# Enrollment Services and Vetting Programs (ESVP) Vetting Programs Division Vetting Programs Branch

Flight Training Security Program (FTSP)
Candidate Application Guide

Month 2021



# **Application for Training**

- Applicants must provide the following using the FTSP online portal for each training event:
   Basic Information
   name, gender, height, weight, DOB
   Other Names
  - alias type: birth, Americanized, maiden, geographic, variations
  - ☐ *Citizenship Types (*current, dual, historical)
  - ☐ *Document Information* (current & all previous)
    - Unexpired passport and visa, all airman certificate & type rating, permanent resident card, border crossing card. employment authorization card, all airman certificates & type ratings, US driver's license
  - ☐ *Address Information* (current, historical at least 5 years)
  - ☐ *Employment History (*current)
  - ☐ Dates and location for training
- Fingerprints required for training application approval
- Applicant must start training within 180 days from date request is accepted by provider
- Applicant must **complete** training within 365 days of date training request is approved



# Categories of Training

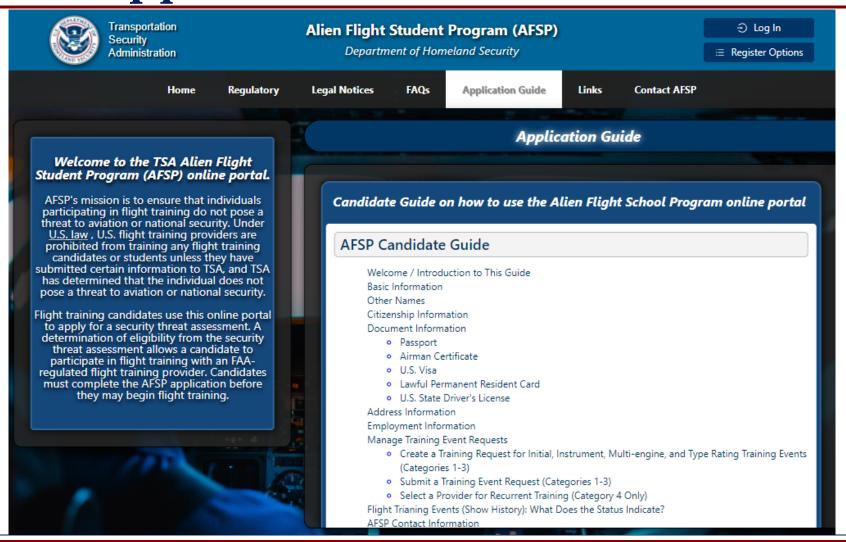
- Category 1: for applicant not eligible for expedited processing for flight training in the operation of aircraft with MTOW of 12,500 pounds or more
- Category 2: for applicant eligible for expedited processing for flight training in the operation of aircraft with MTOW of 12,500 pounds or more
- Category 3: for applicant applying for flight training in the operation of aircraft with MTOW of 12,500 pounds or less

Categories 1–3 applicants are required to submit training information, i.e.: type of training requested and identifying information, including fingerprints retained by AFSP

- Category 4: for applicant requesting for recurrent training
  - Flight schools are required to submit similar training and identifying information for applicant in Category 4, but are not required to submit the applicant's fingerprints.

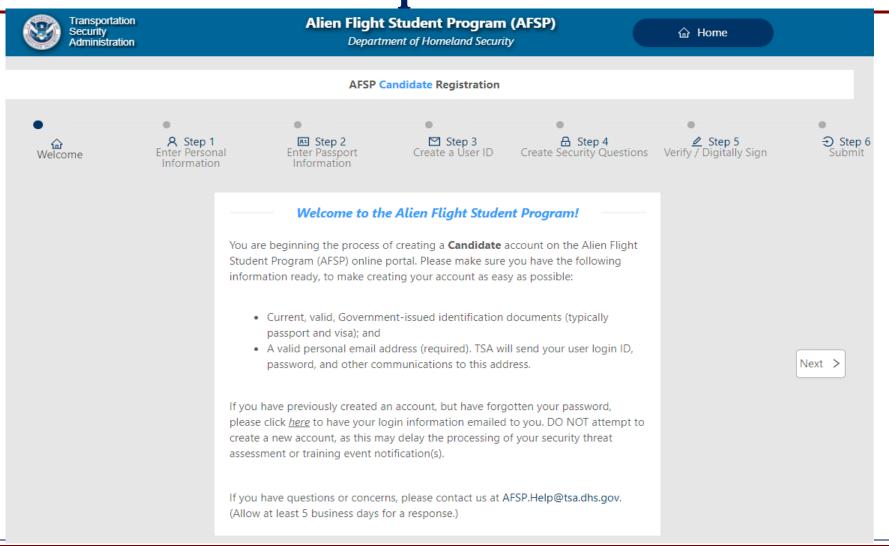


# FTSP Application Guide



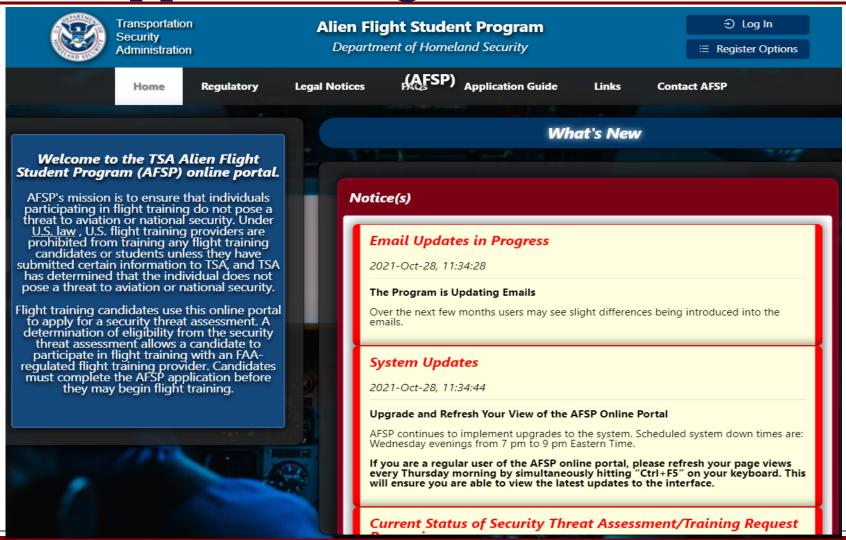


# New Account Setup





# FTSP Applicant Login



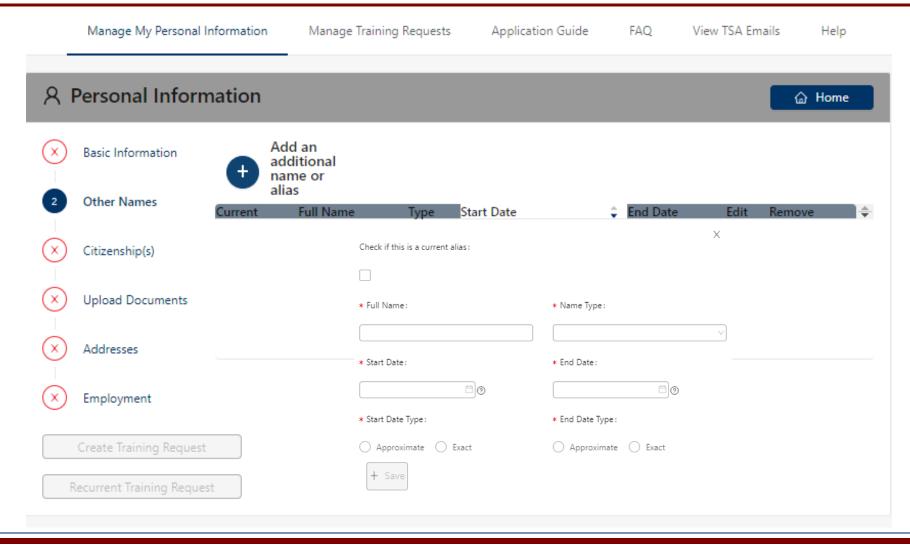


# **Enter Basic Information: Step 1**

Manage My Personal	Information Manage Training Re	quests Application Guide	FAQ View TSA Emails Help
A Personal Inforr	nation		△ Home
Basic Information	➤ First Name(s):	Middle Name:	* Last Name/Surname:
Other Names			
Citizenship(s)	Required Field  Name Suffix:		Required Field
▼ Upload Documents	~		
Addresses			
× Employment	➤ Date of Birth:	■ Date of Birth Type:	★ Country Of Birth/Country Where Bo
Create Training Request		Approximate	Required Field
Recurrent Training Reque	st		
	Measurements:	Height:	Weight:
	cms/kgs inches/lbs		
	∗ Gender:	Eye Color:	Hair Color:
	Required Field	~	~

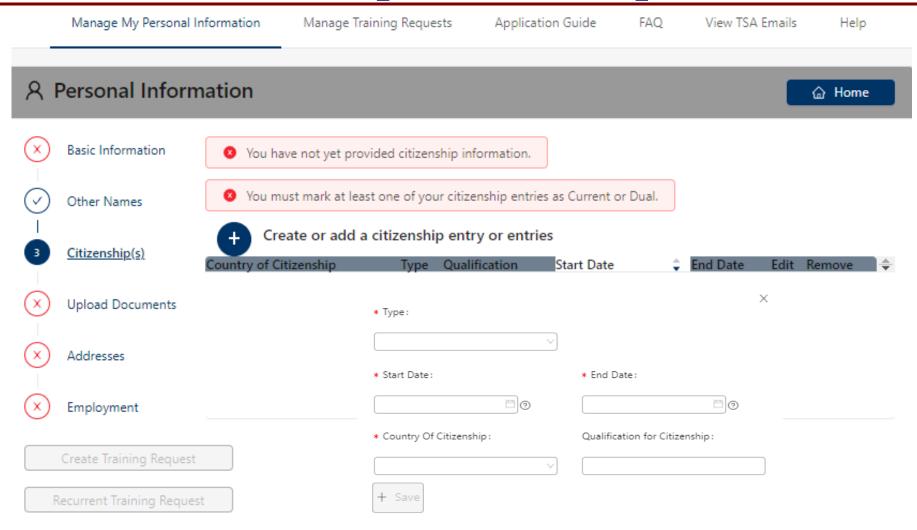


# Enter Other Names (alias): Step 2



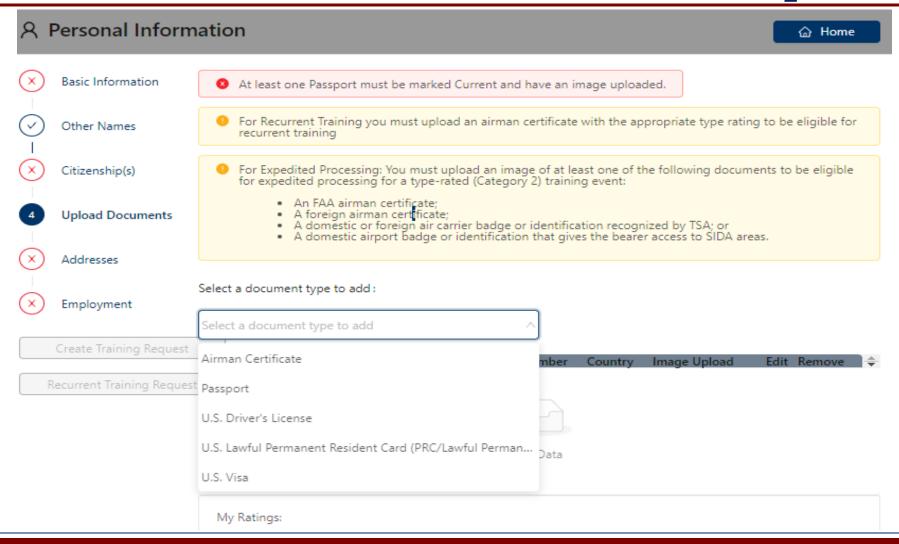


# Enter Citizenship Data: Step 3



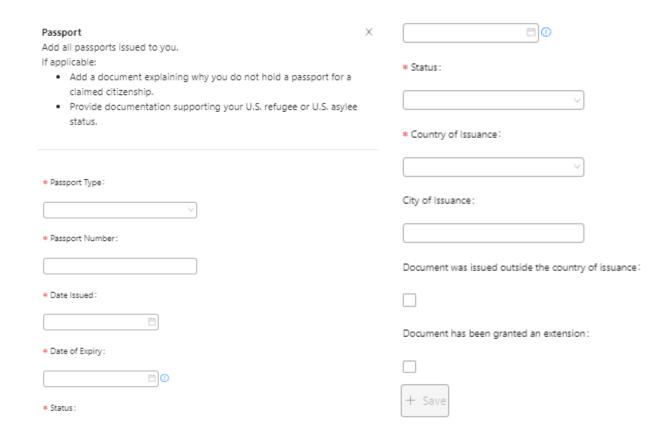


# **Enter Document Information: Step 4**

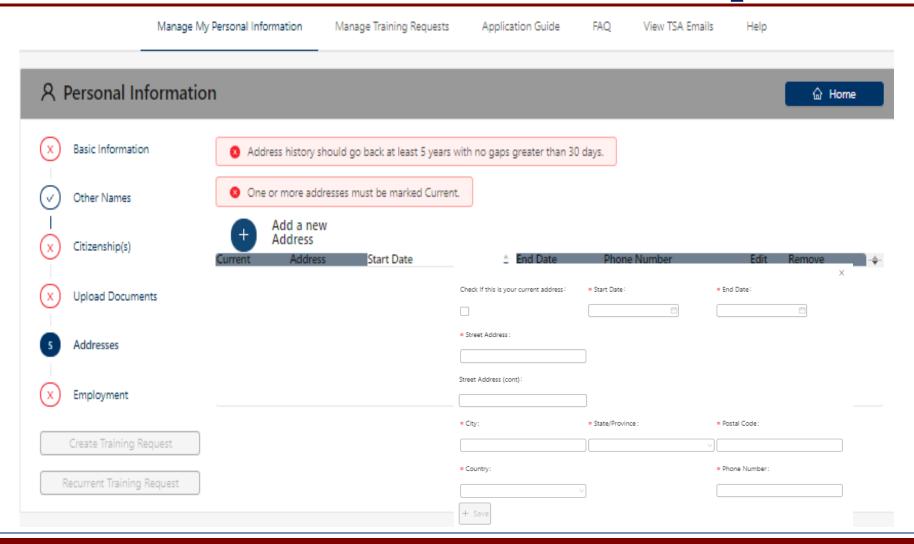




# **Upload Documents**



# **Enter Address Information: Step 5**



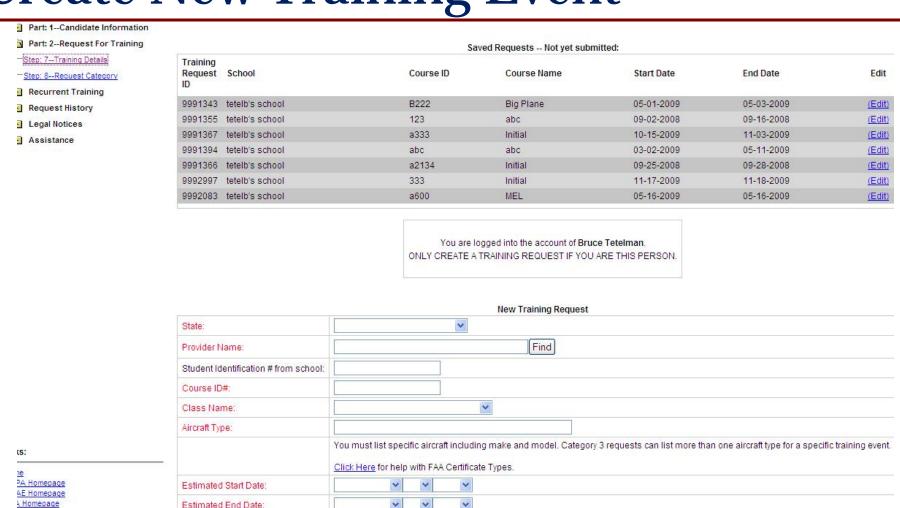


# Enter Employment: Step 6

Manage My Personal Information Manage Training Requests View TSA Emails Application Guide FAQ Help A Personal Information Basic Information Unemployed/Student: Other Names \* Your Occupation (what do you do for work): \* Name of the Company You Work for: Citizenship(s) Upload Documents Required Field Required Field \* Employer Contact Name: \* Employer Contact Phone Number: \* Employer Contact Email: Addresses Employment Required Field. Must be an email Required Field Required Field. Must be a phone number. Must have 5 or more characters Create Training Request Recurrent Training Request



# **Create New Training Event**

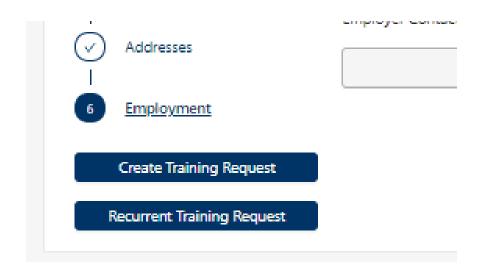


You must initiate training within 180 days of receiving permission to initiate training.

You must complete training within 365 days of receiving permission to initiate training.



# **Selection of Category Event**



# Request Specific Category

### Select a Training Event:

Go back

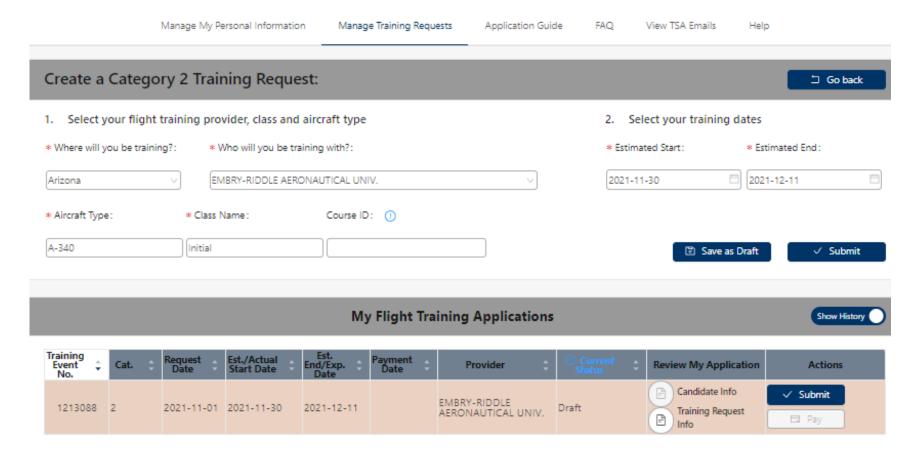
You are creating a draft training event request. TSA has defined a flight training event as instruction received from a flight school in an aircraft or aircraft simulator that a candidate could use toward a new airman certificate, i.e., for an initial rating, instrument rating, multi-engine rating, type rating, or recurrent training, whether on fixed-wing or rotary aircraft.

Each training event carries a fee of \$130. You will not be able to pay the fee until a flight training provider accepts your draft training event request. You cannot combine training event requests.

Category 1	Type-rated Regular Processing, a specific certification a pilot obtains to operate a certain type of aircraft, as this training is required beyond the initial, multi-engine and instrument certification (Category 1: For aircraft with a minimum takeoff weight of more than 12,500 pounds)
Category 2	Type-rated Expedited Processing, a specific certification a pilot obtains to operate a certain type of aircraft, as this training is required beyond the initial, multi-engine and instrument certification (Category 2: For aircraft with a minimum takeoff weight of more than 12,500 pounds)  For expedited processing, you must select at least one of the below:
0	I hold an airman certification with a type rating from a foreign entity that is recognized by an agency of the United States.  (You will be required to provide an image of the airman certificate and type ratings that you hold.)
0	I am employed by a U.S. domestic aircraft operator that has a TSA-approved security program (under 49 CFR part 1544).  (You will be required to provide proof of employment.)
0	I am employed by a foreign aircraft operator that has a TSA-approved security program (under 49 CFR part 1546).  (You will be required to provide proof of employment.)
0	I am an individual who has unescorted access to a secured area of an airport that has a TSA-approved security program (under 49 CFR part 1542). (You will be required to provide proof of employment.)
Category 3	Candidates for training on aircraft with MTOW 12,500 lbs and under.
0	Initial Pilot Certification, whether private, recreational, or a sport pilot certificate (Category 3: for aircraft with a minimum takeoff weight of 12,500 pounds or less)
	Note: You do not need to create a training event request to learn how to operate ultralight aircraft, gliders, sail planes, and lighter-than-air aircraft.
0	Instrument Rating, training that enhances a pilot's abilities to pilot an aircraft in bad weather or at night and enables a pilot to better understand the instruments and physiological experiences of flying without reference to visual cues outside the aircraft (Category 3: for aircraft with a minimum takeoff weight of 12,500 pounds or less)
0	Multi-engine, training that provides a pilot with the skill to operate more complex, faster aircraft (Category 3: for aircraft with a minimum takeoff weight of 12,500 pounds or less)



# Request Specific Category (continued)





# Candidate TR Authorization

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### CONSENT, AUTHORIZATION AND NOTICE

This web-based application process is necessary to allow the Transportation Security Administration (TSA) to quickly and effectively perform the security threat assessment required under 49 U.S.C. 44939 prior to permitting a flight school to provide the training you are requesting on this application training request form.

In order to use this system and to access any record submitted by you that is maintained on the system, you must have:

- A computer with Internet access; and
- An electronic mail address so you can receive-
  - Your password and confirmation notices and
  - Any changes to the system requirements to allow continued access to the information

When submitting any training requests through this web based application system you are consenting to the use of electronic records used exclusively for purposes of the submission and processing of this training request form. In addition, you are consenting to the disclosure of information as necessary to conduct the required security threat assessment.

I understand that my refusal to authorize the use of electronic records or my failure to insert in response to the various electronic requests all the information available to me even where that electronic request is designated on the form as "optional" which indicates only that particular request may not apply to every applicant, or my subsequent revocation of such authorization may result in the delay or denial of my request for training.

By activating the box located immediately below this paragraph marked "I Agree", I indicate my agreement with all the above statements and I certify that I am the individual whose name is on this training request form. I understand that this is a legally binding document, that my assent each time this document is submitted, including but not limited to 11-01-2021 to all the provisions of this document by activating the box marked "I Agree" immediately below this paragraph constitutes an electronic signature, and that any false, misleading, or incomplete statements by me in response to any part of this submission is a violation of federal law and may lead to criminal prosecution or other legal action.

ALITHORIZATIONI FOR THE RELEASE OF INFORMATION



# Candidate Info Release Authorization

### AUTHORIZATION FOR THE RELEASE OF INFORMATION

By submitting this training request form and by clicking the box marked "I Agree" at the end of this Authorization for the Release of Information, I hereby authorize TSA in any circumstance where my specific authorization is required to obtain any information relevant to my requests for flight training and the required security threat assessment from any relevant source, including, but not limited to, individuals, public sources, and government sources. This information may include, but is not limited to, biographical, financial, law enforcement, and intelligence information necessary to conduct the required security threat assessment, including U.S. national security and law enforcement inquiries.

In accordance with the above paragraph, I further authorize any individuals located in any locale or nation having information pertinent to my request for flight training to release such information to a duly accredited representative of TSA. The authorization set forth in this paragraph is valid upon electronic transmission by me of this training request form and until such time as I complete all the flight instruction covered by this application or, if for any reason the training is not completed, thirty days after the scheduled completion date of the flight training program covered by this application, see 49 U.S.C. 44939 and 49 C.F.R. part 1552. I understand that no documents or records obtained under this authorization will be returned or deleted.

I further authorize the TSA to disclose any records or information relating to, or obtained in connection with, my requests for training to: any agency contractors assisting with the determination of risk; other federal, state and local agencies, including the Federal Aviation Administration; and other individuals or entities potentially having information related to the request, including, but not limited to, employers and flight schools.

I further authorize the release of information relating to, or obtained in connection with, my request to any law enforcement or intelligence authority or other agency or public authority with relevant jurisdiction where such information considered either alone or in connection with any other information reveals a violation or potential violation of law or a threat to aviation or national security.

I further authorize the release of such information to flight schools or other members of the public where such is deemed necessary by TSA to fulfill a statutory or regulatory function, or for any other law enforcement or national security purpose.

I certify that I, axt aoau, am the individual whose name is on this training request form. I understand that this is a legally binding document, that my assent each time this document is submitted, including but not limited to 11-01-2021 to all the provisions of this document by activating the box marked "I Agree" immediately below this paragraph constitutes an electronic signature, and that any false, misleading, or incomplete statements by me in response to any part of this submission is a violation of federal law and may lead to criminal prosecution or other legal action.

### PRIVACY ACT NOTICE



# Privacy Act and Assertion of Data

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### PRIVACY ACT NOTICE

### UNDER U.S. LAW, THE FOLLOWING NOTICE APPLIES ONLY TO U.S. CITIZENS AND U.S. PERMANENT RESIDENT ALIENS

AUTHORITY: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. § 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

Purpose: The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C., 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Disclosure: Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for a security threat assessment.

### INFORMATION VERIFICATION

- 1. Section 1001 of Title 18 of the U.S. Code provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison or both. By submitting this training request form, I am certifying that the information provided in each and every electronic entry on this training request form is true and complete to the best of my knowledge and ability.
- 2. I further certify that I am the individual whose name is on this training request form being submitted. I understand that this is a legally binding document, that my agreement (by clicking the box marked "I Agree" below the declaration against perjury which follows this paragraph) constitutes an electronic signature, and that any false, misleading, or incomplete statements by me in response to any part of this submission constitutes a violation of federal law and may lead to criminal prosecution or other legal action.

I, axt again, hereby declare each time this training request form is submitted, including but not limited to 11-01-2021, that the information entered on this training request form is true and correct.

Please enter today's date. (Format: MM-DD-YYYY): 11-01-2021

I Agree | Disagree

Training Request ID: 1213089



# **Track Training Events**

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### Initiate a Request for a Flight Training Event

Select your flight training event category from the following choices:

- Initial, Instrument, Multi-engine Training (Category 3) For aircraft with a minimum takeoff weight of 12,500 pounds or less.
- Type-rated Training (Categories 1 and 2) For aircraft with a maximum takeoff weight of more than 12,500 pounds.

Click on the 'Request a Category 1, 2, or 3 Training Event' button to select a flight training provider and add or update information about the training event.

### (b) Request a Category 1, 2, or 3 Training Event

• Recurrent Training (Category 4) – Only for individuals who already hold the type rating for which training will be sought. The type rating must appear on their FAA certificate or foreign airman certificate accepted by the FAA.

Click on the 'Select a Provider for a Category 4 Training Event' button to select a flight training provider. The provider will submit a Category 4 training request for you.

**(b)** Select a Provider for a Category 4 Training Event

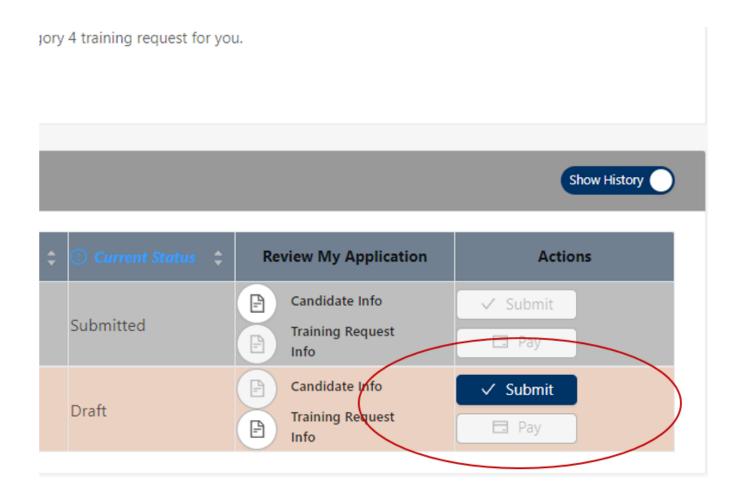
### **My Flight Training Applications**



Training Event No.	Cat.	Request Date	Est./Actual Start Date	Est. ‡ End/Exp. ‡ Date	Payment Date	Provider \$	① Current Status ‡	Review My Application	Actions
1213089	2	2021-11-0	1 2021-11-30	2021-12-11		EMBRY-RIDDLE AERONAUTICAL UNIV.	Submitted	Candidate Info Training Request Info	✓ Submit
1213088	2	2021-11-0	1 2021-11-30	2021-12-11		EMBRY-RIDDLE AERONAUTICAL UNIV.	Draft	Candidate Info  Training Request Info	✓ Submit

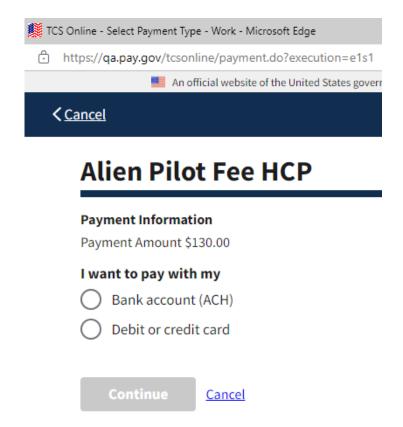


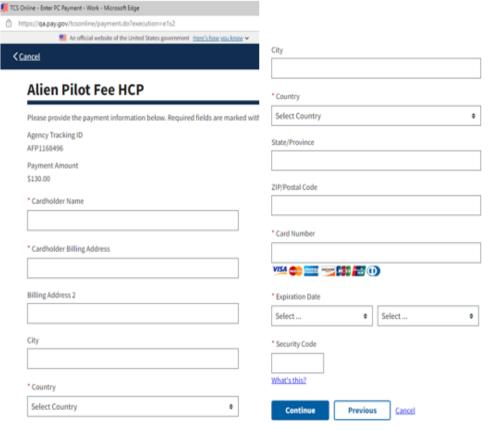
# Validate Training Events





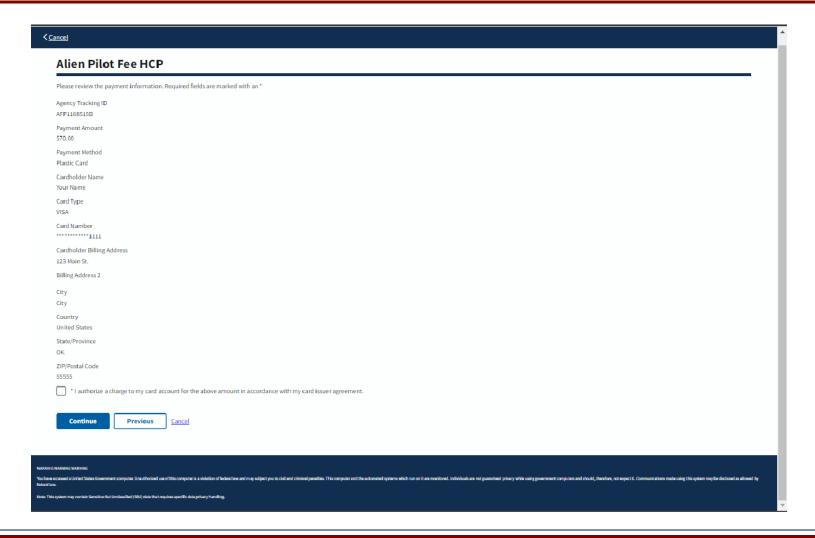
# Pay for training events: Pay.gov







# **Payment Submission**





# Paperwork Reduction Act

# Paperwork Reduction Act Statement For Candidates: The public reporting burden to complete this information collection is estimated at 45 minutes per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. TSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. The OMB control number assigned to this collection is 1652-0021, EXP. 07/31/2022. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Transportation Security Administration - TSA-11 Attention: PRA 1652-0021 - Flight Training for Aliens and Other Designated Individuals; Security Awareness Training for Flight School Employees 6595 Springfield Center Drive, Springfield, VA 20598-6011