



# Private Aircraft Registration

Motor Vehicles Division

3-18-2025

## Revision History

<b>Effective Date of SOP:</b> 3/18/2025	<b>SOP Number:</b> G.15
<b>Functional Area Name:</b> Motor Vehicles	<b>Division Name:</b> Special Plates
<b>Last Review Date:</b> 3/14/2025	<b>Last Reviewer:</b> Tiffany Doane, Motor Vehicle Manager
<b>Next Review Date:</b> 3/14/2026	<b>Next Reviewer:</b> Motor Vehicle Manager
<b>Executive Approval Date:</b> 3/18/2025	<b>Approved By:</b> 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 received 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**.

The screenshot shows a search results page for tail number N4853X. The search bar at the top contains 'n4853x'. The results table has a header row with 'All' (highlighted in blue), '2019 STEPHEN G SCHMITT' (with a blue arrow pointing to it), and 'Aircraft'. The 'Aircraft' row contains the following information:  
- ID: 2019 STEPHEN G SCHMITT  
- Serial Number: 4160060  
- No Ownership Account  
- Address: 1820 N ANN ARBOR AVE  
- City: OKLAHOMA CITY  
- State: OK  
- Zip: 73127-2846  
- Tail Number: N4853X  
- Name: STEPHEN G SCHMITT  
- Address: 1820 N ANN ARBOR AVE  
- City: OKLAHOMA CITY  
- State: OK  
- Zip: 73127-2846  
- Valid Until: 30-Jun-2024 through today

2. Click **I Want To**.



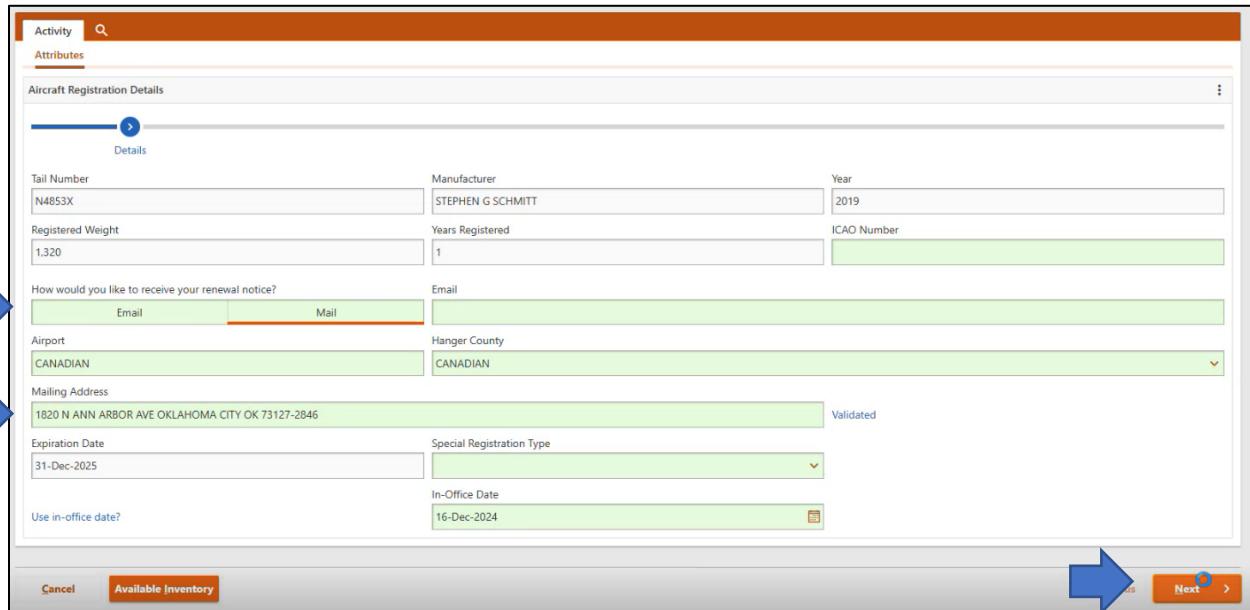
Aircraft	Registration	Aircraft
2019 STEPHEN G SCHMITT 4160060	⚠️ Expired	Primary : STEPHEN G SCHMITT Year : 2019 Propulsion : Single Engine Hanger County : CANADIAN
▶ Aircraft STEPHEN G SCHMITT 1820 N ANN ARBOR AVE OKLAHOMA CITY OK 73127-2846 N4853X	Manufacturer : STEPHEN G SCHMITT Airport : Expiration : 31-Dec-2024 Registration Status : <b>Expired</b> Balance : <b>0.00</b>	
Open Tasks <span style="float: right;">View All</span>	Recent Notes <span style="float: right;">Add Browse</span>	
There are no open tasks.		
<b>Vehicle</b> <b>Attributes</b> CRM Task Financial Web Q		
<b>Letters</b> <b>Notes</b> <b>Indicators</b> <b>Email Address</b> <b>Attachments</b> <b>Renewal Notice Option</b>		
<b>Letters</b> 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		
<b>Add Cert</b> <b>Add</b> <b>Quick Print</b> <b>Browse</b> <b>Show History</b>		
<b>I Want To</b>		

3. Click **Renew Aircraft**.

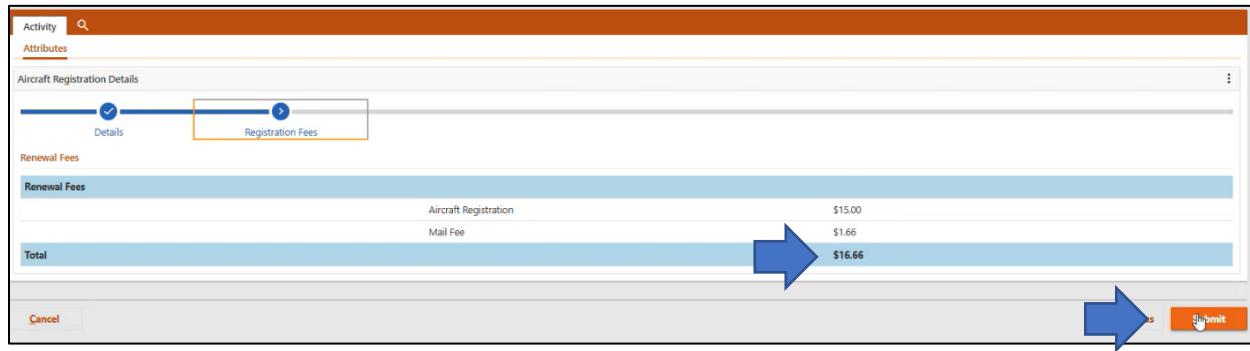


4. Update any necessary registration details, including adjusting the **In-Office Date** to avoid penalties if necessary.

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



### 5. Verify Fees. Press Submit.



Aircraft Registration	\$15.00	
Mail Fee	\$1.66	
<b>Total</b>	<b>\$16.66</b>	

## 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.

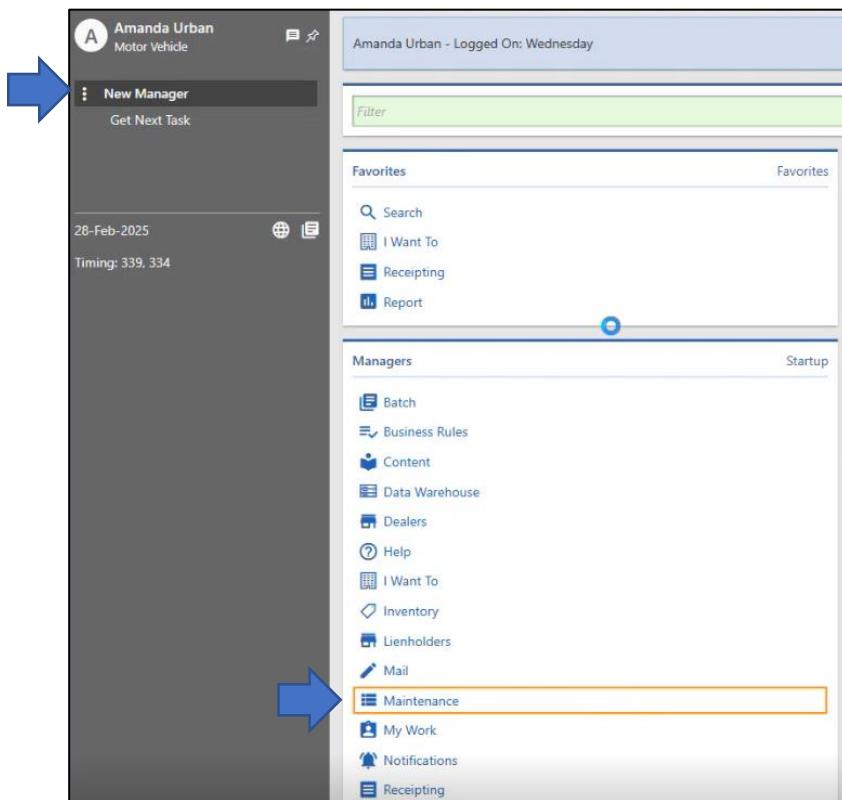
**Process Step-by-Step:**

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**.

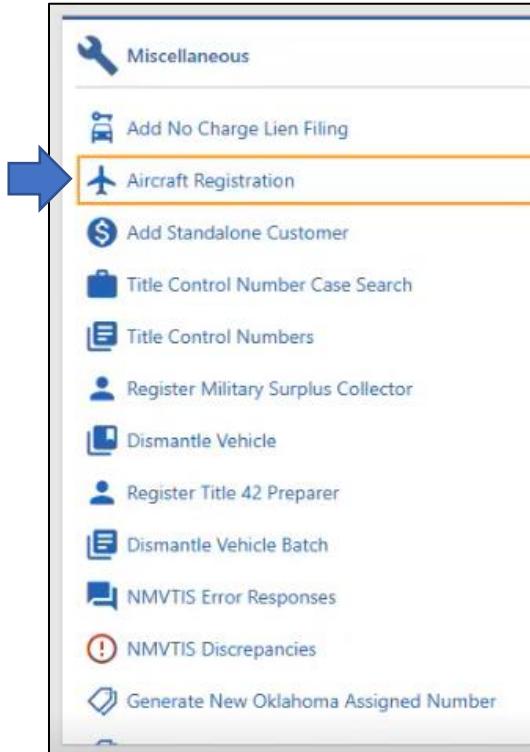
**Note:** Since aircraft registrations are not well supported in OneLink, it is not possible to go backwards through screens. To reduce the risk of mistakes in processing (especially around fees), it is best practice to run an aircraft registration in the staging environment FIRST to make sure everything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

The screenshot shows a 'Data Input' dialog box. At the top, there is a search bar with the text 'Serial Number' and a '2196' input field. To the right of the input field is a 'Use In-Office Date' button. Below the search bar is a 'Results' section. On the left side of this section, there is a 'Select' button followed by aircraft details: 'Select T#1: N247MK', 'Manufacturer: PILATUS', 'Class: Aircraft', 'Year: 2022', 'Propulsion Type: Turbo Prop', 'Weight: 10450', and 'Registration Expiration: 12/31/2025'. At the bottom of the dialog box are 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  Use In-Office Date

New Tail Number  I

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  ICAO Number

Aircraft Description

Year  Manufacturer  Weight

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  Use In-Office Date

New Tail Number  I

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  Use In-Office Date

I Verify Tail Number

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 **Hangar County**.

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



How would you like to receive your renewal notice?

Vehicle Details

Old Tail Number: N247MK      ICAO Number:       Airport: WILEY POST

Aircraft Description

Year: 2022      Manufacturer: PILATUS      Weight: 10,450

Propulsion Type: TURBO PROP      Hanger County: OKLAHOMA      Special Registration Type:

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:

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

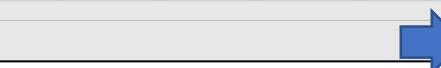
512 N BROADWAY AVE STE 300  
OKLAHOMA CITY OK 73102-6235  
Serial Number 2196



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	Registration	Aircraft																																			
2022 PILATUS 2196	Manufacturer : PILATUS Registration Status : N/A Balance : 244,004.73	Primary : MB- AIR LLC Year : 2022 Propulsion : Turbo Prop																																			
Open Tasks	Recent Notes																																				
View All There are no open tasks.	Add Browse There are no recent notes.																																				
<table border="1"> <tr> <th>Vehicle</th> <th>Attributes</th> <th>CRM</th> <th>Task</th> <th>Financial</th> <th>Web</th> <th>Q</th> </tr> <tr> <td>Registrations</td> <td>Unpaid Registrations</td> <td>Plates</td> <td>Owners *</td> <td>Liens</td> <td>Titles</td> <td>Activities</td> </tr> <tr> <td colspan="7">Unpaid Registrations</td> </tr> <tr> <td colspan="2">Activity ID</td> <td>Commence</td> <td>Cease</td> <td colspan="3">Activity Type</td> </tr> <tr> <td colspan="2">1297169576</td> <td>16-Dec-2024</td> <td></td> <td colspan="3">Aircraft Registration</td> </tr> </table>			Vehicle	Attributes	CRM	Task	Financial	Web	Q	Registrations	Unpaid Registrations	Plates	Owners *	Liens	Titles	Activities	Unpaid Registrations							Activity ID		Commence	Cease	Activity Type			1297169576		16-Dec-2024		Aircraft Registration		
Vehicle	Attributes	CRM	Task	Financial	Web	Q																															
Registrations	Unpaid Registrations	Plates	Owners *	Liens	Titles	Activities																															
Unpaid Registrations																																					
Activity ID		Commence	Cease	Activity Type																																	
1297169576		16-Dec-2024		Aircraft Registration																																	
<p>Receipt</p> <p>I Want To</p>																																					

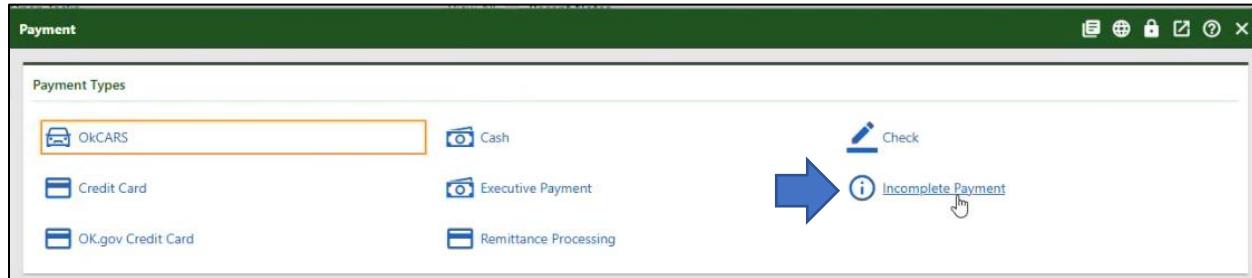


Fee Description	Amount
Aircraft Transfer	10.00
Aircraft Excise Tax	221,812.00
Aircraft Excise Tax Penalty	22,181.00
Mail Fee	1.73
4 Rows	
<input type="checkbox"/> Build Record Without Charging Fees	

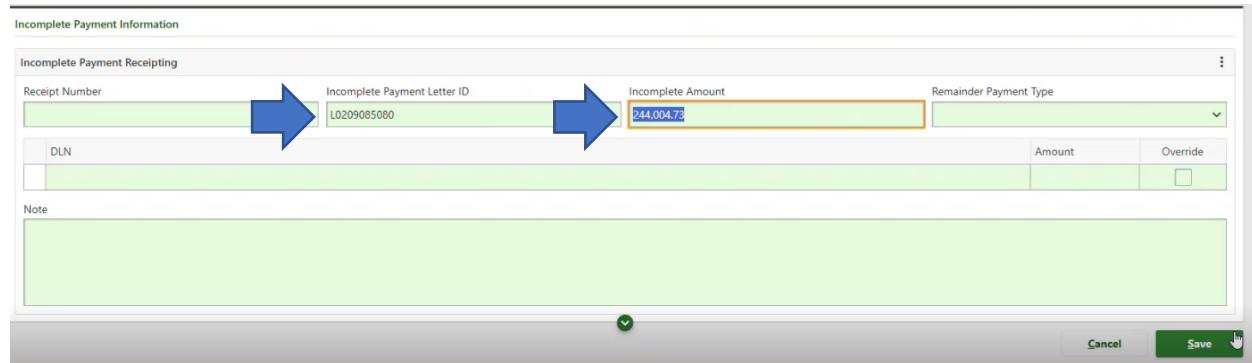




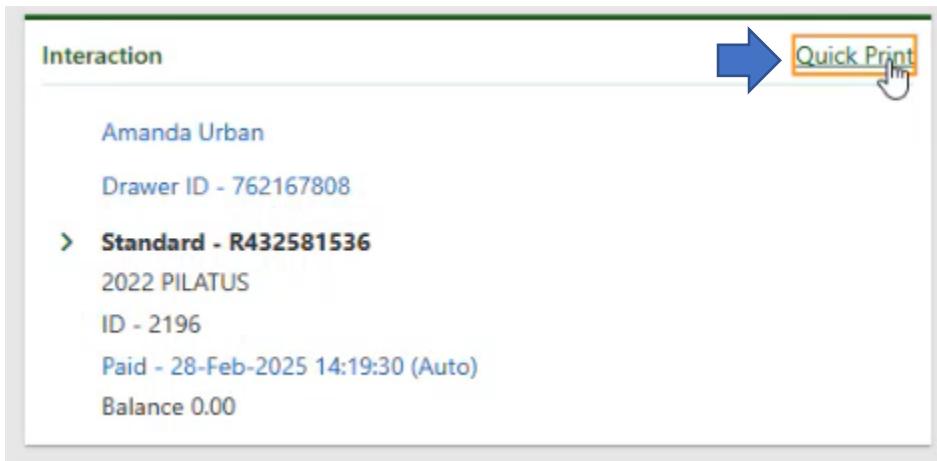
15. Since this transaction came from Building 4, it will be processed as an **Incomplete Payment**.



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



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



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**.



A screenshot of the Service Oklahoma search interface. The left sidebar shows a navigation menu with items like 'New Manager', 'Get Next Task', 'Task Management', 'Search', 'I Want To', and 'My Work'. The main area is a search interface with tabs for 'Search' and 'All'. It includes sections for 'Search' (with 'Filter' and 'Search' buttons), 'CRM' (with 'Letter Search', 'Note Search', and 'Note Summary Search'), 'Web' (with 'Support Search', 'Locked Out Values', and 'Web Request Search'), and 'Task' (with 'Task Search', 'Case Search' (which is highlighted with an orange box and a blue arrow), 'Work Item Search', and 'Approvals Search').

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

A screenshot of the OkCARS Aircraft Renewal search interface. The top navigation bar includes 'Cases', 'ID', 'Case ID', and a search icon. Below the navigation are 'Case Search' filters: 'Owner' (No Filter), 'Category' (No Filter), 'Type' (OkCARS Aircraft Renewal, highlighted with a blue box and a blue arrow), and 'Stage' (No Filter). To the right are date and time filters: 'Created From', 'Created To', 'Closed From', 'Closed To', 'Work From', 'Work To', 'Staged From', and 'Staged To'. The bottom right corner shows buttons for 'Add', 'Search', 'My Cases', 'Unassigned', and '200 Rows'.

## 3. Scroll to find a recent case to work.

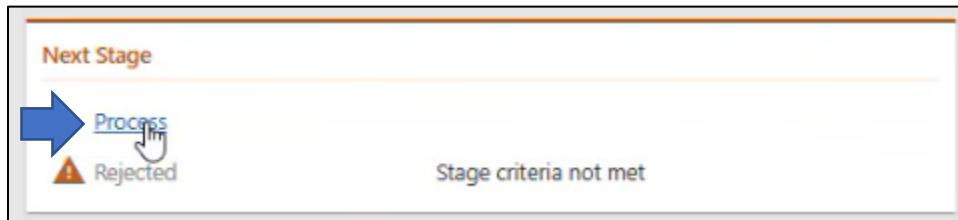
A screenshot of the OkCARS Aircraft Renewal case list. The table shows the following data:

ID	Action	Type	Status	Owner	Created Date	Worked Date	Manager
1991429	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
20007053	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	

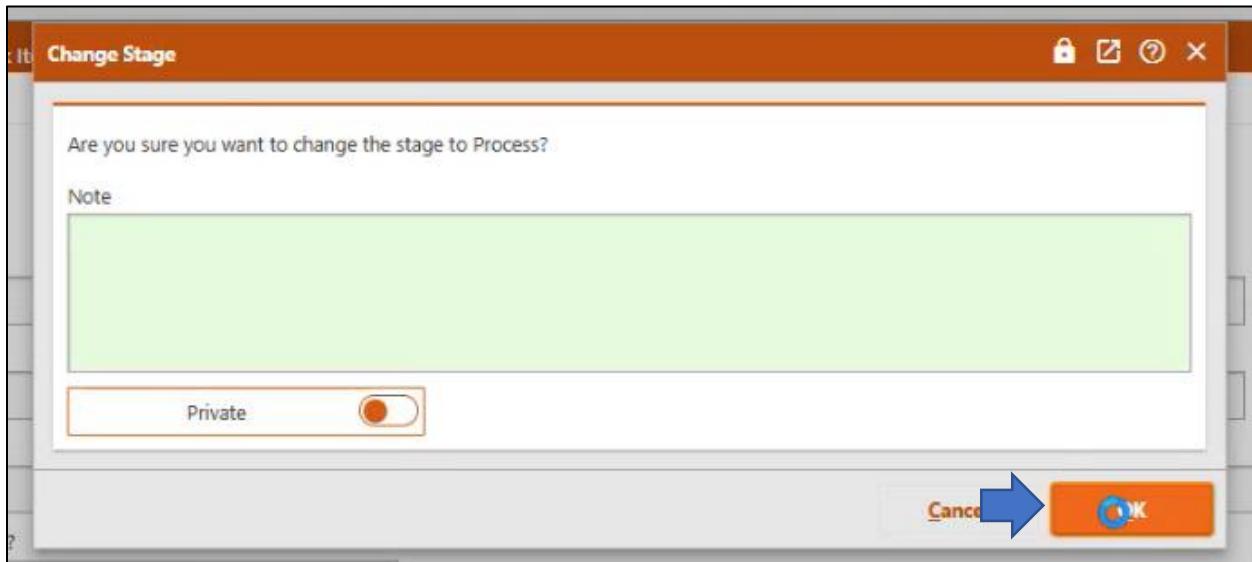
77 Rows

## 4. Verify account information is still accurate.

5. Click **Process**.



6. Confirm stage change.



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

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 1 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.



Period	Activity	Tax	Penalty	Credit	Balance	Valid
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.



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		CSH-CARS	001	0-966-917-336		(16.66)	0.00
3 Rows						0.00	0.00

11. Click the **Interaction ID**.



OkCARS	
Payment ID	N71MA
Amount	16.66
Account Number	966751424
Payment Detail	
Name	
Drawer Owner	aurban
Interaction ID	<a href="#">R12163751424</a>
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
<p><u>Form 13-34</u> – Application for Registration of Aircraft and Report of Excise Tax</p>	13-34R – Renewal Notice
<p>Other forms if filing for tax exemptions (e.g. Ag excise tax)</p> <p><i>See OAC 670:25:3-30 -31 for full information on Aircraft Registration Exemptions</i></p>	Other forms if filing for tax exemptions (e.g. Ag excise tax)
<p>Purchase Agreement</p> <p><b>Note:</b> 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.</p>	



## 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.

<b>S E R V I C E</b> <b>OKLAHOMA</b>	
Date Issued: February 28, 2025 Letter ID: L1886975384 Aircraft Certificate of Registration	
Agent: M8800	Serial Number: 2196 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
 OVS Test Letter	
MB-AIR LLC 512 N BROADWAY AVE STE 300 OKLAHOMA CITY OK 73102-6235	
<b>S E R V I C E</b> <b>OKLAHOMA</b>	
Date Issued: February 28, 2025 Letter ID: L1886975384 Aircraft Certificate of Registration	
Agent: M8800	Serial Number: 2196 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
 MB-AIR LLC	
aL0082 <b>OKCARS</b>	



## 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	
 A large, semi-transparent watermark in the center of the page. It features the text "OVS Test Letter" in a large, bold, red font. Behind the text is a circular emblem of the State of Oklahoma, featuring a central five-pointed star with a sunburst, surrounded by a ring of smaller stars and the text "THE GREAT SEAL OF THE STATE OF OKLAHOMA".		
Vehicle ID: 2196 Tag: <b>Description</b>	2022 PILATUS Decal: 	
Aircraft Excise Tax	<b>Fee</b>	<b>Amount Paid</b>
Aircraft Excise Tax Penalty	\$221,812.00	\$221,812.00
Aircraft Transfer	\$22,181.00	\$22,181.00
Mail Fee	\$10.00	\$10.00
	\$1.73	\$1.73
	<b>\$244,004.73</b>	<b>\$244,004.73</b>



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

<b>S E R V I C E</b> <b>OKLAHOMA</b>		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			
<b>Aircraft Registration Renewal Notice</b>			
<b>OVS Test Letter OVS</b>			
Registration Fee	\$ 15.00	Serial Number:	4160060
Mailing Fee	\$ 1.66	Tail Number:	N4853X
<b>Total Fee By Mail</b>	<b>\$ 16.66</b>	Model Year:	2019
		Manufacturer:	STEPHEN G SCHMITT
		Expire Date:	DECEMBER 31, 2024
If Renewing by Mail, Indicate Amount Enclosed Here: \$ _____ Penalty of delinquent renewal of registration begins one month following expiration.			
You have two options to renew your registration: • <b>Online with OkCARS:</b> Renew your registration 24/7 online with OkCARS at <a href="http://okcars.service.ok.gov">okcars.service.ok.gov</a> . • <b>Mail:</b> 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			
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.			
Date Sold: _____			
Service Oklahoma provides driver license and motor vehicles services on behalf of the State of Oklahoma.			
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 <a href="http://service.ok.gov/aircraft">service.ok.gov/aircraft</a> .			

## References

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