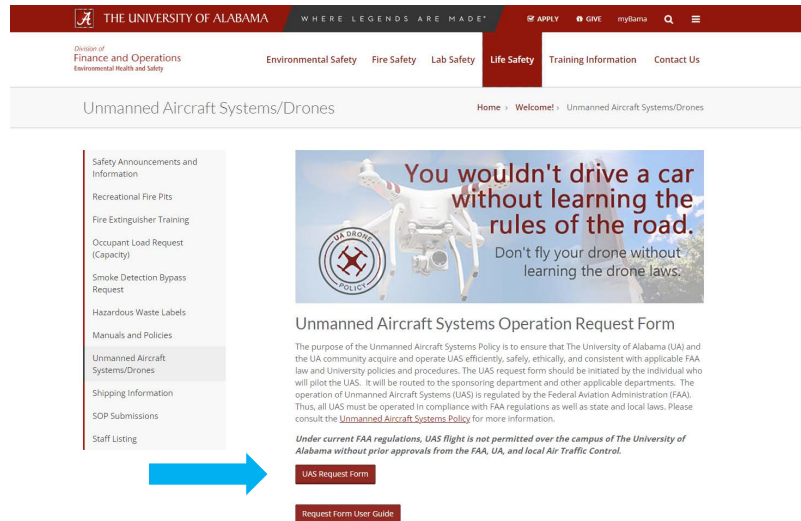


Unmanned Aircraft Systems Request Form User Guide

This guide will help answer questions users may have while completing the Unmanned Aircraft Systems (UAS) Request Form. Please contact Environmental Health & Safety (EHS) at (205) 348-5905 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 EHS [website](#). From Unmanned Aircraft Systems webpage, applicants should click on the Red “UAS Request Form” button to begin the process.



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.



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®

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...
FAA registration certificate, pilot license, 333 Exemption, COA, proof of insura...
may be attached.

Attaching a Document

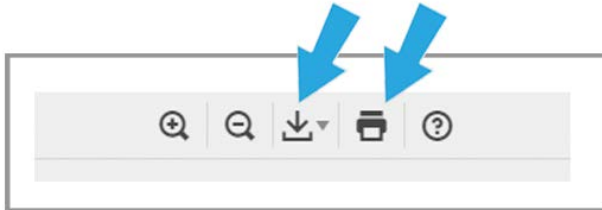
Under the pilot section, users should upload any necessary documentation for their application. If a user selects “yes” to the questions “Do you have documentation to attach?” a yellow icon containing a paper clip symbol will appear. Click on this box to upload your documentation.

Do you have documentation to attach? Yes No

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

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.