

RESPONSIBILITY OF THE DESIGNATED MUNICIPAL REGISTRATION OFFICIAL

1. Ensure that all aircraft owners register with town/city where the aircraft is based or primarily used.
2. Supply aircraft owners with a Connecticut Airport Authority Aircraft Registration Application.
3. Upon proper completion of application and payment, issue a registration decal.
4. Serve as the contact person for aircraft owners that have questions or issues.
5. Complete Form C – Annual Aircraft Registration Record – Interim Report on a yearly basis. Completed forms are to be returned to the Connecticut Airport Authority Aircraft Registration Coordinator no later than January 15th of each year.
6. Complete Form D – Annual Aircraft Registration Record – Final Report on a yearly basis. Completed forms are to be returned to the Connecticut Airport Authority Aircraft Registration Coordinator no later than October 31st of each year.
7. Return any unused registration decals to the Connecticut Airport Authority Aircraft Registration Coordinator with the completed Form D no later than October 31st.
8. Assist the Connecticut Airport Authority Aircraft Registration Coordinator with any questions or issues.

All required aircraft registration forms to be supplied by the Connecticut Airport Authority, upon request (860-254-5831).

RESPONSIBILITIES OF AIRCRAFT OWNERS

1. Register any aircraft, as defined by Connecticut General Statute Section 15-34, subdivision 5 with the municipality where the aircraft is primarily based or used.
2. Complete a Connecticut Airport Authority Aircraft Registration Application (provided by the municipality).
3. Pay registration fee to the Municipal Registration official. Once the registration fee has been paid, a registration decal will be issued (one decal per aircraft).
4. Contact your Municipal Registration Official with any questions or issues.

*Registration must be completed on a yearly basis by September 30th.