

Kennesaw State University
 Department of Public Safety and University Policy
 Office of Emergency Management
 351 Paulding Avenue
 Kennesaw, GA 30144
 Phone: 470.578.6666 Emergencies
 470.578.6206 Non-Emergencies
 Email: drone@kennesaw.edu



Unmanned Aerial System (UAS) and Other Aircraft Application Form

Instructions

To request KSU advance authorization to operate an UAS on or in the airspace of Kennesaw Campuses and/or leased properties, the UAS operator and/or program manager is required to:

1. Submit to the Federal Aviation Administration (FAA) an application for Certificate of Registration (for hobbyists), Certificate of Airworthiness, Section 333 Exemption, and/or Certificate of Waiver or Authorization for the UAS or other aircraft and obtain required FAA authorization.
Note: If the operator or program lead for the UAS or other aircraft is a KSU student, employee, contractor, or other third party the FAA application should be submitted first to the KSU Department of Legal Affairs for review and coordination via contracts@kennesaw.edu.
2. Complete and submit this form to the Department of Public Safety via the email or address noted at the top of this form, along with the required attachments identified in the certification area below.
3. Allow 10 business days for KSU processing and approvals, once this application form and proof of FAA Certificate of Registration (for hobbyists), Certificate of Airworthiness, Section 333 Exemption, and/or Certificate of Waiver or Authorization for the UAS or other aircraft is obtained and submitted to KSU.

Registered Owner Information

Registered Owner Name (or agent):

(as shown on FAA authorization)

Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

Point of Contact Information

Point of Contact:

(if different than Registered Owner or KSU Sponsor:)

Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

KSU Department Sponsor Information

KSU Sponsor Name and Point of Contact:

KSU Sponsor Department and/or Organization:

Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

Flight and FAA Registration Information

Start Date:	End Date:	Start Time:	End Time:
Start Location/Address:		End Location Address:	
Type of aerial vehicle: <i>(select one:)</i>	Blimp	Other (describe):	
	Drone		
	Model Aircraft		
	Parachute		

FAA Registration Number for the UAS:

Provide a detailed description of aircraft, flight activity, and/or KSU event:

Certification

I hereby certify that:

- I am the registered owner (or his/her agent) of the UAS or other aircraft identified above.
- The UAS or other aircraft is registered with the Federal Aviation Administration (FAA).
- I have attached a copy of the FAA Certificate of Registration (for hobbyists), Certificate of Airworthiness, Section 333 Exemption, and/or Certificate of Waiver or Authorization for the UAS or other aircraft identified above.
- I agree to adhere to all FAA rules and regulations when operating the UAS or other aircraft identified above.
- I agree to adhere to all KSU policies and procedures when operating the UAS or other aircraft on or in the airspace over KSU campuses or leased properties, including, but not limited to, operating only with advance approval by KSU Department of Public Safety and University Police and Office of Emergency Management.

Signature of Registered Owner (or agent):

Name of Registered Owner:	Date:
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