DOAV Online Aircraft Registration Portal

Initial Applications

Quick Start Guide – First Time User

First Time Portal User Registering a New Aircraft.

Note: If your aircraft was registered by you prior to the new portal system, do not submit a new aircraft registration. This is only for unregistered aircraft registering for the first time by you.

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: Begin Application

- On the Main Dashboard you will use the Begin Application button in the top right corner of the page.
- Next, click on the Begin Application button. This will take you to the options for you to choose what type of application you want to start.
    - For aircraft applications:
        - Non-Commercial, Commercial or Antique: You must provide the FAA Registration Number before you can begin.
- After you have selected the correct application, ensure you have the documents needed to continue and then press the Begin Application button at the bottom of the page.
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Step 3: Completing the Application

- On the left side of the page, select each tab one by one as you fill out all required information.
    - Tabs are indicated by number and name. Ensure all information and required documents are provided before submitting the application.
- Next, click the review application button at the bottom of the page to reveal any missing information. If no information is missing, you will be taken to the review page to verify your information and application costs.

Step 4: Submit and Pay

- 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.
- You can see the status of your application on the Main Dashboard page on the right side of the page under Requests.

Applications that are not complete unless submitted with payment.

Applications that were started and not completed will automatically be withdrawn after 4 days and you will have to start the process over. Applications that have been submitted are those that have confirmation of payment at the end of the application process. Once you have submitted the application with payment confirmation, your application has been received by DOAV staff for review.

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