



# Application For Reservation of Registration Marking

**READ APPLICATION REQUIREMENTS/  
INSTRUCTIONS AND HOW TO APPLY AT THE  
BACK PAGE.**  
*Fill in all the required information. DO NOT leave an  
item blank. If item is not applicable, indicate "N/A".*



<b>I. APPLICATION DETAILS:</b>	DATE OF APPLICATION (MM/DD/YYYY)										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>			/			/				
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<b>Application for:</b>	<input type="checkbox"/> AIRCRAFT	<input type="checkbox"/> REMOTELY PILOTED AIRCRAFT (RPA)
<b>Type of Application:</b>	<input type="checkbox"/> RESERVATION	<input type="checkbox"/> EXTENSION
	<input type="checkbox"/> CANCELLATION	<input type="checkbox"/> AMENDMENT

**II.  OWNER (INDIVIDUAL) /  OPERATOR (COMPANY) INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Number, Street, City, State, and Zip Code)*

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**III. INTENDED USE:**

<input type="checkbox"/> General Aviation <i>(including personal, corporate, and instructional flights)</i>	<input type="checkbox"/> Commercial Air Transport <i>(involving transport of passengers, cargo or mail remuneration or hire)</i>
<input type="checkbox"/> Aerial Works <i>(Banner Towing, Agricultural Spraying, etc..)</i>	<input type="checkbox"/> RPA Operations <i>(including Film or Video Recording, Research and Development, Mapping, Agricultural, Instructional Flight, and others..)</i>

**IV. AIRCRAFT/RPA HISTORY DETAILS:**

	Yes	No
1. Is the Aircraft/RPA owned by an eligible person as defined in Section 4.2.1.2 of PCAR Part 4? (if <b>yes</b> , attach a photocopy of the following: (Read Application Requirements at the Back Page)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Aircraft/RPA brand new? (if <b>no</b> , kindly indicate previous owner/operator) <b>Previous Owner:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is it a military aircraft?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Aircraft demilitarized for civilian use? <i>(if <b>yes</b>, kindly provide supporting document)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Was the Aircraft previously registered in the Philippines? <i>(if <b>yes</b>, provide copy of previous CofR and Deregistration Certificate)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Was the Aircraft considered scrapped or beyond economic repair by this Authority or Authority from other country?	<input type="checkbox"/>	<input type="checkbox"/>
7. Was the Aircraft involved in an incident or accident? <i>(if <b>yes</b>, attach detailed report at the back of this form)</i>	<input type="checkbox"/>	<input type="checkbox"/>

**V. AIRCRAFT/RPA DATA:***(Limited to ten (10) registry markings only)*

**NOTE:** *if the application is for RPA reservation, kindly leave the Registry Mark column **BLANK** (to be filled by Registration personnel)*

REGISTRY MARK	MANUFACTURER	MODEL	SERIAL NUMBER/S	TCDS NO. <i>(if applicable)</i>	ARMD REMARKS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**PLEASE CONTINUE AT THE BACK PAGE**

<b>VI. FOR EXTENSION OF RESERVATION:</b>		
Expiration date of previous reservation: (Note: Please attach a copy of previously approved reservation)		
<b>VII. FOR CANCELLATION/AMENDMENT OF PREVIOUSLY APPROVED RESERVATION:</b>		
Reason for cancellation/amendment:		
<b>VIII. APPLICANT'S CERTIFICATION:</b>		
I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief, and I undertake to inform you of any changes therein, immediately.		
<b>APPLICANT SIGNATURE</b>		<b>PRINTED NAME AND TITLE OF APPLICANT</b>
<b>IX. VERIFIED BY:</b>		<b>X. CONCURRED BY:</b>
<b>ARMD OFFICER</b>	<b>REGISTRATION OFFICER</b> Remarks: <input type="checkbox"/> NO RECORD ON AIRCRAFT REGISTRY DATABASE <input type="checkbox"/> WITH RECORD ON AIRCRAFT REGISTRY DATABASE	<b>CHIEF, EARD</b>
<b>XI. APPROVAL:</b>		
<b>ENGR. RONALDO R. LUMIBAO</b> Department Manager III Airworthiness <b>APPROVED/ DISAPPROVED</b>		
<b>XII. TO BE FILLED-IN BY ARS PERSONNEL</b>		
<b>DATE APPROVED</b>	<b>VALID UNTIL</b>	<b>DISAPPROVED DUE TO:</b>
<input type="checkbox"/> Aircraft/RPA subject for Conformity Inspection. <input type="checkbox"/> Apply for 24-Bit Binary Code Application. <input type="checkbox"/> Undergo Type Certificate Validation.		<b>REMARKS:</b>
<b>APPLICATION REQUIREMENTS AND INSTRUCTIONS:</b> 1. Download this form at CAAP Website: <a href="https://caap.gov.ph">Forms   Civil Aviation Authority of the Philippines (caap.gov.ph)</a> . 2. This form is <b>FILLABLE</b> , use Microsoft Edge or Google Chrome to fill out this form. 3. Tick the appropriate " <input type="checkbox"/> " box for the <b>application</b> you're applying for and the <b>type</b> of application. 4. Tick the appropriate " <input type="checkbox"/> " box for the <b>Owner</b> (for individual) / <b>Operator</b> (for Company or Single Proprietorship) of Aircraft/RPA. 5. Fill in all the required field of Owner/Operator Information ( <b>Individual/Company name and Address should be CONSISTENT with the GIS, DTI and ID provided</b> ). 6. Tick the appropriate " <input type="checkbox"/> " box for the Intended Use of Aircraft/RPA. 7. Tick the appropriate " <input type="checkbox"/> " box for Aircraft/RPA History Details. 8. Must be <b>ELIGIBLE</b> as per <b>PCAR Part 4.2.1.2. (Application for New Reservation):</b> <b>4.2.1.2 REGISTRATION ELIGIBILITY</b> (a) An aircraft is eligible for registration if it is: (1) <b>Owned by or leased to a citizen or citizens of the Philippines or corporations or associations organized under the laws of the Philippines at least sixty per centum (60%) of whose capital is owned by Filipino citizens</b> (as referred in Section 44 of the RA 9497), or a <b>government entity</b> of the Republic of the Philippines; and (2) Not registered under the laws of any foreign country. (b) A foreign-owned or registered aircraft may be eligible for registration, if utilized by members of aero clubs organized for recreation, sport or the development of flying skills as a prerequisite to any aeronautical activities of such clubs within the Philippine airspace, and if so authorized by the Authority. a. For <b>CORPORATION</b> : General Information Sheet ( <b>GIS</b> ) issued by Securities and Exchange Commission. b. For <b>SINGLE PROPRIETORSHIP</b> : Department of Trade and Industry (DTI) Certification/Business Permit. c. For <b>INDIVIDUAL</b> : Photocopy of any of the following I.D's, which must be valid (not expired upon filing of application), and contains the <b>name, clear picture, date of birth and signature</b> of applicant, and the <b>name and signature of the issuing agency's</b> current head/authorized representative: Passport, Airmen's License, Driver's License, PRC ID, SSS ID, GSIS ID/ GSIS UMID ID, PhilHealth ID, TIN Card, Postal ID. ( <b>Note: All other ID cards/documents NOT included in the list shall NOT be accepted</b> ). 9. Fill in the required field of Aircraft/RPA Data. 10. For Amendment of Reservation, applicant <b>shall</b> state the reason ( <i>e.g. typographical error, change of owner, change of Aircraft/RPA details</i> ). 11. <b>REVIEW THE INFORMATION YOU PROVIDED.</b> 12. <b>ONLY</b> Typewritten applications will be accepted. <b>NO</b> handwritten. 13. Use <b>Folio Paper, size: 8.5x13</b> . 14. This <b>SHOULD</b> be <b>PRINTED</b> at the <b>BACK</b> of the form.		<b>HOW TO APPLY?</b> 1. If the application is for <b>NEW AIRCRAFT/RPA RESERVATION</b> . a. Applicant <b>MUST</b> submit this filled-out form directly to Aviation Records Management Division (ARMD) office or email at <a href="mailto:armd@caap.gov.ph">armd@caap.gov.ph</a> for verification of the following, if it has any record on their database: i. Aircraft reservation – verification of <b>registration mark/s</b> . ii. RPA reservation – verification of the <b>serial number</b> provided. b. Applicant <b>MUST</b> indicate on the Subject email: <b>APPLICATION FOR RESERVATION OF AIRCRAFT/RPA REGISTRY MARK</b> . c. ARMD will put remarks and affix their signature on item <b>No. IX</b> , if the application is verified. d. ARMD will endorse the said application to the Aircraft Registration Section through the Airworthiness Department for further verification and signature. e. Aircraft Registration Officer shall verify with their database if the registry mark/s has any record on file is available and if the given aircraft model or serial number already registered in the Philippine Aircraft Registry List. ( <b>Note: In a situation where the subject aircraft is the first of its kind (applicable for Aircraft), it shall be type validated by the Engineering and Aircraft Registration Division</b> ). f. Chief, EARD conducts the final evaluation, signs the form and endorses it to the Airworthiness Department Manager. g. The Department Manager shall either <b>Approve/Disapprove</b> the request and affix his signature on the form. h. Once completed, it shall be re-endorsed back to the Aircraft Registration Section. 2. If the application is for <b>CANCELLATION, AMENDMENT, AND EXTENSION</b> of previously reserved Aircraft/RPA registry mark/s. a. Applicant <b>shall</b> submit their application directly to Aircraft Registration Section – Airworthiness Department office (personal application) or via email at <a href="mailto:aircraftreg@caap.gov.ph">aircraftreg@caap.gov.ph</a> b. Applicant <b>MUST</b> indicate on the Subject email: <b>APPLICATION FOR EXTENSION OF RESERVATION OF AIRCRAFT/RPA REGISTRY MARK</b> c. Applicant <b>SHALL ATTACH</b> the <b>PREVIOUS APPROVED RESERVATION</b> for Aircraft Registration Section reference. <b>NOTE: IF THE REGISTRY MARK IS UNAVAILABLE OR ALREADY ASSIGNED TO AN AIRCRAFT/RPA, THE REQUESTED RESERVATION SHALL BE DISAPPROVED, AND THE OPERATOR MAY RESUBMIT A NEW ACCOMPLISHED FORM WITH NEW REGISTRY MARK.</b>