

Instructions on filing a submission to the Federal Aviation Administration (FAA)*

November 2022

[Submit a request \(for a new docket\)](#)

[Submit a request \(to an existing docket\)](#)

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SUBMIT A REQUEST (FOR A NEW DOCKET)

- 1) Submit your request to the Federal Docket Management System (FDMS) electronically by accessing the public portal: <https://www.regulations.gov/commenton/FAA-2007-0001-0001>.
- 2) Under “**Comment***” in the field labeled “**Start typing comment here...**” type the description of your request (for example, “petition for exemption under 14 CFR § ##.##”).
- 3) Under “**What is your comment about?**” click on the field labeled “**Select a Comment Category**” which will bring down a dropdown menu. Select “**Application / Petition.**”
- 4) Under “**Attach Files**” there will be a box with a dotted outline which will allow you to drag and drop files from your computer or you may select “**Browse...**” to open a file dialog box which will enable you to select file(s) to upload. (Note: file names should only include alphanumeric characters.)

Please note: We recommend that any documents containing proprietary information clearly state “**CONFIDENTIAL**” at the beginning of the file name. The first page of the document should also contain a “**CONFIDENTIAL**” disclaimer at the top of the page and all pages within the document containing proprietary information should be individually marked “**CONFIDENTIAL.**”

File Name Example: *CONFIDENTIAL_TradeSecrets_CompanyXYZ.pdf*

- 5) Under “**Email Address**” type your email address. Please check the box beside “**Opt to receive email confirmation of submission and tracking number?**”
- 6) Under “**Tell us about yourself! I am...***” select from one of the three identity options below. From left to right, “**An individual,**” “**An Organization,**” or “**Anonymous.**” Each identity will contain different requirements.
- 7) Under “**reCAPTCHA ***” click on the box beside “**I’m not a robot**” which will display a visual prompt that must be completed in order to complete the check box.

(Alternatively, an audio prompt may be used to satisfy the same requirement. Click on “**I’m not a robot**” then select the headset icon located in the bottom left corner of the prompt.)

- 8) Click “**Submit Comment.**” Please save the tracking number generated following submission for your records. This tracking number will be your only confirmation until your request has been posted.

SUBMIT A REQUEST (TO AN EXISTING DOCKET)

- 1) If you have an existing docket number, please access: <https://www.regulations.gov/>.
- 2) Enter your docket number (FAA-####-####) in the center search field. Then select “**Search**” located to the right.
- 3) From the list of search results, sort by “**Posted (Older-Newer)**,” then select the first post.
- 4) Select “**Comment**” on the upper left-hand corner of this page to initiate a request form.
- 5) Click “**Select a Comment Category**” as “**Application / Petition.**” Then upload your request.

Please note: We recommend that any documents containing proprietary information clearly state “CONFIDENTIAL” at the beginning of the file name. The first page of the document should also contain a “CONFIDENTIAL” disclaimer at the top of the page and all pages within the document containing proprietary information should be individually marked “CONFIDENTIAL.”

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- 6) Under “**Email Address**” type your email address. Please check the box beside “**Opt to receive email confirmation of submission and tracking number?**”
- 7) Complete the form and click “**Submit Comment.**” Please save the tracking number generated following submission for your records. This tracking number will be your only confirmation until your request has been posted.

SPECIFIC REQUIREMENTS FOR PETITIONS FOR RULEMAKING AND EXEMPTION UNDER 14 CFR PART 11

Petition for Rulemaking

Your petition for rulemaking ([14 CFR § 11.71](#)) must include all of the following:

- Your name and mailing address and, if you wish, other contact information such as a fax number, telephone number, or **e-mail address**.
- An explanation of your proposed action and its purpose.
- The language you propose for a new or amended rule, or the language you would remove from a current rule.
- An explanation of why your proposed action would be in the public interest.
- Information and arguments that support your proposed action, including relevant technical and scientific data available to you.
- Any specific facts or circumstances that support or demonstrate the need for the action you propose.

In the process of considering your petition, we may ask that you provide information or data available to you about:

- The cost and benefits of your proposed actions to society, as well as any targeted or affected groups or persons.
- The regulatory burden of your proposed action on small businesses, small organizations, small governmental jurisdictions, and Indian tribes.
- The recordkeeping and reporting burdens of your proposed action and whom the burdens would affect.
- The effect of your proposed action on the quality of the natural and social environments.

Petition for Exemption

You must send a petition for exemption **120 days** before you need the exemption to take effect or **120 days** before your current exemption expires, if you wish to extend it ([14 CFR § 11.63\(d\)](#)). Your petition for exemption ([14 CFR § 11.81](#)) must include all of the following:

- Your name and mailing address and, if you wish, other contact information such as a fax number, telephone number, or **e-mail address**;
- The specific section or sections of Title 14 of the Code of Federal Regulations (14 CFR) from which you seek an exemption;
- The extent of relief you seek, and the reason you seek the relief;
- The reasons why granting your request would be in the public interest; that is, how it would benefit the public as a whole;
- The reasons why granting the exemption would not adversely affect safety, or how the exemption would provide a level of safety at least equal to that provided by the rule from which you seek the exemption;
- A summary we can publish in the Federal Register stating:
 - The rule from which you seek the exemption; and
 - A brief description of the exemption you seek;
- Any additional information, views or arguments available to support your request; and
- If you want to exercise the privileges of your exemption outside the United States, the reason why you need to do so.

Petition for Reconsideration

The FAA must receive your petition for reconsideration within **60 days** after we issued the denial. Your petition for reconsideration ([14 CFR § 11.101](#)) must show the following:

- That you have a significant additional fact and why you did not present it in your original petition;
- That we made an important factual error in our denial of your original petition; or
- That we did not correctly interpret a law, regulation, or precedent.

*Alternatively, you may also submit your request to:

Docket Management Facility US Department of Transportation

1200 New Jersey Avenue, SE West Building Ground Floor Room W12-140 Washington, DC 20590