

**JUSTIFICATION FOR NON-SUBSTANTIVE CHANGES**  
**National Transportation Safety Board**  
**NTSB Form 6120.1: Pilot/Operator Aircraft Accident/Incident Report**

The National Transportation Safety Board (NTSB) received approval for the Pilot/Operator Aircraft Accident/Incident Report form in April 2024 and for non-substantive changes in July and November 2024, and now proposes additional changes to the form instructions.

The non-substantive changes to the instructions only are intended to clarify how pilots and operators may submit the form. We received feedback that there was some confusion on the submission process. As a result, we propose the changes in the screenshots below to the first section of the form instructions. The remainder of the instructions and the 6120.1 form will not change.



FORM 6120.1 • OMB NO. 3147-0001 • EXPIRES 04-30-2027

■ **Instructions for Pilot/Operator Aircraft Accident/Incident Report  
(Form 6120.1)**

**Purpose of Form 6120.1**

The National Transportation Safety Board (NTSB) uses this form for aircraft accident prevention activities and for statistical purposes. Completion of this form will take approximately 60 minutes.

NTSB regulations require that you answer all questions completely and accurately. Definitions and explanations of form field choices are provided below.

**Submission Information**

[Only complete and submit this form if:](#)

- [You have first contacted the NTSB with your initial accident report, and](#)
- [You have been contacted by an NTSB investigator asking you to complete the form.](#)

All questions **must be answered completely and accurately**. If more space is needed, [you can provide supplemental information on a continue-on-a blank -pagesheet of paper.](#)

Several questions throughout the form allow for multiple responses; when appropriate, choose all responses that apply.

Return your completed form within 10 days after an accident for which notification is required by 49 CFR § 830.5, or after 7 days if an overdue aircraft is still missing.

The NTSB investigator who provided this form to you will include instructions for returning it. If you are unable to contact the investigator to submit your completed form, contact the NTSB ROC at 844-373-9922 or [notify@ntsb.gov](mailto:notify@ntsb.gov).

Return this form by:

- e-mail to [notify@ntsb.gov](mailto:notify@ntsb.gov) or
- mail to  
NTSB, Office of Aviation Safety,  
490 L'Enfant Plaza, S.W.,  
Washington, D.C. 20594.

For occurrences that do not involve a fatality, you can appeal the determination that the occurrence is an accident by writing to: [the](#)

Director, Office of Aviation Safety, NTSB,  
490 L'Enfant Plaza, S.W.,  
Washington, D.C. 20594.

The NTSB does not guarantee the privacy of any information provided in this form. Accordingly, the information you provide may be subject to public release.

Only complete this form if it displays a valid OMB control number. See 5 CFR § 1320.5(b).

This form and instructions are available on NTSB's [Report an Aircraft Accident to the NTSB](#) page.