

## UAS “Drone” Procedure Check List

### Student Hobbyists

1. **FAA authorization:** [Register](#) your drone and familiarize yourself the [FAADroneZone](#) web page. You may also wish to download the [FAA’s B4UFLy App](#).
2. **Campus authorization:** Submit the [UAS Flight Contact Information Form](#) to Environmental Health and Safety and keep a copy of the acknowledgment email with you during your flight.
3. **ISU Police and Control Tower check-in:** Within 90 minutes prior to the flight, notify the ISU Police Department (309-438-8631) and the FAA Control Tower (309-663-1278) of the flight.

### On Campus Business

1. **FAA authorization:** You or your vendor must obtain a [FAA individual Remote Pilot certificate](#).
2. **Area authorization:** Get permission from individuals who are responsible for the areas on campus where you wish to fly.
3. **Campus authorization:** Submit the [UAS Flight Contact Information Form](#) to Environmental Health and Safety at least 11 business days prior to the planned flight.
4. **ISU Police check-in:** Within 90 minutes prior to the flight, notify the ISU Police Department (309-438-8631).

### Off Campus Research

1. **FAA authorization:** You or your vendor must obtain a [FAA individual Remote Pilot certificate](#).
2. **Area authorization:** Get permission from Property Owners using the [Permission to Fly Unmanned Aircraft Systems](#) form.
3. **Campus authorization:** Submit the [UAS Flight Contact Information Form](#) to Environmental Health and Safety at least 11 business days prior to the planned flight.
4. **Note:** If a flight is to be conducted outside of the United States using a University-owned UAS, contact the University’s Export Control Officer ([export@illinoisstate.edu](mailto:export@illinoisstate.edu) or 309-438-0615) several weeks before attempting to take the UAS out of the United States.