

Department of Transportation  
 FEDERAL AVIATION ADMINISTRATION  
**IFR PILOT EXAM-O-GRAM\* NO. 35**

CLEARANCE DELIVERY PROCEDURES

This Exam-O-Gram is presented to help clarify clearance delivery procedures for pilot and ground instructor applicants for the Instrument Rating Test. Analyses of written tests indicate that many applicants are unaware of the different procedures at different facilities.

At an uncontrolled airport with no A/G communications.

There are two practical ways to receive your clearance in this situation. You may call the FSS on the telephone prior to takeoff or contact a nearby ATC facility after you are airborne. Discuss it with the FSS specialist while filing your flight plan and determine which procedure is most desirable.

§ OKLAHOMA CITY, CIMARRON (F29) 45W 35°29'15" FSS: OKLAHOMA CITY  
 97°49'00" IFR  
 1353 H35/17L 35R (1) (S-17) S5 F12, 18  
 REMARKS: ARPT ATTENDED 0700-1800 RGT TFC RWY 17L 19, 15, 17R FOR SVC AFT  
 HRS CALL 354-6270/YUKON

OKLAHOMA CITY FSS 121.5 122.1R 122.2 122.6 123.6

Oke City Dep Con 124.6

At an uncontrolled airport with a Flight Service

Station on the field. Get your clearance from the FSS on the radio prior to takeoff.

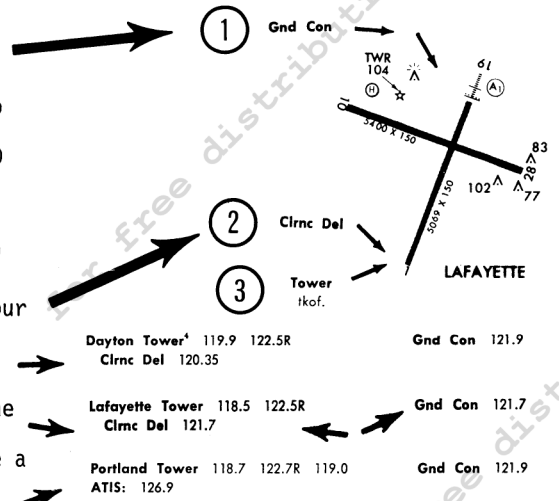
§ MC ALESTER, MUNI (MLC) 45W 34°53'24" 95°46'56" FSS: MC ALESTER ON FLD  
 IFR

McALESTER FSS 121.5 122.1R 122.2 122.6 123.6 DF

McALESTER (L) BVORTAC 112.0/MLC FSS: McALESTER

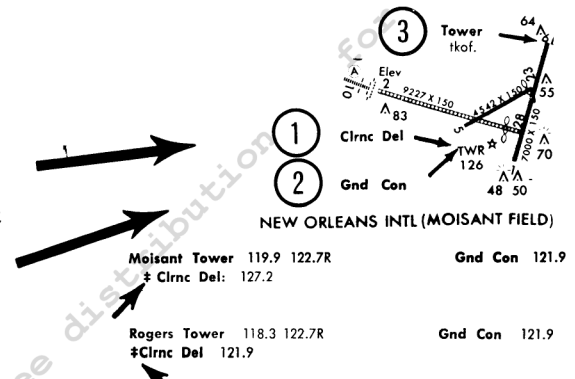
At a controlled airport without pre-taxi clearance

procedures. When you make the initial call for taxi instructions, alert ground control that you are going to request your IFR clearance. Example: "LAFAYETTE GROUND CONTROL - THIS IS AIRFLOW TWO FOUR ONE - ON THE NORTH RAMP FOR TAXI INSTRUCTIONS - IFR TO KANSAS CITY - OVER." On the runup pad, call Clearance Delivery and request your clearance. The frequency is probably one specifically designated for clearance delivery; however, it may be the same as ground control. Some airports still do not have a clearance delivery listed in AIM. In this case, ground control will deliver your clearance at the runup pad without request.



At a controlled airport with pre-taxi clearance

delivery.\*\* Contact clearance delivery to request your clearance before you taxi. If you are unable to contact clearance delivery, advise ground control. Ground control may then clear you to taxi and will either read your clearance or return you to clearance delivery.



\*\*Locations where these procedures are in effect are indicated by a ‡ preceding "Clearance Delivery" in Part 3, "Airport/Facility Directory," AIM.

Things to remember

When the controller states "CLEARANCE ON REQUEST," he is advising you that he does not have your clearance but has requested it from the ATC Center.

To help prevent a delay, allow 30 minutes for your IFR flight plan to be processed before you request your clearance.

Request your clearance within 10 minutes of your proposed taxi time.

Don't be surprised if you receive a SID in the departure clearance, or a STAR in the final phase of the enroute flight, without requesting one, because ATC can now issue one without a request. See Chapter 4, "Preflight" and "Departures" in Part 1 of AIM.

Pilot participation with pre-taxi clearance delivery is not mandatory; however, the procedure is performed at a time when there is less pressure on the pilot for other duties. In addition, any delay in receiving the clearance is spent on the parking ramp instead of the runup pad.

\* Exam-O-Grams are non-directive in nature and are issued solely as an information service to individuals interested in Airman Written Examinations.

FAA Aeronautical Center  
Flight Standards Technical Division, Operations Branch  
P. O. Box 25082  
Oklahoma City, Oklahoma 73125 2/72  
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