aircraft may be renewed up to 45 days prior to registration. If your aircraft is eligible for renewal, a "**Renew**" button will appear in the right-most column of the aircraft record. Click on the button to renew your aircraft.
    - **It is important to click on the "Renew" button once as this will generate multiple applications.**
    - **You can resume a renewal you have not completed by clicking on the resume renewal located on the right of the Dashboard.**
- Prior to renewing your aircraft, ensure you have an updated insurance policy or that the insurance information on file is correct- the information can be updated directly during the renewal process.
- Once you are finished updating your application, you can review the application for any errors by clicking on the blue "**Review**" button. If all is good, you will be taken to the next page where you will see the "**Submit and Pay**" button to complete the application and submit it to DOAV staff for review.

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