

## FAQS - U.S. Agents for Service

### 1. Do I have to designate a U.S. agent for service?

You are only required to designate a U.S. agent for service if you:

- Do not have a U.S. physical address of record on file with the FAA;
- Have a foreign address of record on file with the FAA; and
- Hold or apply for a certificate, rating, or authorization under 14 CFR Part 47, 61, 63, 65, 67, or 107.

You do not need to designate a U.S. agent if you have already updated your record of address with the FAA to provide a U.S. physical address. If you want to provide the FAA with a U.S. physical address, you may do so through the standard processes for Airmen or Aircraft Owners in lieu of designating a U.S. agent for service.

Please be aware that a *U.S. physical address* is an address in the States of the United States, the District of Columbia, or any U.S. territory or possession, but excludes post office boxes, military post office boxes, mail drop boxes, and commercial addresses that are not also residential addresses.

### 2. Are all certificate holders, applicants, and aircraft owners required to designate a U.S. agent for service on USAS?

Only the individuals who hold or apply for certificates issued under 14 CFR Part 47, 61, 63, 65, 67, or 107 and who do not have a U.S. physical address of record on file with the FAA are required to designate a U.S. agent for service on USAS. The U.S. agent for service would receive service of FAA documents on behalf of the applicant or certificate holder.

### 3. I have a U.S. physical address, why was I told to register a U.S. agent for service?

The FAA reviewed your address of record and determined that you do not have a U.S. physical address. If this is incorrect:

- Update your mailing address through the standard processes for Airmen or Aircraft Owners in lieu of designating a U.S. agent for service.
- Certificate holders, applicants, and aircraft owners who only hold a medical certificate can contact the Aerospace Medical Certification Division to update your mailing address if you are doing so between applications for an airman medical certificate:

Federal Aviation Administration  
Aerospace Medical Certification Division, AAM-300  
CAMI, Bldg. 13  
PO Box 25082  
Oklahoma City, OK 73125  
Phone: (405) 954-4821

4. **What is the deadline for designating a U.S. agent for service?**  
The compliance date for certificate, rating, or authorization applicants to designate a U.S. agent for service is April 2, 2025. The compliance date for current certificate, rating, or authorization holders is July 7, 2025.
5. **Where do I designate my U.S. agent for service?**  
Covered individuals will designate their U.S. agent on the USAS online portal. The USAS portal is available here: <https://usas.faa.gov>. Please note that the USAS portal is currently under development and the go-live date will be no later than April 2, 2025.
6. **Can I submit the U.S. agent for service information on my certificate application to the Airmen Certification Branch, or to any other part of the FAA?**  
The only acceptable method to designate a U. S. agent for service is through the USAS portal, available here: <https://usas.faa.gov>, as provided in Advisory Circular (AC) 3-1. The FAA cannot enter any information on behalf of the airman to the USAS portal.
7. **Can the FAA or another entity or individual designate a U.S. agent for service on my behalf?**  
Only individuals covered under the FAA's U.S. Agent for Service Rule may log in to USAS to designate their U.S. agent for service. The USAS portal is available here: <https://usas.faa.gov>. Please note that the USAS portal is currently under development and the go-live date will be no later than April 2, 2025.
8. **Is there any required information needed before designating a U.S. agent for service in USAS?**  
Individuals using USAS to designate a U.S. agent for service should have the contact information for their U.S. agent. The FAA may request aircraft owners' aircraft registration N-Number and Serial Number, which can be found through Aircraft Inquiry ([Click here](#)). The FAA may ask for all other certificate holders and applicants to provide their FAA Tracking Number (FTN) and date of birth (DOB). You may look up your FTN on your MedXPress Profile ([Click here](#)) or Integrated Airman Certification and Rating Application (IACRA) profile ([Click here](#)). If you don't have an FTN, you can register with IACRA prior to logging into USAS to create an FTN.
9. **Can you login to USAS if you don't have an FTN?**  
Aircraft registered owners do not need a FAA Tracking Number (FTN) to log in to USAS, but they should have their aircraft registration N-Number and serial number to log in to USAS. Aircraft owners can [Click here](#) to look up your aircraft registration N-Number and Serial Number through Aircraft Inquiry.  
Other certificate holders should know their FTN and DOB to log in to USAS. If you do not know your FTN, you may:
  - Look up your FTN number in your MedXPress Profile by [Clicking here](#).
  - Look up your FTN number in your IACRA Profile by [Clicking here](#).If you don't have an FTN, you can register with [IACRA](#) prior to logging into USAS to create an FTN.
10. **Are there fees for designating a U.S. agent for service with the FAA?**

The FAA does not charge any fees for registering your U.S. agent for service on USAS. A U.S. agent for service may charge fees, but these fees are not controlled by the FAA.

**11. When does my U.S. agent for service designation on USAS become effective?**

A U.S. agent for service designation is effective once an individual designates their U.S. agent for service on USAS and the system sends an automated email to that individual confirming the designation was successful.

**12. Where can I find the FAA's U.S. agent for service regulations and guidance?**

The FAA's U.S. agent for service regulations are found in 14 C.F.R. §§ 3.301-3.303. Details regarding FAA's U.S. agent for service rule were published in the Federal Register via a [Notice of Proposed Rulemaking](#) and a [Final Rule](#). The FAA extended the U.S. Agent for Service rule compliance date for applicants via a [Final Rule](#) published in the Federal Register. The FAA also published guidance for compliance with the U.S. Agents for Service Rule in [Advisory Circular \(AC\) 3-1](#). AC 3-1 contains the link to FAA's USAS portal for designating a U.S. agent. The USAS portal is available here: <https://usas.faa.gov>.

**13. Are U.S. agents for service vetted or approved by the FAA?**

The FAA does not vet or approve U.S. agents for service.

**14. Can U.S. agents for service register themselves as an individual's agent on USAS or be registered by the FAA?**

U.S. agents for service do not register themselves as agents and FAA does not register U.S. agents for service. Individuals must designate their U.S. agent on USAS. The USAS portal is available here: <https://usas.faa.gov>. Please note that the USAS portal is currently under development and the go-live date will be no later than April 2, 2025.

**15. Who can be a U.S. agent for service?**

Under 14 CFR 3.302, a U.S. agent for service is an entity or an adult (individual who is 18 or older) with a U.S. address who a certificate, rating, or authorization holder or applicant designates to receive FAA service on their behalf. In addition, a U.S. agent for service must have an address in the States of the United States, the District of Columbia, or any U.S. territory or possession that is not a post office box, military post office box, or a mail drop box. Under 14 CFR 3.303, a U.S. agent is required to receive FAA service of documents on behalf of the individual who designates them, and a U.S. agent must be competent to perform that responsibility. Examples of U.S. agents for service include, but are not limited to, an individual's relative, friend, or associate.

**16. What are the U.S. agent address requirements?**

Under 14 CFR 3.302, a U.S. agent's address must be in the States of the United States, the District of Columbia, or any U.S. territory or possession. If a U.S. agent is an entity, the U.S. address must be the U.S. agent's office address. If the U.S. agent is an individual, the address must be the U.S. agent's usual place of residence or, if applicable, the individual's U.S. military office address. If the U.S. agent is serving as a U.S. agent in their official capacity with the military, the U.S. address may be a military office address.

A U.S. agent address may not be a post office box, military post office box, or a mail drop box.

**17. What actions does a U.S. agent for service perform?**

A U.S. agent for service is responsible for timely transmitting all documents the FAA serves on the U.S. agent to the certificate, rating, or authorization holder or applicant that designated the U.S. agent. Transmittal methods from the U.S. agent to the individual might include, for example, scanning and emailing, faxing the documents, or sending the documents through expedited mail. The U.S. agent and the individual who designated the U.S. agent should agree in advance on what transmittal method would work best to ensure the U.S. agent's timely transmittal of FAA correspondence to the individual.

**18. What will the consequences of non-compliance be for certificate holders and applicants?**

Pursuant to 14 CFR. 3.303, individuals who hold a certificate, rating, or authorization issued under 14 CFR Part 47, 61, 63, 65, 67, or 107, who fail to timely designate a U.S. agent for service and comply with the requirements under 14 CFR Part 3, subpart C, may not exercise the privileges of any certificate, rating, or authorization issued under 14 CFR Part 47, 61, 63, 65, 67, or 107, and an individual aircraft owner's aircraft registration certificate will be considered ineffective. The FAA may take enforcement action against these individuals consistent with FAA Enforcement and Compliance Order 2150.3. The regulation also provides that after the deadline for compliance passes, applicants of any certificate, rating, or authorization issued under 14 CFR Part 47, 61, 63, 65, 67, or 107, who fail to designate a U.S. agent for service and comply with the requirements under 14 CFR Part 3, subpart C shall not be issued a certificate, rating, or authorization under 14 CFR 47, 61, 63, 65, 67, or 107.

**19. Forgot your USAS portal password?**

Please click (link coming soon) here to reset your password.

**20. What can I do if I am having trouble with the website?**

Please send an email to APP-AIT-USAS@FAA.GOV for USAS system issues. Your email should include a detailed description of your issue.

For trouble navigating USAS, please consult the USAS User Guide (link coming soon).