

Certificate of Operation (COA) Application Processing System (CAPS) Access Request Form

The Certificate of Waiver or Authorization (COA) Application Processing System (CAPS) is a web application developed in support of the Federal Aviation Administration (FAA) Modernization and Reform Act of 2012 (FMRA), PL 112-95, § 333 & 334. The FMRA directs the FAA to safely integrate Unmanned Aircraft Systems (UASs) into the National Airspace System (NAS). CAPS provides an interactive on-line application process to request a COA for a specific flight operation, or a blanket COA, which permits nationwide flights under standard restrictions.

In order to gain access to CAPS and complete a COA, please complete this form and submit in accordance with the instructions provided at <https://caps.faa.gov>.

If you are not sure about which type of waiver or authorization is needed for your UAS operation, please visit www.faa.gov/uas.

Section 1: Proponent Information

Date	Name
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Public/Civil Entity

Telephone	Email
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Is requester a contractor for a public entity? Yes No If Yes, proceed to Section 2. If No, proceed to Section 3.

Section 2: Contractor Requests

Contractors must submit this form along with a signed letter from the authorizing agency for public requests.

Example #1: This letter is to authorize (Contractor Name), of (Company Name), (Company Address), on-line access to the (Public/Civil Entity) COA documents and process.

Example #2: This letter is to authorize (Contractor Name), of (Company Name), (Company Address), on-line access to the (Public/Civil Entity) COA documents, process, and to serve as the primary point of contact in all COA matters.

Section 3: Permissions

I am requesting the ability to draft, update, and commit COAs on behalf of the (Public/Civil Entity) listed above. I will be applying for the following COA type (select all that apply): Civil Public - non DOD DOD

Section 4: UAS Operation(s)

Area of Responsibility (AOR)

Please indicate the county and state where the UAS will operate.

Provide us with a reason why you are using a UAS.

Example #1: I will submit COA applications for the (Name of University) which is developing a UAS program to address law enforcement and emergency response applications.

Example #2: I am a UAS operator and the UAS Tier 1 Projects Officer for Marine Corps Systems Command and will be conducting flight demonstrations for VIP visitors. (SES and Flag officers). I will need to establish an account in order to create COA requests.

Example #3: I will submit COA applications for the (Name of University) which is developing a UAS program for the purpose of research and development. Initially research efforts will focus on agricultural applications but eventually will move into other areas of UAS technology development and applications.

Example #4: I just started working UAS Airspace issues for the Air Force Special Operations Command. I will need to establish an account in order to create COA requests.

PRIVACY ACT STATEMENT: This statement is provided pursuant to the Privacy Act of 1974, 5 USC § 552a. The authority for collecting personally identifiable information (PII) through the COA Application Processing System (CAPS) website is contained in 14 CFR Part 107 which permit small UAS operators to apply for certificates of waiver to allow a small UAS operator to deviate from certain provisions of 14 CFR part 107 if the Administrator finds the operator can conduct safely the proposed operation under the terms of a certificate of waiver. In addition, it permits operators to request authorizations to enter controlled airspace (Class B, Class C, or Class D airspace, as well as the lateral boundaries of the surface area of Class E airspace designated for an airport). The principal purpose for which information collected is intended to be used is to complete the COA process and receive a response. Failure to provide the required information will prevent the FAA from granting a certificate of waiver or authorization which is required by 14 CFR part 107 to be completed prior to operation of the small UAS. The information collected to complete the COA process and issue the unique identifier is included in a Privacy Act System of Records known as DOT/FAA 854, titled "Requests for Waivers and Authorizations Under 14 CFR Part 107 – 81 FR 50789 – August 2, 2016." Records from this system of records may be disclosed in accordance with the routine uses that appear in Department of Transportation (DOT)/FAA 854, available at <https://www.transportation.gov/individuals/privacy/privacy-act-system-records-notice>.