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Office of Intelligence and Analysis (OIA)  
Program Management Division – Aviation Branch

# Alien Flight Student Program (AFSP)

## Provider Application Guide

June 2015

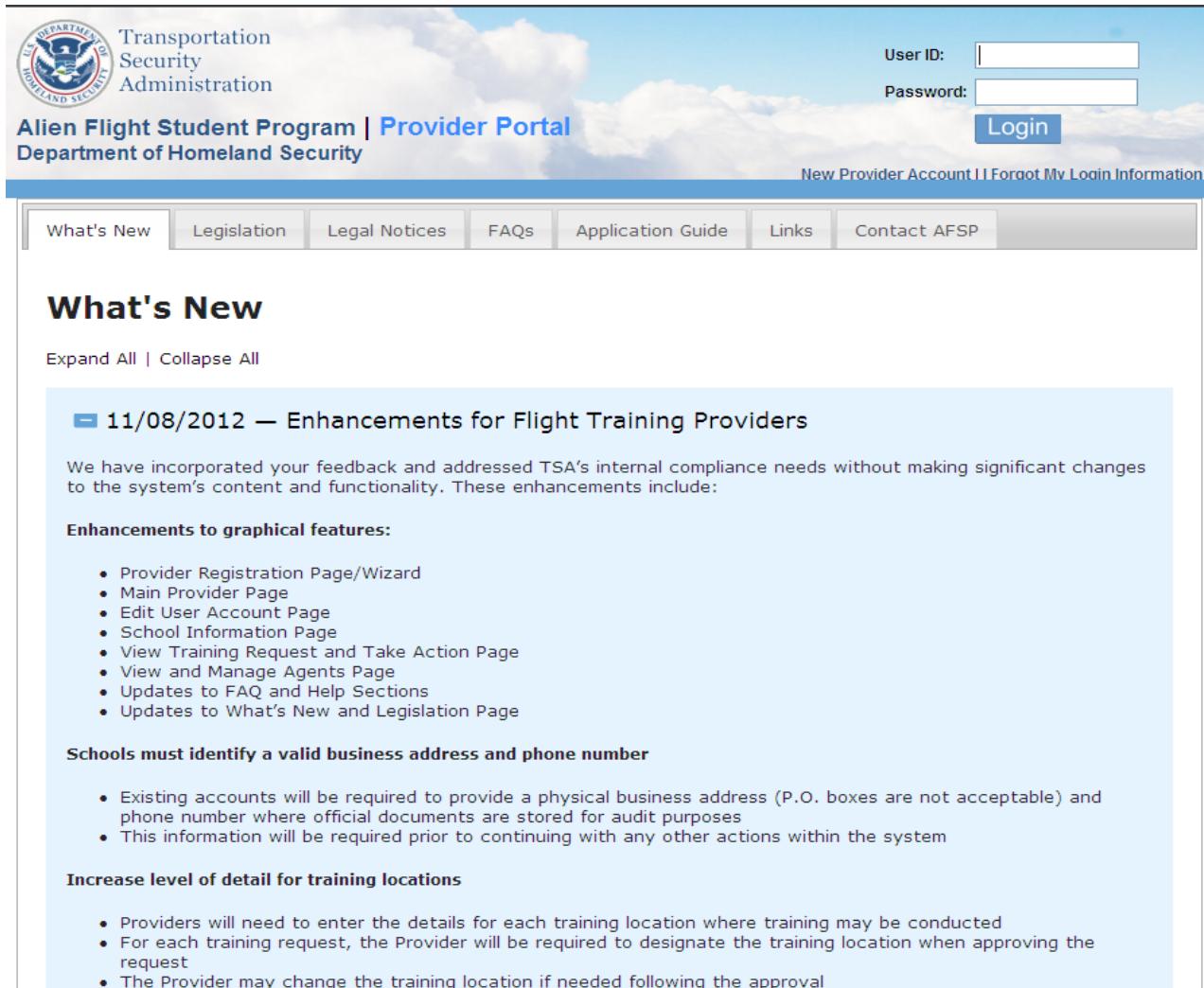
# Application for Training

- **Applicants** must provide the following using the AFSP website for each training event:
  - ❑ *Basic Information*
    - name, gender, height, weight, DOB, eye color, hair color
  - ❑ *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, lawful permanent resident card, driver's license
  - ❑ *Address Information* (current, historical at least 5 years)
  - ❑ *Employment History* (current, previous for at least 5 years)
  - ❑ *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
- 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.

# Provider Login Page



The screenshot shows the top section of a web portal. On the left is the U.S. Department of Homeland Security logo and the text "Transportation Security Administration". In the center, it says "Alien Flight Student Program | Provider Portal" and "Department of Homeland Security". On the right, there are input fields for "User ID:" and "Password:", followed by a blue "Login" button. Below the header is a navigation bar with tabs: "What's New", "Legislation", "Legal Notices", "FAQs", "Application Guide", "Links", and "Contact AFSP". The "What's New" tab is active, showing a section titled "11/08/2012 — Enhancements for Flight Training Providers". The text below this title states: "We have incorporated your feedback and addressed TSA's internal compliance needs without making significant changes to the system's content and functionality. These enhancements include:". There are three sub-sections: "Enhancements to graphical features:" with a bulleted list of seven items; "Schools must identify a valid business address and phone number" with a bulleted list of two items; and "Increase level of detail for training locations" with a bulleted list of three items.

U.S. DEPARTMENT OF  
HOMELAND SECURITY

Transportation  
Security  
Administration

Alien Flight Student Program | [Provider Portal](#)  
Department of Homeland Security

User ID:

Password:

[Login](#)

[New Provider Account](#) | [Forgot My Login Information](#)

What's New | Legislation | Legal Notices | FAQs | Application Guide | Links | Contact AFSP

## What's New

[Expand All](#) | [Collapse All](#)

**11/08/2012 — Enhancements for Flight Training Providers**

We have incorporated your feedback and addressed TSA's internal compliance needs without making significant changes to the system's content and functionality. These enhancements include:

**Enhancements to graphical features:**

- Provider Registration Page/Wizard
- Main Provider Page
- Edit User Account Page
- School Information Page
- View Training Request and Take Action Page
- View and Manage Agents Page
- Updates to FAQ and Help Sections
- Updates to What's New and Legislation Page

**Schools must identify a valid business address and phone number**

- Existing accounts will be required to provide a physical business address (P.O. boxes are not acceptable) and phone number where official documents are stored for audit purposes
- This information will be required prior to continuing with any other actions within the system

**Increase level of detail for training locations**

- Providers will need to enter the details for each training location where training may be conducted
- For each training request, the Provider will be required to designate the training location when approving the request
- The Provider may change the training location if needed following the approval

# Requesting AFSP Provider ID



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Administration

Alien Flight Student Program  
Department of Homeland Security

[I Forgot My Login Information](#)

## Is your school already registered?

Please make sure your flight school is not already registered with AFSP before you request an account.

If your flight school is already registered with AFSP, please contact your school's Administrator to request an additional Agent account.

If you are not sure who your Administrator is, or if they are no longer available, contact AFSP Provider Help Desk at [AFSP-Provider-Help@hhs.gov](mailto:AFSP-Provider-Help@hhs.gov). DO NOT request a duplicate account.

Search:

School Name	State
1st Class Aviation	TX
1st Class Aviation	FL
1st Class Aviation	FL
1World Aero LLC	MD
2 Citations Flight Instruction	CA
3534709CFI	FL
424 Aviation Inc.	FL
43 North Aviation	ID
702 Helicopters	NV
A Better Flight School and Maintenance	CA
A J Parker	OT
A&M Aviation, Inc.	IL
A-Cent Aviation Inc.	CO
A.T.A. FLIGHT SCHOOL	FL
A.T.C. Flight Training Center	MD
A.T.P. Air Training Program.	KS
A1 Aero Services	FL
AAFI, LLC	NY
Aaron Kahn	CA

Showing 1 to 1,000 of 3,998 entries

No, my School is not listed.



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# FSDO Request Confirmation

Alien Flight Student Program | FSDO Portal  
Department of Homeland Security

Pending Provider Accounts | Your Schools | E-mail | Your Account | Help

## Pending Provider Accounts for Birmingham (FSDO-09)

Show  entries Search:

Request Date	Provider	School Type	Name	Account Type
2013-03-21	Wings	Part 61	<a href="#">Rick Schmidt</a>	Admin

Showing 1 to 1 of 1 entries

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# Flight Training Provider Activities within AFSP

# Initial AFSP Sign-in



Log out test Marc jkjkj

Alien Flight Student Program | Provider Portal  
Department of Homeland Security

- Home
- Your Account
- Your School
- Training Requests
- Payments
- Endorsements
- E-mail
- Help

AFSP has designed a new process to increase the security and usability of this website. **You must now answer three security questions to personalize your account information.** If you forget your login information and no longer have access to the e-mail address on file, you can change your e-mail address online after correctly answering the security questions.

If you choose not to answer these questions, you may log out from the the AFSP site. You may not be allowed to use the AFSP site until these questions are answered.

## Website Security Questions

Choose answers that you can easily remember.

AFSP will not be able to supply these answers if you forget them. If you forget your login information and no longer have access to the e-mail address on file, you can now change your e-mail address online after correctly answering the security questions.

In what city were you born?

What is your favorite food?

What is your favorite color?

Submit Answers Cancel

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*If you do not already have an AFSP account, please send request for access to [ftp@tsa.dhs.gov](mailto:ftp@tsa.dhs.gov)*





# Provider: Home Page

Alien Flight Student Program | [Provider Portal](#)  
 Department of Homeland Security

Home **Your Account** Your School Training Requests Payments Endorsements E-mail Help

Available Actions for Jennifer's school (AL)					
Validate Training Request	Re-validate Training Request	Upload Student Photo	Mark Completion Status	Make Bulk Payments	New Cat4 Event
—	—	<b>6</b>	<b>5</b>	<b>5</b>	<input type="button" value="Create"/>

Available Actions for irrs's school (AL)					
Validate Training Request	Re-validate Training Request	Upload Student Photo	Mark Completion Status	Make Bulk Payments	
—	<b>1</b>	<b>5</b>	<b>7</b>	<b>9</b>	

Available Actions for lb's school (AL)					
Validate Training Request	Re-validate Training Request	Upload Student Photo	Mark Completion Status	Make Bulk Payments	
—	—	<b>5</b>	<b>2</b>	<b>26</b>	

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[https://afspstest.fightschoolcandidates.gov/provider\\_help.html](https://afspstest.fightschoolcandidates.gov/provider_help.html)

## Provider Page Help & FAQ

### Account Information Area

The top section of the Provider page shows the basic contact information for that training provider, along with those individuals that have access to the provider's AFSP account. If any changes need to be made to this information, contact the AFSP Help Desk.

### Actions Area

Any administrative actions that the Provider may be prompted to take, from validating a student's application for training to confirming training completion, will be listed in this new space. Click the name of the Action you wish to take, and a list of training requests will list at the bottom of the page. This is also the space where Category 4 applications can be submitted (if applicable).

### Editing Provider Account Information

The Administrator of a Provider's account has the ability to update and modify school contact information. Administrators are asked to include the physical address of their school location. If training is based out of multiple locations, include the address of each location.

### Search Area

A search function is now available! Enter any combination of training request numbers, student names or IDs, or criteria from the drop-down menus and click "Apply Filters". It is a good idea to use the Clear button before running a search. Search results can be sorted by clicking the heading of each column; this toggles the results in an ascending or descending order.

# Provider: Training Requests

Alien Flight Student Program | **Provider Portal**  
Department of Homeland Security

Home Your Account Your School **Training Requests** Payments Endorsements E-mail Help

### Search Training Requests

School:

Training Request No.:

Student Name:

Student ID:

Category:

Validation Required:

Re-validation Required:

Est. Class Start Date:

Est. Class End Date:

TR Status:

Expiration Status:

Photo Upload:

Completion Status Required:

[clear search filters to show all 348 TRs](#)

Show  [Download spreadsheet version](#)

TR No.	Cat.	Student Name	Student ID	Status	Start	End	Actions
9994190	4			Final Approval	04-01-2013	04-17-2013	🗑️ ?
9994189	4			Final Approval	03-21-2013	03-29-2013	🗑️ ?
9994172	3			Docs Accepted	03-01-2013	09-29-2013	🗑️
9994171	4			Final Approval	04-09-2013	04-17-2013	🗑️ ?
9994170	4			Final Approval	02-22-2013	02-28-2013	🗑️ ?
9994086	3			Docs Accepted	03-05-2013	11-27-2013	🗑️
9993829	3			Provider Accepted	01-30-2013	03-24-2013	
9993615	4			Cancelled	03-22-2012	03-30-2012	
9993614	4			Cancelled	03-22-2012	03-29-2012	
9993607	4			Cancelled	03-23-2012	03-30-2012	

# Provider: Training Requests (cont.)

Alien Flight Student Program | [Provider Portal](#)  
 Department of Homeland Security

Home Your Account Your School **Training Requests** Payments Endorsements E-mail Help

### Search Training Requests

School: Jennifer's school (AL)

Training Request No.: Any (3 schools)  
 Jennifer's school (AL)

Student Name:

Student ID:

Category:

Validation Required:

Re-validation Required:

Est. Class Start Date:  Month  Day  Year

Est. Class End Date:  Month  Day  Year

TR Status:

Expiration Status: Active

Photo Upload:

Completion Status Required: ?

clear search filters to show all 348 TRs

Show

TR No.	Cat.	Student Name	Student ID	Status	Start	End	Actions
9994190	4			Final Approval	04-01-2013	04-17-2013	?
9994189	4			Final Approval	03-21-2013	03-29-2013	?
9994172	3			Docs Accepted	03-01-2013	09-29-2013	
9994171	4			Final Approval	04-09-2013	04-17-2013	?
9994170	4			Final Approval	02-22-2013	02-28-2013	?
9994086	3			Docs Accepted	03-05-2013	11-27-2013	
9993829	3			Provider Accepted	01-30-2013	03-24-2013	
9993615	4			Cancelled	03-22-2012	03-30-2012	
9993614	4			Cancelled	03-22-2012	03-29-2012	
9993607	4			Cancelled	03-23-2012	03-30-2012	

# Provider: Payments

Alien Flight Student Program | **Provider Portal**  
Department of Homeland Security

[Home](#) [Your Account](#) [Your School](#) [Training Requests](#) **Payments** [Endorsements](#) [E-mail](#) [Help](#)

School:

Training Req. ID:

Paid By:

Paid On/After:

Payment ID:

Candidate Name:

Paid Before/On:

Payment Status:

Type Rating:

15 records found

Go to:  Show items:  Showing page 1 of 1

Payment ID	Category	Type Rating	No. of TRs	Total Price	Paid By	Date Paid	Payment Status
<a href="#">AFP0001202B</a>	4	A-320	1	\$70.00		Feb 21, 2013	Paid
<a href="#">AFP0001201B</a>	4	A-320	1	\$70.00		Feb 21, 2013	Paid
<a href="#">AFP0001194B</a>	4	A-320	1	\$70.00		Feb 15, 2013	Paid
<a href="#">AFP0001193B</a>	4	A-320	1	\$70.00		Feb 15, 2013	Paid
<a href="#">AFP0001168B</a>	4	A-320	1	\$70.00			Unpaid
<a href="#">AFP0001042B</a>	4	A-320	1	\$70.00		Mar 14, 2012	Paid
<a href="#">AFP0001041B</a>	4	A-320	1	\$70.00		Mar 14, 2012	Paid
<a href="#">AFP0001040B</a>	4	DA-EASY	1	\$70.00		Mar 14, 2012	Paid
<a href="#">AFP0001034B</a>	4	A-320	1	\$70.00		Mar 13, 2012	Paid
<a href="#">AFP0001033B</a>	4	A-320	1	\$70.00		Mar 13, 2012	Paid
<a href="#">AFP0001027B</a>	4	A-320	1	\$70.00			Unpaid
<a href="#">AFP0001009B</a>	4	A-320	1	\$70.00			Unpaid
<a href="#">AFP0000998B</a>	4	A-320	1	\$70.00		Nov 11, 2011	Paid
<a href="#">AFP0000994B</a>	4	A-320	1	\$70.00			Unpaid
<a href="#">AFP0000971B</a>	4	A-109**	1	\$70.00			Unpaid

Totals for Items Matching This Search:

	No. Paid	No. Unpaid	No. of TRs	Total Price
<b>All Matching Items:</b>	10	5	15	\$1050.00

[Create a NEW Category 4 Training Event](#)



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# Provider: DOD Endorsements

This tab only appears for providers who have received DOD Endorsements. The majority of providers will not have an Endorsements tab.

Alien Flight Student Program | **Provider Portal**  
Department of Homeland Security

Home **Your Account** Your School Training Requests Payments Endorsements E-mail Help


### DOD Endorsements

Show  entries Search by Trainee, Provider or ID

Endorsement ID	Trainee	Provider	Training Start	Training End	Created
71692	Test DOD	irrs's school	01/19/2013	01/23/2013	10/17/2012

Showing 1 to 1 of 1 entries

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# Provider: Help

## What's New

**everyone title**  
everyone text

[Expand All](#) | [Collapse All](#)

### 10/19/2012 — Enhancements for Flight Training Providers

We have incorporated your feedback and addressed TSA's internal compliance needs without making significant changes to the system's content and functionality. These enhancements include:

#### Enhancements to graphical features:

- Provider Registration Page/Wizard
- Main Provider Page
- Edit User Account Page
- School Information Page
- View Training Request and Take Action Page
- View and Manage Agents Page
- Updates to FAQ and Help Sections
- Updates to What's New and Legislation Page

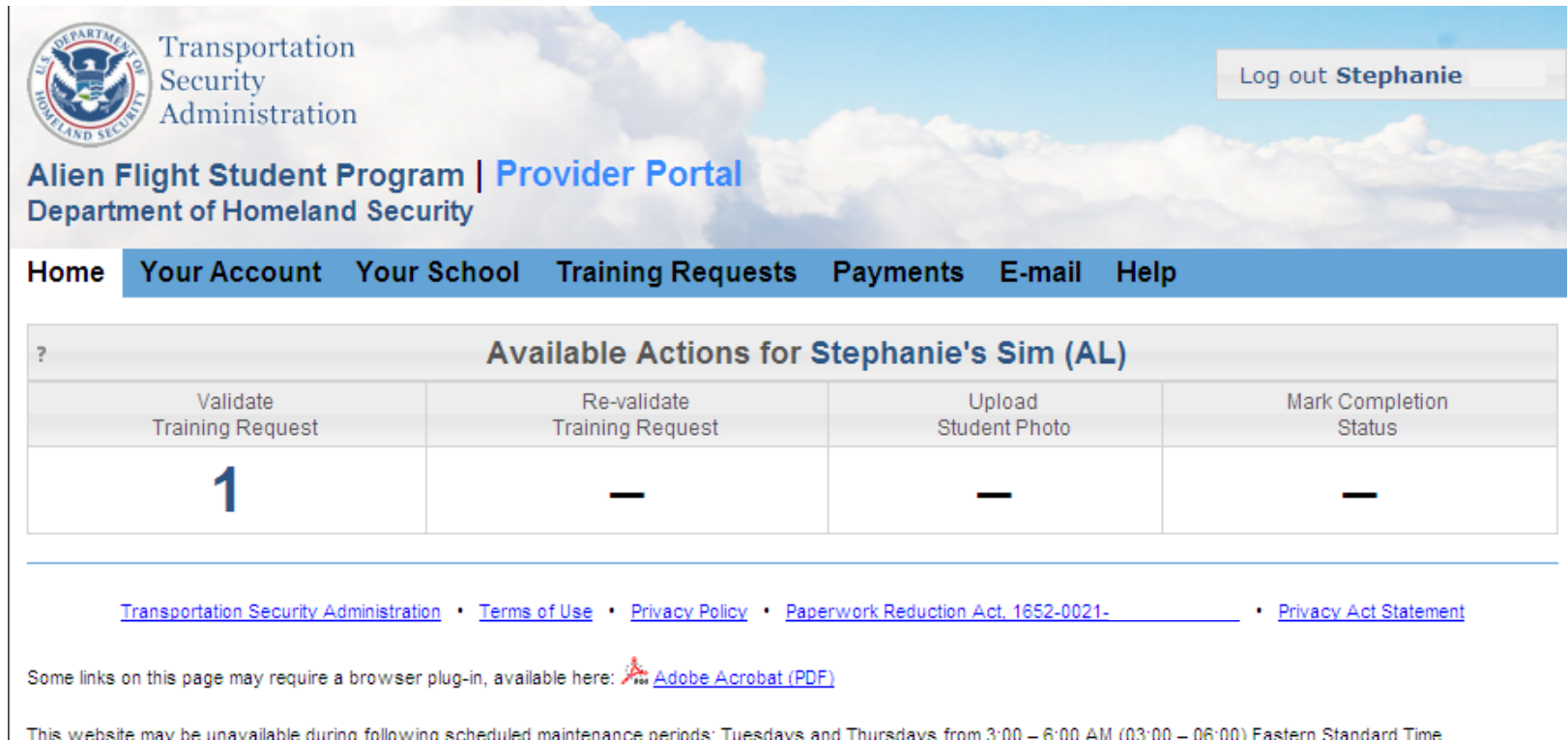
#### Schools must identify a valid business address and phone number


- Existing accounts will be required to provide a physical business address (P.O. boxes are not acceptable) and phone number where official documents are stored for audit purposes
- This information will be required prior to continuing with any other actions within the system



# Provider Actions: Validate TR

New provider with a TR just submitted to validate, click on the 1



 Transportation Security Administration

Log out **Stephanie**


**Alien Flight Student Program | Provider Portal**  
Department of Homeland Security

Home **Your Account** Your School Training Requests Payments E-mail Help

? **Available Actions for Stephanie's Sim (AL)**

Validate Training Request	Re-validate Training Request	Upload Student Photo	Mark Completion Status
<b>1</b>	—	—	—

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# Provider Actions Needed

## Missing Information:

- Contact Info
- Training Location

The screenshot displays the Transportation Security Administration's Provider Portal. At the top, the TSA logo and the text "Transportation Security Administration" are visible. A user is logged out as "Stephanie Smith". The page title is "Alien Flight Student Program | Provider Portal". A navigation menu includes "Home", "Your Account", "Your School", "Training Requests", "Payments", "E-mail", and "Help". Below the menu, there is a link to "back to Training Request Search".

Two red-bordered boxes highlight missing information:

- Stephanie's Sim has not provided Contact Information.** A message states: "No Training Requests may be processed until this is done." A link "Edit Contact Information now" is provided.
- Stephanie's Sim has not selected any Training Locations.** A message states: "No Training Requests may be processed until at least one Training Location is selected." A link "Manage Training Locations now" is provided.

The main content area shows details for "Training Request No. 9994288":

School:	Stephanie's Sim		
Training Location:	Please specify Training Location		
	<a href="#">Add/Manage Locations...</a>		
Category:	3	Aircraft Type:	BE-95
Student ID:		Course Name:	MEL
Status:	Submitted	Course Number:	101
Dates (est.):	06-28-2013 — 11-28-2013	Course Description:	

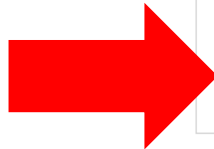
Below this is the "Student Information" section, with a "Show more ..." link:

Name:	Lnu, Fnu Mnu	Phone:	555-555-5555
Date of Birth:	06-06-1962	E-mail:	fnulnu@email.com



# Provider Actions Needed

- Upload photo at start of training
- Change TR Status as needed
- Training dates ONLY estimates



Home Your Account Your School Training Requests Payments Endorsements E-mail Help

← back to Training Request Search

### Training Request No. 9994189

School: Jennifer's school

Training Location:  Save

Add/Manage Locations...

Category: 4 Aircraft Type:  
Student ID: Course Name:  
Status: Final Approval Granted Course Number:  
Dates (est.): 03-21-2013 — 03-29-2013 Course Description:

### Student Information

Show more ...

Name: Jennifer Phone: None  
Date of Birth: E-mail:

### Photo Upload Required

You are required to upload a photograph of Jennifer before commencing training. If you are unable to do so for any reason, you must provide an explanation.

Please choose **one** of the options below:

<b>I have a photo of the Student...</b>	<b>I am unable to upload a photo...</b>
Choose an image from your computer to upload: <input type="text"/> Browse...	Please indicate the reason why you are unable to upload the photo: <input type="text"/>
	Save

### TR Completion Status Required

Enter any optional remarks into the box and then mark the appropriate button below to update this request's status.

# Paperwork Reduction Act

## Paper Reduction Act Statement

The public reporting burden to complete this information collection is estimated at 104 annual hours 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. 08/31/2015. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to TSA/TSNM, 601 S 12th Street Arlington, VA 20598-6019 : ATTN: PRA (1652-0021).

Okay

# Privacy Act and Assertion of Data

## 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, **Aundreacandidate** -, hereby declare each time this training request form is submitted, including but not limited to **26-JUN-2015 09:11** PST (GMT-5), that the information entered on this training request form is true and correct.

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