



**Commonwealth of Virginia**  
**DEPARTMENT OF AVIATION**  
 5702 Gulfstream Road  
 Richmond, Virginia 23250-2422  
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 1-800-292-1034  
[www.doav.virginia.gov](http://www.doav.virginia.gov)

**\*\*IMPORTANT\*\***

- A license will expire 12 months from the original date issued.
- Confirmation of tax payment must be attached before license can be issued.
- It is a misdemeanor to operate an unlicensed aircraft in Virginia.

## Aircraft License Application

**INSTRUCTIONS:**

Type or print providing complete information.

Return with check payable to "Treasurer of Virginia".

**Check One:**

- Noncommercial Aircraft License - \$5.00
- Commercial Aircraft License - \$10.00

### Section 1 – Owner Information

Name of Primary Owner

Address

Home Phone (Area code & number)

City, State, ZIP Code

Business Phone (Area code & number)

E-Mail Address

Cell Phone (Area code & number)

Ownership Type

- Individual Ownership  Joint Ownership  Fractional Ownership

Check if more than one owner. (List names of owners of page 4.)

#### Additional Information for Businesses

Incorporation Date

State of Incorporation

Contact Person

Title

Contact's Phone

Contact's Email

### Section 2 – Aircraft Registration Information

FAA Registration Number

N

Serial Number

City/State where aircraft is registered as recorded with FAA

City/County to which personal property tax is paid on aircraft

Based Airport

Virginia Contract Carrier Permit Number (if applicable)

### Section 3 – Aircraft Information

Model Year		Model		Make/Manufacturer	
Aircraft Type	<input type="checkbox"/> Fixed Wing Single-engine <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Homebuilt/Other <input type="checkbox"/> Glider <input type="checkbox"/> Fixed Wing Multi-engine <input type="checkbox"/> Ultralight <input type="checkbox"/> Blimp/Dirigible <input type="checkbox"/> Balloon				
Aircraft Category	<input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Amphibian				
Number of Engines		Engine Make			
Engine Type	<input type="checkbox"/> Turbo Jet <input type="checkbox"/> Turbopropeller <input type="checkbox"/> Turboshaft <input type="checkbox"/> Turbo Air Generating <input type="checkbox"/> Ram Jet <input type="checkbox"/> Reciprocating <input type="checkbox"/> No Engine <input type="checkbox"/> Other				
Aircraft Use	<input type="checkbox"/> Personal <input type="checkbox"/> Business <input type="checkbox"/> Rental <input type="checkbox"/> Instruction <input type="checkbox"/> SARDA <input type="checkbox"/> Flying Club <input type="checkbox"/> Agriculture <input type="checkbox"/> Air Taxi <input type="checkbox"/> Air Ambulance <input type="checkbox"/> Other				
Is aircraft airworthy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "no", state conditions			

### Section 4 – Purchase Information

Date of Purchase or Entry Into Virginia	
Total Purchase Price	
Seller's Name	
Seller's Address	
Seller's Phone Number	

### Section 5 – Aircraft Sales and Use Tax Information

Date Sales Tax Paid		Amount of Sales Tax Paid		\$
If sales tax not paid, state reason				

### Section 6 – Lease Information

**If the aircraft is "Leased" or is available "For Lease", please provide the following information**

Lessee Name		Fleet/Permit Number (if applicable)	
Lessee Address		Lessee Phone	

### Section 7 – Insurance Information

Insurance Policy Number			
Insurance Company			
Issuing Agency			
Insurance Effective Date		Insurance Expiration Date	

## Section 8 – Financial Responsibility

**Minimum financial responsibility required for each aircraft by the Code of Virginia, §5.1- 88.2:**

**OPTION 1**

Bodily Injury to or Death of One Person in Any One Accident	\$50,000
<b>AND</b> Bodily Injury to or Death of Two or More Persons in Any One Accident	\$100,000
<b>AND</b> Injury to or Destruction of Property of Others in Any One Accident	<u>\$25,000</u>
	\$175,000

**Or,** a Single Limit Policy Covering Bodily Injury and Property Damage \$250,000

**OPTION 2**

Execution of a bond by a licensee and by a surety company authorized to transact business in this Commonwealth conditioned for payment in amounts and under the same circumstances as would be required in a policy of bodily injury liability and property damage liability insurance, as required by the provisions set forth above.

**OPTION 3**

\$250,000 in cash delivered to the Virginia Department of Aviation an irrevocable letter of credit in the amount of \$250,000 from a depository institution as defined in §2.2-4701. Such money or securities so delivered to the Virginia Department of Aviation shall be placed by it in the custody of the State Treasurer and shall be subject to execution to satisfy any judgment within the limits on amounts required for personal injury and property damage liability insurance.

## Section 9 – Certification by Owner

**I declare that this application has been examined by me and to the best of my knowledge and belief is true, correct and complete.**

Primary Owner Name (Please Print )	Signature	Date

**DEPARTMENT OF AVIATION USE ONLY:**

VA License #	
Expiration Date	
Check Number	
Fee Amount	
Transmittal Date	
Sales Tax Received	

### Multiple Owners

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	

Name	
Address	
City, State ZIP	
Phone Number	
Email Address	