

## HIMS AME Change Request

(Updated 07/25/2018)

The Authorization for Special Issuance requires that airmen **DO NOT change his/her HIMS AME without prior FAA approval.**

In **rare** cases in which the HIMS AME listed on the Authorization Letter is no longer available to the airman (ex: HIMS AME retires, is no longer a HIMS AME, is deceased, or the airman or HIMS AME relocates to a new state, etc.), a change request is required.

The FAA requires the following to consider any request:

1. **CURRENT HIMS AME** - must write a closeout, current status report describing why the change is requested and agree to release monitoring/sponsorship to the new HIMS AME (list the name of new HIMS AME). The closeout report must note if there are any concerns regarding the airman's compliance.

If the HIMS AME is deceased, his/her office staff should contact AAM-200 Manager, Medical Specialties in Washington, DC at 202-267-8035.

2. **NEW HIMS AME** - must review the airman's records and, in writing, agree to sponsor/monitor the airman in accordance with the terms of the FAA SI Authorization Letter
3. The **AIRMAN** must send a written request to the FAA describing why there is a requirement to work with a new HIMS AME.

The FAA will review the submitted information, and IF the change is approved\*, will send an updated Authorization Letter with the new HIMS AME information to the airman.

Submit requests to:

Federal Aviation Administration  
Civil Aerospace Medical Institute, Bldg. 13  
Aerospace Medical Certification Division, AAM-313  
PO Box 25082, Oklahoma City, OK 73125-9867

**\*NOTE: Submission of a HIMS AME Change Request does not automatically guarantee approval of the request.**