



**Shown below the Guidance for aircraft registration certificate application:**

<b><i>Related rule(s):</i></b>	GACAR Part 1 and Part 47
<b><i>Form(s) to be used:</i></b>	Form 100B
<b><i>Availability of e-application:</i></b>	Yes (visit <a href="http://www.gaca.gov.sa">www.gaca.gov.sa</a> and look for E-Services)
<b><i>How to fill in form(s):</i></b>	<ol style="list-style-type: none"> <li>1. Check the requested service <ol style="list-style-type: none"> <li>a. Initial of registration</li> <li>b. Renewal of registration</li> <li>c. Changing of Ownership ( This service only fit for changing the aircraft registration between two companies owned by the same owner.</li> <li>d. Changing of Registration Mark</li> <li>e. De-Registration</li> </ol> </li> <li>2. Fill in requested information about the aircraft owner. For multiple owners provide the information about each owner.</li> <li>3. Fill in the requested information about the aircraft operator (if different than the owner).</li> <li>4. Fill in the requested information about the aircraft. <ol style="list-style-type: none"> <li>a. The type certificate data sheet number referenced must be the FAA type certificate data sheet number (even for aircraft not manufactured in the USA). If the aircraft was not type certificated by the FAA enter N/A and provide supporting documentation explaining how the aircraft is eligible for airworthiness certification under GACAR Part 21.</li> <li>b. For Category enter the aircraft category as; Airplane, Rotorcraft, Glider, Lighter-than-air, Powered-lift, Powered parachute, or Weight-shift-control aircraft, as applicable.</li> <li>c. For Class enter the class appropriate to the aircraft category as follows: Airplane category—Single-engine land, Multiengine land, Single-engine sea,</li> </ol> </li> </ol>

	<p>or Multiengine sea.  Rotorcraft category— Helicopter or Gyroplane.  Glider—No classes  Lighter-than-air category—Airship or Balloon.  Weight-shift-control aircraft category—  Weight-shift-control aircraft land or Weight-shift-control aircraft sea.  Powered parachute category—Powered parachute land or Powered parachute sea.</p> <p>d. If the aircraft is an unmanned aircraft, please indicate this along with the Category/Class information.</p> <p>5. Complete the certification statement by signing and dating the form and attaching an official seal.</p> <p>6. When Receiving the Aircraft Certificate the issuer and receiver should sign on the form.</p>
<p><b>Required supporting document(s):</b></p>	<ol style="list-style-type: none"> <li>1. Bill of sale for the aircraft.</li> <li>2. Evidence of deregistration from foreign country (if applicable).</li> <li>3. Delegation of authority from owner (if application is being made by an agent acting on behalf of the owner).</li> <li>4. Copy of official receipt showing payment of prescribed fee.</li> </ol>
<p><b>Fee(s):</b></p>	<ul style="list-style-type: none"> <li>• Issuance of an aircraft Registration (10,000 SR)</li> <li>• Changing the registration mark (10,000 SR)</li> <li>• Changing the ownership of a registered aircraft (10,000 SR)</li> <li>• Re-issue of an aircraft registration certificate (2,500 SR)</li> <li>• Invalidation of an aircraft registration (Deregistration) ( 2.500 SR)</li> </ul> <p>[Ref Article 10, Item 1-1-1 of the Implementing Rules of the Civil Aviation Tariff Act]</p>
<p><b>Where to submit:</b></p>	<p><b>In person:</b>  General Authority of Civil Aviation  Flight Standards Department  Safety, Security and Air Transport Sector Building  KAIA, Jeddah</p>

	<b>By mail:</b> General Authority of Civil Aviation Flight Standards Department P.O. Box 887 Jeddah, 21165
<b><i>Normal processing time:</i></b>	10 working days.
<b><i>Means to be informed of the outcome:</i></b>	Letter or fax.
<b><i>Where to pick up:</i></b>	General Authority of Civil Aviation Flight Standards Department Safety, Security and Air Transport Sector Building KAIA, Jeddah
<b><i>Special notes:</i></b>	If special registration marks are being requested the applicant must provide a list of acceptable choices. Acceptable choices must be in the format HZ-### or HZ-#### where # can be any letter or number.