



MINISTERIO  
DE TRANSPORTES  
Y MOVILIDAD SOSTENIBLE



# DOCUMENTATION RENEWAL



- 1- When you log in to the portal, the air operators you represent will be displayed. Select the one for which you wish to renew the documents.

The screenshot shows the 'Sede Electrónica' portal interface. At the top, there are logos for the Spanish Government and AESA. The main heading is 'Sede Electrónica' and 'Air Traffic Management System'. Below this, there is a section titled 'Select Company:' which contains a table with three columns: 'Legal Name', 'Tradename', and 'Accredited'. The 'AIRLINE TEST' company is highlighted with a red box. Below the table, there is a note: 'Table with the list of companies available to work for the logged in user. You must select one.'

- 2- Select New accreditation file. Next, Documentation replacement.

The screenshot shows the 'Sede Electrónica' portal interface. At the top, there are logos for the Spanish Government and AESA. The main heading is 'Sede Electrónica' and 'Air Traffic Management System'. Below this, there is a section titled 'List file accreditation' with a sub-menu 'New accreditation file' highlighted with a red box. The page also displays 'Company information' and a list of functions available in the system.

The screenshot shows the 'Sede Electrónica' portal interface. At the top, there are logos for the Spanish Government and AESA. The main heading is 'Sede Electrónica' and 'Air Traffic Management System'. Below this, there is a navigation bar with 'My Requests', 'Accreditation', 'Flight program', 'Aircraft', and 'User guide'. A progress bar shows steps from '1. Applicant details' to '7. Completed', with '2. Request Data' currently active. Below the progress bar, there is a section titled 'Request Data' with a dropdown menu for 'Request type' and a text field for 'Opening date'. The 'Documentation replacement' option is selected in the dropdown menu and highlighted with a red box. At the bottom, there are 'Previous' and 'Next' buttons.



3- In the 'Own Aircraft' tab, and in the 'Leased fleet' tab, you must select the aircraft for which you wish to renew the documentation.

Select the aircraft and click "Add". The selected aircraft will be listed above.

Air Traffic Management System  
AIRLINE TEST

My Requests | Accreditation | Flight program | Aircraft | User guide

1. Applicant details | 2. Request Data | 3. Own Aircraft | 4. Foreign Aircraft | 5. Documentation | 6. Sign and register | 7. Completed

**Selected Aircraft**

Show 10 records

Aircraft Registration	Company
12-1234	AIRLINE TEST

Take with the list of own aircraft selected to associate with the file. Select the ones you want.

Hide candidate aircraft | Remove

**Candidate Aircraft**

Show 10 records

Aircraft Registration	Company
12-4789	AIRLINE TEST

Take with the list of own candidate aircraft to associate with the file. Select the ones you want.

Add

4- Please upload the required documentation to the 'Documentation' tab selecting 'New'. Documentation for Leased fleet aircraft must be uploaded under the 'Other' document type.

4.1- Insurance Certificate: select the type 'Insurance certificate' from the 'Type' drop-down menu. Upload the document via 'Elegir archivo'. Enter the insurance validity period, including the start date and end date. And select whether the insurance applies to 'All aircraft owned or to be owned by the operator', or whether it applies to specific aircraft (in which case you must select them below).

My Requests | Accreditation | Flight program | Aircraft | User guide

Fields marked with \* are required

**New Document**

Type \*  
Certificate of Insurance

Name \*  
Certificate of Insurance

Reception \*  
31/03/2026

**Elegir archivo** | No se ha seleccionado archivo

Observations

Insurance Company  
AIRLINE TEST

Insured Company  
AIRLINE TEST

validity from \*  
The format is: dd/mm/yyyy

insured to \*  
The format is: dd/mm/yyyy

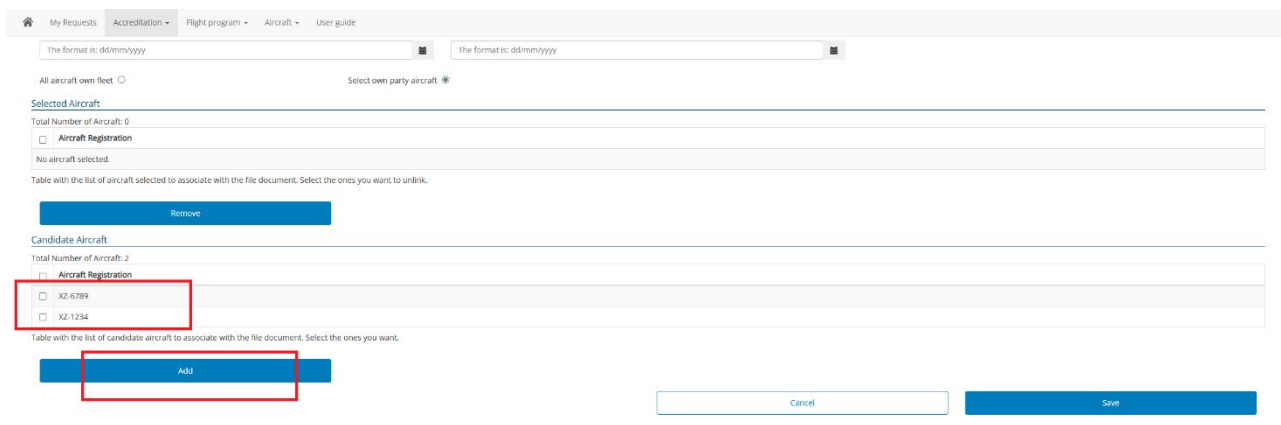
All aircraft own fleet  | Select own party aircraft

**Selected Aircraft**

Total Number of Aircraft: 0

Aircraft Registration

Select the aircraft covered by the insurance and click “Add”. The selected aircraft will be listed above.



My Requests | Accreditation | Flight program | Aircraft | User guide

The format is: dd/mm/yyyy

All aircraft own fleet  Select own party aircraft

**Selected Aircraft**

Total Number of Aircraft: 0

Aircraft Registration

No aircraft selected.

Table with the list of aircraft selected to associate with the file document. Select the ones you want to unlink.

**Candidate Aircraft**

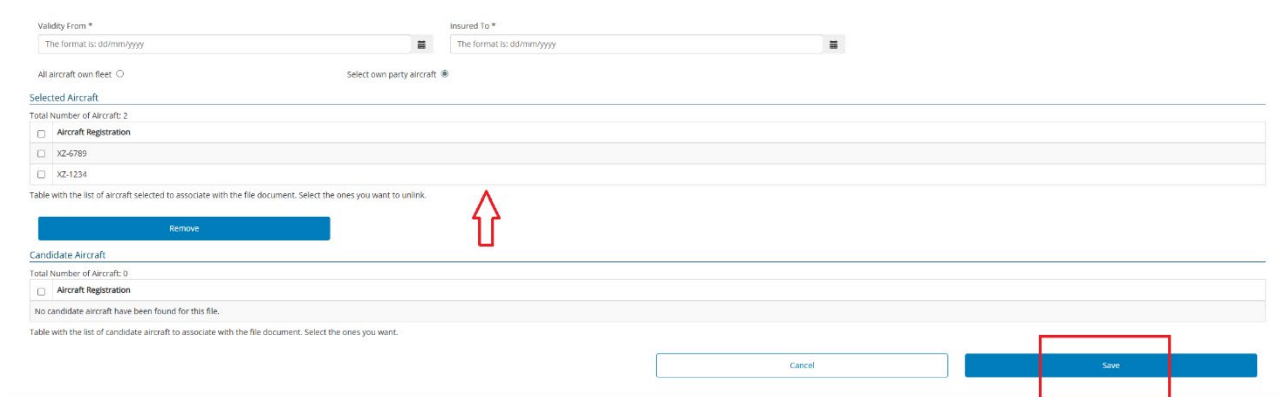
Total Number of Aircraft: 2

Aircraft Registration

XZ-6789

XZ-1234

Table with the list of candidate aircraft to associate with the file document. Select the ones you want.



Validity From \* The format is: dd/mm/yyyy

Insured To \* The format is: dd/mm/yyyy

All aircraft own fleet  Select own party aircraft

**Selected Aircraft**

Total Number of Aircraft: 2

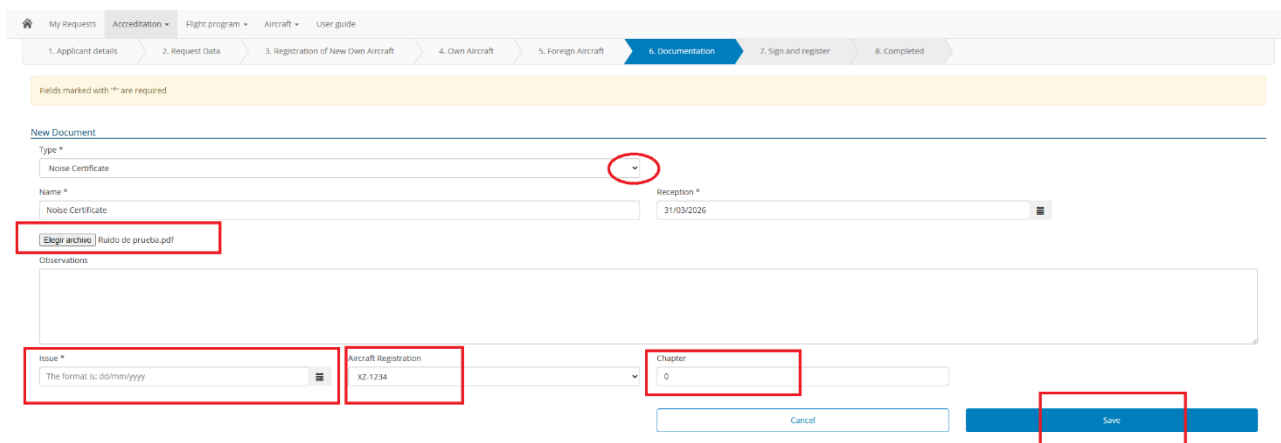
Aircraft Registration

XZ-6789

XZ-1234

Table with the list of aircraft selected to associate with the file document. Select the ones you want to unlink.

4.2 Noise Certificate: select the type ‘Noise Certificate’ from the ‘Type’ drop-down menu. Upload the document via ‘Elegir archivo’. Enter the date of issue, the aircraft to which the certificate relates, and the Noise Chapter.



My Requests | Accreditation | Flight program | Aircraft | User guide

1. Applicant details | 2. Request Data | 3. Registration of New Own Aircraft | 4. Own Aircraft | 5. Foreign Aircraft | **6. Documentation** | 7. Sign and register | 8. Completed

Fields marked with "\*" are required

**New Document**

Type \*  
Noise Certificate

Name \*  
Noise Certificate

Reception \*  
31/03/2026

ruido de prueba.pdf

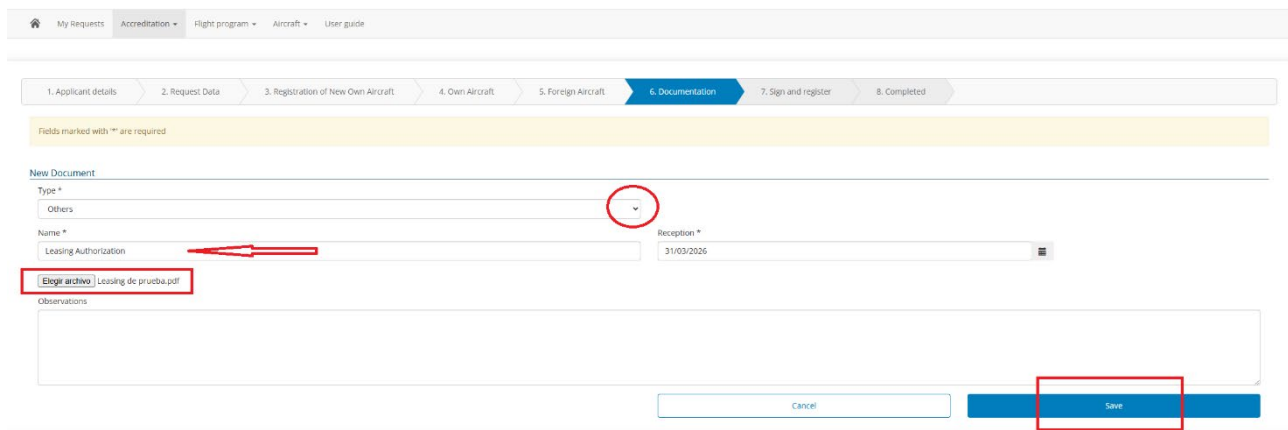
Observations

Issue \*  
The format is: dd/mm/yyyy

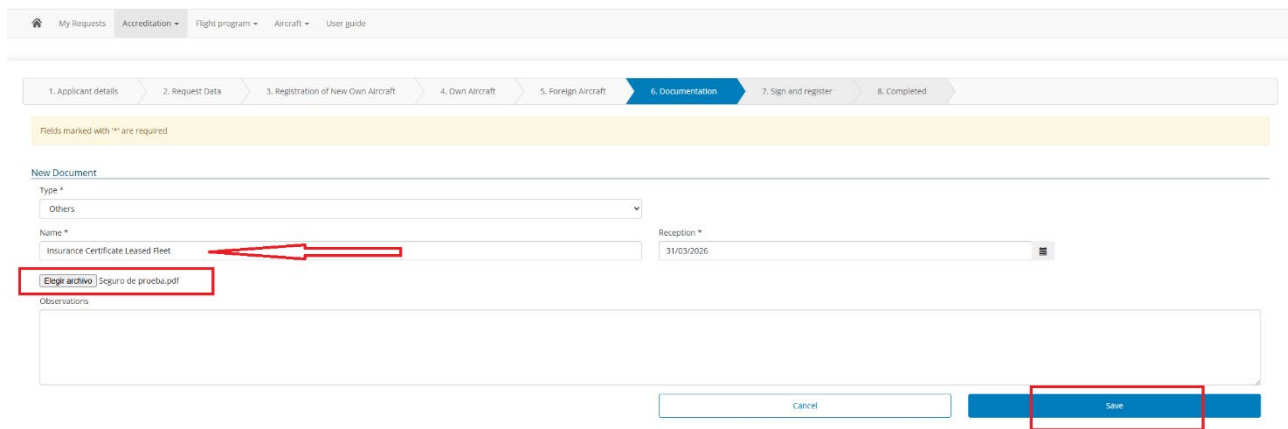
Aircraft Registration  
XZ-1234

Chapter  
0

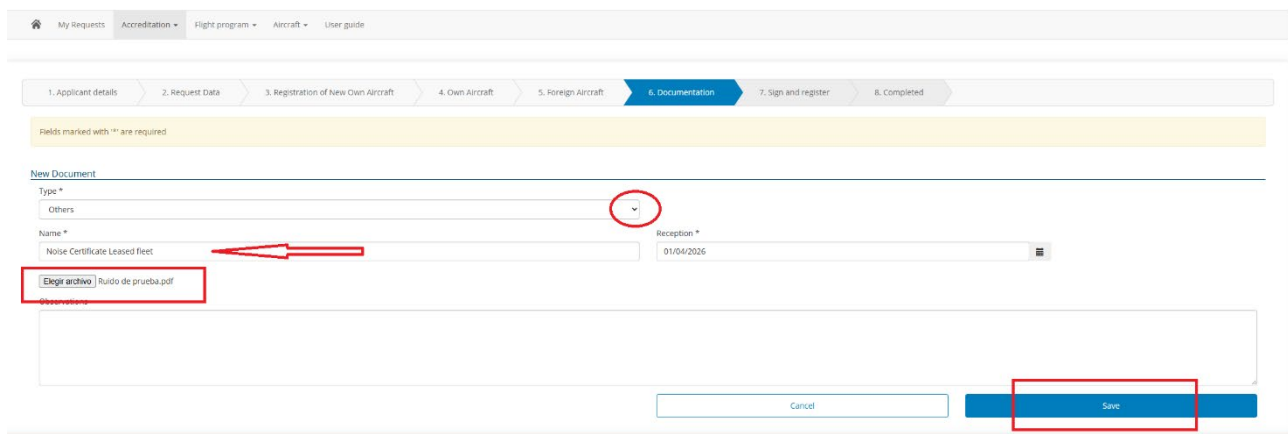
4.3 Leased fleet documentation: documents relating to the leased fleet must be uploaded via the 'Other' document type. State the name of the document (Leasing Authorization, Insurance Certificate or Noise Certificate), upload the file and click 'Save'.



The screenshot shows the 'New Document' form in the 'Documentation' step of the process. The 'Type' dropdown is set to 'Others' and is circled in red. The 'Name' field contains 'Leasing Authorization' and is pointed to by a red arrow. The 'Reception' field is set to '31/03/2026'. A file selection button labeled 'Elegir archivo' is highlighted with a red box, and the selected file is 'Leasing de prueba.pdf'. The 'Save' button at the bottom right is also highlighted with a red box.



The screenshot shows the 'New Document' form for 'Insurance Certificate Leased Fleet'. The 'Type' dropdown is set to 'Others'. The 'Name' field contains 'Insurance Certificate Leased Fleet' and is pointed to by a red arrow. The 'Reception' field is set to '31/03/2026'. A file selection button labeled 'Elegir archivo' is highlighted with a red box, and the selected file is 'Seguro de prueba.pdf'. The 'Save' button at the bottom right is highlighted with a red box.



The screenshot shows the 'New Document' form for 'Noise Certificate Leased Fleet'. The 'Type' dropdown is set to 'Others' and is circled in red. The 'Name' field contains 'Noise Certificate Leased Fleet' and is pointed to by a red arrow. The 'Reception' field is set to '01/04/2026'. A file selection button labeled 'Elegir archivo' is highlighted with a red box, and the selected file is 'Ruido de prueba.pdf'. The 'Save' button at the bottom right is highlighted with a red box.

All attached documents will be listed in the 'Documentation' tab.

Entry register



File type	Name	Aircraft	Actions
Certificate of insurance	Certificate of insurance		 
Noise Certificate	Noise Certificate	FG-852	 

Table with the list of documents to register in the file.



Previous

New

Next

5- In the 'Sign and register' tab, you can view a summary of your application. Once you are satisfied, you can proceed to sign it.

Data Protection

To finish the process click on 'Sign application'. This action may take a few minutes.

[View PDF Request](#)

The State Aviation Safety Agency (hereinafter AESA), as responsible for the Processing of your personal data in compliance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights and the Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons with regard to the processing of personal data and the free circulation of these data (General Data Protection Regulation), informs you, explicitly and unequivocally, that your personal data obtained from the "Registration of Files Form" will be processed, for the treatment: "Registration of Files on AESA services" and with the purpose:

From "Assisting the registration of files on AESA services.". The user may not deny their consent, because this is a legal obligation, defined by "Royal Decree 951/2005, of July 29, which establishes the general framework for quality improvement in the General State Administration".

This processing of personal data is included in the AESA Personal Data Registry.

The legality of the treatment is based on a legal obligation.

Personal information will be kept as long as it is necessary or your right of cancellation or deletion is not exercised.

The information may be transferred to third parties to collaborate in the management of personal data, solely for the purpose described above.

The category of personal data that is processed is only "identifying data (name, ID, address, email, signature, position...).

In accordance with the provisions of the aforementioned Organic Law on Data Protection and Digital Rights Guarantees and the also cited General Data Protection Regulation, you can exercise your rights of Access, Rectification, Deletion, Portability of your data, Limitation or Opposition to its treatment before the Data Protection Delegate, directing a communication to the email [dpd.acsa@seguridadaerea.es](mailto:dpd.acsa@seguridadaerea.es)

For more information on the processing of personal data, click on the following [link](#)

Previous

Sign request