



Checklist for Registration Form

This checklist outlines essential information that member countries recommend including in a drone registration form to facilitate a comprehensive and secure registration process.

About the drone

Capture key details about the drone to ensure it meets regulatory requirements and can be accurately identified.

- Drone type (*copter, fixed wing, VTOL*)
- Weight
- Manufacturer
- Serial number of the manufacturer
(if it is self-made the owner must generate a serial number)
- Purpose
(surveying, spraying, mapping, just aerial photos)
- Business / Private
- Frequency of remote control and other telecommunication
- Date of purchase

Owner details

Collect owner information to establish accountability and facilitate communication.

- Date
- Name
- Surname
- Organisation (*if for business*)
- Drone license
- Birthdate
- Address
- E-mail address
- Telephone number
- Nationality
- Passport number (?) for security checks
- Third-party insurance

Note: Owners are responsible for updating any changes in ownership or contact information promptly.



Companies

For drones owned by companies, additional details are required for legal and contact purposes.

- Name of the company
- Owner / responsible
- Register number
- Tax number
- Purpose
- Address
- E-mail
- Mobile number of the responsible party
- Website

Proof of ownership and registration

A critical final aspect is ensuring the registration process is verified and secure for both the owner and regulatory bodies.

- Upon successful registration, the owner and/or company receives a saved encrypted copy of the information stored in the database, complete with a digital watermark to prevent alteration. This serves as proof of correct registration.
- The CAA provides a registration code to the owner.
- In some jurisdictions, drone owners are required to display this registration number on a sticker on their drones. This facilitates easy identification and verification of proper registration in case the drone is found.