

2023

Unmanned Aircraft (UA) Take-off/Landing Permit Application Portal

Applicant User Guide

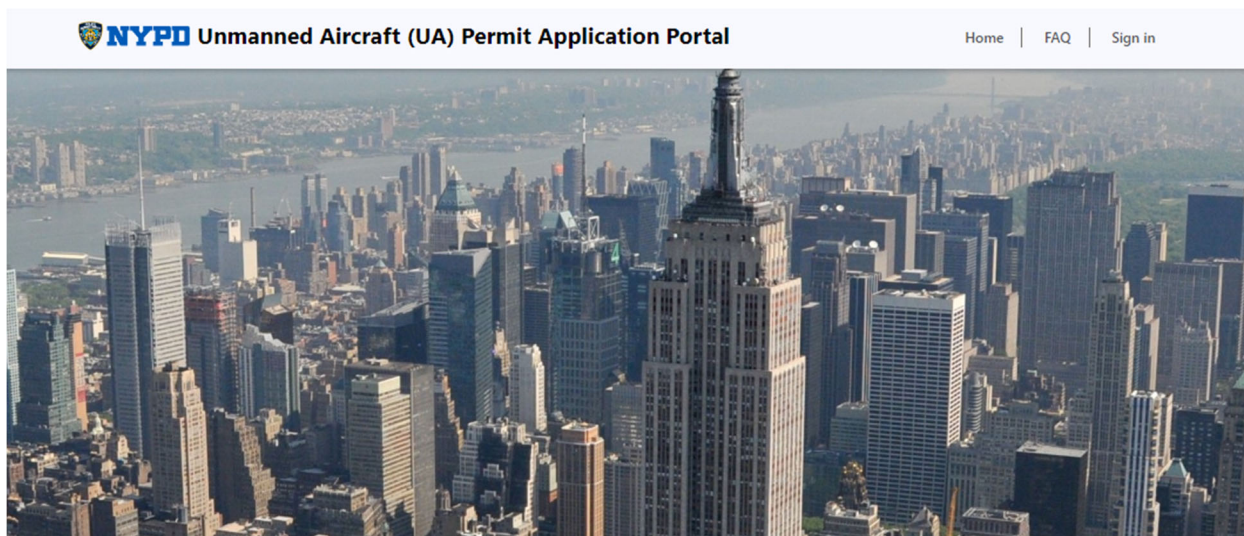


Updated 07.20.2023

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INTRODUCTION



The Rules of the City of New York (38 RCNY 24) allow members of the public to apply for permits for unmanned aircraft (UA), including drones, to take-off and land within NYC. The rules give individuals and businesses broader abilities to use the technology for a variety of purposes. Members of the public must apply for a permit at least 30 days before a proposed take-off or landing, except under limited circumstances where the process may be expedited.

Unmanned aircraft are also commonly known as unmanned aerial vehicles (UAV), remote controlled aircraft, model aircraft, and drones.

GETTING STARTED

For New Users

To create a new user account:

1. Visit the Unmanned Aircraft Take-off/Landing Permit Application page and click to load the web-based application portal:
<https://www.NYC.gov/DronePermits>
2. Click “Sign up now.”
3. Enter a valid email address and click “Get verification code.” You will be emailed a temporary verification code.

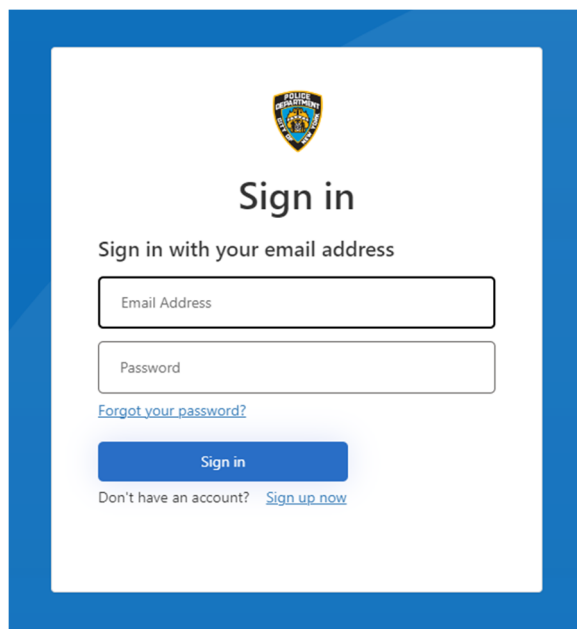
NOTE: If the verification code expires, click “Send a new code” to get a new verification code emailed to you.

4. Enter the verification code and click “Verify.”
5. Enter your first and last names.
6. Choose a password that is between 8 and 64 characters. Valid passwords must have at least 3 of the following:
 - a lowercase letter
 - an uppercase letter
 - a digit
 - a symbol
7. Click the “Create” button, then “Continue” to be taken to your Profile Page.

The screenshot shows a mobile application interface for creating a user account. At the top left is a 'Cancel' button. In the center is the NYPD logo and the title 'User Details'. Below the title are several input fields: 'Email Address', 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. There are two blue buttons: 'Send verification code' located below the email field, and 'Create' located below the surname field.

It is important to keep the information on your Profile Page updated, as this allows application reviewers the opportunity to reach out to you to offer support as needed. See the **Update Your Profile** section of this guide for further instruction.

For Returning Users



The image shows a sign-in form for returning users. At the top center is the New York City Police Department logo. Below the logo, the text "Sign in" is displayed in a large, bold font. Underneath, it says "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a link that says "Forgot your password?". At the bottom of the form is a blue button labeled "Sign in". Below the button, there is a link that says "Don't have an account? Sign up now".

To sign into an existing account:

1. Visit the Unmanned Aircraft Take-off/Landing Permit Application page and click to load the web-based application portal: <https://www.NYC.gov/DronePermits>
2. Enter your email address and password. You will be emailed a temporary verification code.
3. Enter the verification code and click "Continue" to sign in.

To reset your password:

1. Visit the Unmanned Aircraft Take-off/Landing Permit Application page and click to load the web-based application portal: <https://www.NYC.gov/DronePermits>
2. Click "Forgot your password?" to be emailed a verification code.
3. Enter the verification code and click "Continue" to reset your password. Choose a password that is between 8 and 64 characters. Valid passwords must have at least 3 of the following:
 - a lowercase letter
 - an uppercase letter
 - a digit
 - a symbol

NAVIGATING THE SITE

When you are logged in, you will see the following sections:

- **My Applications in Draft**
- **My Submitted Applications**
- **Begin an Appeal**
- **Appeals in Progress**

Each section can be sorted by:

- Application #
- Current status
- Event start and event end dates

NYPD Unmanned Aircraft (UA) Permit Application Portal

Home | My Applications | My Permits | FAQ | Full Name ▾

My Applications in Draft

[Create](#)

Application # ↓	Applicant	Event Name	Intended purpose or use	Business or Organization	Current Status
There are no records to display.					

My Submitted Applications

There are no records to display.

Begin an Appeal

Application # ↓	Current Status
There are no records to display.	

My Appeals in Progress

Application # ↓	Current Status
There are no records to display.	

Figure 1. HOME SCREEN

When you have Applications in Draft, you may delete a draft by selecting the arrow to the right of the Application to select “Delete.”

Update Your Profile

To update your Profile Page:

1. Make sure your first and last names and contact information (email address and phone number) are correct.
2. Click the “Update” button to save your changes.

A system message will confirm when your profile has been updated successfully. Make any requested changes and click the “Update” button again to save changes.

NYPD Unmanned Aircraft (UA) Permit Application Portal

Home | My Applications | My Permits | FAQ | Doe First Name Doe Last Name ▾

[Home](#) > [Profile](#)

Profile

Please provide some information about yourself.

Your Information

First name
Doe First Name

Last name *
Doe Last Name

E-mail
first.last@school.edu

Phone Number
1-234-567-8900

Business/Organization Name
School

[Update](#)

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Figure 2. PROFILE PAGE

APPLY FOR A NEW PERMIT

Applicants must submit, at minimum, mandatory information regarding the Applicant, Proposed Operator(s), Visual Observer(s), and all required certifications and other attachments for a UA permit application to be considered complete and ready for review. You should provide as much information as possible, as additional details may help UA permit application reviewers make the proper determinations.

Start a new application by clicking the blue “Create” button at the top right.

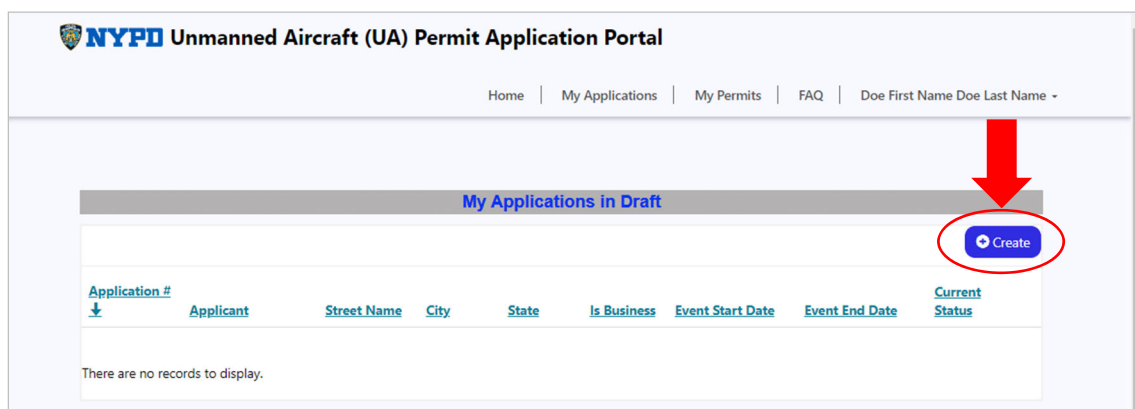


Figure 3. CREATE A NEW PERMIT APPLICATION

Click the “Begin” button to start your new permit application.

In the “Applicant Details” section:

1. Select “yes” if the Applicant is a Business Entity, such as a business, school, or organization.

 The screenshot shows the 'Applicant Details' section of the portal. On the left is a sidebar with navigation links: 'Welcome', 'Applicant Details' (selected), 'Proposed Operator', 'Visual Observer', 'Drone Details', and 'Flight Details'. The main content area is titled 'Applicant' and contains the following fields:

- 'Is Applicant an Entity (Business, Schools, Organization, etc)' with radio buttons for 'No' and 'Yes' (selected).
- 'Full Name *' with a text input field containing 'Doe First Name Doe Last Name'.
- 'Date of Birth *' with a date picker input field showing 'M/D/YYYY'.

 A yellow callout box on the right contains the text: 'NOTE: If you select “yes” to mark the Applicant as a Business Entity, additional fields will appear below.'

Figure 4. IDENTIFY AS A BUSINESS ENTITY, IF APPLICABLE

2. Provide all required information for:

- **The Applicant**

Required fields include Applicant’s Full Name, date of birth (DOB), address, email address and phone number.

- **The Business Entity, if applicable**

Required fields include: Name, address, email address, and phone number.

Organization/Business Name

Organization/Business Address

Organization/Business Email

Organization/Business Phone
Provide a telephone number

Figure 5. ENTER ORGANIZATION DETAILS

3. Attach files for all required documentation, including the Applicant’s:

- Valid government-issued photo identification
- Insurance policies
- Data privacy policies
- Cybersecurity policies

If a UA on any of the proposed flights will record video, still images, or audio during its operation, a copy of the proposed community notice *must* be submitted.

A copy of the community notice. *
Choose File No file selected

A copy of Applicant's Government-Issued Photo ID *
Choose File No file selected

A copy of the applicant's cybersecurity policies, or a detailed description of the applicant's policies and procedures for securing the confidentiality, integrity, and availability of an unmanned aircrafts systems and underlying data *
Choose File No file selected

A copy of the insurance policy required under the rules *
Choose File No file selected

A copy of the applicant's data privacy policy, or a detailed description of the applicant's practices and procedures for protecting data privacy *
Choose File No file selected

Figure 6. ATTACH ALL REQUIRED DOCUMENTATION

4. Click the “Next” button at the bottom of the page to proceed to the next section.

In the “Proposed Operator” section, click the “Add Operator” button to add each individual UA operator or pilot.

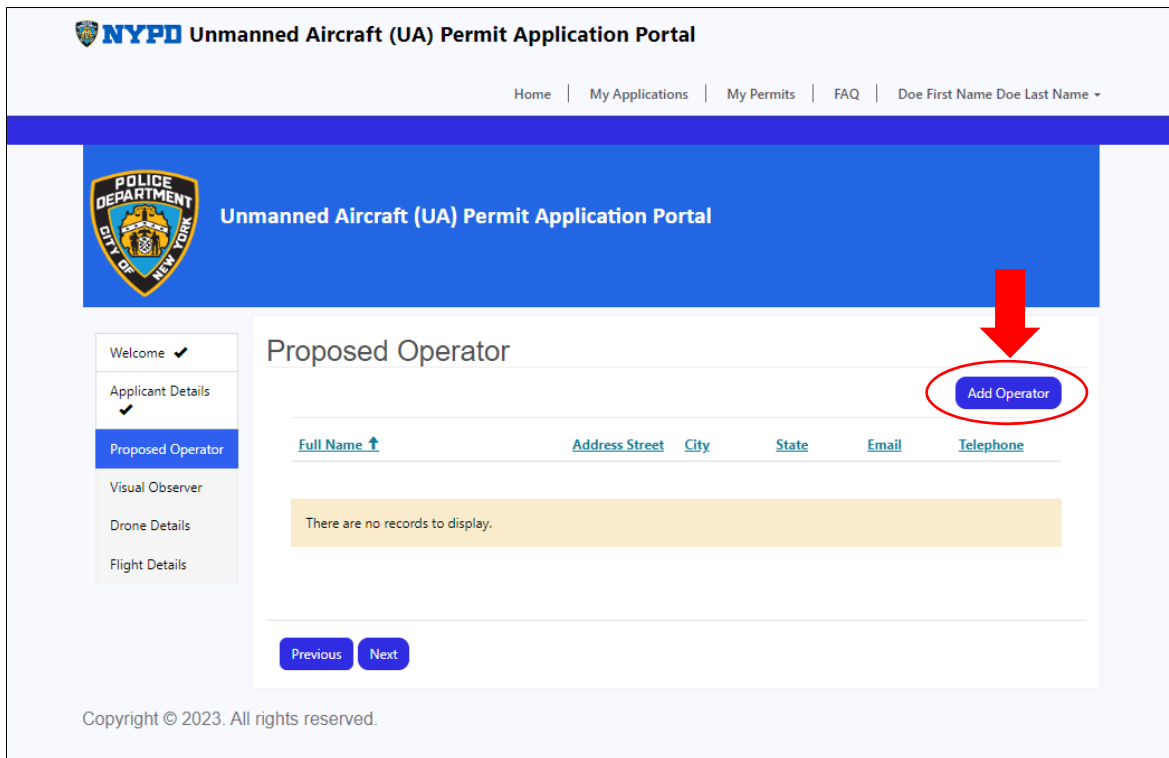


Figure 7. ADD OPERATORS

On the next screen:

- Provide all required information for UA Operator(s), including full name(s), date of birth (DOB), address(es), email address(es), telephone number(s).
- Attach a copy of each Operator’s government-issued photo identification (ID) and a copy of the Operator’s FAA-issued pilot certificate.
- When all Operators are entered, click the “Submit” button at the bottom of the page.

Click the “Next” button at the bottom of the page to proceed to the next section.

(You can also click the “Previous” button at the bottom of the page to go back and correct or update previously submitted information.)

In the “Visual Observer” section, click the “Add Observer” button to add each individual Observer.

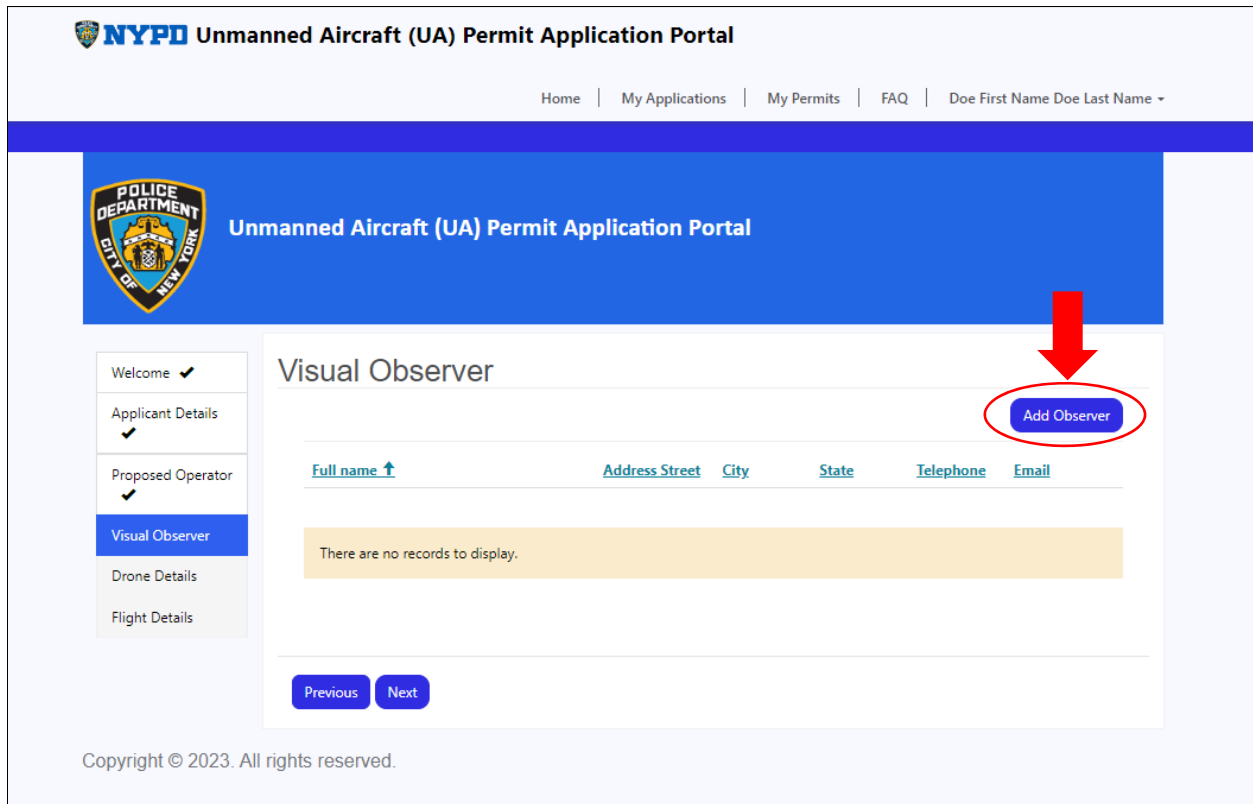


Figure 8. ADD VISUAL OBSERVERS

On the next screen:

- Provide all required information for Visual Observer(s), including full name(s), date of birth (DOB), address(es), email address(es), telephone number(s).
- Attach a copy of each Observer’s government-issued photo identification (ID).
- When all Observer(s) are entered, click the “Submit” button at the bottom of the page.

Click the “Next” button at the bottom of the page to proceed to the next section.

(You can also click the “Previous” button at the bottom of the page to go back and correct or update previously submitted information.)

In the “Drone Details” section, click the “Add Drone” button to add each individual UA device.

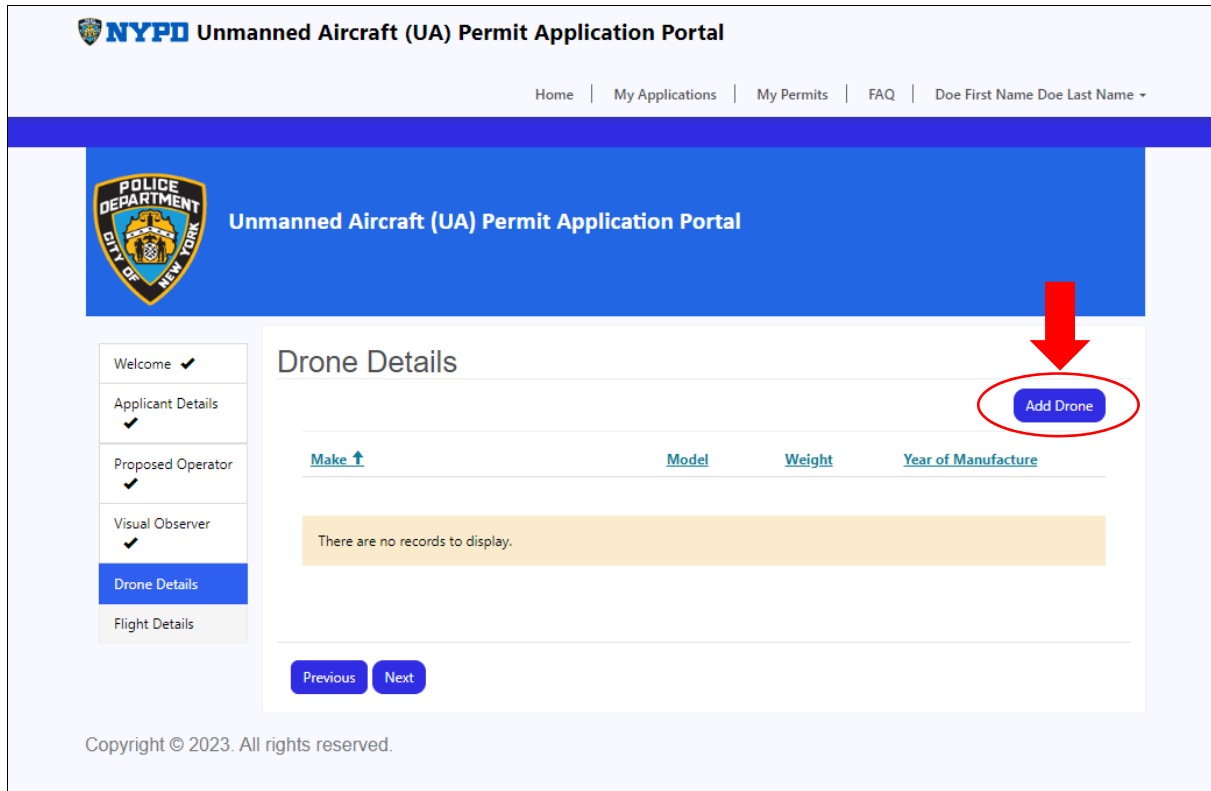


Figure 9. ADD DRONE DETAILS

On the next screen:

- Provide all required information for the Drone(s), including make, model, year of manufacture, weight, registered owner name, serial number, and FAA registration number.
- Remember to attach a copy of the FAA-issued Small UAS Certificate of Registration for each Device, if applicable. Additionally, attach all required FAA-issued waivers and authorizations in this section. (You will also be asked about 107 Waivers in the Flight Details section later in the application.)
- When all Devices are entered, click the “Submit” button at the bottom of the page.

Click the “Next” button at the bottom of the page to proceed to the next section.

(You can also click the “Previous” button at the bottom of the page to go back and correct or update previously submitted information.)

In the “Flight Details” section, click the “Add Flight Details” button to add each proposed flight.

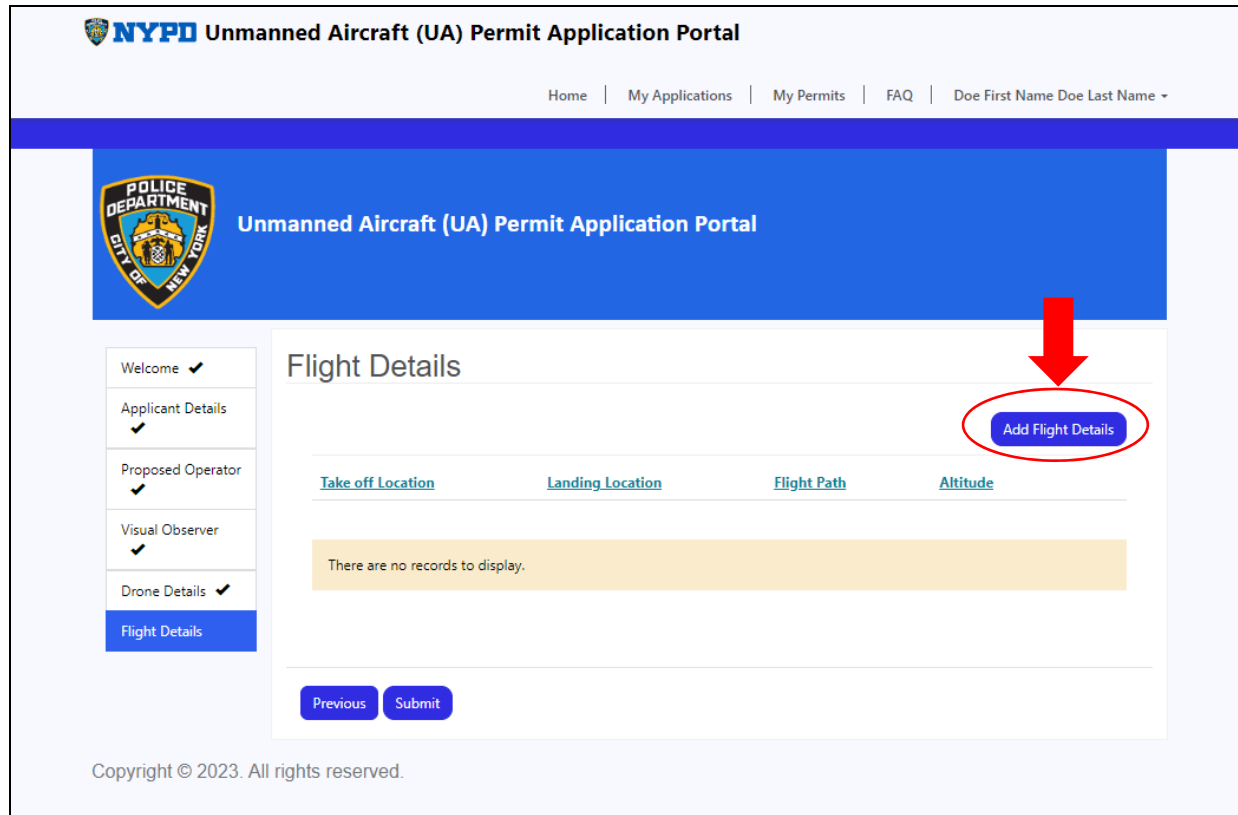


Figure 10. ADD FLIGHT DETAILS

On the next screen:

- Provide all required information for each proposed flight, including take-off location and date/time, landing location and date/time, flight path, altitude, and flight operations.
- When all Flight Details are entered, certify the affirmation statements at the bottom of the page and then click “Submit.”.

(You can also click the “Previous” button at the bottom of the page to go back and correct or update previously submitted information.)

A system message will confirm when your permit application has been submitted successfully. You will also receive an email confirming your submission along with an invoice for the nonrefundable application fee.

UPDATE OR EDIT A PERMIT APPLICATION

Make Edits, Updates, or Cancel

Permit applicants must submit minimum mandatory information for an application to be considered complete and submitted. In rare cases where a simple correction or update is needed, you may be permitted to make simple modifications to a permit application. Examples of such include adjusting proposed take-off or landing times by 30 minutes, or submitting a photo of a valid driver's license.

To make simple edits or updates to an application, email DronePermits@nypd.org. You may also send an email to cancel a permit application or, as a courtesy to other operators, to cancel a permit that you have been granted, but are unable to use.

CHECK APPLICATION STATUS

You may return to applications you have saved as drafts and submitted applications on the "My Applications" page.

When a permit application is approved, the UA Take-Off/Landing Permit Application Portal sends an email notification to the email address provided by the Applicant. The Applicant can also log into the Application Portal to confirm the current status of their permit and/or print a permit that has been granted.

Please review the **CHECK BEFORE USING YOUR UNMANNED AIRCRAFT IN NYC** section in this guide for more information about printing your permit.

When a permit application is denied, the Portal sends an email notification to the email address provided by the Applicant.

Begin an Appeal

If your permit application has been denied, the email notification sent to the Applicant will provide the reason for the denial. When logging into the Permit Application Portal, the denied permit application will move to the "Begin an Appeal" section on the "My Applications" page.

You may appeal the decision within 30 days of receipt of the decision by selecting the blue down arrow to the right of the denied application, then "Start an Appeal." Provide a detailed description for your appeal, such as additional information or further clarification of your requested flights, and click "Submit."

You will receive an email confirmation after your appeal is submitted. The Permit Application Portal will send a follow up email after your appeal has been reviewed and a final determination is made. You may log into the Application Portal to confirm the status of your Appeals.

CHECK BEFORE USING YOUR UNMANNED AIRCRAFT IN NYC

Before a UA takes off or lands in New York City, it is the responsibility of the Applicant and UA Operators to:

1. Print their NYC-issued UA Take-off/Landing permit
2. Log into the Application Portal to confirm the approved status of their UA Permit directly prior to take-off or landing a drone

Print Your Permit

UA operators must keep their NYC-issued permit for take-off and landing readily available and present them to law enforcement personnel upon request. For approved applications, printable UA Take-off/Landing Permits will be made available for the Applicant to print within 48 hours of the first proposed flight listed on the approved permit application.

Check Immediately Before Your Flight

Operators must log into the Application Portal to confirm the approval status of their UA Permit directly prior to take-off. Additionally, in accordance with flight safety best practices, operators are responsible for checking weather and conditions prior to operating a UA.

KEY RESOURCES

Applicants should refer to the FAQ's and other important guidance provided on the New York City's Unmanned Aircraft Permit Application page at <https://www.NYC.gov/DronePermits> prior to submitting a permit application.

For additional support, applicants may reach out to DronePermits@nypd.org.