



Unmanned Aerial Vehicles (UAV) Request Form

This UAV Request Form must be completed and submitted to uavflight@austin.utexas.edu for review and approval by the UAV Review Group (UAVRG) prior to any UAV operations on university property or at any university sponsored event. University faculty, staff, graduate associates, students, or others conducting operations on behalf of the university must submit this document not less than two (2) weeks in advance of flight operations. Individuals who are not affiliated with the university or who are not conducting university sponsored operations must submit this form not less than three (3) weeks in advance of flight operations. The Requestor will receive a UAVRG response within 10 working days of request receipt. Prior to submission of this form, the Requestor must review the Unmanned Aerial Vehicles policy 8-1070. **Any omission of information requested in this form may result in a delay of processing.**

SECTION 1: REQUESTOR INFORMATION

Applicant Full Name: First _____ M.I. _____ Last _____

Affiliation: University (Current University Faculty, Staff, Graduate Associate or Student) Non-University

UT Department or Sponsor/Organization: _____

Mailing Address: _____

Contact Phone: _____ Email Address: _____

SECTION 2: PURPOSE OF UAV REQUEST/PROPOSED ACTIVITY

Provide full details of flight purpose (education, research, promotional, etc.), including identity of UAV operator(s) and/or flight team. Depending on your intended use and activities associated with the use of your UAV, there may be other university approvals required before you can operate your UAV on university property or at university events. For example, any activities that involve videography, photography or recording must first be approved through the Office of the President and may be subject to an Export Review.

Specific Location of Activity: _____

Date(s) of UAV Activity: _____ Starting Time: _____ Ending Time: _____

SECTION 3: UAV DESCRIPTION

Type/Model of UAV: _____

Weight/Dimensions: _____ Power Source/Serial #: _____

Previous Request Approved Yes No If Yes, Date of Previous Approval: _____

UAV Registered with FAA Yes No If Yes, Registration Number: _____

Pilot Licensed by FAA Yes No If Yes, License Number: _____

Photographs taken during flight	Yes	No	Video recorded during flight	Yes	No
Equipped with Geo-fencing	Yes	No	Operating under a COA/333	Yes	No

I have attached a Certificate of Waiver or Authorization (COA), and/or other relevant documentation for this request.

Signature _____ Date _____

By signing above, the individual/entity submitting this request agrees to and will abide by all university policies governing the use of Unmanned Aerial Vehicles on or over university property or sponsored event. A copy of the approved UAV Request Form must be in possession of the operator at all times during the activity, and must be presented to any university official or representative with control or jurisdiction over the activity, upon request. The university reserves the right to request additional documentation as a condition of approval and operation. In addition, any operator violating any portion of the University Unmanned Aerial Vehicles (UAV) Policy, will be held accountable for their actions.

SECTION 4: UAV ADVISORY GROUP RESPONSE

UAV Advisory Group comments or requirements for operation are listed below and must be observed. If not approved, a summary of the decision is outlined.

Request Approved Yes No

Signature, Associate Vice President Campus Safety & Security

Date