

SAM-INSURANCE VERIFICATION AND AUTHORIZATION TO OPERATE  
PRIVATELY OWNED/RENTED/LEASED AIRCRAFT  
ON STATE BUSINESS, STD. 265

STEP ACTION

- 1 ENTER BEGINNING DATE AND ENDING DATE OF THE PERIOD. THE PERIOD IS VALID FOR A  
MAXIMUM OF ONE YEAR.
- 2 THE EMPLOYEE READS THE CERTIFICATION AND SIGNS THE FORM.
- 3 PRINT EMPLOYEE'S NAME.
- 4 ENTER THE LICENSE TYPE HELD AND NUMBER.
- 5 ENTER THE DATE THE FORM WAS SIGNED.
- 6 THE SUPERVISOR SIGNS THE FORM, ENTERS SIGNATURE TITLE AND DATES THE FORM.