Initial TSA Procedure: Category 1 and 2 Approval

(CAT 2 is needed for ATPCTP Course)

Step 1:

Create or Access your existing TSA account – by going to www.flightschoolcandidates.gov

Step 2:

Update Personal Information and Upload your documents

Step 3:

Enter your Flight Training Details in Part 2- Request for Training

Step 4:

Submit your Application to TSA once the application review is complete click on the 'Validate and Submit Application' icon and then select 'I Agree" to the next three screens. The training request will temporarily disappear from your home page and an automated notice is sent to BMA for confirmation.

Step 5:

BMA confirms your Training Request. You will receive an email from TSA (asfp.help@dhs.gov) indicating that BMA confirmed your request and you must now pay the $130.00 Fee

Step 6:

Pay TSA $130 by logging onto your account, clicking on the "s" symbol, and following the steps for credit card payment.

Step 7:

Receive Confirmation that your Application is in Process from TSA (asfp.help@dhs.gov). This email will include the 6-digit Training Request Number. Your TSA account will also show this request number on your home page. Be sure that this email address is not stopped by the spam filter of you IP.

Step 8:

Receive Updates on the Status of your Application. TSA will email you with status updates. Check your email frequently and make any needed corrections or clarification as requested by TSA.

Step 9:

Fingerprints being Transferred if you have already provided TSA with fingerprints on a prior training event, you will receive notification that those prints are being transferred to this new request. (this step typically occurs 10 business days after your payment of the $130 fee)

Step 10:

Fingerprint Instructions will be sent in an email from TSA. You will need to locate a finger printer by going to https;//www.natacs.aero/asfp/(this step typically occurs 10 business days after your payment of the $130 fee)

Step 11:

Scheduling Fingerprinting by contacting the NFCC registered finger printer of your choice.

Step 12:

Pay $99.00 pre enrollment Fingerprinting Fee by going to Https;//www.natacs.aero/afsp then select your desired print office and click the "Pre-Enroll" button following the steps for credit card payment.

Step 13:

Complete Fingerprinting the NFCC finger printer will provide your prints to TSA.

Step 14:

Confirmation of Fingerprints email is sent to you from TSA confirming receipt of your fingerprints and indicating that the wait period has been initiated. CAT 1 – 30 days, CAT 2-5 business days.

Note: you may start GS training while waiting for the final approval.

Step 15:

Receive Final Approval. TSA will email you permission to **initiate sim training**.