

DRONE REGISTRATION FORM

Please complete this form electronically (preferred method) then print, sign and submit to SCAA through the email drones@scaa.sc. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink and submit to SCAA through the above mentioned email address.

FALSE REPRESENTATION STATEMENT

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the issue of any authorization/approval. Persons doing so render themselves liable and subject to prosecution under the current applicable regulation.

SECTION 1: REGISTRATION TYPE

Choose recreational / commercial or government organisation registration based on how you will be operating your drone. (please tick below)

Operating for recreational Operating for Commercial, government or non-recreational

SECTION 2: REGISTRATION INFORMATION

Title (Mr. / Ms. / Mrs. etc.):

First Name(s):

Family Name:

Date of Birth (dd/mm/yyyy):

National Identity Card Number (if a citizen of the Republic of Seychelles):

Passport Number (if not a citizen of the Republic of Seychelles):

Company Name

(Company Name is required only when you are registering a drone for business purposes. Use N/A when registering for recreational use)

Email Address:

Additional Email Address:

Phone Number: (Home): (Office)..... (Mobile).....

Permanent Address:

.....

Country:

Business address (if registering for business purposes):

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SECTION 3: DRONE INFORMATION

Drone Manufacturer:

Drone Model:

Drone Craft Serial Number:

Drone Weight (Weight including Battery & Propellers in grams):

SECTION 4: DRONE PURCHASE INFORMATION

Retailer Name: Date of Purchase:

Details of the Import/Purchase:

i) Merchant/Shipper: ii) Purchaser/Consignee:

iii) Purchase Date: iv) Imported/Cleared Date:

SECTION 5: MANDATORY DOCUMENTS TO SUBMIT & THEIR SPECIFICATIONS

Please attach the following **mandatory** documentations together when submitting your application to SCAA:

1. **Completed Drone Registration Form**

Specifications for the Drone Registration Form:

- Your handwriting must be neat and legible (if completing by hand)
- The registration form must be in PDF format and must not be provided as a photograph (preferably scanned).
- The registration form must be provided with all pages included (Page 1 and 2) and you must not provide the pages as separate PDF documents. Please combine both pages (Page 1 and 2) before submitting the form via email.
- The drone registration form must be completed in its entirety and signed.
- The document must be named as follows – “Your Full Name – Drone Registration Form”
Example: “John Smith – Drone Registration Form”.

2. **Copy of your passport (if not a citizen of the Republic of Seychelles) or national identity card (if a citizen of the Republic of Seychelles). A citizen of the republic of Seychelles can submit either their passport or national identity card.**

Specifications for the passport or national identity card copy:

- The passport or national identity card must be valid.
- The copy must be clear and must not be blurry.
- The copy must be in colour.
- The copy can be a scanned copy (in PDF format) or a photograph (must be in JPEG, PNG or TIF format).
- The document must be named as follows – “Your Full Name – Passport” or “Your Full Name – National Identity Card”
Example: “John Smith – Passport” or “John Smith – National Identity Card”.

3. **Photograph of your drone (front view)**

Specifications for the photograph of your drone (front view):

- The photo must be of the drone you currently own and must not be a photo of the same drone model from the internet.
- The photo must be clear and must not be blurry.
- The photo can be included in a PDF document or as separate photograph (must be in JPEG, PNG or TIF format).
- The document must be named as follows – “Your Full Name – Drone Photo (Front View)”
Example: “John Smith – Drone Photo (Front View)”.

4. **Photograph of your drone serial number ([Click here to find out how to check your product's serial number – for DJI drones](#))**

Specifications for the photograph of your drone serial number:

- DJI drone model serial numbers consists of 14 characters and it may include a combination of letters and numbers and it often appears under or adjacent to a QR code.
- The photo can be included in a PDF document or as separate photograph (must be in JPEG, PNG or TIF format)
- The photo must be a close-up photo of the drone serial number so that we are able to properly identify each character of the serial number. The photo provided must also be clear and must not be blurry.
- The document must be named as follows – “Your Full Name – Drone Serial Number”
Example: “John Smith – Drone Serial Number”

SECTION 6: DECLARATION BY APPLICANT

I hereby declare:

1. that to the best of my knowledge the particulars entered on this registration form are accurate and correct in every respect.
2. that I have provided all the mandatory documentations required to be submitted and I have met their specifications as stated in Section 5.
3. that I understand that if any of the mandatory documentations stated in Section 5 of this form is missing or incomplete that there may be a delay in the processing of my application and that my application may be rejected.

Signature of the applicant: Date (dd/mm/yyyy):

SECTION 7: SUBMISSION INSTRUCTIONS

Once the registration form (and the associated mandatory documentation) has been completed, please send it to us at this address:

Seychelles Civil Aviation Authority
Seychelles International Airport
Mahe
Seychelles

OR

Email the completed registration form and all associated documentation to the email address drones@scaa.sc
Telephone Enquiries: (+248) 4384271

SECTION 8: WHAT HAPPENS NEXT?

Once the registration form and all associated mandatory documentations have been sent to drones@scaa.sc it will take about 1-2 business days for you to receive your registration confirmation on the email address / additional email address you provided on page 1 of this form. The drone(s) you register with SCAA will each receive a registration number. If you have multiple drones, please submit separate registration forms each time for each drone you own.

- Before registering your drone or the commencement of your drone operation please read and familiarize yourself with the regulations and safety guidelines documentation. [Please click here to learn more](#)
- If you wish to fly within restricted areas or controlled airspaces, then an authorization is required. [Please click here to learn more](#)