

## DIABETES MELLITUS TYPE I OR TYPE II INSULIN TREATED – CGM OPTION

### **F. HOW TO SUBMIT DOCUMENTS FOR INITIAL OR RECERTIFICATION/RENEWAL**

(Updated 08/30/2023)

Coordinate with your AME to make sure that **A COMPLETE** package is sent to the FAA **WITHIN 14 DAYS**. Partial or incomplete packages will NOT be reviewed and will cause a DELAY in certification. Your AME may submit the documents to the FAA using the AMCS document upload feature.

#### UPLOAD EACH DOCUMENT **SEPARATELY**:

- Endocrinologist current, detailed Clinical Progress Notes (each visit separately).
- Cardiologist current, detailed Clinical Progress Note (each visit separately).
- Ophthalmologist current, detailed Clinical Progress Note (each visit separately).
- Lab Results (separated by date of collection).
- CGM Data (separated by month). We strongly recommend uploading the original **color** digital report in PDF format.
- Other pertinent documentation deemed necessary by you or your AME.

**The fastest and most efficient way to submit reports to the FAA is through your AME as a direct upload.** See instructions on [How to Upload Documents](#).

As an alternative to your AME uploading digital reports, you may mail the diabetes information in paper format (color printouts preferred) using **one** of the following addresses:

#### **Regular mail (US postal service)**

Federal Aviation Administration  
Civil Aerospace Medical Institute, Building 13  
Aerospace Medical Certification Division, AAM-313  
PO Box 25082  
Oklahoma City, OK 73125-9914

OR

#### **Special mail (FedEx, UPS, etc.)**

Federal Aviation Administration  
Medical Appeals Section, AAM-313  
Aerospace Medical Certification Division  
6700 S. MacArthur Boulevard, Building 13, Room 308  
Oklahoma City, OK 73169

**If your documents have been uploaded** by your AME using the AMCS document upload feature, **DO NOT also mail the documents**. Duplication of documents will delay the review of your medical certification file.