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## **SUBJECT: CRITERIA FOR DOMESTIC TWO-LETTER DESIGNATORS AND CALL SIGNS**

Domestic two-letter designators and call signs are intended for use by Canadian aircraft operators flying in Canadian domestic airspace.

### **1. General**

- a) The same designator will not be registered for, or used by, more than one aircraft operator.
- b) No more than one two-letter designator or call sign will be registered for, or used by, each aircraft operator.
- c) When a designator is no longer required, NAV CANADA should be informed immediately. Any such designator so released will not be reassigned for at least 60 days.

### **2. Two-Letter Designators**

- a) Two-letter designators are registered only to Canadian aircraft operators engaged in private or commercial air services (i.e. CAR 604 or Part VII) which in the opinion of the NAV CANADA have a need for an exclusive designator;
- b) A two-letter designator should reflect to the maximum extent practicable, the name of the aircraft operator or call sign.

### **3. Call Signs**

- a) The call sign should resemble the name of the aircraft operator or the type of operation and be distinct and dissimilar from any other call signs used in, or near, Canadian airspace.
- b) In order to reduce the length of transmission the call sign should be brief, comprising if possible one word of two or three syllables. It should not exceed two words.
- c) Two-letter designators may not be used in phonetic form as call signs; however, those of long standing may be retained provided an acceptable alphabetic representation is used (e.g. KAY DEE for KD Air)
- d) Call signs that represent aircraft manufacturers or types may not be used.

**Note:** Flight numbers used by Canadian air operators are not subject to approval. However, for flight planning purposes, the flight ident, including the 2-letter designator, must be a minimum of three and a maximum of seven characters.

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## 4. Required Information:

- a) The requested call sign
- b) The name and address of the company
- c) The name and contact information of the person authorized to sign an agreement on behalf of the operator;
- d) A list of the fleet the company operates, including the aircraft type and civil aircraft registration (NAV CANADA will use this information to verify flight activity);
- e) A business case as to the operational need for a two-letter designator and call sign;
- f) A complete copy of their Canadian Air Operator Certificate (AOC) or Private Operator Certificate (POC) issued by Transport Canada; and
- g) A copy of their flight schedule or flight log indicating the minimum number of domestic flights per week; these flights must span across more than two FIRs.

**Note:** As a guideline, NAV CANADA will consider operators with a minimum number of 20 flights per week.

Upon receiving the required information above, NAV CANADA will process the application for a two-letter designator and call sign and notify the air operator within 10 business days whether the application meets approval.

## 5. If Approved:

- a) Aircraft operating agencies using a two-letter designator will not be able to use the ATS data-link system for pre-departure clearances.
- b) The assignment of a two-letter designator and call sign is restricted for use within Canadian domestic airspace and by Canadian air traffic services only (*i.e., if any portion of the route and/or the alternate airport is outside of Canadian airspace the civil aircraft registration must be used*).
- c) The assigned two-letter designator and call sign can be rescinded by NAV CANADA at any time due to a conflict with another designator or any other operational reason.
- d) An agreement between NAV CANADA and the aircraft operator must be signed before the two-letter designator and call sign can be used.
- e) As part of the agreement, the air operator is required to notify NAV CANADA of any changes such as contact information or operating certificate.

If more detailed information is required, please contact me at [mcilwak@navcanada.ca](mailto:mcilwak@navcanada.ca) or (613) 563-5963.

Sincerely,

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