



Three letter and telephony designator (3LTD) system FAQ S_State focal point

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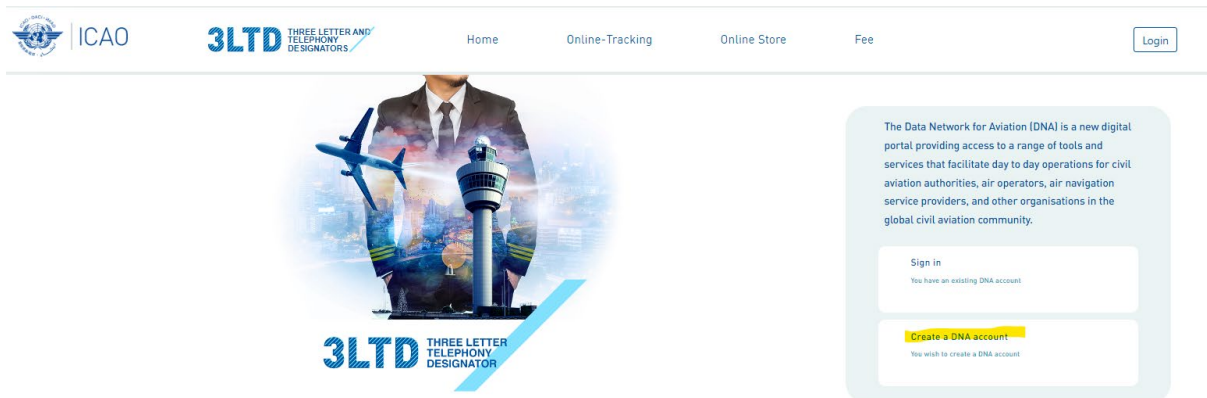
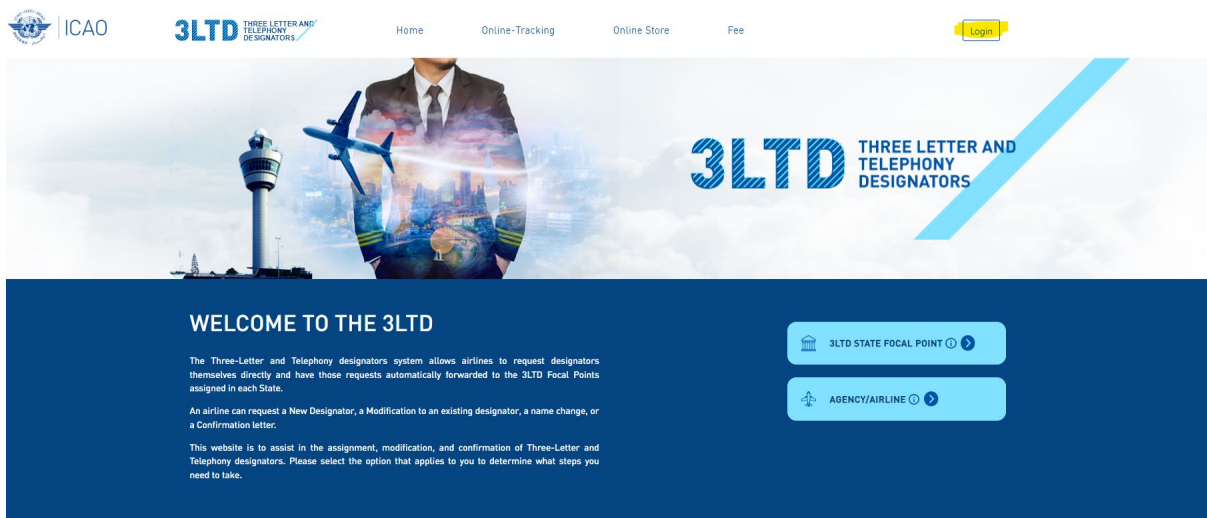
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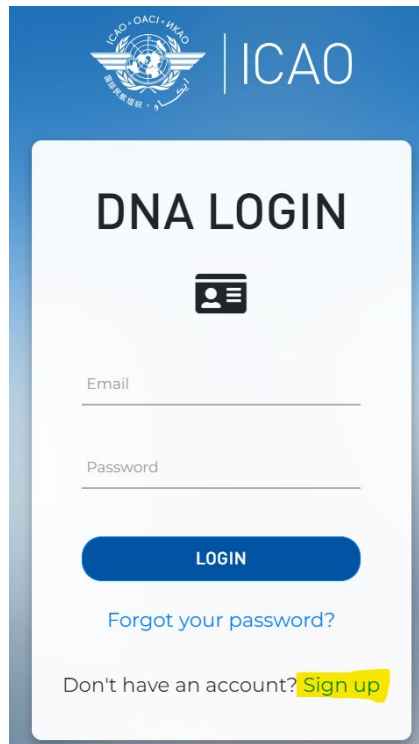


1. Who are the 3LTD system users?

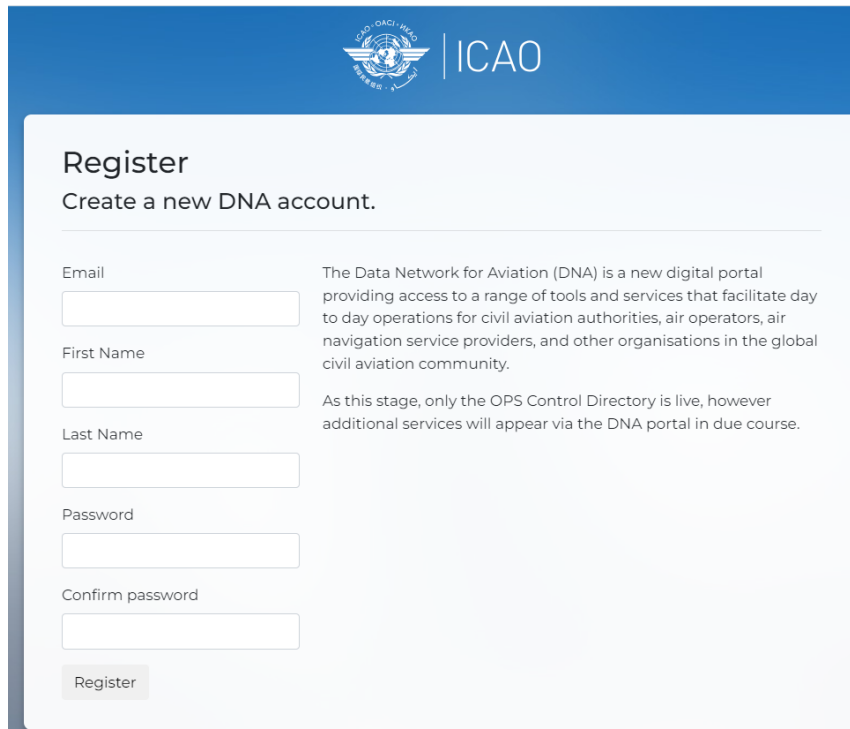
Airline/Agency (The airline) as the requester, 3-letter and telephony designators (3LTD) State focal points as the approver on behalf of the State, and ICAO 3LTD admin as the administrator; they are the 3LTD system users and need to register DNA accounts to log into the system.

Step 1: Open the landing page(<https://3ltd.icao.int/>).Please click “login” -> “create a DNA account”->” sign up” buttons to fill out the following information: email, first name, last name, password and confirm password.





The DNA LOGIN form is a vertical rectangle with a blue header containing the ICAO logo and the text "ICAO". Below the header, the title "DNA LOGIN" is centered in a large, bold, black font. Underneath the title is a small icon of a person with a list. The form contains two input fields: "Email" and "Password", each with a horizontal line below the label. A blue button with the text "LOGIN" is centered below the password field. Below the button is a link "Forgot your password?" in blue text. At the bottom, the text "Don't have an account?" is followed by a yellow button with the text "Sign up".



The Register form is a vertical rectangle with a blue header containing the ICAO logo and the text "ICAO". Below the header, the title "Register" is centered in a large, bold, black font, followed by the subtitle "Create a new DNA account." in a smaller, regular black font. The form contains five input fields: "Email", "First Name", "Last Name", "Password", and "Confirm password", each with a horizontal line below the label. A grey button with the text "Register" is centered below the "Confirm password" field. To the right of the input fields, there is a paragraph of text: "The Data Network for Aviation (DNA) is a new digital portal providing access to a range of tools and services that facilitate day to day operations for civil aviation authorities, air operators, air navigation service providers, and other organisations in the global civil aviation community." followed by another paragraph: "As this stage, only the OPS Control Directory is live, however additional services will appear via the DNA portal in due course."



Step 2: You will receive an email notification to activate your account.


Please note that the State focal point must set up a DNA account to log in to the system and process the requests. For airline requesters, you may make a request without a DNA account by clicking the guest button. However, you will not have a dashboard to follow up on the status of requests if you are a guest. Therefore, it is highly recommended that you set up a DNA account, even if you are an airline requester, so you have a dashboard to view the status of the requests.

Step 3: Once you click the link in the email, please click the 3LTD_Access the application

Data Network for Aviation (DNA)

The Data Network for Aviation (DNA) is a new digital portal providing access to a range of tools and services that facilitate day to day operations for civil aviation authorities, air operators, air navigation service providers, and other organisations in the global civil aviation community.

Applications & Services




LADR

The Location of an Aircraft in Distress (LADR) has been developed by the European Organisation for the Safety of Air Navigation (EUROCONTROL), in close cooperation with ICAO. The initial operational phase of the LADR has been delivered to meet the minimum required functions, and further developments are expected throughout 2024 to transition the system to full operational capability. Nevertheless, the current system fulfils the basic requirements to store and display position information and notify registered users when new information becomes available.

The OPS Control Directory, formerly hosted by ICAO, was also transferred to EUROCONTROL and is now included as a function within the LADR. OPS CTRL acts as the means by which users will be authorized for the use of the LADR.

[Access the application](#)



3LTD – Three Letter and Telephony Designators

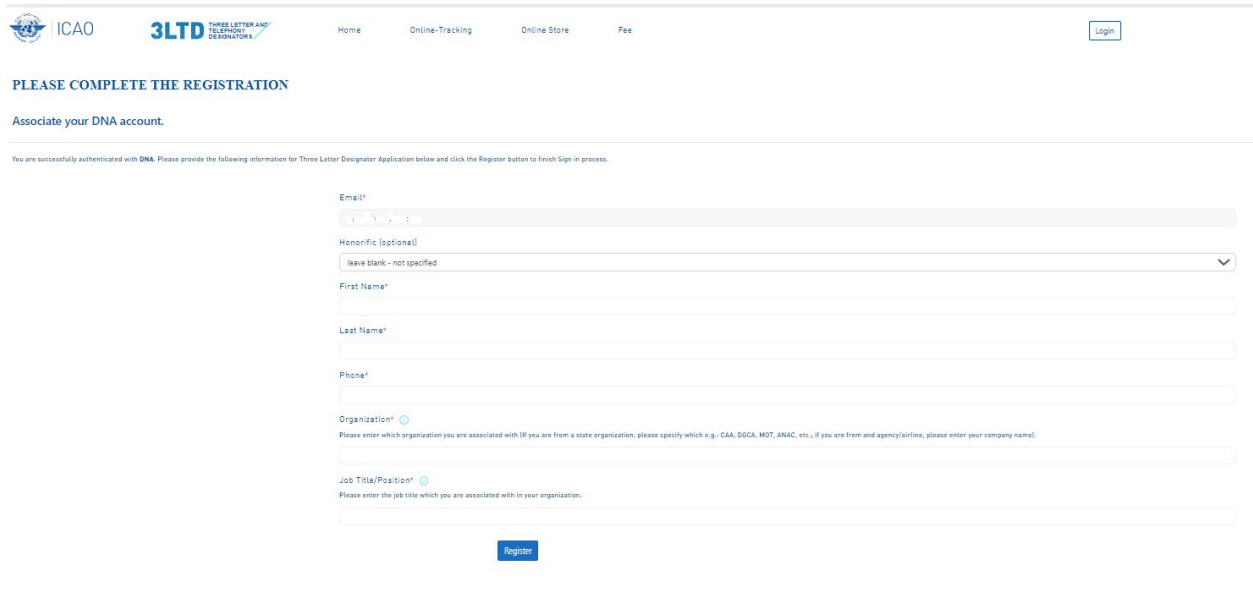
The Three-Letter and Telephony designators system allows airlines to request designators themselves directly and have those requests automatically forwarded to the 3LTD Focal Points assigned in each State. An airline can request a New Designator, a Modification to an existing designator, a name change, or a Confirmation letter. This website is to assist in the assignment, modification, and confirmation of Three-Letter and Telephony designators. Please select the option that applies to you to determine what steps you need to take.

[Access the application](#)

Click [here](#) to manage your stored grants.

[Log out](#)

Step 4: Please fill out the following information to complete setting up your account. First name, last name, organization name and position (optional).

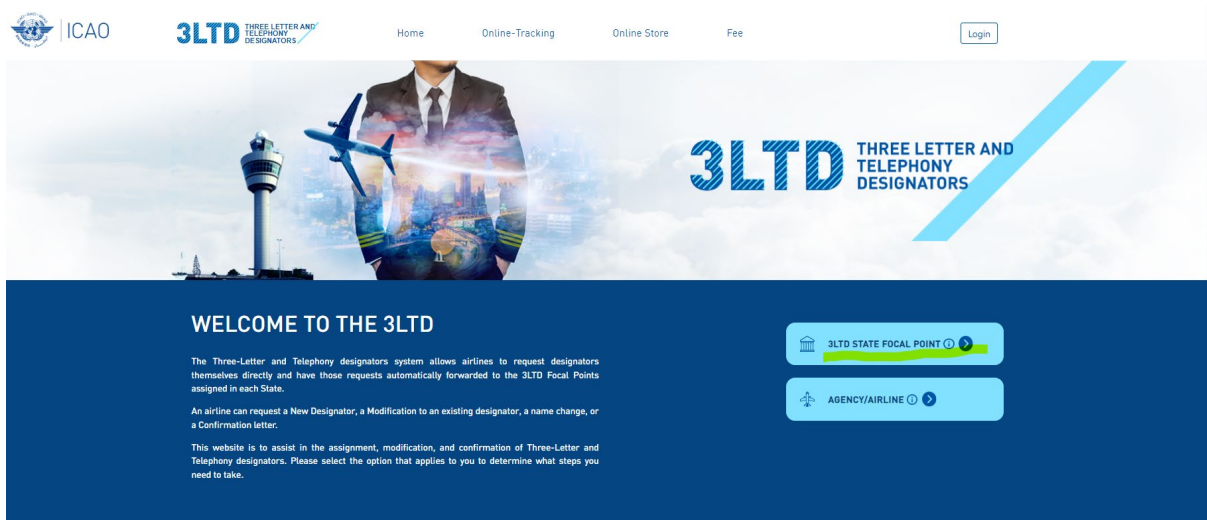


The screenshot shows the registration page of the 3LTD system. At the top, there is a navigation bar with the ICAO logo, the 3LTD logo, and links for Home, Online-Tracking, Online Store, and Fee. A Login button is on the right. Below the navigation bar, the text "PLEASE COMPLETE THE REGISTRATION" is displayed, followed by "Associate your DNA account." and a note: "You are successfully authenticated with DNA. Please provide the following information for Three Letter Designator Application below and click the Register button to finish Sign in process." The registration form includes fields for Email*, Honoric (optional) with a dropdown menu, First Name*, Last Name*, Phone*, Organization* (with a help icon), and Job Title/Position* (with a help icon). Each field has a placeholder text. Below the form is a Register button.

2. What are the functionalities for the State focal point?


2.1 Make requests for government institutions


Making new or modification designator requests for government institutions is free of charge. The State focal point is responsible for making such a request on behalf of government institutions by clicking the government institution button.





Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services (Doc 8585)

**ICAO**

**3LTD** THREE LETTER AND TELEPHONY DESIGNATORS

[Home](#) [Online-Tracking](#) [Online Store](#) [Fee](#) [Logout](#)

[DASHBOARD](#) [Pending](#) [Reserved](#) [Designator Search](#) [State Profile Settings](#) [Focal Point\(s\)](#) [Part4](#)**3LTD** THREE LETTER TELEPHONY DESIGNATOR

The Data Network for Aviation (DNA) is a new digital portal providing access to a range of tools and services that facilitate day to day operations for civil aviation authorities, air operators, air navigation service providers, and other organisations in the global civil aviation community.

[Continue](#)

You are signed in as 3ld.afp@gmail.com

**ICAO****3LTD** THREE LETTER AND TELEPHONY DESIGNATORS[Home](#) [Online-Tracking](#) [Online Store](#) [Fee](#) [Logout](#)[DASHBOARD](#) [Pending](#) [Reserved](#) [Designator Search](#) [State Profile Settings](#) [Focal Point\(s\)](#) [Part4](#)**3LTD** THREE LETTER TELEPHONY DESIGNATOR

WHAT DO YOU NEED TO DO?

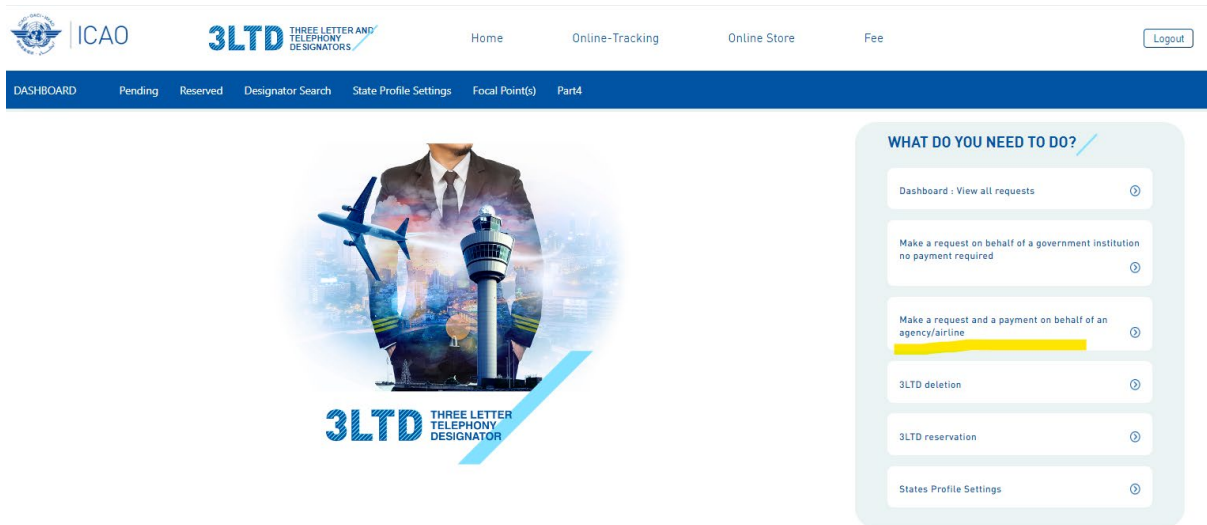
- [Dashboard : View all requests](#)
- [Make a request on behalf of a government institution no payment required](#)
- [Make a request and a payment on behalf of an agency/airline](#)
- [3LTD deletion](#)
- [3LTD reservation](#)
- [States Profile Settings](#)

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2.2 Make requests for airlines

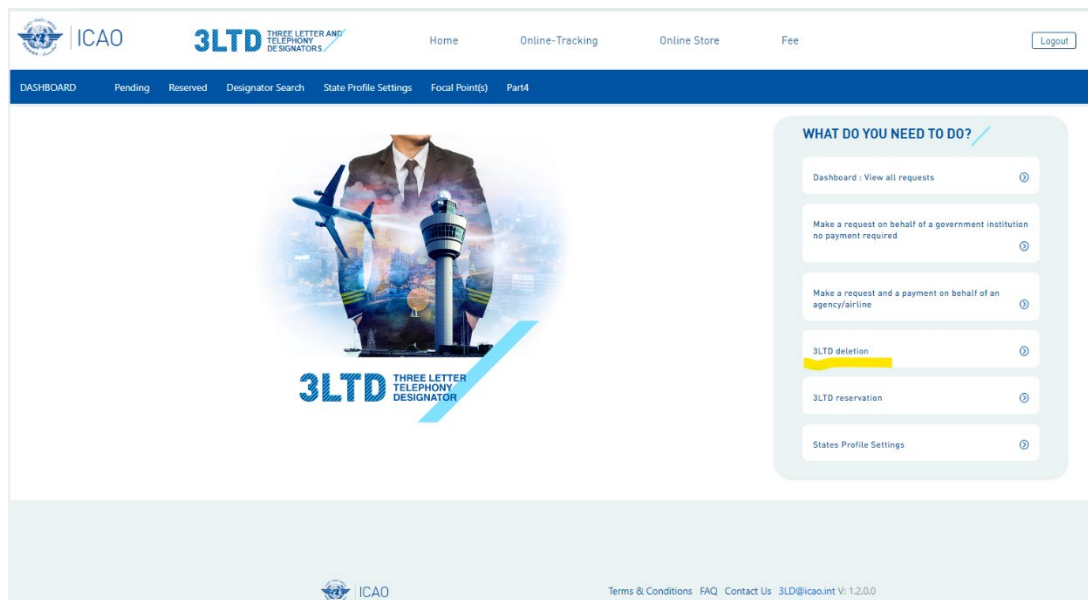
When the airline is not able to make a request due to any issues, the State focal point can make the request on behalf of the airline by clicking the “Make a request and a payment on behalf of an agency/airline” button once you log in to the system. The price is subject to the type of request.



If there are safety concerns in the existing designators, the State focal point can make safety concern modifications to any designator request, which is free of charge. Please make sure to click the safety concern and fill out the justification.

2.3 Deletion request

3LTD State focal point is responsible for deleting those no longer used designators. Please choose deletion requests, as shown in the picture below.



Please be advised that the system will release these designators to be re-assigned in 60 days. If you would like to waive the 60-day waiting period, please click the second check box.

AOC Number

HQ Number

Assignment date

2024/09/27

Requested Date

9/27/2024

Existing 3LD Designator

Please note the threeid selected for the deletion request.

ACY

Existing TELEPHONY Designator

ARNA

☒ I confirm that deleting these designators will remove them from my State. Please note that the system will release these designators to be re-assigned in 60 days. If you would like to waive the 60 days holding period, please click the second checkbox.

☐ I agree to waive the 60 days holding period.

Cancel Submit Delete Designator Request

2.4 Set up the State's primary and secondary focal points

It is mandatory to have one primary State focal point and no more than three secondary focal points under each state. The primary state focal shall transfer the primary role to the new focal point once he/she is no longer the primary focal point.



ICAO 3LTD THREE LETTER AND TELEPHONE DESIGNATORS

Home Online-Tracking Online Store Fee Logout

DASHBOARD Pending Reserved Designator Search State Profile Settings Focal Point(s) Part4 3ld.sfp@gmail.com

FOCAL POINTS ASSIGNED IN YOUR STATE

- The first listed is the primary focal point.
- Please click edit button to add or remove secondary focal point.
- The primary focal point can not be deleted. The primary focal point duty can be transferred to another person by clicking the transfer primary FP responsibility button.

Show 10 entries

Transfer primary FP responsibility

Search:

State	Assigned Emails	Action
Albania	3ld.sfp@gmail.com, Edlira.Krajaj@caa.gov.al, vohanian@icao.int	Edit
Andorra	3ld.sfp@gmail.com, icaoadmin2@icao.int, sushmaks9215@gmail.com	Edit
Argentina	3ld.sfp@gmail.com	Edit
Australia	3ld.sfp@gmail.com, vohanian@icao.int	Edit
Austria	3ld.sfp@gmail.com	Edit
Benin	3ld.sfp@gmail.com	Edit

The primary state focal point can add no more than three secondary focal points to the system. Please note that the secondary focal points will have the same dashboard and roles to process requests as the primary focal points. The difference between the primary and secondary focal points is that only the primary focal point is able to add or delete focal points.

The primary focal point can add secondary focal points by clicking the “Edit” button and adding their emails accordingly.

ICAO 3LTD THREE LETTER AND TELEPHONE DESIGNATORS

Home Online-Tracking Online Store Fee Logout

DASHBOARD Pending Reserved Designator Search State Profile Settings Focal Point(s) Part4 3ld.sfp@gmail.com

FOCAL POINTS ASSIGNED IN YOUR STATE

- The first listed is the primary focal point.
- Please click edit button to add or remove secondary focal point.
- The primary focal point can not be deleted. The primary focal point duty can be transferred to another person by clicking the transfer primary FP responsibility button.

Show 10 entries

Transfer primary FP responsibility

Search:

State	Assigned Emails	Action
Albania	3ld.sfp@gmail.com, Edlira.Krajaj@caa.gov.al, vohanian@icao.int	Edit
Andorra	3ld.sfp@gmail.com, icaoadmin2@icao.int, sushmaks9215@gmail.com	Edit



States

Albania

Email Address(es)

kssushma9215@gmail.com

statefp@icao.int

business.smorin@gmail.com

4321@gmail.com

6789@gmail.com

310000@gmail.com

2.5 Reservation designators

This Application option will allow a State Focal Point to put a prospective Three-letter Designator or Telephony Designator on hold for 60 days. One week before the 60 days is up, the State Focal Point will receive an email reminder that the designator will be automatically deleted.

This reserved option is used when an agency/airline wishes a specific designator but is not at the stage to make the online request yet. This hold will not allow another user to request the reserved designator in the meantime. When the agency is ready to make the request, you can release the hold, and the agency can enter it into their request.

ICAO 3LTD THREE LETTER AND TELEPHONY DESIGNATORS

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DASHBOARD Pending Reserved Designator Search State Profile Settings Focal Point(s) Part4

WHAT DO YOU NEED TO DO?

Dashboard: View all requests

Make a request on behalf of a government institution no payment required

Make a request and a payment on behalf of an agency/airline

3LTD deletion

3LTD reservation

States Profile Settings



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RESERVE DESIGNATOR

This Application option will allow a State Focal Point to put a prospective Three-letter Designator or Telephony Designator on hold for 60 days. One week before the 60 days is up, the State Focal Point will receive an email reminder that the designator will be automatically deleted.

This reserved option is used when an agency/airline wishes a specific designator, but is not at the stage to make the online request yet. This hold will not allow another user to request the reserved designator in the meantime. When the agency is ready to make the request, you can release the hold and the agency can enter it into their request.

3LD Designator:

ENTER 3LTD TO SEARCH

Telephony Designator:

ENTER TELEPHONY TO SEARCH

Days to Reserve:

0

Reserve Until:

2024-10-23

Select your state *

BackSUBMIT

2.6 Search for Doc 8585 dataset (last AIRAC cycle dataset)

To assist you in finding potential conflicts with your designator choices. The State focal point may search through ICAO's assigned designators from the last AIRAC cycle.

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3ld.sfp@gmail.com

DESIGNATOR SEARCH

To assist you in finding potential conflicts with your designator choices, State Focal Points may search through ICAO's current assigned three-letter and telephony designators. Please note that this search does not include designators that are reserved, or are in the process of being requested/assigned, so if a designator is not found in your search, it is not assured that the designator is available. If you are unable to enter a designator in an actual request, that means that the designator is NOT available for assignment. The search box on this page will search both Three-Letter and Telephony designator fields for the letters you enter. For example if you search for "ACA" your results will include the Three-Letter designator ACA, as well as any telephonies containing the letters "ACA" somewhere in the telephony [wildcards are implied in the search].

Show 18 entries

Search

3LD	Telephony
YMY	---
YMM	green
YLV	---
YDD	---
YFY	---
YFA	---
YEL	YELLOWSTONE

2.7 Set up State Profile

Each state is able to set up 1) payment defer and 2) Instructions if any



STATE PROFILE SETTINGS

Select the state

-- Select --

Please select the payment preference

☐ Defer Payment ⓘ

☐ I wish to provide an instruction prompt

The instruction prompt that will appear to applicants upon selection of your State (500 words max)

Save

2.7.1 Payment defer. If the State focal point clicks the payment defer, any requester in this State does not need to make a payment. The request will be sent to the State focal point first. Once the payment is deferred, any requester in this State will receive the payment notification through email. Once the payment is made by the requester, this request will be automatically sent to the ICAO 3LTD admin for final approval.

2.7.2 Instructions: The State focal point is able to present any instruction, i.e. the State focal point contact information. The instructions will be presented to the requester as soon as they select the states in the process.

3. Where can you purchase the Doc 8585 electronic publication and data API?

You may go to the ICAO store at <https://store.icao.int/en/designators-for-aircraft-operating-agencies-aeronautical-authorities-and-services-doc-8585> to purchase Doc 8585 printed or electronic publication, which is scheduled to be published quarterly, Jan, April, July and November.

If you are interested in Doc 8585 data API, please go here to get detailed information.
<https://applications.icao.int/dataservices/default.aspx>

4. How do you select a telephony designator?

According to Doc 8585_3.2 In the registration of telephony designators, the following rules will apply:

- a) The telephony designator should resemble the aircraft operating agency's name or function and be distinct and dissimilar from any other telephony designators in Doc 8585. Ideally, it should reflect the correlation between the three-letter designator, the telephony designator, and the aircraft operating agency's name or function. (Examples: ARO – ARROW – Arrow Aviation; RAJ – RAJI – Raji Airlines);



- b) To reduce the transmission length, the telephony designator should be brief, comprising, if possible, one word of two or three syllables. It should not exceed two words.
- c) Three-letter designators may not be used in phonetic form as telephony designators. However, telephony designators of long-standing (such as KLM or TWA) may be retained, provided that an acceptable alphabetic representation is used (example: KAY-ELL-EMM) and
- d) The telephony designator should be easily and phonetically pronounceable in at least one of the following languages: English, French, Russian, and Spanish. Please note that ICAO does not accept telephony designators with the following terms in them:
 - Individual letters and phonetic letters
 - Numbers and punctuality marks
 - The words “FLY”, “SUPER” or the word “ACROSS” or any word that may be confusing in communications
 - Types of aircraft/nicknames (Fokker, Seneca, etc.)
 - Designators which exist in Doc 8585 or are very similar to existing designators

5. What will happen if the telephony designator is not selected?

The requester is able to apply for a 3-letter designator without a telephony designator. If you do not need a telephone designator, please fill out “-”; if you would like to apply for it in the future, please fill out “+”. However, please be advised that adding a Telephony designator at a later date would require the purchase of a Modify PIN at the cost of USD \$3,750 and a new online request to be made.

6. When can you get the refund for the request?

When your request has been rejected by the State focal point, you may request a refund of your PIN purchase. In order to process the refund, ICAO would require the agency/airline to send the order payment (receipt) email from ICAO for the purchase of the PIN number, as well as the PIN number email and forward it to Sales@icao.int requesting a refund due to request being rejected by State.

7. What does the delayed assignment mean?

If the airline/agency would like to have the assignment letter sent out on the delayed date, namely more than 2 weeks. The airline is able to click the delayed assignment check box to choose a certain date to be assigned.



STATE → CONTACT → **DESIGNATOR** → REVIEW

Please be advised that charges may be associated to your application dependent on the type of request. See a list of fees [Hyperlink](#)

Request Steps

1. The agency/Airline will complete this Request New Designator form and purchase the PIN (<https://store.icao.int/en/3ld-modify-designator>) in the following step if your State does not defer payment. If your State defers the payment, you can submit this form without payment and purchase the PIN number after obtaining approval from your State Civil Aviation Authority(CAA).
2. The Agency /Airline will receive a PIN via email (please check your spam folder as the file will be a .txt file). Please If you do not receive the PIN within two business days, please email sales@icao.int. (please note that if you pay using a bank draft, it could take up to a month for ICAO to receive your payment, which will delay the receipt of your PIN and ultimately delay your online request).
3. Once you provide the PIN and submit your request, your CAA/State Focal Point will receive an email notification to verify/approve the information presented in the request in the system.
4. Only once the focal point for the State of AOC has approved the online request in the 3LTD system is the request forwarded for approval of the ICAO. Suppose there is no consensus on the designators by the State of AOC and ICAO. In that case, the State will contact the agency/Airlines for any further clarification or amendment of a designator (this step may cause considerable delay in the designators being assigned).

Please note it can take up to 2 weeks to process a request. If you would like to have your designators assigned ASAP, please leave the delayed assignment date field blank, as a 2-week default delay is already displayed. If you wish your designators to be assigned at a later date, please choose the date in the delayed assignment date field.

Airline/Agency Name *

Type of Operation *

AOC Number

3LD Designator Options *

Please submit three options for your 3LD.

TELEPHONY Designator Options ⓘ

This field is mandatory when filling the form.

If a telephony designator is to be chosen at a later date, please enter a plus sign "+" in the telephony field.

If no telephony designator is required, please enter a minus sign "-" in the telephony field.

☒ Delayed Assignment ⓘ

Back

Next

— END —