



## TSA Guide

### Getting Started & Eligibility

The TSA (Transportation Security Administration) requires all flight candidates who are not citizens of the United States, to be examined by the TSA before SOME flight training courses may take place. The following courses REQUIRE TSA approval:

- 1) *Private Pilot*
- 2) *Sport Pilot*
- 3) *Recreational Pilot*
- 4) *Instrument Rating*
- 5) *Multi-Engine Rating*

Although there are exceptions to the courses listed above, currently they do not apply to SkyWarrior, as we do not operate any aircraft over 12,500 pounds. So, if you are interested in doing an ATP course for example, you do not need to go through the TSA process.

To determine if you are exempt from the TSA requirements based upon your immigration status or nationality, you simply need to answer the following questions:

- 1) Do I have a United States Birth Certificate?
- 2) Do I hold a United States Passport?

If you do not hold either or both of the aforementioned documents, you are NOT considered a United States citizen for the purposes of flight training. Anyone holding a permanent VISA or Green Card, will be required to undergo the TSA process.

### **Flightschoolcandidates.gov**

Once you have determined that you must undergo the TSA process, you will need to create an account on [flightschoolcandidates.gov](http://flightschoolcandidates.gov). The following steps should help answer any questions you may have. Before you begin this portion of the TSA process you will need to have the following information on hand for reference:

- 1) Valid Passport
- 2) Your height in inches and weight in pounds (lbs).
- 3) Valid email address

- 1) Go to [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov). This will take you to the TSA Alien Flight Student Program website.
- 2) On the top right hand side of the screen under the USER ID and PASSWORD blocks click, *Create New Candidate Account*.

3) You will be taken to the AFSP Candidate Registration Page, you will see that this page has 7 steps.

## The 7 Steps

**Step 1:** Step one is more or less informational, it also tells you that you will need a current valid government id... however you must have a passport to complete the seven steps. You are also informed that you will have to provide a valid e-mail address.

**Step 2:** Enter your personal information into the appropriate spaces listed.

**Step 3:** Enter your passport information into the appropriate spaces listed. Although there are a few options for type of passport, most likely you have a regular passport. If you are unsure, inquire with your passport issuing agency.

**Step 4:** Enter a username and email address. Be sure to write down your username for future reference.

**Step 5:** Answer the security questions asked. Make sure you remember the answers in case you need to access your account in the future!!!

**Step 6:** Check the box and enter your name and verification code into the appropriate space.

**Step 7:** Make sure all of the information is correct and then hit SUBMIT. Once you have done so you should receive an email to set your password and access your account.

## Creating a new account

Before you begin this portion of the TSA process you will need to have the following information on hand for reference:

- 1) Valid Passport
- 2) Addresses and dates of where you have lived the last 5 years.
- 3) Employer information, if you are employed.
- 4) Your height in inches and weight in pounds (lbs).

Continue to [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov) and enter your user id and password, once you do this you will again be required to fill out additional steps.

**Step 1:** Fill out the informational blocks, enter your height in inches and weight in pounds (lbs). Make sure all of the information matches your passport exactly, if it does not, you will be unable to submit the application.

**Step 2:** Fill out the required information, if you have ever had another name.

**Step 3:** Fill out the country of citizenship, for start date put your date of birth, for end date click the current box.

*(This will only change if you have changed your citizenship during your lifetime, if that is the case, put down all citizenships you have held and the times that you held them.)*

*Step 4:* Fill out the appropriate document information required, make sure it is exact. While you can fill out and upload pictures of many documents, the only one required for this step is your passport, however if you choose to upload additional documents it could speed up the approval process.

*Step 5:* You will need to list all of the places you have lived for 30 days or more during the last 5 years. You **MUST** have 5 years of information listed, if you do not the system will ask you to re-enter. Follow the instructions for listing multiple locations if applicable.

*Step 6:* List your current occupation and employer, if you are currently unemployed or a student, follow the directions at the top of the screen.

*Step 7:* This step is for your training request, insert the following information:

- a) State – Florida
- b) Provider Name – From the dropdown box select Skywarrior Inc.
- c) Student Identification # from school – You can leave this blank
- d) Course ID# - Enter the name of the course you would like to take as listed below.
  - i. Private Pilot 141
  - ii. Instrument Rating 141
  - iii. Multi-Engine 141
- e) Class Name – From the drop down box select Category 3 Initial License.
- f) Aircraft type – Enter Cessna 172M if you are enrolling in private pilot or instrument pilot training. Enter PA-44-180 if you are enrolling in multi-engine training.
- g) Estimated dates of training – Enter your planned start and finish date, you should consult with SkyWarrior about these dates.

*Step 8:* At the bottom of the page select Category III

You will now be taken to the initial screen, click the icon on the right hand side that says Validate and Submit Application. If you have any errors on your application you will not be able to submit, if you do not, the submit request should go through.

## **Flight School Verification**

Once you have successfully submitted your initial application SkyWarrior will receive notice and will verify your training request.

## **TSA Payment**

Follow the directions listed in the payment email, you can pay the \$130.00 fee with a credit card on the TSA website.

## **Payment Verification**

You will receive an email notifying you that you have successfully paid the TSA. At this point the TSA will review your application. If they need items changed or information has been deemed incorrect, you will receive an email instructing you on the changes that need to be made. If you have no errors you will receive a fingerprint instruction email within a few days.

## Fingerprints

Once all of your information has been processed and the TSA is satisfied with the application, you will receive fingerprint instructions. There are two ways to get your fingerprints completed.

1) Upon your arrival at SkyWarrior, you may go to the local police station and have your fingerprints taken.

2) You may have your fingerprints taken at an approved facility listed on *secure.natacs.aero/afsp*. If there is no location that is near to you, wait and have your fingerprints taken when you arrive at SkyWarrior.

Once your fingerprints have been submitted, it takes between 1-5 business days to receive an email which gives initial approval to conduct your flight training. Once you have that email you may begin your flight training with SkyWarrior.

If you have any questions regarding the application process listed please refer to the following TSA website for additional information or contact SkyWarrior.

[www.flightschoolcandidates.gov/afsp2/?acct\\_type=c&section=WN](http://www.flightschoolcandidates.gov/afsp2/?acct_type=c&section=WN)