Southern Illinois University
small Unmanned Aircraft Systems (sUAS) / Unmanned Aerial Vehicle (UAV)
Registration Form

This form must be completed for each unmanned aerial vehicle (UAV) purchased, leased or otherwise acquired for
university business, administrative, research, instructional, and / or out-reach use conducted by any employee or
representative of the University, including faculty, staff, and students.

This registration form does not supersede any sUAS / UAVs registration requirements of the FAA or other agencies.
In addition to SIU internal registration, all sUAS / UAVs must be registered with the FAA. That registration number
is to be displayed on the sUAS / UAV in question. No sUAS / UAV can be operated on campus or under the
auspices of the university without the appropriate internal approvals, internal registrations, and the appropriate
FAA registration. Plant and Service Operations / UAS Coordinator will assist in registering the UAV with the FAA.

This application does not supersede any permitting requirements of the FAA or other agencies.

No sUAS / UAV can be operated on campus or under the auspices of the university without the appropriate internal approvals.
Project approval of any sUAS / UAV operation must be obtained from the UAV Coordinator prior to the
commencement of the use of any related equipment. For approval of a project involving the use of a sUAS /
UAVs, please fill out the “Southern Illinois University small Unmanned Aircraft Systems (sUAS) / Unmanned Aerial
Vehicle (UAV) Project Use Application”. That application must be submitted to the University / Plant and Service
Operations (PSO) for approval or denial.
General Information:

Date:__________________

Contact Name: ____________________________________________________________

Department: _______________________________________________________________

Email: ___________________________ Phone: ________________________________

UAS Description:

UAV make / model / serial number:

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<th>UAV Make</th>
<th>UAV Model</th>
<th>UAV Serial Number</th>
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UAV FAA registration / Property Control number:

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<th>FAA Registration Number</th>
<th>University Property Control Number</th>
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UAS General Data:

Aircraft type: ☐ Fixed-Wing (remote control airplane) ☐ Rotor-wing (remote control helicopter) ☐ Balloon ☐ Single engine ☐ Multi-engine (Quad-Rotor, drone, UAV) ☐ Other (describe) __________________________________________________________

Does this UAS burn combustible fuel? Type of fuel? ____________________________

Type of control: ☐ Free-Flight ☐ Manual ☐ Remote Control ☐ Semi-autonomous ☐ Fully autonomous

Maximum gross takeoff weight (specify units): __________________________________________

Span (widest point across in inches): __________________________________________

Maximum endurance (hours): __________________________________________

Maximum operating altitude (specify units): ________________________________________

Maximum range (specify units): _________________________________________________

Maximum speed in flight (specify units): __________________________________________
Does the UAV have an automated recovery system that allows it to return safely to a predetermined point in the event that the ground control station loses communication with the UAS? Please describe.

Aircraft manufacturer’s website: _________________________________________________

UAS Maintenance
Who will be responsible for conducting maintenance on the UAS and keeping a record of the maintenance performed? ________________________________________________________________

Applicant’s Signature:
By signing this application, you are verifying that the information provided on this internal registration is accurate.

Signature of Responsible Employee/Project Coordinator  Date

Please return a copy of the completed application and any attachments to:
Plant and Service Operations – UAV Operations
Attention: UAS Coordinator
Service Building 1 - Mail Code 6727
210 Physical Plant Dr.
Carbondale, Illinois 62901
618-453-6793 | F: 618-453-3295
custserv@psosiu.edu

A copy of the documentation will be kept.
No flight can take place before all internal / external registration is completed.