

Filing a NOTAM

- [FAA](#)

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ALTHOUGH MANY hobbyists will never need to do so, the requirement to issue a Notice to Airmen (NOTAM) is becoming more common within the AMA community. Certain altitude agreements, sanctioned event Remote ID exemptions, and AMA clubs' FAA Airspace Authorizations to exempt operators at the site from broadcasting Remote ID all require that a NOTAM be filed.

To assist with this process, AMA has developed the following step-by-step tutorial:

1. Call (877) 487-6867 between 7 days and 24 hours before your event, or at least 24 hours before the day you that will begin flying. For clubs with FAA Remote ID exemptions, your authorizations might require a longer-term NOTAM to be issued for your day-to-day operations.
2. The NOTAM system will recognize your state by the phone number from which you are calling.
 - If it is different from the location of the event, press 1 and follow the prompts to enter the correct state.
3. After your state has been confirmed, you will be directed to a representative. It is possible that the information you will be asked to provide will vary slightly, depending on the state/representative. Likely questions include:
 - For what is the NOTAM being issued?
 - Answer UAS operations.
 - Have you issued this NOTAM in the last 30 days?
 - Is the NOTAM going to be at an airport, or would you like to provide latitude/longitude?
 - Answer latitude/longitude, and then provide it in degrees, minutes, and seconds.
 - What altitude is included in the NOTAM?
 - How much is the nautical mile (nm) radius for the NOTAM?
 - 1/4-nm radius is sufficient for most events, but 1/2-nm radius might be needed for very large flying sites.
 - What is the date of the NOTAM?
 - What is the start time?
 - They will need a specific time with the time zone. If your event is multiple days long, using the same start and finish time for each day will allow you to issue one NOTAM; however, different start/finish times each day will require multiple NOTAMs. AMA encourages you to issue the NOTAM

- for the same start/finish time for every day of your AMA sanctioned event.
- What is the end time?
 - See the above start time information.
 - The representative will then likely put you on hold while they verify the location. They might have additional questions when they return regarding the location.
 - You will then provide your initials and be asked if you are an individual or representing a group.
 - Answer Academy of Model Aeronautics.
4. At the end of the call, the representative will give you a NOTAM number. Be sure to write that number down and email it to waivers@modelaircraft.org if the NOTAM is required for sanctioned event waivers. AMA needs this number in order to issue your sanctioned event altitude waiver and/or Remote ID authorization certificate. Be sure to include the event name and sanction number in the email.
- AMA does not need your NOTAM number if the NOTAM was filed for your flying site's FAA Airspace Authorization to exempt your site from Remote ID for day-to-day operations; however, this agreement *does* require that the NOTAM be canceled when operations are completed or are not being conducted. In order to do so, call the same phone number and have the NOTAM number ready to provide to the representative.

Please note that filing a NOTAM should only be done at the request of AMA or the FAA, and only for the purpose of an AMA Sanctioned Event Waiver/Authorization, Remote ID Authorization, and/or as required by your specific 7711 Airspace Authorization.

If you have any further questions or concerns, contact the Government Affairs department at (765) 287-1256 or amagov@modelaircraft.org.