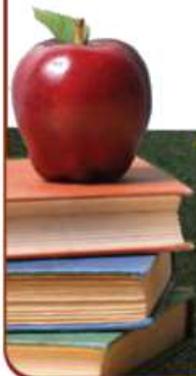# Drones/ Unmanned Aircraft Registration

If your school owns or operates an unmanned aircraft or drone then you need to register it with the Federal Aviation Administration (FAA). Please notify the Multi-Line Program so that we can keep track of this exposure. This resource gives you the basics for registering with the FAA.

To Register a New - Small Unmanned Aircraft (sUA) or drone (weighing under 55lbs):

1. **Complete an Aircraft Registration Application, AC Form 8050-1**. An original Aircraft Registration Application, AC Form 8050-1 must be used. Photocopies or computer generated copies of this form will not be accepted. These forms may be obtained from the FAA Aircraft Registration Branch .

    Form AFS-750-94 (PDF), Information to Aid in the Registration of U.S. Civil Aircraft, provides helpful information about eligibility, types of registration, the proper form of names, signatures, titles, and addresses plus other related issues.

2. **A full description of the sUA provided by the manufacturer, builder, or applicant including**:
    Full Legal Name of sUA Manufacturer or Builder, sUA Model Designation, sUA Serial Number, Class, sUA Maximum Takeoff Weight (including all items on board or attached), Category (able to operate on Land, Sea, or Both), Number of Engines, Engine Type

3. **Evidence of Ownership:** An Aircraft Bill of Sale, AC Form 8050-2 (PDF), or an equal transfer of ownership document is required for each change in ownership from the sUA manufacturer or builder through any intervening owner(s) to the owner making application for registration.

4. **Confirmation the sUA is not registered in another country.** If the bill of sale, receipt, invoice, or other evidence of ownership clearly indicates that the sUA was purchased new off-the-shelf from the manufacturer or a retail vendor then no statement from the exporting country is required.

5. **An N-number to be assigned to the registered aircraft.** A random N-number will be assigned at no cost if the indicated blanks on the registration forms are left empty, or a random number is requested. If a special N-number was reserved in advance by the sUA owner for this registration, this number will be assigned if it is entered on the forms in the indicated blanks.

6. **The $5.00 registration fee** by check or money order made payable to the Federal Aviation Administration. This fee is waived when the applicant is a Federal, State or local government office, agency or institution.

Send your Registration documents to the FAA, Aircraft Registration Branch. Addresses for regular mail and overnight courier deliveries are available through the Contact the Aircraft Registration Branch menu item.

In addition to the above registration process, the FAA also requires that a Certificate of Authorization (COA) be obtained by the operator. This is analogous to requiring a driver's license in order to legally drive a car. A "public" agency owner/operator of a drone flying ***without*** a COA would be out of compliance with FAA requirements. The FAA manages public aircraft COAs through its COA Online system. Before the FAA grants an agency access to COA Online, the agency (or proponent) will be asked to provide the FAA with a "declaration letter" from the city, county, or state attorney's office assuring the FAA that the proponent is recognized as a political subdivision of the government of the State under Title 49 of the United States Code (USC) section (§) 40102(a)(41)(c) or (d) and that the proponent will operate its unmanned aircraft in accordance with 49 USC. § 40125(b) (not for commercial purposes). An agency's accountable executive cannot self-certify their agency is a "public" agency.

If you have employees, volunteers, or community members operating drones on school grounds then you should be requiring proof that they have registered it with the FAA. There is sure to be much discussion regarding drones in the next few months. The Multi-Line Program will provide you updates to any regulatory or procedural developments as they become available to us.

RESOURCES

Federal Aviation Administration- Aircraft Registry
https://www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/UA/#SmallUA

Federal Aviation Administration- Frequently Asked Questions
https://www.faa.gov/uas/registration/faqs/

VSBIT is also part of a national organization for risk pools, AGRIP, and they have a white-paper on drone requirements for public entities. The resource does a good job of explaining FAA requirements as they relate to public entities. http://www.agrip.org/assets/1/6/DronesIssueAnalysisJuly2015.pdf

Know Before You Fly.org is a website that gives a wealth of information on the registration process.
http://knowbeforeyoufly.org/register-your-drone/