



**Jordan Civil Aviation Regulatory Commission
Airworthiness Standards Department**

Aircraft Deregistration Checklist

Aircraft Type		Aircraft Registration		Aircraft MSN	
Aircraft Operator		Aircraft Owner		Aircraft Location	
Importing Country		Date		Airworthiness Inspector(s) Name(s)	

No.	Description	Status	Remarks
1	<p>The owner of the aircraft shall submit a formal application letter for de-registration. The letter shall be signed by the aircraft owner or his agent and shall state the followings:</p> <ul style="list-style-type: none"> a. the name of the owner b. the country to which the aircraft will be exported, c. the date of deregistration, and d. the place/location of the deregistration. <p>Note: The application letter should be submitted to Chief Commissioner/CARC.</p>		
2	In case the application letter is signed by the agent of the owner, a notarized and legalized power of attorney is required.		
3	Check the aircraft file to verify whether there is a mortgage on the aircraft or not.		
4	If there is mortgage on the aircraft, a notarized and legalized letter from the mortgagee requesting the leftover of the mortgage is required.		
5	Prepare an official letter to leftover the mortgage from the aircraft.		
6	The aircraft owner shall submit a signed certificate of acceptance which shows that the owner (or his agent) and the exporter requirements have been satisfied, and each holder of a recorded right has consented to the transfer.		



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7	A delivery acceptance certificate signed by both parties; the aircraft owner/operator and the new owner/operator shall be submitted to CARC.		
8	Withdraw the aircraft original registration and airworthiness certificates.		
9	Insure that the followings are carried out, <ul style="list-style-type: none">• the removal of aircraft address code of the Mode-S transponder (if installed), or re-programming it with the new registration, and• re-reprogramming and registration (with the new registration marks) of 406 Mhz ELT (if installed) with search and rescue agency, and• the removal of Jordan identification and registration marks from the aircraft, and• the removal of the aircraft name/registration plate, and• the removal of the aircraft Selcal placard from the instrument panel. Note: a statement or work sheets certifying that the above are removed from the aircraft is acceptable.		
10	The owner/operator shall pay the applicable fees.		
11	Deregistration certificate issuance.		