Tools and Resources

Process flow for Drone Registration

OWNER registers drone on website

Required information about the drone:
- Drone type, weight, manufacturer, serial number, frequencies used for telecommunication, purpose (business or recreation)

Required information about the owner:
- Name, address, phone number, e-mail, passport (# and/or copy)

CAA processes the data

- Confirm that the name and address are correct
- Check if the weight and frequencies provided match with specifications provided by the manufacturer
- Check the police database to confirm that the owner does not have criminal record

If everything is OK, the CAA creates an internal ID for the drone.

CAA sends an approval of the application with the given ID to the owner
(all registered data are on the sheet)

OWNER must put a sticker with the given ID on the drone

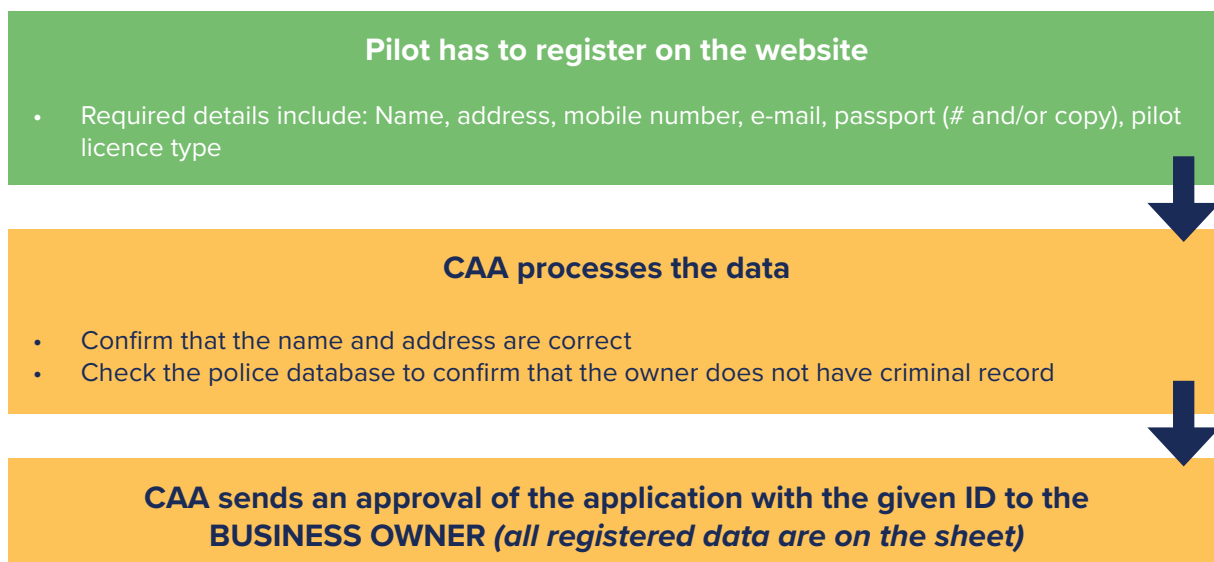If live tracking is required, the OWNER must programme the drone's sender telecommunciation device so that it transmits the drone's ID with its positioning data.

The OWNER is responsible for updating the information they provided if anything changes *(ex. address, telephone number, etc.)*
If the drone is sold, the former owner is required to inform the CAA and provide contact information for the new owner.

Process flow for Professional Pilot Registration

Pilot has to register on the website

- Required details include: Name, address, mobile number, e-mail, passport (# and/or copy), pilot licence type

CAA processes the data

- Confirm that the name and address are correct
- Check the police database to confirm that the owner does not have criminal record

CAA sends an approval of the application with the given ID to the BUSINESS OWNER *(all registered data are on the sheet)*

Process flow for Company Registration

BUSINESS OWNER has to register on the website

- Required company details include: name of company, address, tax number, e-mail, phone number, field of activity of the company
- Required business owner details include: name of owner, address, e-mail, phone number
- **Emergency number where the CAA can reach someone**

CAA processes the data

- Confirm that the name and address are correct
- Check the police database to confirm that the business owner does not have criminal record

If everything is OK the company gets registered at the CAA and ID is assigned

CAA sends an approval of the application with the given ID to the BUSINESS OWNER *(all registered data are on the sheet)*