

**AIRWORTHINESS DEPARTMENT
CAAP Central Office**

**ISSUANCE OF REVALIDATION/RENEWAL OF CERTIFICATE OF
REGISTRATION**

Schedule of Availability of Service:
Monday – Friday (8:00 AM to 5:00 PM)
No Noon Break

Who may avail of this Service:
Aircraft Operator / Owner

What are the requirements:

1. Notarized application form;
2. CAAP prescribed fees (minimum of one year and maximum of five years);
3. Penalty for late renewal of C of R (Php 20T-Php100T);
4. Letter of intent and authorization (if applicable);
5. Original or Certified true copy of Certificate of Registration (inclusive of official receipt);
6. For aircraft under RP-S and RP-U, colored photograph of the aircraft with Philippine Registration Marking, Registration Identification Plate (made of fireproof material), Aircraft Data Plate, Engine Data Plate, Propeller Data Plate for;
7. Certificate issued by CAAP:
Original or certified true copy of Air Operator Certificate (AOC or AAOC) with Operation Specifications (if applicable) or CAB

HOW TO AVAIL OF THE SERVICE:

PHASE ONE (PAYMENT OF FEES AND CHARGES)

Step	Client	Agency	Fees	Forms	Duration of Activity	Person in Charge
1	Download and fill out form from CAAP website www.caap.gov.ph Forms are also available at Airworthiness Department			CAAP Form No. 1028-1		
2	Submit to Airworthiness Department	1. Receive, log and evaluate completeness of application;			30 min	Aircraft Registration Officer