



# NOTAM Quick Reference

Filing a NOTAM: [1800WXBrief.com](http://1800WXBrief.com)

NOTAM entries use **Degrees Minutes Seconds**.

43°24'3.02"N, 116°14'19.56"W

Dispatch formatting uses **Degrees Decimal Minutes**

43° 24.050'N, 116° 14.326'W

**Use Degrees Minutes Seconds > Delete all numbers after the decimal > Delete all special characters**

- Latitude must use **6 digits**.
- Longitude must use **7 digits**.

	4	3	2	4	0*	3	N
	1	1	6	1	4	1	9
	Degrees			Minutes		Seconds	

Use position identifiers. North and West for the United States.  
+ = N - = W

\*Add zeros to meet the digit requirements

## Troubleshooting coordinates:

- Ensure the coordinate format is **Degrees Minutes Seconds**
- No special characters like ' ° ' , .
- **6** digits for Latitude and **N**, **7** digits for longitude and **W**
- If entering multiple sets of coordinates, separate them with a single space

## The COA entry requires 4 elements:

Year Issued: **2023**  
 FAA Service Center Identifier: **WSA**  
 Authorization Number: **11904**  
 Specification: **COA**

These elements are listed in the header of the COA form

Separate each element with a dash on entry

**DOI COA: 2023-WSA-11904-COA**  
**USFS COA: 2023-WSA-11903-COA**

Unmanned Aircraft System COA  
 Public Agency  
 2023-WSA-11904 REV 2-COA

Page 1 of 7