DOAV Online Aircraft Registration Portal

Updating Insurance Policy Information

Quick Start Guide

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: Updating Insurance Information

- Once you see your aircraft in the **Registered Aircraft** listing, click on the FAA registration number on the row of the aircraft you want to view in detail.
- You will see a Summary of your aircraft details along with Insurance, Documents and Correspondence and Associations.
- Click on the Insurance tab.
- Next, you will have two options to provide updated insurance information.
  1. You can select the row with your insurance that will allow you to update your insurance information or
  2. You can click the Add New Policy button at the top of the insurance listing to add a brand-new policy with the new policy information.
- Once you have updated your Insurance Policy, you can navigate to the dashboard or log out.

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 the start the process over.

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