Enrollment Services and Vetting Programs (ESVP)

Vetting Programs Division

Vetting Programs Branch

Flight Training Security Program (FTSP)

Provider Application Guide

Month 2021

U.S. Department of Homeland Security
Transportation Security Administration
6595 Springfield Center Drive
Springfield, Virginia 20598

Application for Training

- **Applicants** must provide the following using the AFSP 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

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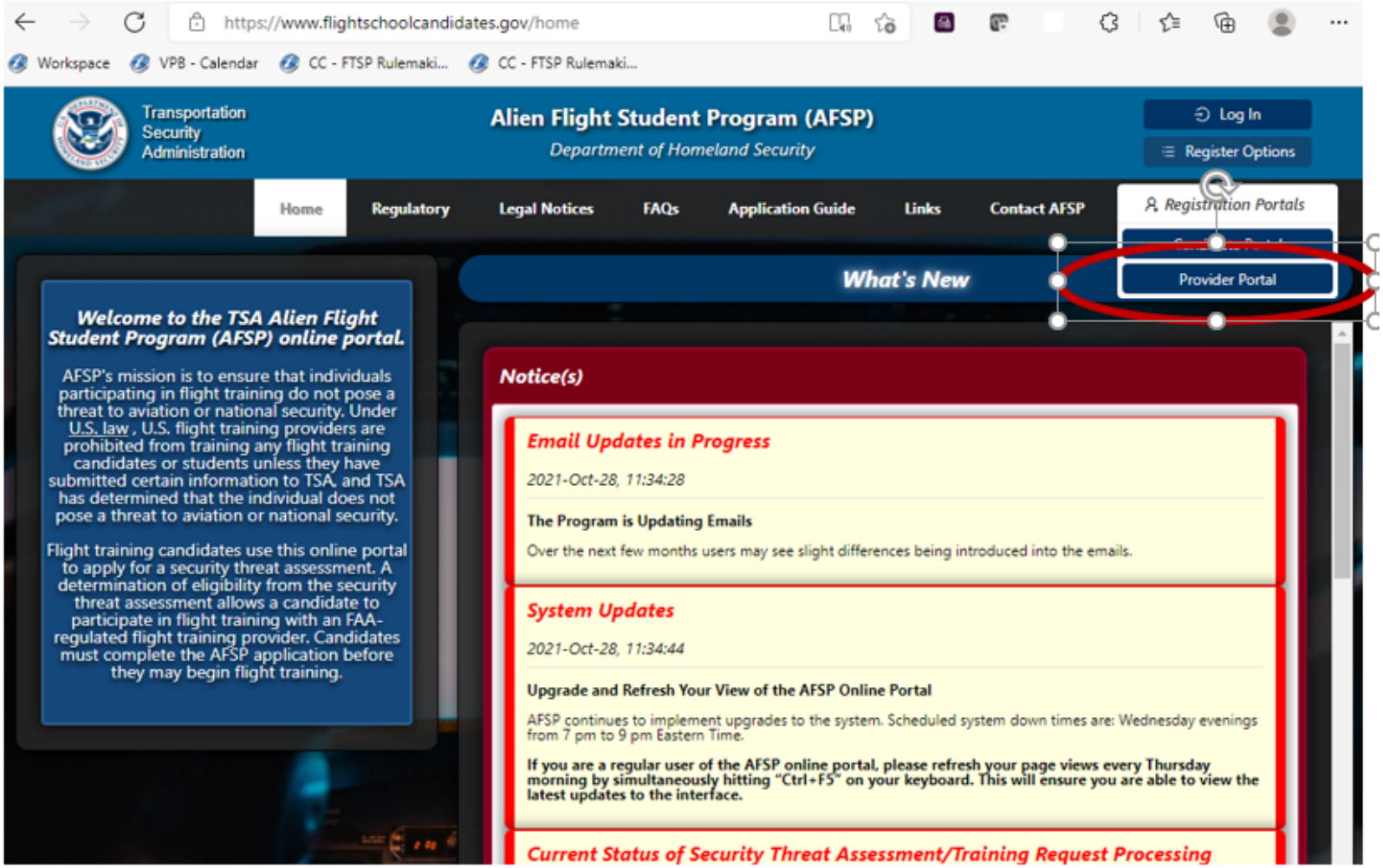
Categories of Training

- 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



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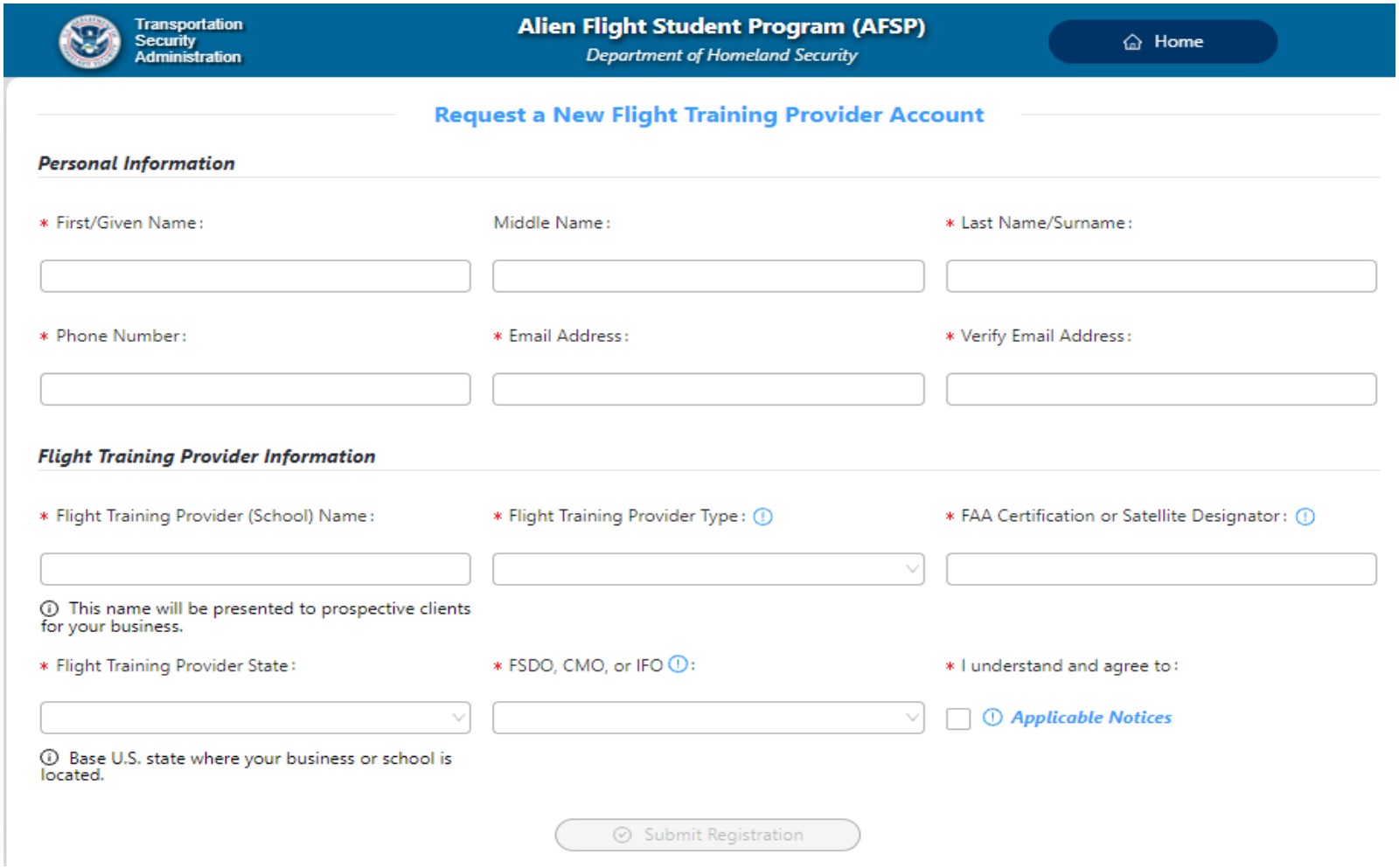
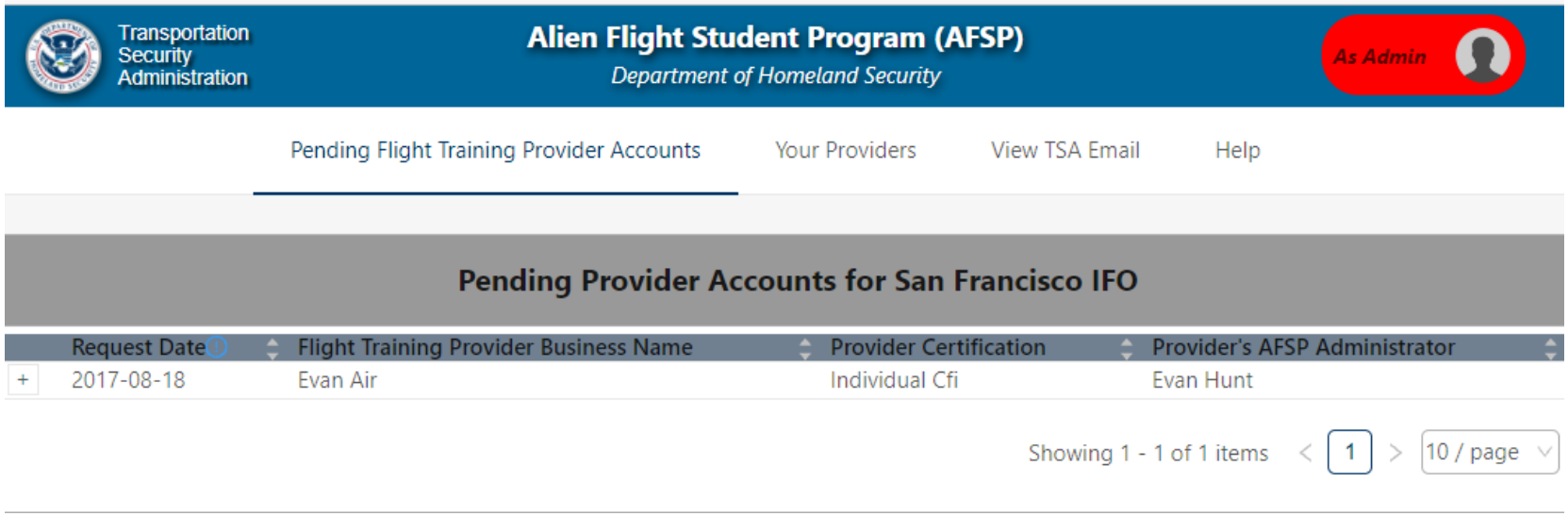
Requesting AFSP Provider ID



FSDO Request Confirmation



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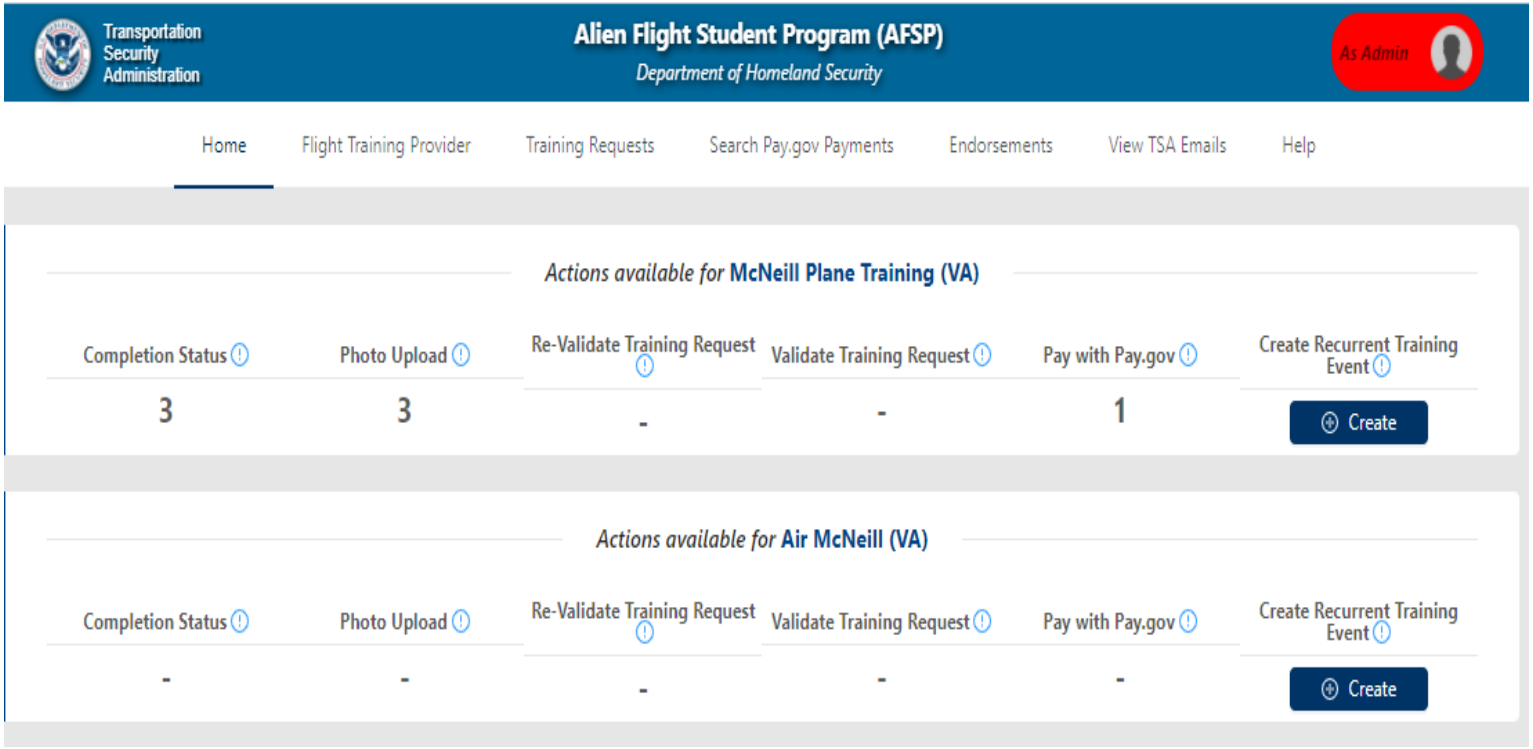
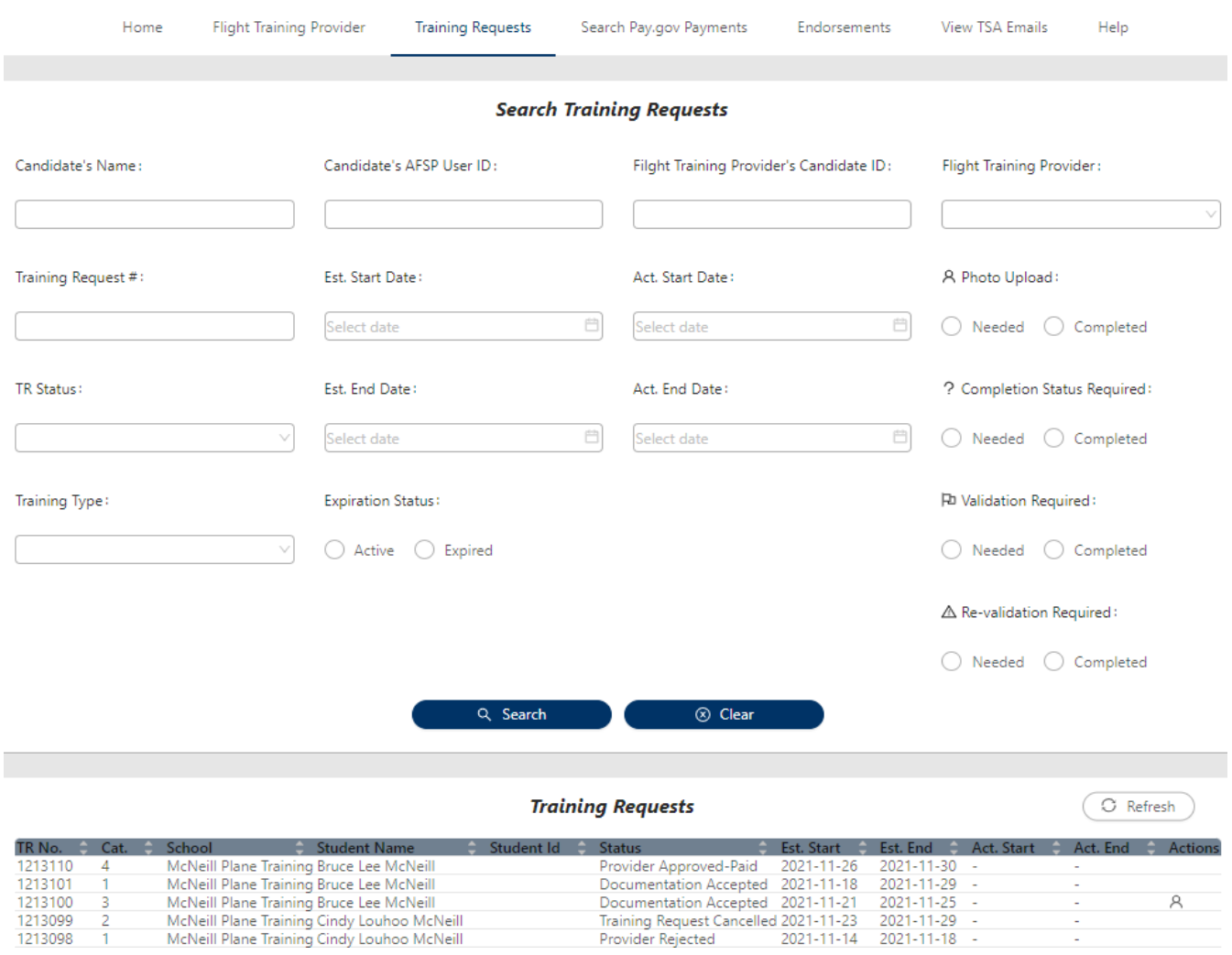
Flight Training Provider Activities within AFSP

Initial AFSP Sign-in/Home Page



Provider: Training Requests



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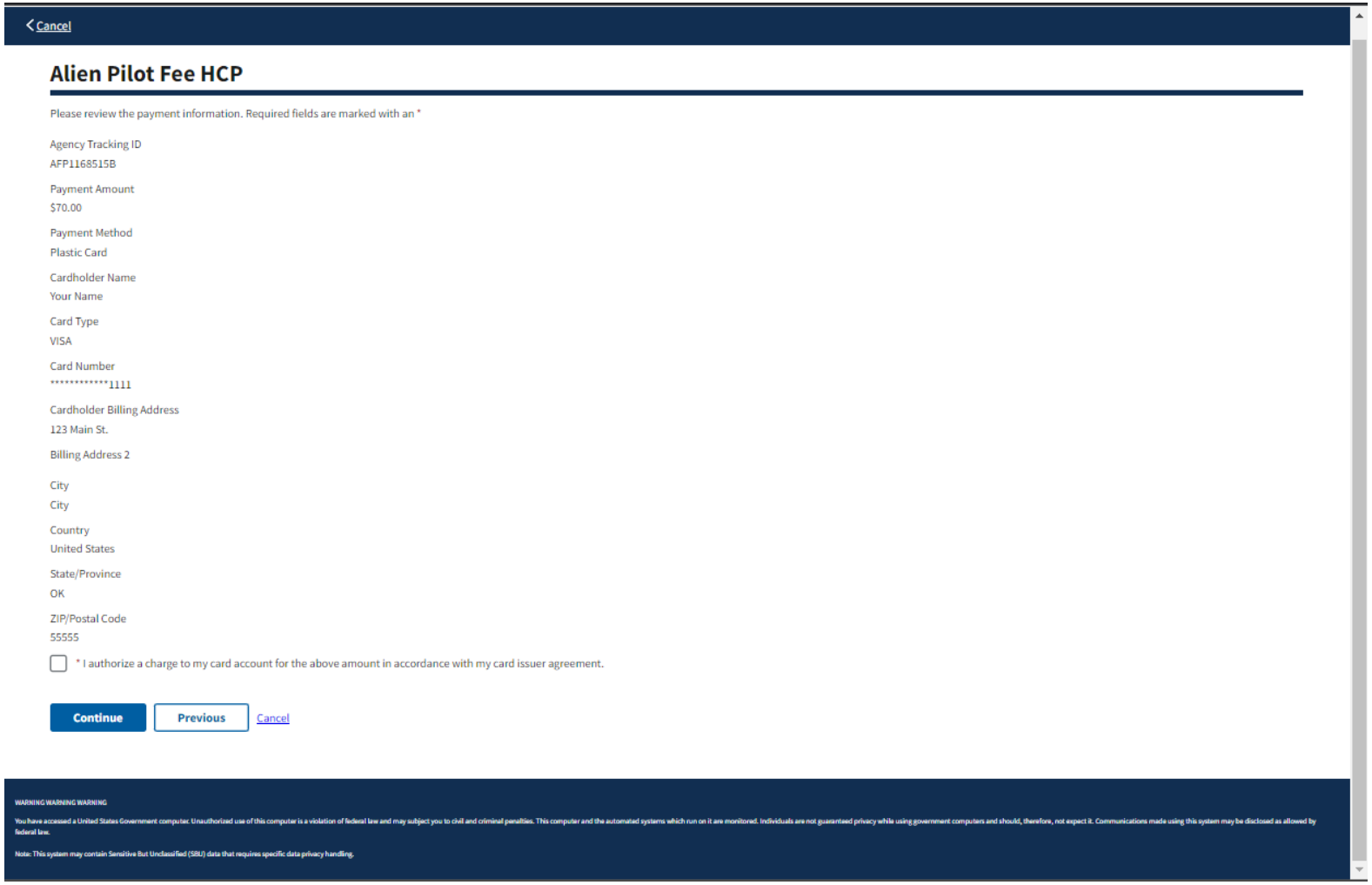
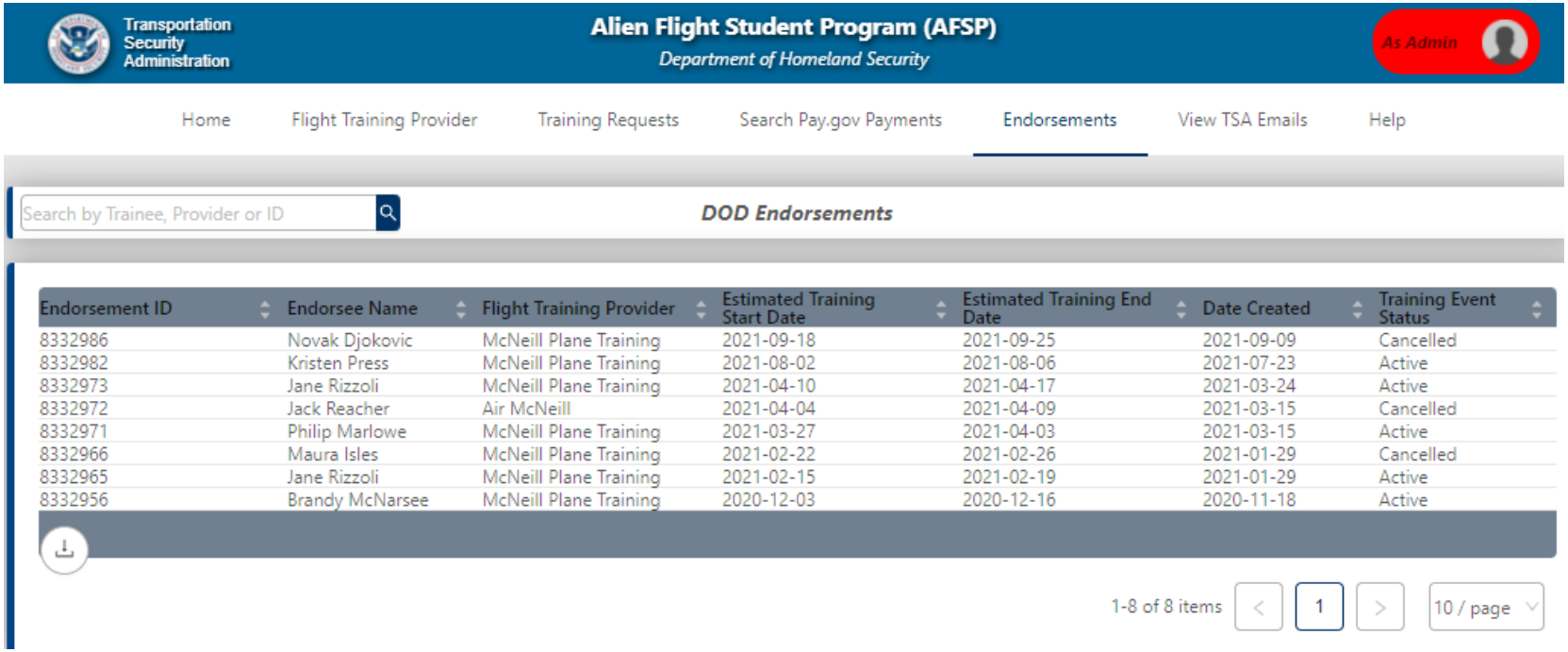
Provider: Payments

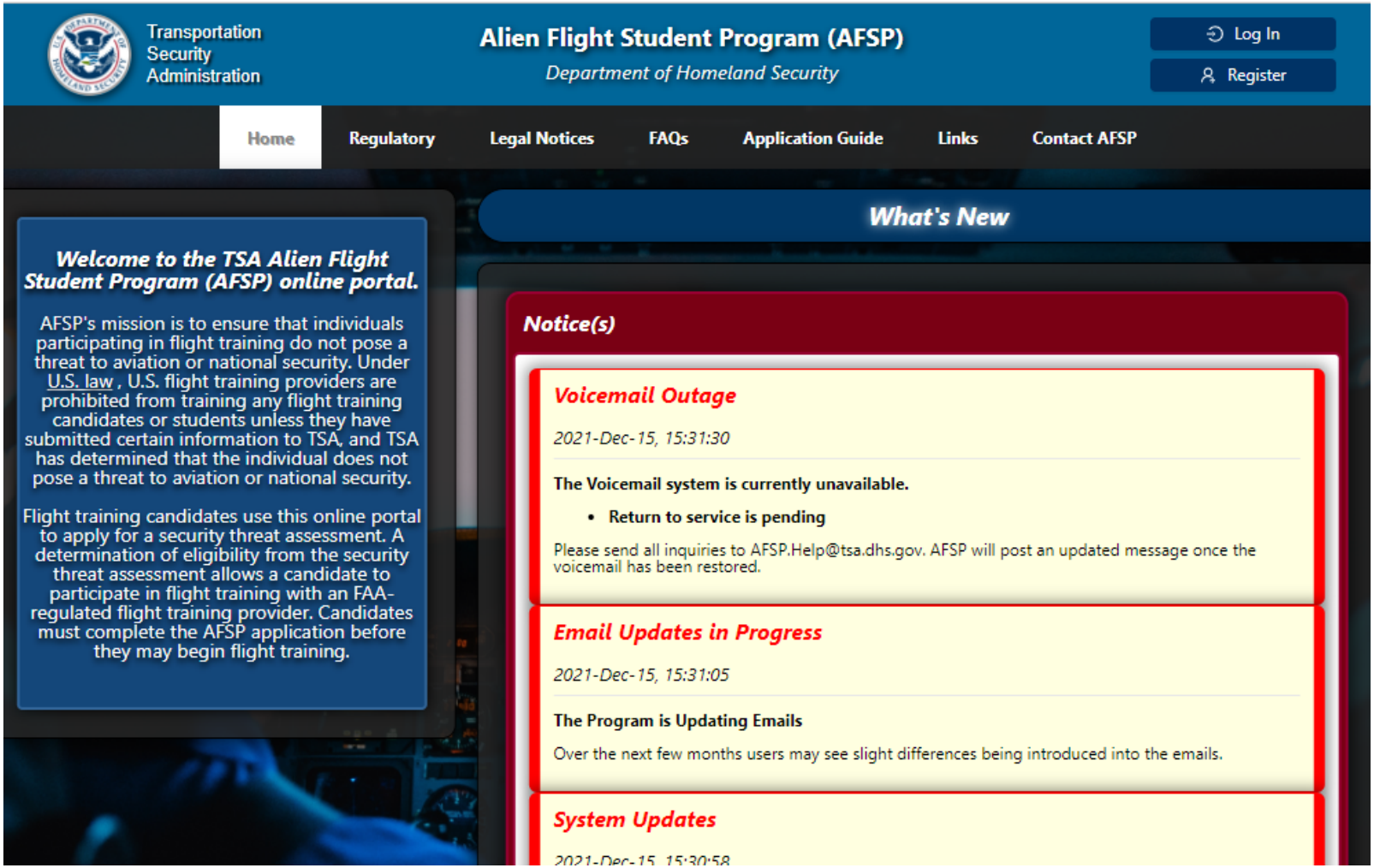


Provider: DOD Endorsements

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

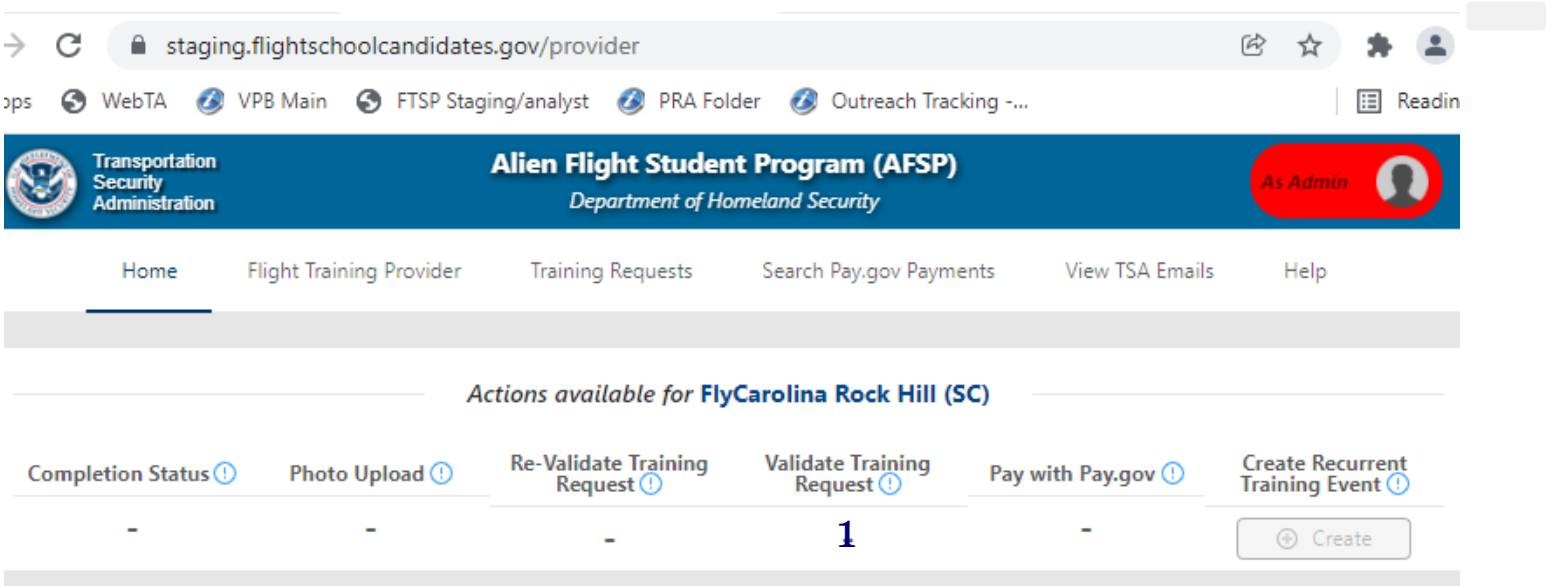


Provider: Help



Provider Actions: Validate TR

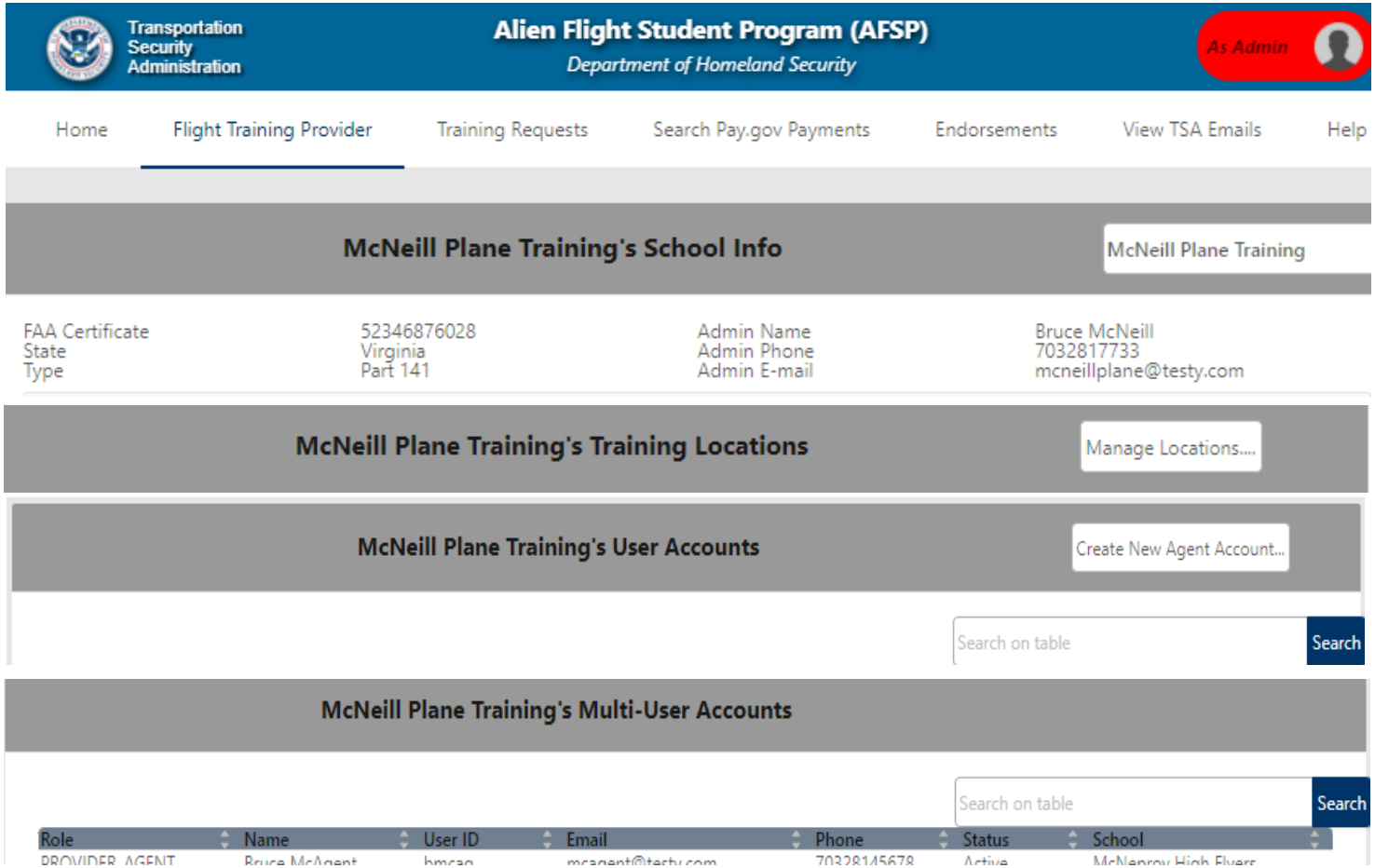
Provider with a TR just submitted to validate, click on the 1



Provider Actions Needed

Managing Information:

- Provider Information
- Training locations
- Admin/Agent user accounts
- Multi-user accounts



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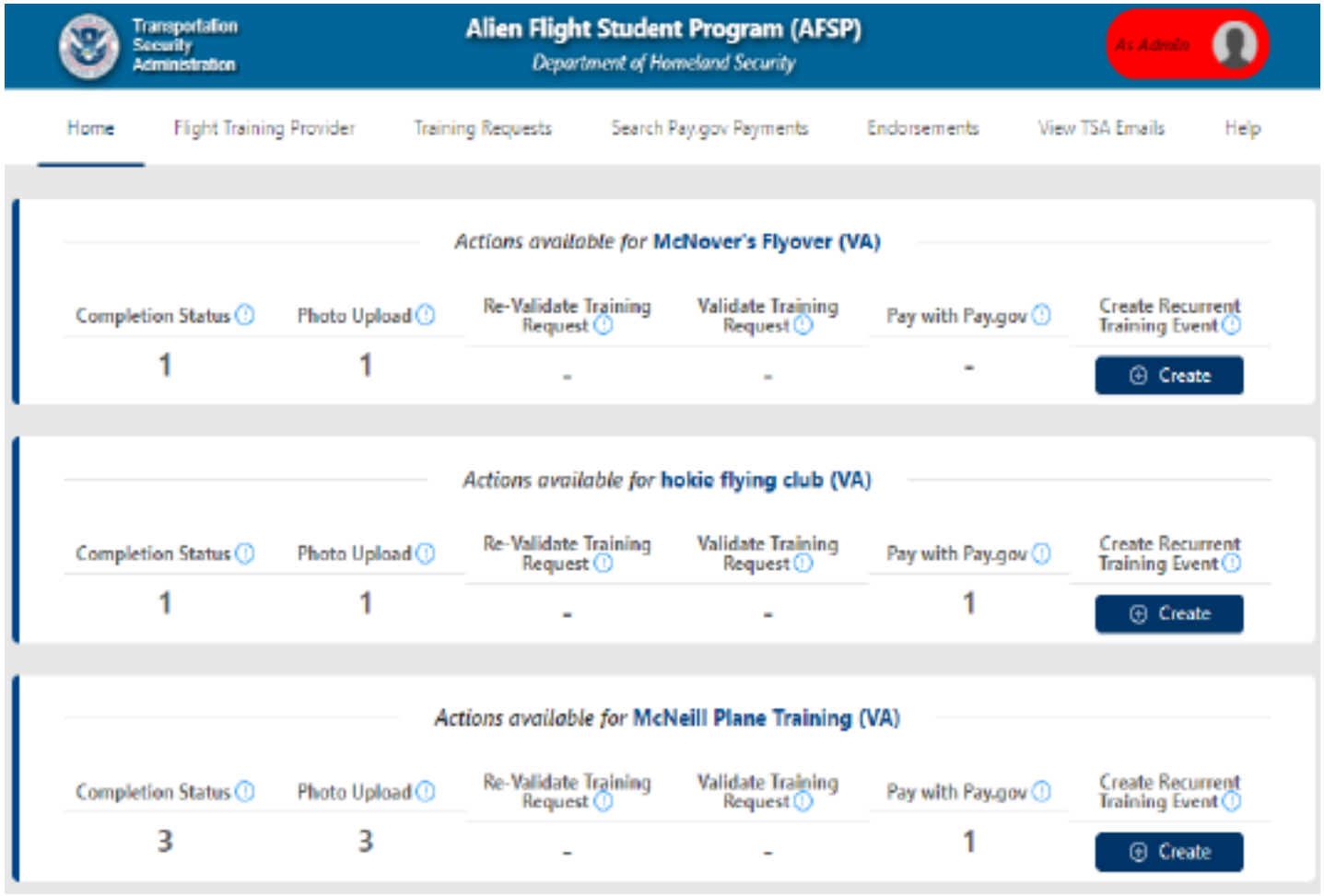
Provider Actions Needed

- Completion status
- Re-Validation
- Validation
- Upload a photo
- Payment



Paperwork Reduction Act

Paperwork Reduction Act Statement

For Providers :
The public reporting burden to complete this information collection is estimated at 5 minutes per response or 60 minutes per response for large providers, 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

Privacy Act and Assertion of Data

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

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 understand and agree to:

☐ Applicable Notices