

# MD – RA

Minister's Delegates - Recreational Aviation  
Représentants du Ministre - Aviation de loisir

Inspection Service

Service d'inspection

**Ensure that a copy of every document filled and signed during the process of construction / import is kept on file**

## **GUIDE to APPLY for REGISTRATION MARKS and/or CERTIFICATE of REGISTRATION prior to FINAL/IMPORT INSPECTION**

### **General**

This procedure, [Aircraft eligibility for Registration C16E](#), simplifies the process to obtain the Registration Marks and the Certificate of Registration.

This new procedure replaces all previous procedures.

The C16E document and the additional documents, called for, only needs to be submitted once to the Regional TCCA Licensing Office.

The C16E document must be filled and be ready to be signed, by the assigned MDRA inspectors at the end of the Pre-Cover inspection.

All the other, called for documents, in the C16E, should also be ready and available, to the inspector, for his comments.

### **Options**

C16E allows for requesting and receiving both the Registration Marks and the Certificate of Registration.

To do so requires that both the Registration Marks and the Certificate of Registration be paid for and the **Payment Code(s)** be inserted in the C16E document. The Regional TCCA Licensing Office will issue the Marks the Certificate of Registration for the aircraft.

If only the Registration Marks are requested then just insert the applicable **Payment Code**. The Regional TCCA Licensing Office will issue a document of Registration for the aircraft.

Later when requesting the Certificate of Registration, simply submit the additional documents required with the Issue of Certificate of Registration **Payment Code** incorporated.

### **Filling-in required documents**

For confidentiality reasons all documents that require filling-in must first be downloaded and saved on your computer.

### **Applying for Registration Marks**

Complete the top half of C16 and ensure that the document is signed and dated by the assigned MDRA inspector.

Select next available marks or

Select Special Registration Mark (C- )

Pay the required fee and insert the required **Payment Code**.

### **Applying for Certificate of Registration**

Complete the TCCA document [Application for registration of aircraft \(NOT FOR ULTRA-LIGHT OR ADVANCED ULTRA-LIGHT AEROPLANE\) 26-0522](#).

Clear and readable photograph of the aircraft identification plate,

Proof that you are the aircraft owner,

Pay the required fee and insert the required **Payment Code**.

### **Applying for Registration Marks and Certificate of Registration simultaneously.**

Complete both procedures above,

Pay the required fees and insert the required **Payment Codes**.

**Suggested TCCA Regional Registration Office E-mail addresses**

**Atlantic Region** [tc.aviationservicesatl-servicesaviationatl.tc@tc.gc.ca](mailto:tc.aviationservicesatl-servicesaviationatl.tc@tc.gc.ca)

**Quebec Region** [TC.ServicesAviationQue-AviationServicesQue.TC@tc.gc.ca](mailto:TC.ServicesAviationQue-AviationServicesQue.TC@tc.gc.ca)

**Ontario Region** [tc.aviationservicesont-servicesaviationont.tc@tc.gc.ca](mailto:tc.aviationservicesont-servicesaviationont.tc@tc.gc.ca)

**Prairie Northern Region Region** [tc.aviationservicespnr-servicesaviationrpn.tc@tc.gc.ca](mailto:tc.aviationservicespnr-servicesaviationrpn.tc@tc.gc.ca)

**Pacific Region** [TC.AviationServicesPAC-ServicesaviationPAC.TC@tc.gc.ca](mailto:TC.AviationServicesPAC-ServicesaviationPAC.TC@tc.gc.ca)

**Informative reading material**

Click on any of the titles to access the information.

**Paragraph 222.16(1) (e) of Standard 222 - Aircraft Marking and Registration**

**Canadian Aviation Regulations.**

**How Do I Register My Amateur-built Aircraft in Canada?**

**202.15 Qualifications to Be Registered Owner of a Canadian Aircraft**

**202.16 Registration Requirements**

**222.16 Registration Requirements**

**222.01 Specifications for Marks**

**Registration Marks made easy**

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