



## Passenger Civil Aviation Security Service Fees (September 11<sup>th</sup> Security Fees)

Paperwork Reduction Act Statement of Public Burden: This collection of information is mandatory pursuant to the Aviation and Transportation Security Act, Pub. L. 107-72, November 19, 2001, and 49 C.F.R. Part 1510, and will be used to ensure that air carriers are in compliance with the requirements to collect and remit the September 11th Security Fee. Please note that an agency 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. It is estimated that the time to complete this form is approximately 1 hour. The OMB control number for this collection is 1652-0001, which expires 11/30/2011.

Per Congress, collection was suspended from June 1 to September 30, 2003.

### Login Credentials

If you **received temporary credentials**, proceed to the [login page](#) to create your permanent account.

If you **already have valid credentials**, proceed to the [login page](#).

This form is for the use of granting access to the Quarterly Report on-line system and the establishment of points of contact for the representative air carrier as required by 49 C.F.R. 1510. If you do not already have and require access to this system, please complete TSA Form 2504 ([PDF-167KB](#)) and fax it to the number provided.

Once we receive the completed form we will return to the POC (via fax or mail) three temporary credentials. These temporary credentials should be used by the carrier's reporting representatives to create their permanent accounts. Once the reporting representatives create their permanent accounts the temporary username/passwords will be deactivated so no additional accounts can be created using those temporary credentials.

### Quarterly Reports

On December 31, 2001, the [Transportation Security Administration](#) (TSA), issued an Interim Final Rule (IFR) imposing the Passenger Civil Aviation Security Service Fee (commonly referred to as the "September 11<sup>th</sup> Security Fee") on certain civil aviation passengers ([PDF-104KB](#) | [HTML-37KB](#)). On March 28, 2002, TSA amended the reporting requirements of the IFR ([PDF-41KB](#) | [HTML-18KB](#)). These documents are available in the [Federal Register](#) or on the Internet at [Regulations.Gov](#), searchable by key word TSA-2001-11120. Section 1510.17 of the IFR, as amended, requires certain selling

carriers (as explained in the IFR) to provide the following information to the TSA on a quarterly basis:

- Name of the reporting carrier
- Total fee imposed on passengers (for each month in the quarter)
- Total fee collected from passengers (for each month in the quarter)
- Total fee refunded to passengers (for each month in the quarter)
- Total collections remitted to TSA (for each month in the quarter)

Every year, these quarterly reports, containing the above information for each month of the quarter, must be submitted by the last calendar day of the month following the end of every quarter thereafter.

Quarterly Report	Due Date
January 1 - March 31	April 30, 12 Midnight EDT
April 1 - June 30	July 31, 12 Midnight EDT
July 1 - September 30	October 31, 12 Midnight EDT
October 1 - December 31	January 31, 12 Midnight EDT

## Security Fee Data Collection

The Transportation Security Administration, Office of Revenue is tasked with the collection of September 11th Security Fees statistics on a quarterly basis as required by 49 C.F. R. 1510. The primary method of data collection is via a secure web application which requires appropriate credentials (username/password) to access. Alternatively, a paper form ([TSA-Form-2502](#)) may be downloaded for those without internet access. The paper form should be faxed to:

Rose Kline  
Office of Revenue  
Transportation Security Administration

(571) 227-2323 (tel)  
(571) 227-2904 (fax)  
[TSA-fees@dhs.gov](mailto:TSA-fees@dhs.gov)

If you have any questions concerning the Security Fee Data Collection, please contact TSA's Office of Revenue using the above information.

[Transportation Security Administration \(TSA\)](#) • U.S. Department of Homeland Security (DHS)  
601 South 12<sup>th</sup> Street, West Tower, TSA-14, Arlington, VA 20598 • 571-227-2323 • [TSA-Fees@dhs.gov](mailto:TSA-Fees@dhs.gov)

OMB Control Number: 1652-0001 • Expiration Date: 11/30/2011

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