

# Unmanned Aircraft Systems Request Form User Guide

This guide will help answer questions users may have while completing the Unmanned Aircraft Systems (UAS) Request Form. Please contact the Office of [Compliance, Ethics, and Regulatory Affairs](#) (CERA) at 348-2334 if you have questions or complications completing the online form.

## Step one: [Accessing the Online Form](#)

The UAS Request Form can be found on the CERA [website](#). From Unmanned Aircraft Systems webpage, applicants should click on the Red “UAS Request Form” button to begin the process.

The screenshot shows the top navigation bar of the website with the logo for the Division of Financial Affairs, Compliance, Ethics, and Regulatory Affairs. The main heading is "Unmanned Aircraft Systems" with a breadcrumb trail "Home > Unmanned Aircraft Systems". The main content area is titled "Unmanned Aircraft Systems Operation Request Form". Below the title is a paragraph explaining the purpose of the policy. A red button labeled "UAS Request Form" is highlighted with a blue arrow. Below it is a red button labeled "UAS Online Request Form User Guide". To the right is a sidebar titled "Additional Resources" with a list of links including "FAA Home for Unmanned Aircraft Systems", "FAA Drone Registration", "FAA Interpretation - UAS for Educational Use", "U.S. DOT Advisory Circular - Small Unmanned Aircraft Systems", "Grounds Use Permit", "Tuscaloosa Regional Airport", "Tuscaloosa Police", and "University Police".

## Step Two: [Completing the Flight Request Form Using DocuSign](#)

Once a user clicks on the “UAS Request Form” button on the UAS website, they will be redirected to DocuSign. Users do not need a username or password to access and/or complete the online form.

Users will be prompted to select that they agree to use electronic records and signature. This box must be selected in order to complete the form.

The screenshot shows a DocuSign agreement box. On the left, there is a red arrow pointing to a checkbox that is checked, with the text "I agree to use electronic records and signatures." below it. Above the checkbox is a link to the "Electronic Record and Signature Disclosure". On the right, there is a black button labeled "Select Continue to begin the signing process" with a white arrow pointing down to a red button labeled "CONTINUE". To the right of the "CONTINUE" button is the text "OTHER ACTIONS". A blue arrow points to the "CONTINUE" button.

Once the agreement box is selected, users should click the red “Continue” button to open the online form.

## Step Two Continued: Completing the Request Form

Forms must be completed in one session. To begin, users should click on the “Start” tab at the top left hand side of the screen. This tab will move as you navigate through the entire document.

START FINISH OT+

THE UNIVERSITY OF ALABAMA<sup>®</sup>

### Application for Unmanned Aircraft Systems Usage

This application is intended for use by individuals who seek approval to operate unmanned aircraft systems (UAS) on University of Alabama owned property or on behalf of the University in another location.

**Pilot**

Name:  Email:  Phone:

Mailing Address:  Affiliation of Pilot:

Do you have documentation to attach?  Yes  No

Please attach any documentation that should be considered along with your application. Attachments could include a FAA registration certificate, pilot license, 333 Exemption, COA, proof of insurance, flight safety plan, etc. Multiple files may be attached.

All boxes that are outlined in red are **mandatory** fields. Users will not be able to submit the form if any of these fields are not completed.

Throughout the process of completing the form, users will see yellow pop-up boxes on each field that provides guidance and additional details about the requested information.

This application is intended for use by individuals who seek approval to operate unma...  
University of Alabama owned property or on behalf of the University in another locati...

**Pilot**

Name:  Required - Please enter the pilot's mailing address.

Mailing Address:  Affiliation...

Do you have documentation to attach?  Yes  No

Please attach any documentation that should be considered along with your a...  
FAA registration certificate, pilot license, 333 Exemption, COA, proof of insura...  
may be attached.

## Attaching a Document

Under the pilot section, users should upload any necessary documentation for their application. If a user selects “yes” to the questions “Do you have documentation to attach?” a yellow icon containing a paper clip symbol will appear. Click on this box to upload your documentation.

Do you have documentation to attach?  Yes  No

Please attach any documentation that should be consid...  
FAA registration certificate, pilot license, 333 Exemption,  
may be attached.

# Unmanned Aircraft Systems Request Form User Guide

Users have the option of faxing documents, but it is preferred if all documentation is attached electronically to the form.

*\*Examples of possible attachments are listed on the request form.*

## Sponsoring Department or Organization

The fields listed under the sponsored departments section of the form are not required, but will help the Office of Compliance, Ethics and Regulatory Affairs rout the document to the correct areas on campus to help ensure a timely and efficient approval process.

If a user does not know their sponsoring department or organization, or does not have one for their flight request, they should leave these fields blank.

## Flight Plan Dates & Times

This request form is for specific event(s), it is not a blanket form that covers all usage on and off campus. Users are allowed to list multiple flight dates and times in a single form, to prevent filling out multiple forms for determined flights.

## Step Four: Signing the Form

Once a user provides all the required information, the form can be signed and submitted. To sign the document, users should click on the yellow “Sign” icon at the bottom of the first page.

**Acknowledgement**

*I understand that all operation and use of UAS must comply with FAA regulations and local, state, and federal laws regarding use of UAS, and that it is the responsibility of the operator of the UAS to ensure that all applicable UA policies and all relevant laws and regulations are adhered to during operation of the UAS.*

**SIGN**

Sign

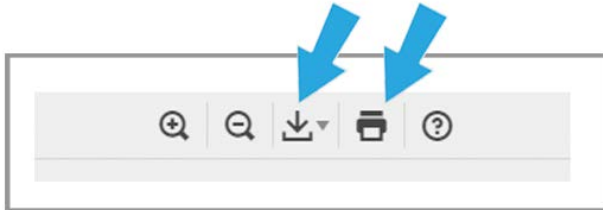
Pilot Signature      Jul-21-2017      Date      UA Contact Signature      Date

Once a user clicks on the “Sign” icon, they will be prompted to sign their name. Users can do this with a mouse, using a finger if on a touch screen device, or by typing their name and selecting a style for their signature.

*\*Users will see a page two that follows the acknowledgment section. That page is for office use only and requires no attention from applicants.*

### Step Five: Submitting the Form

Once a user has signed the form, they must select “Finish” to submit the application. Users can download or print a copy of the form they submitted by click on the download or print icon at the top of the page.



### Notification of Completion

Users will be notified via the email address provided in the form if their application was complete or non-complete. If a request form is returned to a user as non-complete, it will have notes and information provided to the user on how to complete the form.

If the form is completed, users will receive an email with a pdf attachment and a link that reads “View Completed Documents.” Users should click on the link or open the pdf attachment to see the approval status of their application written at the bottom of the second page.