

RPAS Registration Q&A

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General

Q1. What is a Remotely Piloted Aircraft System (RPAS) (*the drone as it is commonly known*)?

A. An aircraft that is operated with no pilot on board but which is piloted from a remote pilot station or device. An unmanned aircraft, its associated remote pilot station(s)/device and any other components as specified by the manufacturer is defined as an unmanned aircraft system (RPAS).

Q2. Why do I need to register my RPAS?

A. Like any other aircraft, under the law governing civil aviation and associated regulations, RPAS must be registered. Registration helps RCAA ensure safety – for you, others on the ground, and manned aircraft. RPAS pose new security and privacy challenges and must be traceable in the event of security and privacy breach or in the event of an incident. It will also help enable the return of your RPAS should it be lost or stolen.

A registration requirement encourages a culture of accountability and responsibility. Much like registering other aircraft or a motor vehicle, registering an RPAS ties a specific person to a specific RPAS. Greater accountability will help protect innovation, which is in danger of being undermined by reckless behavior. This requirement mirrors the requirement for manned operations and commercial RPAS operations.

In addition, registration establishes a shared understanding that operating this type of aircraft for business or pleasure comes with certain responsibilities and expectations and that the public will be watching for and reporting bad actors, just as they do today for other safety and security-related concerns. Registration also enables RCAA to educate RPAS owners on safe operations.

Q3. Do children's toys need to be registered?

A. Children's toys are not required to be registered. The RCAA will publish a list or category of those toys not to be registered.

Q4. Is the registration process different if you're a business versus a person?

A. No, there is no different in registration process for a business versus a person.

Q5. If I'm just flying it for fun in my yard, do I have to register it?

A. Yes, all RPAS must be registered.

Q6. If I only fly it indoors, do I have to register it?

A. Yes, all RPAS must be registered. However, the RCAA does not regulate indoor RPAS use.

Q7. If I get an RPAS as a gift, do I need to register?

A. Yes, unless the RPAS already has been registered in your name and you have the registration number. If the name or address registered is different from yours, you should update the registration to your name and address.

Q8. What happens if I sell my RPAS?

A. You must de-register you RPAS with RCAA to update your registration information. You are strongly encouraged to remove your registration number from the RPAS before the transfer of ownership.

Q9. Does it cost anything to register an RPAS?

A. The applicants are required to pay 110, 000 Rwandan francs to register their RPAS.

Q10. Who must register a RPAS?

A. The owner must be:

- the Government of Rwanda or one of its institutions;
- a Rwandan citizen or permanent Rwandan resident of 21 years of age or older. (If the owner is less than 21 years of age, a person 21 years of age or older must register the unmanned aircraft.)
- bodies incorporated under the Rwandan laws.

Q11. What do I do if I am non-Rwandan citizen or non-permanent Rwandan resident (foreign citizen) and I who would like to operate my RPAS for various activities/programs in the Rwanda?

A. For the duration of the intended operations, a person who is a Rwandan citizen or permanent Rwandan resident or body/entity, must register the RPAS on your behalf.

Q12. What do I do if I am a Rwandan citizen or a permanent Rwandan resident and I would like to operate a RPAS from non-Rwandan citizen or non-permanent Rwandan resident?

A. If a RPAS belongs to an non-Rwandan citizen or non-permanent Rwandan resident and is leased or is the subject of a lease, charter or hire purchase agreement to any of the eligible person or entity listed above under Q4, the RPAS will be temporarily registered in the names of that person or entity for the duration of the lease, charter or hire-purchase agreement.

Q13. Do I have to register my RPAS immediately? Is there a grace period?

A. Effective April 7, 2016, any RPAS must be registered prior to operation outdoors. However, current owners of RPAS must register them registered not later than 1 May 2016.

Q14. What is the penalty for failing to register?

A. Failure to register an RPAS may result in regulatory and criminal sanctions. The RCAA may assess administrative fines up to twenty million (20,000,000) Rwandan francs. Offenders may also be liable to prosecution under existing laws such as the Penal Code.

RPAS Registration

Q15. How do I register my RPAS?

A. Application form (Form *RCAA-Form-RPAS001*) for registration can be obtained from RCAA office or downloaded from RCAA website www.caa.gov.rw .

Q16. How long is the registration application processing time?

A. Applications for registration will be assessed on a case-by-case basis. The average processing time is approximately 2 to 4 weeks after submission, presuming that the documents are received in good order. The processing time includes time required for assessment of submitted documents and coordination with other competent security agencies for security vetting prior to certificate issuance. Applicants are encouraged to submit their application well in advance of the date of their unmanned aircraft activity.

Q17. How do I prove I am registered?

A. A certificate of registration will be issued after registration of your RPAS. When operating your RPAS you must be able to present the certificate if asked for proof of registration.

Q18. If I let someone borrow my RPAS do I have to give them the Certificate of Registration?

A. Yes, anyone who operates your drone must have the Certificate of Aircraft Registration in their possession.

Marking your UAS before you fly

Q19. Will my RPAS require a 9XR-number or sticker?

A. Yes. You will receive a 9XR-number registration number for your RPAS.

Q20. How do I mark my unmanned aircraft with the registration number?

A. You may use any method to affix the number, such as permanent marker, label, engraving, or other means, as long as the number is readily accessible and maintained in a condition that is readable and legible upon close visual inspection. If your RPAS has an easily accessible battery compartment you may affix the number in that compartment.

Other questions on the registry

Q21. If an RPAS crashes in my compound what do I do?

A. Call local/report to nearest police station.

Q22. Is there a limit to how many RPAS I can own?

A. No

Q23. If I register and then give the RPAS as a gift, am I liable for its use?

A. For civil aviation laws and regulations, the operator of the RPAS is liable for its use.

Q24. I am a citizen of a foreign country who lives in the Rwanda. How do I know if I can register an RPAS with the RCAA?

A. Rwandan laws allow an individual citizen of another country who has been lawfully admitted for permanent residence in the Rwanda to register an aircraft, including an RPAS, with the RCAA.

Operating information

Q25. May I operate my RPAS once I register?

A. No. Completion of the registration process does not provide authorization to operate your RPAS. Please refer to www.caa.gov.rw for requirements pertaining to operating authorization.

Q26. Will an operator be required to have proof of registration while operating the RPAS?

A. Yes. You will be required to have the RPAS registration certificate in your possession when operating the RPAS.

Q27. Where can I find information about operating my RPAS safely?

A. You can find safety and operating guidance on the internet at www.caa.gov.rw. The website contains important safety guidance as well as other facts and information.

Q28. I have a complaint or a comment?

A. Please post your comment to d.fss@caa.gov.rw.

If you still have a UAS support question or inquiry, please email us at d.ff@caa.gov.rw.