

Flyover approval process notes for requestors

In order to request an aircraft flyover requestors must complete a DD Form 2535. This form is generated on <https://www.airshows.pa.hq.af.mil/PublicSite/Index.cfm?fwa=home> by selecting the “new request” button.

Important note: The **requestor** is responsible for ensuring the 2535 is completed. Public Affairs Offices and Operational Groups can assist requestors filling out the form, but must ensure that units aren't requesting flyovers of their own assets.

Key parts of the DD Form 2535

- Section 1 – Activity
 - Details on the activity being requested
- Section 2 – Event and Site Information
 - Details on the location, time, and audience of the request
- Section 3 – Requestor information
 - Information on the person requesting the aerial event
- Section 4 – Federal Aviation Administration Coordination
 - Call the local Flight Standards District Office associated with the request area and send them the form for signature
 - Event requests in the highlighted area below are coordinated by the Scottsdale FSDO.
 - Their contact information:
 - **Phone:** (480) 284-4450
 - **Fax:** (480) 272-7726
 - **Email:** [Email the Office](#)



- For requests outside the highlighted area you can find the offices contact information at the website below:
 - https://www.faa.gov/about/office_org/field_offices/fsdo/
- Section 5 – Program

- Explain how aviation support is an integral part of the event
- Section 6 – Support
 - Requestor agrees to support the event as applicable (varies by aircraft and event)
- Section 7 – Certification by requestor
 - Certification that information is correct

Requests should be completed no later than 30 days in advance of the event. Incomplete forms and requests will not be considered. Headquarters Air Force determines whether the event is eligible for support.

If you have questions/need help with the form for a request in the Phoenix metro area you can contact 56th Fighter Wing Public Affairs at 623-856-6011. It is important to note that once a request is submitted it is open to all units in the local area, so the flyover may not necessarily be out of Luke Air Force Base, but the Luke Air Force Base team can assist with the paperwork for events in this area.