

HIMS AME CHANGE REQUEST

(Updated 09/25/2024)

The Authorization for Special Issuance requires that individuals **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 individual (ex: HIMS AME retires, is no longer a HIMS AME, is deceased, or the individual or HIMS AME relocates to a new state, etc.), a change request is required.

The FAA requires the following to consider any request:

1. The INDIVIDUAL must send a written request to the FAA (address below) describing why there is a requirement to work with the new requested/prospective HIMS AME.

In addition, the individual must give FAA Office of Aerospace Medicine **authorization to release a complete copy of their FAA Medical File** to the new requested/prospective HIMS AME **in advance** of the new requested/prospective HIMS AME's agreement to monitor the individual. For information on how to accomplish this, see [Requesting Medical Records](#).

2. The CURRENT HIMS AME must write a closeout status report describing why the change is requested and agree to release HIMS AME monitoring services to the new requested/prospective HIMS AME (list the name of new HIMS AME).

The closeout report must note if there are any concerns regarding the individual's compliance.

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

3. NEW REQUESTED/PROSPECTIVE HIMS AME must review the individual's records and, in writing, agree to monitor the individual in accordance with the terms of the FAA SI Authorization Letter.

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 individual.

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.**