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| --- | --- | --- |
| **Flight Information** | **Pilot & Crew Information** | **Drone Information** |
| Dates the flights will occur. *See below for details.*  Description of the nature and goals of the flights  Google Maps or MapQuest link to the Flight Location  Flight Location longitude and latitude coordinates. *See instructions below.*  Written permission from property owner, facility manager, etc.  If applicable – [Idaho Code 21-213(2)(a) or (b)](https://legislature.idaho.gov/statutesrules/idstat/title21/t21ch2/sect21-213/) release forms. (See [Consent Required](https://www.uidaho.edu/research/faculty/research-assurances/uas/consent)) | Copy of the Pilot’s Section 107 Remote Pilot Certificate  Copy of recurrent training certificate of completion if Section 107 Certificate is two or more years old, *See below for details*.  Total crew members (*visual observers, drone operators, etc.*)  (***for non-UI applications***) Workman’s compensation certificate, if applicable | Drone make & model  Drone FAA registration  Drone remote ID number  (***for UI applicants***) confirmation that drone was added to the [UI drone coverage](https://www.uidaho.edu/dfa/division-operations/risk-management/insurance)  (***for non-UI applicants***) a Certificate of Insurance. Certificate requirements are listed below. |

**Drone Application Checklist**

**Blanket Flight Dates**. An application may request flight dates for up to 1 year for the specific application/scope of work. Flights conducted for the scope of work within the flight dates are approved if conducted according to the application & conditions.

**Longitude & Latitude.** Select the flight location on a map such a Google Maps, MapQuest, or Bing. After selecting the location, right click and a menu with appear with the longitude and latitude coordinates.

**Written Permission.**  Written permission may be given by letter, email, or text. UI may accept a recorded voice message in place of written permission in some cases.

**Recurrent Training Certificate of Completion.** The FAA requires Section 107 pilots to take [recurrent training](https://www.faa.gov/newsroom/recurrent-training-courses-drone-pilots-available-online) every 2 years to keep their remote pilot certificate current. A copy of a recent certificate of completion of the recurrent training is required if the date of issuance on a Pilot’s Section 107 remote pilot certificate is 2 or more years passed.

**UI Drone Coverage**. Drones must be covered under the State of Idaho aviation coverage. You must request coverage when the drone is purchased and annually thereafter. Request coverage by submitting the [Drone Coverage Form](https://www.uidaho.edu/dfa/division-operations/risk-management/insurance/drone-coverage).

**Certificate of Insurance**. A Certificate of Insurance must list the UI as a certificate holder, include aviation liability, and be for at least $1,000,000,000. Also see [Drone Liability Coverage](https://www.uidaho.edu/research/faculty/research-assurances/uas/liability) for more information.

**Workman’s Compensation Certificate**. A certificate of workman’s compensation is only required for businesses that meet the threshold requirement for number of employees.