### Certificate of Waiver or Authorization (COA) Application in FAADroneZone (CADZ) Screenshots shows the Public Test Environment

(slides 2 - 10 are Access information needed to authorize public users) (rest of the slides are screenshot of application creation and submission)

## Login Page for the FAA DroneZone/Access Forms

https://faadronezone-access.faa.gov/#/



## Users sees Privacy Act Statement and agrees to it.

# Privacy Act. Statement Pop-up



User provide Name and email and validate the email to establish an account. Once the info. is submitted user verify the email by click on the email received in the inbox.

## Account FAADZ Account Creation

#### **Create Account**

To register you must be 13 years of age or older.

Use a valid email address as you will need to verify your account.

#### \* Indicates a required field.

| FIRST NAME*       | Enter First Name       |
|-------------------|------------------------|
| MIDDLE INITIAL    | Enter Middle Initial   |
| LAST NAME*        | Enter Last Name        |
| SUFFIX            | Enter Suffix           |
| EMAIL*            | Enter Email            |
| PASSWORD*         | Enter Password         |
| CONFIRM PASSWORD* | Enter Confirm Password |

Password must be at least 8 characters in length and contain at least one upper case letter, one lower case

letter, one number, and one special character (e.g. !, @, #, %, etc.)



## CADZ Account Setup: Adding Services - Dialog box

| An official website of the United States gove      | rnment <u>Here's haw you know</u>   |
|--|---|
| 🚷 United States Department of Transportation       |   |
| Federal Aviation<br>Administration<br>FAADroneZone | Contact Drone Events Hi, Chad j ▼ Log Out<br>Recreational Flyers Certificated Remote Pilots Public Safety & Government Educational Institutions Where Can I Fly? UAS en Español |
| HOME / FAADRONEZONE SERVICES                       |   |
|  |   |
| T  | FAADroneZone Services<br>hank you for registering an FAADroneZone Access account. To proceed, simply add an<br>FAADroneZone Service using the Add a Service option below.       |
|  | <u>+ Add a Service</u>  |

## **CADZ Account Setup: Selecting** FAADroneZone Services Screen 2

Screen 1

| Federal A<br>Administi | Add a Service<br>Select a service and click the Add Service button below.   | Ki, Public * Log Out (Can   Fly? UAS en Español | Federal Aviation<br>Administration<br>FAADroneZone Rec  | creational Flyers Certificated Remote Pilots Public Sa  | Contact Drone Events Hi, Public * Log Out |
|------------------------|---|---|---|---|---|
| / FAADRONEZONE SERV    | Government, Public, and other Part 91 Civil Operators<br>Certificate of Authorization Application in FAADroneZone (CADZ)<br>This service is to submit a Certificate of Waiver or Authorization (COA)/Airspace Access Authorization (AAA) for the<br>following entities:<br>• Department of Defense Public Aircraft Operator (PAO) (COA/AAA)<br>• Public Aircraft Operator (PAO) (In Development)<br>• Civil Operator (44807 exemption or 44803(c) waiver) (In Development)<br>• Special Flight Authorization (foreign aircraft) (In Development)<br>• Special Flight Authorization (foreign aircraft) (In Development)<br>• CADZ SERVICE SELECTED |   | Thank ye<br>Governme<br>Part 91 Ci<br>Certificate of J<br>FAADroneZon<br>This service is t<br>Authorization (<br>(AAA) for the fo<br>Departme<br>(PAO) (CO.<br>Public Airc<br>Civil Oper<br>waiver) (In<br>Type/Prod<br>Developm<br>Special Fil<br>Developm | FAADroneZone S<br>you for registering an FAADroneZone Access a<br>FAADroneZone Service using the Add a<br>ment, Public, and other<br>civil Operators<br>(CAD)<br>sto submit a Certificate of Waiver or<br>(COA)/Airspace Access Authorization<br>following entities:<br>ment of Defense Public Aircraft Operator<br>DA/AAD)<br>(realt Operator (PAO) (In Development)<br>rator (44807 exemption or 44803(c)<br>In Development)<br>duction Certificated Operator (In<br>ment)<br>light Authorization (foreign aircraft) (In<br>ment) | Service option below.                     |
|                        | CANCEL ADD SERVICE  |   | Need help to d<br>Part 91 Civil op<br>LAUNCH CAE  | determine if you can apply as a PAO or<br>perator? ><br>NDZ DASHBOARD   |   |

# CADZ Account Setup: Selecting among Civil, Public and DOD CADZ

#### CADZ: Account Types

Select one of the following CADZ account types to complete your account setup.

#### PUBLIC

A Public Account is appropriate for any of the following:

 An aircraft used by the United States Government. (Reference 49 U.S.C. § 4010 2(a)(41)(A)).

An aircraft owned and operated by or exclusively leased for at least 90 continuous days by the government of a State, the District of Columbia or a territory or possession of the United States or a political subdivision of one of these governments. (Reference 49 U.S.C. § 40102(a)(41)(C) and (D)).

An aircraft that is owned or operated by or exclusively leased for at least 90 continuous days by an Indian tribal government. (Reference 49 U.S.C. § 40102(a) (41)(F)).

NOTE: An aircraft described in subparagraph (A), (B), (C), (D), or (F) of section 40102(a) (41) does not qualify as a public aircraft under such section when the aircraft is used for commercial purposes or to carry an individual other than a crewmember or a qualified non-crewmember.

SET UP PUBLIC ACCOUNT

#### Part 91 Civil Operator

- An aircraft operator requesting a COA that does not meet the above public aircraft definition.
- An unmanned aircraft that exceeds the maximum weight limit of Part 107 or your mission includes a non-waiverable rule.
- An aircraft operator needs to operate under the 44807 Exemption or 44803 (c) Waiver.
- An aircraft operator requesting a COA for Special Flight Authorization/Waiver, Special Airworthiness Certificate/Experimental Category or Type Certificate.

#### SET UP PUBLIC ACCOUNT

There will be one more selection on this screen for the Civil users

#### DEPARTMENT OF DEFENSE (DOD)

A DOD Account is appropriate for the following:

 Generally an unmanned public aircraft that is owned, operated or contracted by the Department of Defense, consistent with 49 U.S.C. section 40102(a)(41) and section 40125.

SET UP DOD ACCOUNT

# CADZ Account Setup: Submitting User Profile Data 1 of 2

#### ACCOUNT TYPE / PUBLIC USER PROFILE

\* Indicates a required field or that a selection is required.

#### **Public User Profile**

To register, complete the form below and click Complete Profile.

| FIRST NAME Public                         | LAST NAME CADZ              |
|---|-----------------------------|
| PHONE* (202) 267-1234                     | PHONE EXT Enter Phone Ext   |
| NAME OF PUBLIC ENTITY* TEST PUBLIC ENTITY | EMAIL public.cadz@gmail.com |

ADDITIONAL DETAILS\* Provide details on why the account is being requested.

#### PAO REGULATIONS

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55/15000 characters

# CADZ Account Setup: Submitting User Profile Data 2 of 2

| roponent ini                        | ormation                              |       |           |      |  |   |  |                                  |
|-------------------------------------|---------------------------------------|-------|-----------|------|--|---|--|----------------------------------|
| EMAIL*                              | public.cadz@gmail.co                  | m     |           |      |  |   |  |                                  |
| ADDRESS*                            | 800 Independece                       |       |           |      | ADDRESS  | Enter Apartment                             | t, Suite, or Unit                                      |                                  |
| CITY* E                             | nter City                             | STATI | E* Select | a St | ate 🗸  | ZIP CODE*                                   | Enter ZIP Code   |                                  |
| PHONE*                              | Enter Phone                           |       |           |      | PHONE EXT  | Enter Phone Ext                             |  |                                  |
| Applying as Fe                      | ed / Non-Fed Public E<br>gasa federal | Oyes  | NO        |      | DRAFT PDL DOCUMENT                                       | • Choose a fil                              | le   | BROWSE                           |
| ARE YOU OPERATING<br>ORGANIZATION?* | G AS A FEDERAL                        | Oyes  | NO        |      | DRAFT PDL DOCUMENT                                       | Choose a fil                                | e<br>art of your application                           | BROWSE                           |
|                                     |                                       |       |           |      | size is limited to 20 MB. S                              | upported file format                        | s include: .doc, .docx, .                              | pdf                              |
| ARE YOU A CONTRA                    | CTOR FOR A PUBLIC ENTITY?*            | YES   | ONO       |      | SIGNED AUTHORIZATION<br>DOCUMENT*                        | N Choose a fil                              | e  | BROWSE                           |
|                                     |                                       |       |           |      | Include the signed autho<br>status. File size is limited | rization from the pu<br>to 20 MB. Supported | blic entity verifying you<br>I file formats include: . | ır contractor<br>loc, .docx, .po |
|                                     |                                       |       |           |      | COMPLET  |   |  |                                  |

Once proponent submit the info. gatekeeper is notified that a new account is requested.

## CADZ Account Setup: Pop-Up for Pending Approval Page

### Public Aircraft Operations (PAO) Account: Pending Approval Page (PUBLIC)

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Reference Number: 2023-PUB-00032

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This page shows up when user submit user profile info data.