



CIVIL AVIATION PUBLICATION

CAP 01

REGISTRATION OF AIRCRAFT

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1. INTRODUCTION

1.1 Purpose

This Civil Aviation Publication (CAP) 01 provides information and the Authority policy regarding the acceptable method of applying for the registration of an aircraft in the Republic of San Marino.

1.2 Eligibility for Registration

Registration may be requested by any individual or body corporate residing in the Republic of San Marino that owns an aircraft or possesses it effectively under the conditions established by the Authority.

For aircraft to be operated under CAR OPS 2 (General Aviation and Aerial Work), or to be operated commercially under an ICAO Article 83bis agreement, foreign individuals and companies qualify to register or maintain the registration of their own aircraft in the Registry after electing domicile with a representative residing in San Marino. Electing domicile can be done by filling out [FORM SM 27](#) | Application for Domiciled Representative.

For aircraft to be operated under CAR OPS 1 (Commercial Air Transport, the operator must have a San Marino registered company and its principal place of business based in San Marino. This means the head office or registered office of the undertaking within which the principal financial functions and operational control of the activities are exercised.

2. REGISTRATION PROCESS

2.1 General

Aircraft registered in the San Marino may be for private, corporate, aerial work use and commercial air transport operations.

The registration process of an aircraft in San Marino commences from the moment completed signed copies of the forms and documents outlined in Section 4.1 are submitted to the Authority.

The registered owner or operator should nominate a representative to be the main point of contact throughout the process. Owners, or their nominated representatives, are therefore advised that if the aircraft does not meet certification standards then the registration exercise cannot be continued. Refer to [CAP 08](#) | Certificate of Airworthiness for additional information.

3. TYPE CERTIFICATE ACCEPTANCE

A type certificate and associated type certificate data sheet issued by EASA, FAA, Transport Canada would normally be acceptable to the Authority.

In practice this means that the Authority will accept any aircraft from any of the above National Aviation Authorities (NAA) without the aircraft having to undergo any modifications to revert it to the certification standard of the State of Design. Refer to [CAP 02](#) | Airworthiness and Maintenance for additional information.



A type certificate from another NAA, such as the Brazilian ANAC, may be considered after a thorough assessment.

4. SUPPORTING DOCUMENTATION CHECKLIST

Please find below requirements for aircraft registration and submit legible scanned copies to the Authority:

4.1 Items Required to Commence Application Stage

The following items 1 through 6 must be completed and submitted to the Authority to enable the registration process to commence:

No.	Item	Completed
1.	FORM SM 27 Application for Domiciled Representative	
2.	For foreign companies, a certificate of incorporation or equivalent document along with a list of company directors. For foreign individual owners whose aircraft will be registered under their name, a copy of their passport will be required. A Power of Attorney/Evidence of Authority to be supplied, if not the beneficial owner or company director.	
3.	Applicants may request out-of-sequence registration mark after prefix T7 - followed by any combination of three (3) letters free of charge. <i>Notification of availability for the desired registration mark should be received prior to completing forms for registration.</i>	
4.	FORM SM 01 Application for Certificate of Registration <i>This application must be signed by a company director or authorised representative of the registered owner company.</i> <i>On receipt of this form the Authority will issue an ICAO Mode-S Code for T7 registration.</i>	
5.	FORM SM 02 Application for the Issue of a Certificate of Airworthiness	
6.	Fees and Charges <i>The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.</i>	

4.2 Items Required Prior to Aircraft Inspection

The following items 7 through 13 should be completed and submitted to the Authority before or at the time of the aircraft inspection.

7.	Copies of existing Aircraft Radio Licence & Noise Certificate, if available	
8.	FORM SM 09 Application for 406 Mhz ELT Registration	



9.	FORM SM 04 Application for Designated Airspace Approval <i>(if applicable)</i> along with supporting documentation	
10.	FORM SM 13 Maintenance Programme Declaration	
11.	FORM SM 19 Maintenance Control Manual Declaration	
12.	FORM SM 15 Application for Flight Crew Licence Validation along with supporting documentation	
13.	FORM SM 16 Application for Maintenance Engineer Licence Validation <i>(if applicable)</i> along with supporting documentation	

4.3 Items Required Prior to the Issuance of Certificates

The following items 14 through 17 must be submitted to the Authority when available preferably during the aircraft inspection and addressed to the satisfaction of the Authority prior to the issuance of certificates.

14.	Aircraft Insurance Certificate indicating T7 registration mark and in accordance with EC Regulation 785/2004	
15.	Export Certificate of Airworthiness, a valid C of A with a current ARC or equivalent document. <i>Refer to CAP 08 for additional information on an acceptable equivalent document.</i>	
16.	Proof of Ownership: Original Bill of Sale, Copy of Bill of Sale apostilled, or Original Declaration of Property apostilled. <i>A Lease Agreement will be required, if the registered owner is a Charter by Demise.</i>	
17.	Deregistration Certificate or a Statement of Non-Registration <i>For used aircraft a statement of deregistration is required from the NAA of the last State of Registry.</i> <i>If the aircraft is new and has not been previously registered, then a statement of non-registration is required from the NAA of the State of Manufacturer.</i>	

5. CERTIFICATES TO BE ISSUED PRIOR TO OPERATION

Following the airworthiness inspection of the aircraft and a review of its records, and the completion of any action required, where appropriate, the following documents will be issued by the Authority:

- (a) Certificate of Registration
- (b) Certificate of Airworthiness
- (c) Noise Certificate
- (d) Radio Aircraft Station Licence



- (e) Designated Airspace Approval Certificate (*if applicable*)
- (f) Flight Crew Licence Validations
- (g) Maintenance Engineer Licence Validation (*if applicable*)
- (h) Maintenance Programme Acceptance

6. REGISTRATION MARKS

6.1 General

- (a) The nationality mark for San Marino is "T7" and the registration marks are three further upper case letters in Roman characters.
- (b) The marks shall be painted on the aircraft or shall be affixed by any other means ensuring a similar degree of permanence.
- (c) The letters must be without ornamentation and a hyphen must be placed between the nationality mark and the registration mark. For the side lettering a slope of not more than 30 degrees is acceptable.
- (d) The nationality and registration marks must be displayed to the best advantage, taking into consideration the constructional features of the aircraft and must always be kept clean and visible. The 'best' advantage is the best advantage of an external viewer either on the ground or in another aircraft.
- (e) The letters constituting each group of marks must be of equal height and they, and the hyphen, must be of a single colour which must clearly contrast with the background on which they appear. The following notes give guidance and an idea of the general principles involved on suitable colour schemes:
 - (1) Dark lettering against a light background is preferred but light lettering on a dark background is acceptable.
 - (2) Ideally the background should be of uniform colour and have a gloss finish, and lettering should be matt. However, if light lettering is used, this should be gloss while the background should be matt.
 - (3) Recommended colours for registration letters include: black, dark blue, dark green, dark red and dark purple.
 - (4) Recommended background colours include: white, yellow, light blue (but not with dark blue letters), light green (not with dark green) and pink (not with red).
 - (5) Intermediate colours such as orange, brown and grey should be avoided for either lettering or background.



6.2 Position and Size of Marking

(a) Position and size of marks

(1) Horizontal surfaces of the wings:

- (i) On aircraft having a fixed wing surface, the marks must appear on the lower surface of the wing structure, and must be located on the left half of the lower surface of the wing structure unless they extend across the whole of the lower surface of the wing structure. So far as is possible, the marks must be located equidistant from the leading and trailing edges of the wings. The tops of the letters and numbers must be toward the leading edge of the wing.
- (ii) The height of the letters must be at least 50 cm, provided that if the wings are not large enough for the marks to be 50 centimetres in height, marks of the greatest height practicable in the circumstances must be displayed.

(2) Fuselage (or equivalent structure) and vertical tail surfaces

- (i) The marks must also appear either:
 - (A) On each side of the fuselage (or equivalent structure), and must, in the case of fixed wing aircraft, be located between the wings and the horizontal tail surface; or
 - (B) On the vertical tail surfaces.
- (ii) When located on a single vertical tail surface, the marks must appear on both sides. When located on multi-vertical tail surfaces the marks must appear on the outboard sides of the outer surfaces. Subject to sub-paragraphs (iv) and v) below, the height of the letters constituting each group of marks must be at least 30 centimetres.
- (iii) If one of the surfaces authorised for displaying the required marks is large enough for those marks to be 30 centimetres in height (whilst complying with sub-paragraph (v) below) and the other is not, marks of 30 centimetres in height must be placed on the largest authorised surface.
- (iv) If neither surface is large enough for marks of 30 centimetres in height (whilst complying with sub-paragraph (v) below), marks of the greatest height practicable in the circumstances must be displayed on the larger of the two surfaces.
- (v) The marks on the vertical tail surfaces must be such as to leave a margin of at least 5 centimetres along each side of the vertical tail surface.



- (vi) On rotary wing aircraft where owing to the structure of the aircraft the greatest height practicable for the marks on the sides of the fuselage (or equivalent structure) is less than 30 centimetres the marks must also appear on the lower surface of the fuselage as close to the line of symmetry as is practicable and must be placed with the tops of the letters towards the nose.

The height of the letters constituting each group of marks must be at least 50 centimetres provided that if the lower surface of the fuselage is not large enough for the marks to be of 50 centimetres in height, marks of the greatest height practicable in the circumstances must be displayed.

- (vii) If a heavier-than-air aircraft does not possess parts corresponding to those mentioned above, the marks must appear in a manner such that the aircraft can be identified readily.

(b) Width, spacing and thickness of marks

- (1) For the purposes of this section 'a standard letter' must mean any letter other than the letters I, M and W.
- (2) The width of each standard character (except the letter I and the number 1) and the length of the hyphen between the nationality mark and the registration mark must be two-thirds of the height of a character.
- (3) The characters and hyphens must be formed by solid lines and must be of a colour contrasting clearly with the background. The thickness of the lines must be one-sixth of the height of a character.
- (4) The width of the letters M and W must be neither less than two-thirds of their height nor more than their height.
- (5) The width of the letter I must be one-sixth of the height of the letters forming the marks.
- (6) Each character, including hyphens, must be separated from that which it immediately precedes or follows by a space of not less than one-quarter of a character width. Each such space must be equal to every other such space within the marks.
- (7) The letters and numbers in each separate group of marks must be of equal height.
 - (i) Wings. The height of the marks on the wings of heavier-than-air aircraft must be at least 50 centimetres.
 - (ii) Fuselage (or equivalent structure) and vertical tail surfaces. The height of the marks on the fuselage (or equivalent structure) and on the vertical tail surfaces of heavier-than-air aircraft must be at least 30 centimetres.



- (iii) Special cases. If a heavier-than-air aircraft does not possess parts corresponding to those mentioned in (i) and (ii) above, the measurements of the marks must be such that the aircraft can be identified readily.

6.3 Transfer of Registration Marks

- (a) Registration marks may be reassigned at the request of the owner by coordinating with the Authority the transition between de-registration and re-registration in order minimize downtime.
- (b) The registration marks of aircraft involved in a total-loss accident shall not be re-used.

7. IDENTIFICATION PLATE

An aircraft must carry an identification plate inscribed with its nationality and registration mark. The plate must be made of fireproof metal or other fireproof material of suitable physical properties and must be secured to the aircraft in a prominent position near the main entrance.

8. DE-REGISTRATION OF AIRCRAFT

When transferring an aircraft registration to another State the applicant (owner or owner's representative) must inform the Authority by submitting [FORM SM 11](#) | Application for De-registration.

9. CERTIFICATE HOLDER'S RESPONSIBILITY

9.1 Change in Ownership Details

If a person acquires or disposes of a propriety interest in a San Marino registered aircraft, the holder of the certificate of registration must, within 14 days after the date of the acquisition, send to the Authority a notice setting out the following:

- (a) the aircraft's nationality and registration marks;
- (b) the name and address of the person who acquired or disposed of the interest;
- (c) a description of the interest;
- (d) the date of the acquisition or disposal;
- (e) the name and address of the person from whom the interest was acquired, or;
- (f) the name and address of anyone who acquired the interest.

9.2 Lost, Stolen, Destroyed or Permanently Withdrawn from Service

If a San Marino registered aircraft is lost, stolen, destroyed or permanently withdrawn from use, the holder of the certificate of registration must, within 14 days after becoming aware of the



loss, theft, destruction or withdrawal, send a written notice of the loss, theft, destruction or withdrawal to the Authority.