



Private Aircraft Registration

Motor Vehicles Division

3-18-2025



Revision History

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Last Review Date: 3/14/2025	Last Reviewer: Tiffany Doane, Motor Vehicle Manager
Next Review Date: 3/14/2026	Next Reviewer: Motor Vehicle Manager
Executive Approval Date: 3/18/2025	Approved By: Caitlin Owen, Chief Development & Support Officer

Overview

This SOP covers the processing of aircraft registrations

Purpose

This document provides step-by-step procedures for Processing Specialists or Title Consultants to follow when processing initial and renewal aircraft registrations

Policy Statement

These procedures apply to MV Processing Specialists who are processing mail-in or OkCARS aircraft registrations or Title Consultants helping live customers.

Compliance

OAC 670:25-3 – Aircraft

Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions
Laserfiche	Image storage database where customer-submitted documents are stored – accessible through OneLink



FAA Database	FAA Database to search customer-submitted Tail #'s to ensure they are valid.
Microsoft Teams	Messaging and file sharing platform used for communication between the Storefront and Building 16.

Roles

Role	Responsibilities
MV Processing Specialist (PS)	Processes registration renewals from the MV Processing offices.
Title Consultant (TC)	Handles customer interaction in-store. Processes renewals live with customers when possible and may forward cases with issues on the MV Processing.
MV Supervisor	Available to help resolve any issues or unusual cases that arise from normal processing of transactions
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to OneLink Queues. Sends outgoing mail.



Procedures

Process #1: Processing an Initial Aircraft Registration – Mail-In

Purpose: This process covers a basic private aircraft initial registration processed by mail.

Background: Back-Office

Aircraft registration is a new motor vehicle function as of July 2024. It is not well supported by OneLink, so has no dedicated queues, so mail-in aircraft transactions require manual identification and sorting to get paperwork to processors.

Process Step-by-Step:

1. First, the customer will compile all required documents and send to Service Oklahoma ([See Appendix A](#))
2. Central Processing will receive and sort the incoming mail, identifying private aircraft registration requests and forwarding them to special plates
3. The MV Processing Specialist assigned to aircraft will take the submitted aircraft packets and identity initial registrations
4. To begin processing, the PS will search an [FAA database](#) and verify that the tail number submitted on Form 13-34 is valid.
 - a. If the tail number does not validate in the FAA database, the PS should send a letter to the customer asking for correct tail number information and file the submitted documents in the meantime.
5. Next, verify that all customer documents and payment are compliant.
 - a. If the customer is missing any required documentation (e.g., no purchase agreement), send a letter asking for updated information information and file the submitted documents in the meantime.
6. If all required documentation and payment are present, process the aircraft registration in OneLink

Note: See process #2 for an example of processing an initial registration. The only difference with a mail-in vs. SOK Storefront is that payment will be receipted by remittance instead of by incomplete payment.

Note: Since aircraft registrations are not well supported in OneLink, it is not possible to go backwards through screens. To reduce the risk of mistakes in processing (especially around fees), it is best practice to run an aircraft registration in the staging environment FIRST to make sure everything checks out before doing it for real.

Note: Application is to be filed with service Oklahoma within twenty (20) days of purchase if purchased within the state or within twenty (20) days of entry into the state for other aircraft. If necessary, adjust the in-office date to the date the application was received by SOK to avoid penalty fees.



7. Receipt the process

Note: If the customer has overpaid, refunds are done the “old fashioned way” by compiling documentation and bringing to Refunds department.

8. Print and prepare registration paperwork for mailing. Place in outgoing mail bin for CPD

9. Central processing will pick up and mail out registration envelopes.

10. Once the customer has received their registration, they are ready to fly.

Renewals:

The process for a private aircraft registration renewal is the same as an initial registration, with some exception:

- Customers will be automatically mailed a copy of Form 13-34R in October of a renewal year to prompt renewal
- No Purchase Agreement is required ([See Appendix A](#))

To process a renewal in OneLink:

1. From the **Search Manager**, search an aircraft by **Tail Number**. Click on the **Aircraft** link to pull up the **Ownership Account**.

A screenshot of the OneLink search results page. At the top, there is a search bar with "n4853x" entered and a "Search" button. Below the search bar, the results are displayed. On the left, there is a sidebar with filters: "All", "ID", "License Plate", "Aircraft", and "Aircraft". The main content area shows a result for "2019 STEPHEN G SCHMITT". A blue arrow points from the "Aircraft" link in the result to the "Aircraft" filter in the sidebar. The result details include: "Serial Number: 4160060", "No Ownership Account", "1820 N ANN ARBOR AVE", "OKLAHOMA CITY OK 73127-2846", "Tail Number: N4853X", "STEPHEN G SCHMITT", "1820 N ANN ARBOR AVE", "OKLAHOMA CITY OK 73127-2846", and "30-Jun-2024 through today". On the right, there is a table with two rows: "ID - Tail Number" with value "N4853X" and "License Plate - Aircraft Tail Number" with value "N4853X". The bottom left corner shows "2 Result(s)".

2. Click **I Want To**.

Aircraft

2019 STEPHEN G SCHMITT 4160060

> **Aircraft**

STEPHEN G SCHMITT
1820 N ANN ARBOR AVE
OKLAHOMA CITY OK 73127-2846
N4853X

Registration

Expired

Manufacturer : STEPHEN G SCHMITT

Airport :

Expiration : 31-Dec-2024

Registration Status : **Expired**

Balance : 0.00

Aircraft

Primary : STEPHEN G SCHMITT

Year : 2019

Propulsion : Single Engine

Hanger County : CANADIAN

Open Tasks

View All

There are no open tasks.

Recent Notes

Add Browse

There are no recent notes.

Vehicle **Attributes** **CRM** **Task** **Financial** **Web** **Q**

Letters Notes Indicators Email Address Attachments Renewal Notice Option

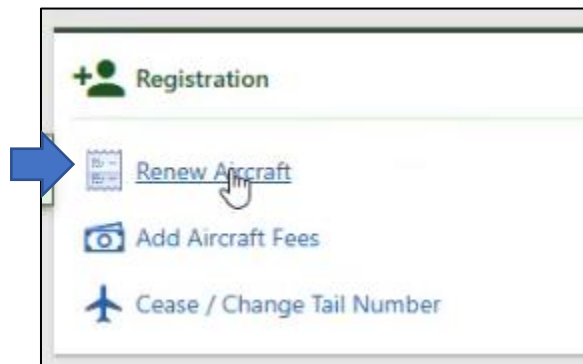
Letters

Add Cert Add Quick Print Browse Show History

Letter ID	Letter Type	Account ID	Account Type	Filing Period	Requested	Last Issued
L1823746840	Aircraft Renewal Notice	N4853X	Aircraft		01-Oct-2024	01-Oct-2024

I Want To

3. Click **Renew Aircraft**.



4. Update any necessary registration details, including adjusting the **In-Office Date** to avoid penalties if necessary.

Note: This profile did not have any **Airport** information, so the county name is used as the **Airport** name.

Activity

Attributes

Aircraft Registration Details

Details

Tail Number: N4853X

Manufacturer: STEPHEN G SCHMITT

Year: 2019

Registered Weight: 1,320

Years Registered: 1

ICAO Number:

How would you like to receive your renewal notice?

Email: ☐ Mail: ☒

Email:

Airport: CANADIAN

Hanger County: CANADIAN

Mailing Address: 1820 N ANN ARBOR AVE OKLAHOMA CITY OK 73127-2846 Validated

Expiration Date: 31-Dec-2025

Special Registration Type:

In-Office Date: 16-Dec-2024

Use in-office date? ☐

Cancel Available Inventory Next

5. Verify **Fees**. Press **Submit**.

Activity

Attributes

Aircraft Registration Details

Details Registration Fees

Renewal Fees

Renewal Fees		
Aircraft Registration		\$15.00
Mail Fee		\$1.66
Total		\$16.66

Cancel Submit

Process #2: Processing an Initial Aircraft Registration – SOK Storefront

Purpose: To process a private aircraft initial registration that originates in the SOK Storefront.

Background:

Aircraft registrations can also be taken at the Storefront, though some collaboration is required with the back office.

If a customer comes into the Storefront with aircraft paperwork, the Title Consultant should contact Building 16 via Microsoft Teams and get the attention of a Processing Specialist who



knows how to work aircraft. This may take a few minutes. Once someone is available, the TC can pass information back to the PS (Tail #, make/model, etc.) and the PS will run a fee estimate to determine how much the customer owes.

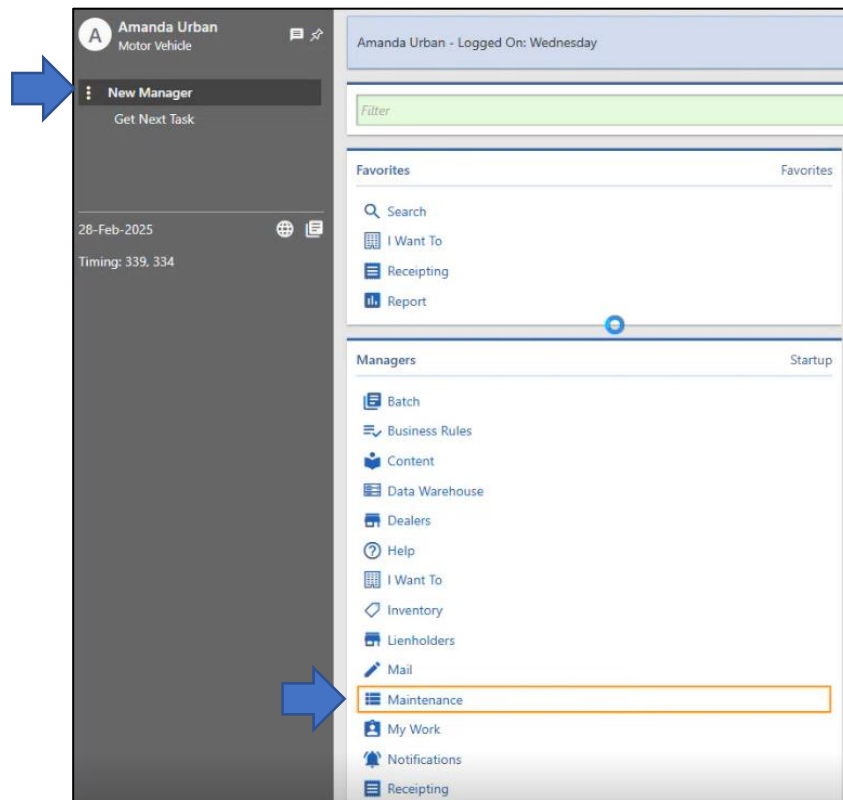
Once an estimated fee is determined, the TC can take customer payment and process an incomplete payment in OneLink. Customer paperwork should be collected and placed in a tray to be taken over to Building 16 for processing.

Process Step-by-Step:

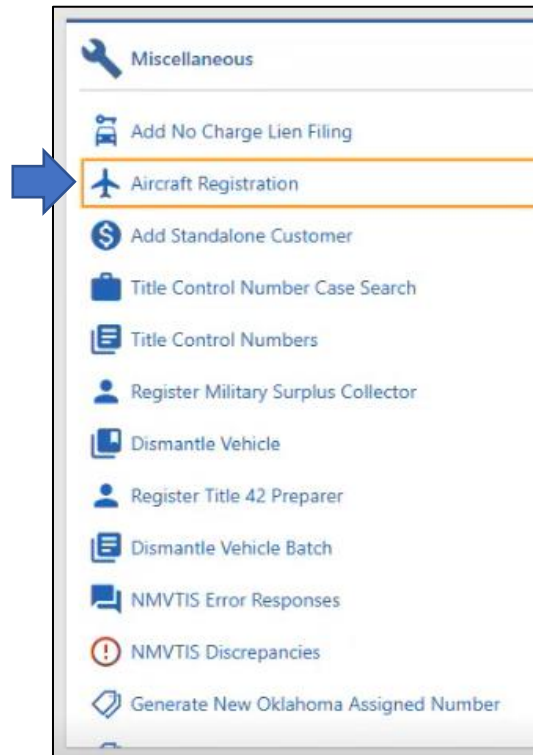
1. If a customer walks into the SOK Storefront and is looking to register an aircraft, the Title Consultant can take their transaction and review their paperwork, looking for the basic required documents like a 13-34 Form and Purchase Agreement.
2. If the customer appears to have what they need, the associate should get in contact with a MV Processing Specialist in Building 16 who knows aircraft best via Microsoft Teams and share key information (Tail #, make/model, etc.).
3. The PS will help the Storefront TC estimate the fees owed by the customer based on the airplane specifications.
4. The TC will then take customer payment and process it as an incomplete payment, including generating and printing an incomplete payment letter.
5. The TC should forward paperwork back to Building 16 (by placing in a designated tray) to be processed.
6. The PS with expertise in aircraft will receive the aircraft paperwork begin to process the registration in OneLink by opening the **New Manager** and selecting **Maintenance**.

Note: Since aircraft registrations are not well supported in OneLink, it is not possible to go backwards through screens. To reduce the risk of mistakes in processing (especially around fees), it is best practice to run an aircraft registration in the staging environment FIRST to make sure everything checks out before doing it for real. This example shows a walk-through in the staging environment, but the process is identical to the real thing.

Note: This example follows a transfer of an aircraft that was previously registered in Oklahoma to a new owner.




7. Select **Aircraft Registration**.



8. Enter the aircraft's serial number.

A screenshot of a 'Data Input' form. At the top, there's a search bar with a magnifying glass icon. Below it, the 'Serial Number' field contains the text '2196'. To the right of this field is a button labeled 'Use In-Office Date'. Below the 'Serial Number' field is a 'Results' section. A blue arrow points to the 'Select' button in the 'Results' section. The 'Results' section displays the following information: 'Select Title: N247MK', 'Manufacturer: PILATUS', 'Class: Aircraft', 'Year: 2022', 'Propulsion Type: Turbo Prop', 'Weight: 10450', and 'Registration Expiration: 12/31/2025'. At the bottom of the form, there is a checkbox labeled 'Build Record Without Charging Fees' and two buttons: 'Cancel' and 'OK'.

Note: This aircraft information is already in the system (this is more like a transfer registration than an original registration – the customer will be charged a transfer fee), so we can click **Select** and auto-populate a bunch of information.



Serial Number: 2196 Use In-Office Date

New Tail Number: N

✓ Tail: N247MK
Manufacturer: PILATUS
Class: Aircraft
Year: 2022
Propulsion Type: Turbo Prop
Weight: 10450
Registration Expiration: 12/31/2025

How would you like to receive your renewal notice?
☒ Email ☐ Mail

Vehicle Details

Old Tail Number: N247MK ICAO Number: Airport:

Aircraft Description

Year: 2022 Manufacturer: PILATUS Weight: 10,450

Propulsion Type: Hanger County: Special Registration Type:


☐ Was this purchase a new aircraft?

Purchase Details

Entry Date: Purchase Date: Purchase Price:

Cancel OK

9. Enter the **New Tail Number** for the aircraft.




Serial Number: 2196 Use In-Office Date

New Tail Number: N247MK

✓ Tail: N247MK
Manufacturer: PILATUS
Class: Aircraft
Year: 2022
Propulsion Type: Turbo Prop
Weight: 10450
Registration Expiration: 12/31/2025

10. Tail number will need to be entered twice.

Serial Number: 2196 Use In-Office Date

 Verify Tail Number: N247MK

✓ Tail: N247MK
Manufacturer: PILATUS
Class: Aircraft
Year: 2022
Propulsion Type: Turbo Prop
Weight: 10450
Registration Expiration: 12/31/2025

11. Enter any Vehicle Details that did not auto-populate, including renewal notice preference, **Airport**, **Propulsion Type**, and **Hanger County**.

Note: Some aircraft will not have an **Airport** associated with them. For these, put the **Hanger County** in the **Airport** field.



How would you like to receive your renewal notice? ☐ Email ☒ Mail

Vehicle Details

Old Tail Number: N247MK ICAO Number: [Field] Airport: WILEY POST

Aircraft Description

Year: 2022 Manufacturer: PILATUS Weight: 10,450

Propulsion Type: TURBO PROP Hanger County: OKLAHOMA Special Registration Type: [Field]

☐ Was this purchase a new aircraft?

12. Enter **Purchase Details** and **Owner Info**. After verifying all information thoroughly, click **OK**.

Purchase Details

Entry Date: 26-Nov-2024 Purchase Date: 26-Nov-2024 Purchase Price: 6,825,000.00

Owner Info

Owner Address: 512 N BROADWAY AVE STE 300 OKLAHOMA CITY OK 73102-6235 Validated

☐ Use the same address?

Mailing Address: 512 N BROADWAY AVE STE 300 OKLAHOMA CITY OK 73102-6235 Validated

Primary Owner Type: BUS. OR TRUST Phone Number: [Field]

Business Name: MB- AIR LLC

+ Add a Record

Cancel OK

Note: Application is to be filed with service Oklahoma within twenty (20) days of purchase if purchased within the state or within twenty (20) days of entry into the state for other aircraft. If necessary, adjust the in-office date to the date the application was received by SOK to avoid penalty fees. Since this transaction had an in-office date of 12/16/24 and a purchase date of 12/26/24, this customer will incur one day of excise tax penalties.

In-Office Date

16-Dec-2024

Do Not Use In-Office Date

13. Click **OK** to submit the transaction, close the **Open Case**, and create a new **Ownership Account**. Click the **Aircraft** link to open the **Ownership Account**.

Case: Closed

2022 PILATUS 2196

Aircraft N247MK

Period 28-Feb-2025

> **Aircraft Registration 19975227**

512 N BROADWAY AVE STE 300
OKLAHOMA CITY OK 73102-6235
Serial Number 2196

14. The **Ownership Account** will show the **Balance** due by the customer. Click **Receipt** to begin receipting the process.

Note: The only way to see a breakdown of fees for an aircraft transaction is to click the Activity ID.

Aircraft

2022 PILATUS 2196

> **Aircraft**

MB- AIR LLC
512 N BROADWAY AVE STE 300
OKLAHOMA CITY OK 73102-6235
N247MK

Registration

Manufacturer : PILATUS

Registration Status : **N/A**

Balance : **244,004.73**

Aircraft

Primary : MB- AIR LLC

Year : 2022

Propulsion : Turbo Prop

Open Tasks [View All](#)

There are no open tasks.

Recent Notes [Add](#) [Browse](#)

There are no recent notes.

Vehicle [Attributes](#) [CRM](#) [Task](#) [Financial](#) [Web](#) [Q](#)

[Registrations](#) [Unpaid Registrations](#) [Plates](#) [Owners *](#) [Liens](#) [Titles](#) [Activities](#) [Acquisitions](#)

Unpaid Registrations [Hide History](#) [⌵](#)

Activity ID	Commence	Cease	Activity Type
1297169576	16-Dec-2024		Aircraft Registration

[Receipt](#) [I Want To](#)

Fee Description	Amount
Aircraft Transfer	10.00
Aircraft Excise Tax	221,812.00
Aircraft Excise Tax Penalty	22,181.00
Mail Fee	1.73
4 Rows	
<input type="checkbox"/> Build Record Without Charging Fees	



15. Since this transaction came from Building 4, it will be processed as an **Incomplete Payment**.

Payment

Payment Types

OkCARS

Cash

Check

Credit Card

Executive Payment

Incomplete Payment

OK.gov Credit Card

Remittance Processing

16. Enter the **Incomplete Payment Letter ID** and **Incomplete Amount**. Click **Save**.

Incomplete Payment Information

Incomplete Payment Receipting

Receipt Number

Incomplete Payment Letter ID

Incomplete Amount

Remainder Payment Type

DLN

Amount

Override

Note

Cancel

Save

17. PS will **Quick Print**, prepare registration paperwork for mailing, and place in the outgoing mail bin for CPD.

Interaction

Quick Print

Amanda Urban

Drawer ID - 762167808

> Standard - R432581536

2022 PILATUS

ID - 2196

Paid - 28-Feb-2025 14:19:30 (Auto)

Balance 0.00

18. Central processing will pick up and mail out registration envelopes.

19. Once the customer has received their registration, they are ready to fly.



Renewals: The process for a private aircraft registration renewal is the same as an initial registration, with some exception:

- Customers will be automatically mailed a copy of Form 13-34R in October of a renewal year to prompt renewal
- No Purchase Agreement is required ([See Appendix A](#))
- Since renewal registrations are already in the system, Storefront Title Consultants will be able to see the fees owed right on the customer's ownership account. However, given the difficulty of correcting mistakes on aircraft transactions, TCs should still contact Building 16 and confirm renewal information. After validating, TCs can process a renewal live in the Storefront with a customer.

Process #3: Processing an Aircraft Registration Renewal - OkCARS

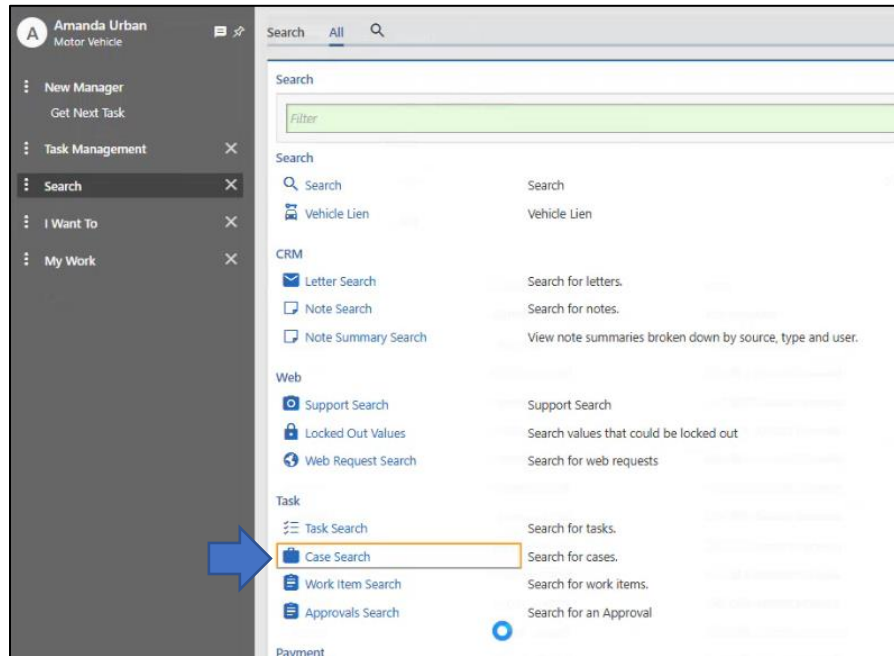
Purpose: To process an aircraft renewal submitted via OkCARS.

Background:

Aircraft registrations can also reach the SOK back-office via OkCARS. Aircraft transactions do not have a dedicated queue in OneLink, so transactions must be pulled up by searching "OkCARS Aircraft Renewal" in the Case Search field. Since there are no queues for aircraft transactions, a PS needs to periodically check for new transactions submitted via OkCARS.

Process Step-by-Step:

1. From the **Search Manager**, select **Case Search**.



2. Enter **OkCARS Aircraft Renewal** in the **Type** field.

Cases ID Case ID

Case Search Add Search My Cases Unassigned 200 Rows

Owner No Filter

Category

Type **OkCARS Aircraft Renewal**

Stage

Created From

Created To

Closed From

Closed To

Work From

Work To

Staged From

Staged To

Cases Hide History

3. Scroll to find a recent case to work.

19991429	Renew Aircraft	OkCARS Aircraft Renewal	New	NEWSOME, JEFFREY S	14-Feb-2025	19-Feb-2025	Amanda Urban
19925247	Renew Aircraft	OkCARS Aircraft Renewal	New	VANBUSKIRK, JAMES R	17-Feb-2025	19-Feb-2025	Amanda Urban
20007553	Renew Aircraft	OkCARS Aircraft Renewal	New	STRICKLAND, RICHARD T	21-Feb-2025	25-Feb-2025	
19978149	Renew Aircraft	OkCARS Aircraft Renewal	New	FARRELL, DONALD A	22-Feb-2025	25-Feb-2025	

77 Rows

4. Verify account information is still accurate.

Summary Case Summary Work Items Items Associated Items Cross Reference

OkCARS Aircraft Renewal Case Edit Show History

Reject this request

Tail Number: Manufacturer: Year:

Registered Weight: Years Registered:

Email:

How would you like to receive your renewal notice?
☒ Email ☐ Mail

Airport: Hanger County:

Mailing Address:

Expiration Date: Special Registration Type:

5. Click **Process**.

Next Stage

☒ Process ☐ Rejected

Stage criteria not met

6. Confirm stage change.

Change Stage

Are you sure you want to change the stage to Process?

Note

Private ☒

7. Case will now be closed. Click the **Aircraft** hyperlink to navigate to the **Ownership Account**.

Case: Closed

2005 AVIAT AIRCRAFT INC 2296

[Aircraft N71MA](#)

> **OkCARS Aircraft**

9512 RITTER RD
OKLAHOMA CITY OK 73162-7509
N71MA

Aircraft N71MA
RICHARD T STRICKLAND
9512 RITTER RD
OKLAHOMA CITY OK 73162-7509

Attributes

Received : 21-Feb-2025

External ID : 8800

Description : [Edit](#)

Closed

☒ 21-Feb-2025
 ☒ New
 ☒ Process
 ☒ Closed

Next Stage

There are no next stages.

Tasks

There are no tasks.

8. From the **Ownership Account**, select the **Financial** tab.

Aircraft

2005 AVIAT AIRCRAFT INC 2296

> **Aircraft**

RICHARD T STRICKLAND
9512 RITTER RD
OKLAHOMA CITY OK 73162-7509
N71MA

Registration

Manufacturer

Airport

Expiration

Registration Status

Balance

Open Tasks

View All

There are no open tasks.

Recent Notes

There are no recent notes.

Vehicle **Attributes** CRM **Financial** Web

[Registrations](#)
 Unpaid Registrations
 Plates
 Owners *
 Liens
 Titles
 Activities
 Acquisitions *

Registrations

Type	Transaction Type	Use Type	Commence	Cease	Expire
Aircraft Registration	Renewal	Aircraft	26-Feb-2025	01-Jan-2026	31-Dec-2025

9. Click the date on which the renewal was run.



Vehicle Attributes CRM Task Financial Web							
Periods Payments Transactions Refundable Credits							
Periods							
Period	Activity	Tax	Penalty	Credit	Balance	Valid	Period Maintenance Hide Invalid
26-Feb-2025	26-Feb-2025	16.66	0.00	(16.66)	0.00	<input checked="" type="checkbox"/>	
14-Nov-2024	14-Nov-2024	16.66	0.00	(16.66)	0.00	<input checked="" type="checkbox"/>	
2 Rows		33.32	0.00	(33.32)	0.00		

10. Click the **CSH-CARS** link.

Financial CRM Task Web							
Transactions Bill Items Expectations Payments							
Transactions							
Filter							
Posted	Effective	Trans Type	Bill	Transaction	Link	Amount	Balance
26-Feb-2025	26-Feb-2025	MSC - Miscellaneous	001	0-007-888-088		1.66	0.00
26-Feb-2025	26-Feb-2025	REG - Registration	001	1-503-788-248		15.00	0.00
26-Feb-2025	26-Feb-2025	CSH-CARS	001	0-966-917-336		(16.66)	0.00
3 Rows							

11. Click the **Interaction ID**.

OkCARS	
Payment ID	N71MA
Amount	16.66
Account Number	966751424
Payment Detail	
Name	
Drawer Owner	aurban
Interaction ID	R1216375112
Drawer ID	420225536
Effective	26-Feb-2025
Created	26-Feb-2025 14:30:50 (aurban)
Issued	26-Feb-2025 14:30:50

12. Click **Quick Print**.



Interaction


Amanda Urban

Drawer ID - 420225536

> **Standard - R1216375712**

Paid - 26-Feb-2025 14:30:50 (Auto)

Balance 0.00



Quick Print

13. Print the registration and registration receipt and mail to customer.



Appendix

Appendix A: Required Documents

Initial Registration	Renewal
Form 13-34 – Application for Registration of Aircraft and Report of Excise Tax	13-34R – Renewal Notice
Other forms if filing for tax exemptions (e.g. Ag excise tax) <i>See OAC 670:25:3-30 -31 for full information on Aircraft Registration Exemptions</i>	Other forms if filing for tax exemptions (e.g. Ag excise tax)
Purchase Agreement Note: If a vehicle comes in from out of state (not purchased), the customer will not provide a purchase agreement and instead will provide documentation showing evidence that they have paid excise tax in another state in order to waive OK excise tax.	



Appendix B: Aircraft Registration Example

This is an example of receipt for an initial registration that was quite expensive (high excise tax) and incurred one day of late submission excise tax penalties.

		Date Issued: February 28, 2025 Letter ID: L1886975384 Aircraft Certificate of Registration	
Agent: M8800	 OVS Test Letter	Serial Number	2196
MB- AIR LLC 512 N BROADWAY AVE STE 500 OKLAHOMA CITY OK 73102-6235		Tail Number	N247MK
		Year	2022
		Hanger County	Oklahoma
		Propulsion Type	Turbo Prop
		Manufacturer	PILATUS
		Registered Weight	10450
		Reg Commence	2/28/2025
		Reg Expires	12/31/2025
Agent: M8800		Serial Number	2196
MB- AIR LLC		Tail Number	N247MK
		Year	2022
		Hanger County	Oklahoma
		Propulsion Type	Turbo Prop
		Manufacturer	PILATUS
		Registered Weight	10450
		Reg Commence	2/28/2025
		Reg Expires	12/31/2025






Appendix C: Registration Receipt Example

This is an example of receipt for an initial registration that was quite expensive (high excise tax) and incurred one day of late submission excise tax penalties.

MVD P.O. Box 26940 Oklahoma City, Oklahoma 73126-0940	Issued: February 28, 2025 14:19:34 Letter ID: L0142144920 Payment Receipt 8800 - SERVICE OKLAHOMA
<div>OVS Test Letter</div> <div>MB-AIR LLC 512 N BROADWAY AVE STE 300 OKLAHOMA CITY OK 73102-6235</div> <div>2022 PILATUS Decal:</div>	
Vehicle ID: 2196 Tag:	
Description	Fee Amount Paid
Aircraft Excise Tax	\$221,812.00 \$221,812.00
Aircraft Excise Tax Penalty	\$22,181.00 \$22,181.00
Aircraft Transfer	\$10.00 \$10.00
Mail Fee	\$1.73 \$1.73
	\$244,004.73 \$244,004.73



Appendix D: Registration Renewal Notice (13-34R) Example

		MVA 13-34R 07/21	
STEPHEN G SCHMITT 1820 N ANN ARBOR AVE OKLAHOMA CITY OK 73127-2846		Date Issued: October 1, 2024 Letter ID: L1823746840 Serial Number: 4160060	
MVZ			
Aircraft Registration Renewal Notice			
OVS Test Letter OVS			
Registration Fee	\$ 15.00	Serial Number :	4160060
Mailing Fee	\$ 1.66	Tail Number :	N4853X
<hr/>		Model Year :	2019
Total Fee By Mail	\$ 16.66	Manufacturer :	STEPHEN G SCHMITT
		Expire Date :	DECEMBER 31, 2024
<p>If Renewing by Mail, Indicate Amount Enclosed Here: \$ _____ Penalty of delinquent renewal of registration begins one month following expiration.</p> <p>You have two options to renew your registration:</p> <ul style="list-style-type: none">• Online with OkCARS: Renew your registration 24/7 online with OkCARS at okcars.service.ok.gov.• Mail: To renew by mail, send this completed notice and your remittance made payable to Service Oklahoma for the above "Total Due if Renewing by Mail" amount, to Service Oklahoma. The Service Oklahoma mailing address is Service Oklahoma P.O. Box 26940 Oklahoma City, OK 73126-0940 <p>If you no longer own this aircraft, you do not need to pay the aircraft permit renewal fee. Enter the sale information below and return this letter to Service Oklahoma.</p> <p>Date Sold: _____</p> <p>Service Oklahoma provides driver license and motor vehicles services on behalf of the State of Oklahoma.</p> <p>As of July 1, 2024, this includes private aircraft registration services which was transferred from the Oklahoma Tax Commission to Service Oklahoma. To learn more about private aircraft registration and online renewal options visit service.ok.gov/aircraft.</p> <p style="text-align: center;"></p>			

References

1. Links relevant to aircraft craft registration
 - a. [Form 13-34: Service Oklahoma Application for Registration Of Aircraft](#)
 - b. [FAA Tail # Search](#)