Submit this MANDATORY checklist and ALL supporting information outlined below within 14 days of deferred exam. Use only ONE method to submit. Sending by multiple modes (or duplicates) will delay the review process.

Check one of the boxes below to indicate the method of the submission.

<table>
<thead>
<tr>
<th>Electronic submission:</th>
<th>All others, mail to:</th>
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</thead>
<tbody>
<tr>
<td>First and second class HIMS cases ONLY</td>
<td>Using regular mail US Postal Service: Federal Aviation Administration Aerospace Medical Certification Division AAM-313 PO Box 25082 Oklahoma City, OK 73125-9914</td>
</tr>
<tr>
<td>Using FedEx, UPS, etc.: Federal Aviation Administration Medical Appeals Section, AAM-313 Aerospace Medical Certification Division 6700 S. MacArthur Boulevard, Room B-13 Oklahoma City, OK 73169</td>
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</table>

The specific information required for each report type is detailed in the corresponding numbered (#) items on the FAA Certification Aid – HIMS Drug and Alcohol – INITIAL.

0*. HIMS-Trained AME Checklist - Drug and Alcohol MONITORING INITIAL Certification. *Use this checklist as a coversheet and submit the rest of the information, numbered and ordered as shown below:

1. HIMS AME Report FACE-TO-FACE, IN-OFFICE EVALUATION (narrative):
   - Signed and dated

2. HIMS AME Data Sheet (N/A for third class airmen)

3. Drug and/or alcohol TREATMENT RECORDS:
   - Include any applicable psychotherapy notes and pre-treatment psychiatrist reports

4. PSYCHIATRIST EVALUATION:
   - HIMS-trained psychiatrist for most first and second class airmen
   - Most third class will require a board-certified psychiatrist

5. NEUROPSYCHOLOGIST EVALUATION and RAW TESTING DATA
   - CogScreen results

6. ADDITIONAL RECORDS:
   - Aftercare Report (Group)
   - Airline Reports: Chief Pilot Report and Peer Pilot Letter (for commercial pilots 1st or 2nd-class; 3rd class N/A)
   - Airmans Personal Statement
   - Drug or Alcohol Testing
   - DUI Records (BAC, court records, driving/DMV records)
   - Medical Records (List any other conditions relevant to this case)
   - SI Additional Reports (Only when specified by the Authorization Letter)

The specific information required for each report type is detailed in the corresponding numbered (#) items on the FAA Certification Aid – HIMS Drug and Alcohol – INITIAL.

MISSING OR INCOMPLETE ITEMS WILL CAUSE CERTIFICATION REVIEW DELAYS.

- Send all of the above information AND this Checklist in ONE PACKAGE, via electronic submission or mailed to the appropriate address listed above.
- Upon receipt and review of all of the above information, additional information or action may be requested.