

Flight Training Security Program

Candidate Guide

Version 1.0



HOW TO NAVIGATE THIS GUIDE

This guide is your “one-stop-shop” for all information you need to comply with the FTSP regulation.

To use the guide while you are logged into the FTSP Portal, open it up in a separate tab **before** you log in, then keep that tab open while you log into the portal using another tab. You can then toggle back and forth to this guide without leaving the portal.

The PDF toolbar at the top of this guide allows you to download the PDF file and annotate your version, or print it. You can also pull down a full table of contents as shown below, and you can increase or decrease the screen view.

Click here to open the table of contents

Toggle down to expand the table of contents for each section title

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- ▶ Who Is Covered by the Regulation?
- ▶ Setting Up and Accessing Your Account
- ▶ Tips on Completing Your Application
- ▶ About the Security Threat Assessment (STA)
- ▶ Apply for a Five-Year Security Threat Assessment (STA)
- ▶ Pay the Fee

General Best Practices

Use Microsoft Edge. Use Edge as your Internet web browser for best performance. Other browsers may display differently than shown in this guide. Download MS Edge.

Do not use your web browser's page forward and back arrows. This may cause data loss or program failure. Navigate the site by clicking on the top menu or the left-hand menu.

First-time users. You must establish an account on this portal before you can proceed with your security threat assessment (STA) application.

Complete all of your STA application. TSA cannot process your application if:

- Any requested personal information or documentation is missing;
- You have provided inconsistent information (such as a discrepancy between names on your documents); or
- Your fee is not received.

Wait for your fingerprint instructions email before getting fingerprinted.

If more information is needed, you will receive an email entitled "Changes Required to Security Threat Assessment Application." For more information, see [If Your Application Requires Changes](#).

For convenience, a full table of contents follows this page (click on a title to go to that page) and “Back to Contents” links are provided throughout to help you find what you need.

If you download and use your own annotated version of this guide, keep in mind that TSA may amend the guide to accommodate policy or procedural changes. Any significant change to this guide will be announced on the “What’s New” board on the FTSP portal home page.

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ABOUT THE FLIGHT TRAINING SECURITY PROGRAM (FTSP)

Flight Training Events Covered by TSA Regulation

The FTSP Process for Candidates

Under U.S. law and regulation, all non-U.S. citizens and non-U.S. nationals seeking flight training are defined as “candidates” and must undergo a security threat assessment (STA). TSA’s Flight Training Security Program (FTSP) oversees implementation of the [Flight Training Security regulation](#), which is intended to prevent an individual who is not a U.S. citizen from receiving flight training unless they have been adequately vetted to ensure they are not a security threat.

If you are a candidate for flight training, you must create an account on this portal and complete the application process in order for TSA to conduct the STA. This guide can assist you in this process.

If you qualify, you will be granted a Determination of Eligibility, valid for up to five (5) years.

Once you are granted a Determination of Eligibility, you must use this portal to select one or more flight training providers for your flight training. The provider you select will work with you to schedule your training. You may train as often as you like without additional cost for the duration of your Determination of Eligibility.

TSA conducts continuous vetting during this five-year period and may suspend or cancel your Determination of Eligibility if your account information is not up to date, for example, if your visa or other immigration document expires. You must submit a new STA application every five (5) years.

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Flight Training Events Covered by TSA Regulation

The following flight training events are covered under the flight training regulation:

- **Initial pilot certification**, whether private, recreational, sport pilot, fixed-wing, rotorcraft, on land, on sea, etc., because such training provides a pilot with basic piloting skills.
- **Instrument rating**, because such training 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.
- **Multi-engine rating**, because such training enhances a pilot’s ability to pilot larger aircraft with more than one engine.
- **Type rating**, which is a specific certification a pilot obtains to operate a certain type of aircraft, because this training is required beyond the initial, multi-engine, and instrument certifications.
- **Recurrent training for type rating**, required to maintain or renew a type rating already held by a pilot.

See [About the Regulation](#) for a list of flight training events that are not covered by this regulation.

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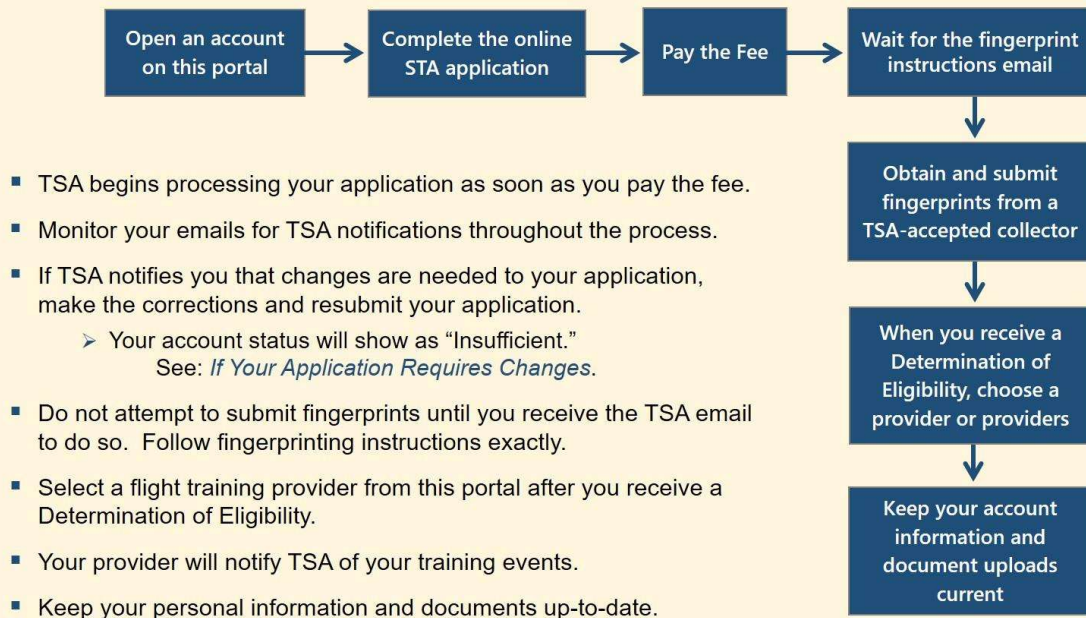
The FTSP Process for Candidates

An individual who is not a U.S. citizen and who seeks to take flight training covered by TSA regulation is considered a “candidate.”

If you are a candidate, you must use this portal to apply for a security threat assessment (STA) and receive a Determination of Eligibility from TSA before you can participate in flight training.

After you receive a Determination of Eligibility, you must use this portal to select your flight training providers. Providers you choose will work directly with you to arrange your flight training. Your providers are required to report your flight training events to TSA via this portal.

The FTSP Process at a Glance



The steps to follow in the process of applying for a STA are:

1. **Open an account on this portal.** Select “Register Options” at the top of the page, then “Candidate Portal.” See [Register an Account](#) for more information.
2. **Complete the online STA application.** Fill in all biographic information and upload all specified document images.
3. **Pay the fee.** Use Pay.gov (accessed through this portal) to pay the fee for TSA to conduct your STA.
4. **Obtain and submit fingerprints.** Follow emailed instructions to obtain and submit fingerprints through a TSA-accepted collector. *Do not* get fingerprinted until you receive the fingerprint instructions email.



5. **Track the status of your STA application.** Monitor your emails. TSA only communicates with you through email.
6. **Choose a flight training provider when you receive a Determination of Eligibility.** This is the only way you can initiate flight training. The portal allows you to choose providers by location.
7. **Keep your account information current.** TSA conducts continuous vetting of persons who receive a Determination of Eligibility. If your personal information becomes out of date, or your qualifying documents expire, your Determination of Eligibility could be suspended or cancelled.

Use this guide to help you with the process – details for each step of the application are described in [How to Complete the STA Application](#).

Use this portal to stay abreast of your account status and training events.

The chart below summarizes the FTSP process for candidates. For a detailed description of the flight training regulation's requirements for candidates, see [FTSP Final Rule Candidate Guidelines Summary](#).

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WHO IS COVERED BY THE REGULATION?

Non-U.S. Citizens, Lawful Permanent Residents, Asylum Seekers, and Refugees

U.S. Citizens and Nationals

U.S. Department of Defense (DOD) Endorsees

Candidates Training Outside the United States

Non-U.S. Citizens, Lawful Permanent Residents, Asylum Seekers, and Refugees

Under the flight training security regulation, if you are not a U.S. citizen or U.S. national, you are a candidate and must apply for a security threat assessment (STA) and receive a Determination of Eligibility before you can take flight training. Lawful permanent residents, asylum seekers (asylees), parolees, and refugees are considered candidates.

As a candidate for flight training, you must:

1. Create a new account on the FTSP Portal or use your current account. This account is permanent and you will continue to use it as long as you train. [Register an FTSP account](#).
2. [Apply for your security threat assessment \(STA\)](#) on this portal. Follow the instructions on the application. Save your application and return to it as often as needed.
3. [Select a flight training provider](#) through this portal, after you receive a Determination of Eligibility.
4. [Keep your account information current](#) to maintain your Determination of Eligibility.

Use this guide for assistance with your application. [Tips on Completing Your Application](#).

If you are a lawful permanent resident, you must apply for an STA and upload images of your Permanent Resident Card.

If you are an asylee or a refugee, you may have to provide alternate documentation. See [For an Asylum Seeker or a Refugee Only](#).

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U.S. Citizens and U.S. Nationals

If you are a U.S. citizen or U.S. national seeking flight training, you are not required to undergo a security threat assessment. However, you must provide current photo identification or a combination of identity documents to the flight training provider when you arrive for training.

See "Options for Validating U.S. Citizenship" in [About the Regulation](#) for a list of acceptable identification documents for U.S. citizens and nationals.

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U.S. Department of Defense (DOD) Endorseees

A U.S. DOD attaché may endorse a non-U.S. citizen who is employed as a pilot by a foreign military for flight training. If you qualify as a U.S. DOD endorsee:

- The U.S. DOD attaché in your home country will notify TSA through this portal and coordinate with your flight training provider.
- A security threat assessment will be conducted through the U.S. DOD attaché.

If you are a U.S. DOD attaché, click [here](#) to begin the process.

Do not attempt to gain DOD access if you are not the U.S. Department of Defense attaché or their delegated representative.

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Candidates Training Outside the United States

If you are a candidate participating in training outside the United States, you do not need to obtain a U.S. visa, but if you have been issued a U.S. visa, you must list it on your application and upload an image of it to your FTSP Portal account.

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SETTING UP AND ACCESSING YOUR FTSP PORTAL ACCOUNT

[Register an Account](#)

[Account Registration Process Steps](#)

[Consent, Notices, and Information Verification](#)

[Log into Your Existing Account](#)

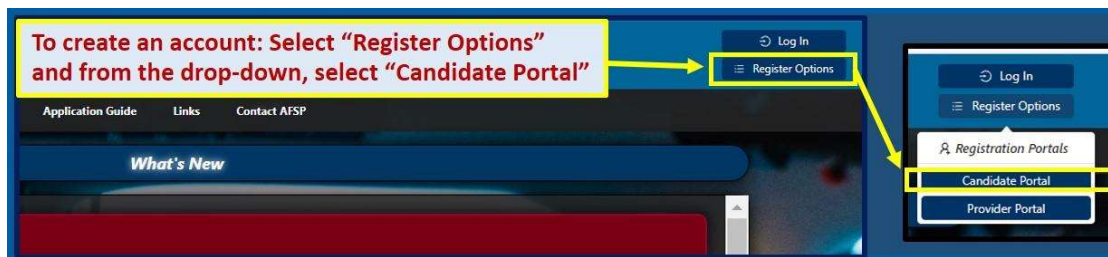
[Forgot Password, Account Locked, Password Reset, Retrieve Your User ID](#)

You must set up an account on this portal to apply for a security threat assessment (STA).

Follow the instructions on the screen and in this guide as you proceed through account registration. You can keep this guide open in a separate tab and consult it when needed. You will need your passport to register. If you do not have a passport, see [Asylum Seekers and Refugees](#).

Register an Account

You may create only one (1) account and may not share that account with other candidates or individuals. To create an account, select "Register Options," then "Candidate Portal," as shown.



Select "Candidate Portal" to open the Candidate Registration Home Page, shown below.



There are six (6) steps to complete. Select "Step 1, Enter Personal Information" to begin.

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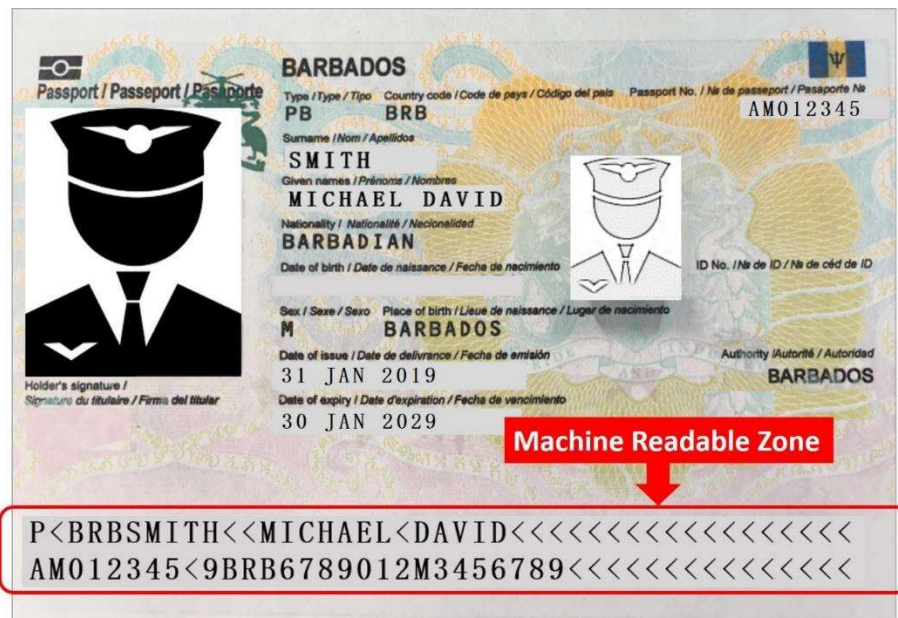
Account Registration Process Steps

Step 1 – Provide Your Personal Information. The information you provide must match your current passport or, in the case of asylum seekers or refugees, the information on your other documentation. [Information for asylum seekers or refugees.](#)

Step 2 – Provide Your Passport Information. Your passport is your main identity document and you should have it accessible when filling out this step.

Important: You must provide the machine-readable version of your name, that is, *do not* enter special characters (such as ñ, ' , - , á, ö) in the name fields. The FTSP system cannot accept these symbols. Enter your name exactly as it appears in the Machine Readable Zone of your passport. The Machine Readable Zone is shown in the image below and explained in this guide at Step 1 of [Provide Your Personal Information – Steps 1-3](#).

Learn more about the [Machine Readable Zone](#), from the [Student Exchange and Visitor Program](#), which is part of U.S. Immigration and Customs Enforcement (ICE).



Step 3 – Create a User ID. Your User ID is permanent and cannot be changed. It must be all lower case letters.

You must provide a personal email address. TSA will email your temporary password and instructions to your personal email address. Provide an email you can use over a 30-year career. *Do not* use a temporary email.

Step 4 – Create Security Questions. Provide personalized answers to three (3) security questions. These become necessary if you forget your password or want to make other changes to your account. Choose answers you can remember easily. *FTSP staff cannot supply these answers if you forget them.*

Step 5 – Verify/Digitally Sign. Verify your information is true and correct and digitally sign.

Step 6 – Submit Your Registration. This last page will show you if any element is incomplete; you must complete all steps before you can submit your account registration.

After you submit your registration, you will receive two (2) emails from TSA, one (1) confirming your UserID and another providing a temporary password. You will have up to four (4) hours to reset the temporary password. Enter this password exactly, and reset that temporary password to your permanent password.

After your new password is accepted, you can begin your STA application.

If you do not reset your password within four (4) hours, you will need to start the account registration process again.

TSA recommends you register from a personal email service rather than a business or school's email service. A unique email address that you keep for many years or a lifetime allows you to access FTSP communications no matter where you are in your education or professional career.

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Consent, Notices, and Information Verification

Consent. TSA cannot collect and store your personal information and conduct the security threat assessment without your consent. By creating an account on this portal, you are consenting to TSA collecting your Personally Identifiable Information (PII).

Each time you log in, you will be prompted to acknowledge and consent to allowing your chosen flight training providers to view your PII and all documents you uploaded with your application.

Fraud, Falsification, or Misrepresentation Notices. When you submit information to TSA through this portal, you will be prompted to certify to the following statement:

[Section 1001 of Title 18 of the U.S. Code](#) specifies that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or five (5) years in prison or both. By submitting this security threat assessment application, I am certifying that the information provided in each and every electronic entry on this security threat assessment application is true and complete to the best of my knowledge and ability.

I further certify that I am the individual whose name is on this security threat assessment application being submitted. I understand that this is a legally binding document and that my agreement, made by clicking the box marked "I Agree" that appears below the declaration against perjury following 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 U.S. federal law and may lead to criminal prosecution or other legal action.

I, [your name], hereby declare that each time this security threat assessment application is submitted, including but not limited to [today's date], that the information entered on this security threat assessment application is true and correct.

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Log into Your Existing Account

If you already have an account, select "Log In" to log into your account.

To retrieve your login or change your password, see the next section of this guide.

Select "Log In" to access the page below. From this page you can:

- Update your personal account information
- Submit a security threat assessment (STA) application
- Check your account status
- Check your emails
- Review your past and pending training events
- Select a provider if you have a Determination of Eligibility

Log In

Register Options

The screenshot shows the Flight Training Security Program (FTSP) website interface. The header includes the program name and navigation links: Home, Manage My Personal Information, Select a Provider, Candidate Guide, FAQs, View TSA Emails, and Help. The main content area has several sections with red callout boxes:

- Welcome to the Flight Training Security Program (FTSP) for Flight School Candidates!** - Includes instructions on creating an account and submitting an application.
- Manage My Personal Account Information** - A red box points to the "Update Personal Information" button with the text: "Set up your account or update your personal information".
- Manage My Flight Training Providers** - A red box points to the "Manage My Flight Training Providers" button with the text: "After you receive a Determination of Eligibility, click here or on 'Select a Provider,' above".
- Create Application** - A red box points to the "Create Application" button with the text: "See status of your STA application & your Determination of Eligibility; this shows all your past STAs, if any".
- My Training** - A red box points to the "My Training" section with the text: "See your current training events". Another red box points to the "Show History" button with the text: "See past training events if this is switched on".

The "Create Application" section displays a table with the following data:

Application ID	Submit Date	Status	Valid From	Active Until	Active Until Reason	Expiration Date	Review	Actions
150000157	2022-01-11	Submitted	2022-01-25	2026-08-01	Passport Expires	2027-01-25	Review Application	Update, Pay
150000156	2022-01-11	Payment Pending					Review Application	Update, Pay

The "My Training" section displays a table with the following data:

Training Request ID	Flight Training Provider	Training Type/Category	Est./Actual Start	Est./Actual End	Status
10364150	Russell's school	Commercial pilot certification	2022-02-24	2023-02-25	Submitted
10364149	Russell's school	Commercial pilot certification	2022-02-22	2022-02-24	Submitted

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Forgot Password, Account Locked, Password Reset, Retrieve Your User ID

Forgot Password/Account Locked/Password Reset

If you forget your password and your account is locked, a password reset may not be required.

Do not create a new account unless instructed to do so by TSA.

After three (3) incorrect password entries, your account will be locked for one (1) hour as an account security feature. You cannot access your account during this one (1) hour.

Your account will automatically unlock after one (1) hour.

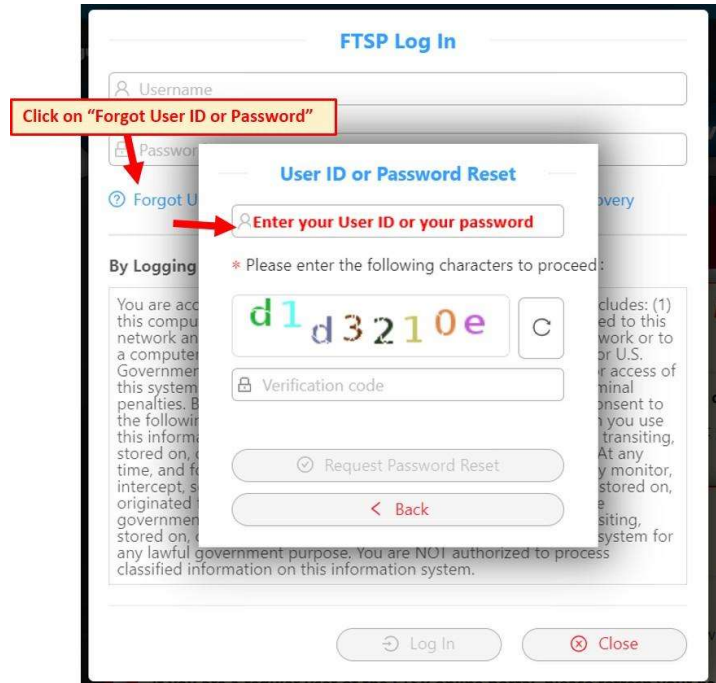
Important: Resetting your password does not unlock the one-hour clock. You must wait for at least one (1) hour to elapse before trying to log in.

If you still cannot log in after the one (1) hour has elapsed, you can retrieve your User ID or reset your password through the steps described below.

Reset Password

- To reset your password, click on  at the top of the portal home page.
- A pop-up display "FTSP Log In" will appear.
- Click on "Forgot User ID or password" to open the other pop up shown: "User ID or Password Reset." This is where you request a new password.

This second pop up prompts you to enter either your User ID or your email address and the displayed letters and numbers, as shown. Then click on "Back" and "Log In."



After you have done this, you will receive two (2) emails:

- The first email, "Password Reset Link from FTSP," will prompt you to reset your password.
- The second email will acknowledge the password change.

This process will take a few minutes. **Do not attempt to log into your account before you receive the second email – this will cause a log in failure.**

If you do not reset your password within four (4) hours, you must start the process again.

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Retrieve Your User ID

To retrieve your User ID, click on  at the top of the portal home page.

- The same pop up displayed above will appear.
- Click on "Forgot User ID or password."
- Provide the email address you have registered with FTSP and follow the prompts.

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TIPS ON COMPLETING YOUR APPLICATION

General Best Practices

Common Errors Made by Candidates

General Best Practices

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First-time users. You must establish an account on this portal before you can proceed with your security threat assessment (STA) application.

Complete all of your STA application. TSA cannot process your application if:

- Any requested personal information or documentation is missing;
- You have provided inconsistent information (such as a discrepancy between names on your documents); or
- Your fee is not received.

Wait for your fingerprint instructions email before getting fingerprinted.

If more information is needed, you will receive an email entitled "Changes Required to Security Threat Assessment Application." For more information, see [If Your Application Requires Changes](#).

IMPORTANT:

- Your personal information must be complete and correct and match U.S. government databases.
- You must be legally present in the United States for the duration of your training.
 - Resolve outstanding immigration issues that can cause TSA to withdraw your Determination of Eligibility, such as an expiring U.S. visa.
- TSA will not start processing your application until the fee is paid and your fingerprints are received.
- Your fingerprints will be sent to the FBI for a criminal history records check. TSA may request clarification from you if a criminal history is identified. For the list of disqualifying criminal offenses, see [49 CFR part 1544.229\(d\)](#).

Users with existing accounts. Update your account if your name, address, or employer changes. If your passport, visa, airman certificate, or any other document you have submitted has changed, update your FTSP account personal information with the new information, then upload an image or images of the new document. Be sure the new information you add to "Manage My Personal Information" matches the new document you upload.

As your personal information changes, update your information. Your Determination of Eligibility may be cancelled if current information on you is not available to TSA.

Check your email regularly. TSA communicates with you only through your personal email account. Keep your account current and check your emails regularly. To see emails TSA has sent you, sign into your account and select “View TSA Emails” from the top menu, as shown below.

Flight Training Security Program (FTSP)
Department of Homeland Security

Home Manage My Personal Information Select a Provider Candidate Guide FAQs View TSA Emails Help

Search Email

Message Type: Message ID:

Endorsement ID: TR ID:

Date Sent:

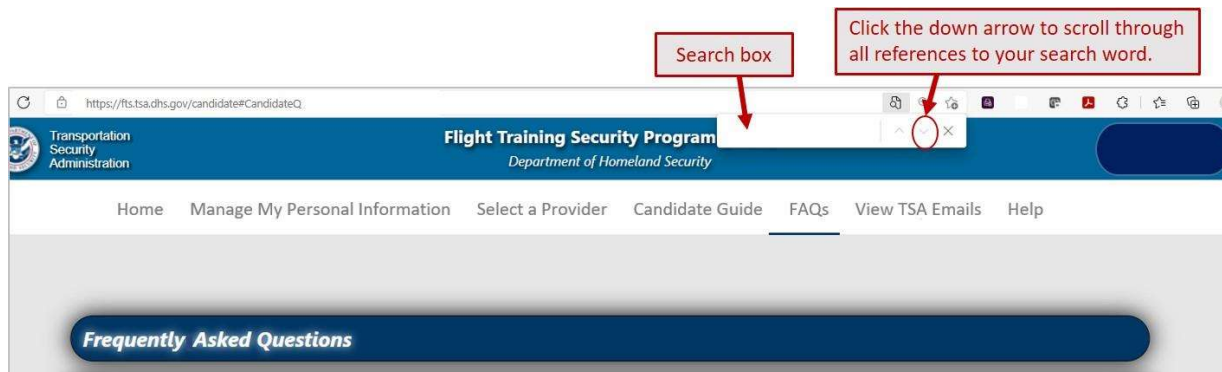
Submit Reset

TR ID	Student	Recipient(s)	Subject	Date Sent
1234567	idoeandidate	Joe Candidate;	Action/Information required for jcandidate1	2022-Oct-30

One reason to check emails is that TSA will send you warning emails at 60 days and 30 days before your Determination of Eligibility expires.

Have a Question Not Answered in This Guide? Consult the Frequently Asked Questions by selecting FAQs at the top of the page.

FAQs are arranged by topic. Select a topic to find questions and answers related to that topic. You may be able to use your browser’s search feature by entering “Ctrl+F” or through your browser’s “Find” function. The image below shows how the search box displays in the Microsoft Edge browser. This search feature also works for this guide.



If you cannot find what you need from this guide or the FAQs, email your question to FTSP.Help@tsa.dhs.gov. Allow five (5) business days for a response. Business days are Monday through Friday with the exception of U.S. Government holidays.

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Common Errors Made by Candidates

Name entered does not match your passport.

Name on another document is different from your passport.

Incorrect U.S. Visa number.

Incorrect date(s) for your documents.

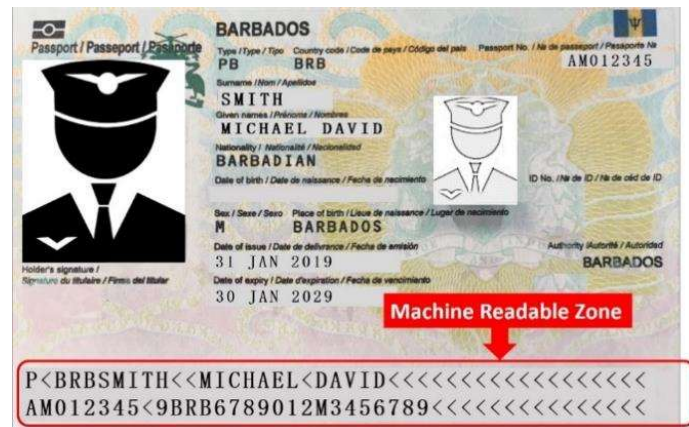
Airman certificate does not show your type rating from Section XII.

Addresses you entered are not the physical buildings where you lived.

Name entered does not match the name shown in the Machine Readable Zone of your passport.

The image to the right shows the Machine Readable Zone, which always appears at the bottom of the passport.

- Place all surnames from your passport in the **Last Name/ Surname** block.
- Place all given names in the **First/Middle Name** blocks.
- If your name includes an initial or initials, spell out what the initial(s) represent in Step 2 of the application, **Other Names**.
- Do not include special characters** (such as ñ, ', -, á, ö) or periods.



See Upload Images of Your Documents – Step 4: [Passport](#) for more information.

Name on another document you submitted is different from the name on your passport.

- Add that name in **Personal Information/Other Names**.
 - When entering a name in **Other Names**, you must enter the entire name exactly as it appears on the document you are uploading.
- For multiple citizenships/passports:
 - At least one (1) of your citizenships must start on your Date of Birth.
 - At least one (1) citizenship must have "Current" as Type.

ABOUT THE SECURITY THREAT ASSESSMENT (STA)

[What Is an STA?](#)

[The STA Process](#)

[How Long Does the STA Process Take?](#)

What Is an STA?

The TSA security threat assessment (STA) consists of one (1) or more checks against immigration records, terrorist watchlists, and criminal history records, as well as other data sources. TSA conducts the STA to determine whether a candidate poses a possible threat to aviation or U.S. national security. To participate in flight training, non-U.S. citizens (candidates) must undergo an STA and receive a Determination of Eligibility. [Learn more about the STA.](#)

To apply for an STA, first establish an account on this portal, then complete the online application. As part of the application process, you must provide a valid identification document or documents.

TSA will begin to conduct the STA when you have:

- Provided all of your biographic information;
- Uploaded images of your qualifying documents; and
- Paid the fee.

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The STA Process

After the fee is paid, TSA begins the STA by reviewing your biographic information against government records for ties to terrorism. If more information is needed or if you need to correct parts of your application, FTSP sends you an email with instructions. Your application will be placed on hold or set to "Insufficient" until the missing information is received.

When your biographic information record is complete, FTSP sends you an email with instructions on how to submit your fingerprints.

- Follow these fingerprint instructions exactly.
- ***Do not attempt to submit fingerprints before you are instructed to do so.***

When your fingerprints are received, TSA continues the STA by conducting checks as to whether you have permission to remain in the United States and whether you have a criminal record including one (1) or more of the disqualifying offenses listed in [49 CFR part 1544.229\(d\)](#).

In most cases, when TSA completes the STA, you are issued a Determination of Eligibility for up to five (5) years. You may then choose a flight training provider on this portal.

During the period of your Determination of Eligibility, TSA conducts continuous vetting to review that you are legally present in the United States and that you have not become ineligible through criminal or other disqualifying conduct. The chart below shows more details on the STA process.

The Security Threat Assessment Process

TSA uses your application and fingerprints to conduct a Security Threat Assessment (STA), which looks for:

- Ties to terrorism.
- Disqualifying criminal activity.
 - Disqualifying crimes will delay processing or may result in TSA issuing a *Preliminary Determination of Ineligibility* (stating that you are ineligible for an STA and why).
- Your permission to remain in the United States.
 - Your STA will be denied or suspended if your permission expires.
 - You must maintain permission to remain in the United States.
 - If you have ever been denied a visa, processing will be delayed.

If you have provided incomplete information, you will be required to submit the missing information. TSA will request more information by email.

When TSA determines you are eligible for flight training, TSA issues you a *Determination of Eligibility*.

- You may participate in training for up to five (5) years from the date the Determination of Eligibility was issued.
- TSA conducts continuous vetting as long as you hold your Determination of Eligibility.

If TSA issues you a *Preliminary Determination of Ineligibility* and your STA is suspended or terminated:

- You may submit new documentation to correct or update information you have provided.
 - If the issue is a criminal offense, you must correct the record with the law enforcement agency that reported the criminal activity, then inform TSA of the correction.
- A Final Determination of Ineligibility disqualifies you from participating in flight training.

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How Long Does the STA Process Take?

The STA process may take up to 30 days from the date TSA receives your fingerprints.

To facilitate the process:

- Ensure that your name, address(es), passport number, and other information you entered match your identification and other pertinent documentation exactly.
- Ensure that the images you upload are clear and display all information you have entered into the application (this could require uploading more than one (1) image for a single document).
- Provide complete employment information and any explanations that may be required.
- Follow the prescribed process for submitting fingerprints.
- Check your email frequently for FTSP messages.

TSA begins processing your STA when you have provided all required personal information, uploaded all required document images, and paid the fee.

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APPLY FOR A FIVE-YEAR SECURITY THREAT ASSESSMENT (STA)

[How to Complete the STA Application](#)

[Provide Your Personal Information – Steps 1, 2, and 3](#)

[Upload Images of Your Documents – Step 4](#)

[How to Upload a Document](#)

[Qualifying for a Reduced Fee or Expedited Processing](#)

[Guidance for Specific Documents](#)

[Editing, Updating, and Deleting Your Uploaded Records](#)

[Provide Your Address Information – Step 5](#)

[Provide Your Employment Information – Step 6](#)

[Submit the Application](#)

How to Complete the STA Application

The STA application is completed entirely on this portal. Login to your account to begin.

After you log in, click on the “Manage My Personal Information” link (at the top of the page) or on the “Update Personal Information” button. This opens the Personal Information page linked to your application. You must complete every field marked by a red asterisk (*).

You may save and return to your application as often as needed.

The application has six (6) steps:

- [Provide Your Personal Information – Steps 1, 2, and 3](#)
- [Upload Images of Your Documents – Step 4](#)
- [Provide Your Address Information – Step 5](#)
- [Provide Your Employment Information – Step 6](#)

Each step is described in detail below. We recommend that you open this guide in a separate browser tab before you log into your account; then log into this portal using another tab. Then you can toggle back and forth to that tab without losing your place in the application.

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Provide Your Personal Information – Steps 1, 2, and 3

Step 1



Step 1 collects basic information about you. Some fields will already be filled in from creating your account. A red asterisk (*) indicates a required field.

1 Basic Information

To begin, enter your name as it appears in the Machine Readable Zone of your passport (highlighted in the image).

- Important:** If you enter initials in Step 1, you must provide your full name(s) in Step 2, "Other Names."

In Step 1, you must provide:

- P<DEUSMITH<JR<MICHAEL<DAVID<<JOHN<<<<<<<
AM012345<9DEU6789012M3456789<<<<<<<<<<<<



Step 2

2

Other Names

Step 2 collects names listed on your additional documents, such as an airman certificate. This step also collects the details for the initials from your passport.

Personal Information

Home

Basic Information

2 Other Names

Citizenship(s)

Upload Documents

Addresses

Employment

Add an additional name or alias

Current	Full Name	Type	Start Date	End Date	Edit	Remove
No Data						

On the **Other Names** page shown above, select "Add an additional name or alias." This brings up the entry screen shown below.

Complete this section if:

- Your name has variations that appear on other document(s) you provide, such as an alias or other name you may use.
- The name on your passport includes an initial or initials.

In Step 1, you should have listed your name exactly as it appears in the Machine Readable Zone on your passport. If that entry included an initial or initials, you must spell out these names in Step 2.

Some other examples for when to complete Step 2 are:

- You changed your name because you were adopted, got married, or some other reason.
- You have been arrested under a different name.
- You have adopted a name to help English speakers spell or pronounce your name, or you commonly use a familiar name such as Rick for Richard, Betty for Elizabeth, Fred for Fahad, etc.

Check if this is a current alias:

☐

* Full Name:

* Name Type:

* Start Date:

* End Date:

* Start Date Type: ☐ Approximate ☐ Exact

* End Date Type: ☐ Approximate ☐ Exact

+ Save

How to complete Step 2:

A red asterisk (*) indicates a required field.

- ***Full Name** – This is a free-form text field. Provide your full name here if the name on your passport includes initials.
 - Do not include special characters (periods, hyphens, umlauts, etc.).
- ***Name Type** - Select from the drop-down list.
- ***Start Date** - When did you, or others, start using this name for you?
 - Select either "Exact" or "Approximate" to indicate when this name started being used.
- ***End Date** - When did you, or others, stop using this name for you?
 - Select "Current" if you or others are still using this name.
 - Select either "Exact" or "Approximate" to indicate when you stopped using this name.
- Click on "Save."

You can now move on to Step 3.

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Step 3



Step 3 collects your current and historical citizenship information. If you hold or have held citizenship in multiple countries, you must list each instance of citizenship. You may create as many citizenship records as necessary.

A screenshot of a web form titled "Personal Information". On the left is a sidebar with a list of sections: Basic Information, Other Names, Citizenship(s), Upload Documents, Addresses, and Employment. The "Citizenship(s)" section is selected and highlighted with a red circle. The main content area shows a button with a plus icon and the text "Create or add a citizenship entry or entries". Below this is a table with columns: Country of Citizenship, Type, Qualification, Start Date, End Date, Edit, and Remove. The table contains two entries: one for Albania (Historical, 2012-11-01 to 2017-11-01) and one for Afghanistan (Current, 1980-02-13). At the bottom right of the table, it says "Showing 1-2 of 2 items" with a pagination control showing "1".

To begin, click on "Create or add a citizenship entry or entries" on the screen shown above.

Provide the information shown below. A red asterisk (*) indicates a required field.

* Type:

* Start Date:

* End Date:

* Country Of Citizenship:

Qualification for Citizenship:

+ Save

How to Complete Step 3:

- ***Type** (Current, Dual, and/or Historical) –
 - If you have only ever had one (1) citizenship, select "Current" from the drop-down list.
 - If you claim or have held more than one (1) citizenship, list only one (1) citizenship record as "Current."
 - If you currently claim more than one (1) citizenship, select "Dual" when you create the other citizenship records.
 - If you had citizenship from a nation state that no longer exists or if you have renounced a citizenship, list it as "Historical" and provide an explanation under "Qualification for Citizenship." Examples of explanations:
 - *I was born in the former Socialist Federal Republic of Yugoslavia but am now from Croatia.*
 - *To become a Canadian citizen, I had to renounce my previous citizenship.*
- ***Country of Citizenship** –
 - Select the country for which you are claiming that you are or were a citizen.
 - If you do not see the country that you are claiming, email FTSP.Help@tsa.dhs.gov and request that TSA add that country.
- **Qualification for Citizenship** –
 - Use this free-form text field to describe how you qualify for the citizenship claimed. Common entries are:
 - *Birth Country*
 - *Naturalization*
 - *My parent(s) were citizens of _____ and were residing in _____ when I was born.*
- ***Start Date** –
 - Enter the date you became a citizen of the country you selected (cannot be before your date of birth).

- If you have been a citizen of the country listed since birth, the start date should match your date of birth.
- ***End Date** –
 - Enter the date you stopped being a citizen of the selected country; or,
 - Select "Current" or "Dual" if you are still a citizen of the selected country.
- Click "Save."

You can now move on to Step 4.

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Upload Images of Your Documents – Step 4

Step 4



Step 4 is where you upload images of your identification and other documents so that TSA can conduct the security threat assessment (STA).

Step 4 allows you to first enter information from your document, then upload the document. Save after each document upload. This creates a record for each document.

The screenshot shows the 'Personal Information' form with a sidebar on the left containing links: Basic Information, Other Names, Citizenship(s), **4 Upload Documents** (circled in red), Addresses, and Employment. The main content area has a dropdown menu labeled 'Select a document type to add:' with 'Other Documents' selected. Below this is a table with columns: Identification, Status, Type, Expiration, Number, Country, Image, Upload, Edit, and Remove. The table contains two rows of document information. The first row shows a 'U.S. Border Crossing Card (BCC)' with an expiration date of 2032-02-08 and a document number of X12345. The second row shows a 'U.S. Employment Authorization Card (EAC/EAD)' with an expiration date of 2022-05-01 and a document number of 55566565. The 'Image' column for the first row has a red '0' icon, and the 'Image' column for the second row has a blue '1' icon. A red arrow points from a text box 'Select a document type from this drop down list.' to the dropdown menu. A text box at the bottom explains the image indicators: 'Display shows documents you have entered and whether or not you have uploaded an image of that document. If an image is missing, the image icon is flagged "0" with a red indicator. A blue indicator "1" shows that document uploaded successfully.'

Identification	Status	Type	Expiration	Number	Country	Image	Upload	Edit	Remove
Other Documents	N/A	U.S. Border Crossing Card (BCC)	2032-02-08	X12345		0			
Other Documents	N/A	U.S. Employment Authorization Card (EAC/EAD)	2022-05-01	55566565		1			

Do not combine images for different documents into one (1) record. For example, if you submit a passport and a U.S. visa, first fill out the passport section of the application, then upload the passport image or images, then click "Save". That creates a passport record. Add the information about your visa as a second, separate record.

Ensure you have entered all information properly and uploaded images that are clear and show all the requested information. Incorrect, incomplete, or insufficient entries in Step 4 will delay your STA application.

See [Guidance for Specific Documents](#) for instructions on how to enter and upload specific documents.

Professional Pilots: This step is where you upload new documents as your career develops. Regularly update your documents and account information to ensure TSA and flight training providers have your most current information. The system automatically flags your expired documents under *Manage My Personal Information*.

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How to Upload a Document

To properly create your document records in Step 4:

- Select the document you are submitting from the drop-down menu, shown below.

IMPORTANT: If your document is not an airman certificate, passport, U.S. driver's license, U.S. Permanent Resident Card, or U.S. visa, select "Other Documents."

- To create a record for the document you select, enter the required document details.

Personal Information

Basic Information

Other Names

Citizenship(s)

4 Upload Documents

Addresses

Employment

Select a document type to add:

Select a document type to add

Airman Certificate

Other Documents *Select if you do not have one of these 5 documents*

Passport

U.S. Driver's License *In this image, Passport is selected*

U.S. Lawful Permanent Resident Card (PRC/Lawful Permanent Resident)

U.S. Visa

For more guidance, find the document you plan to enter and upload in [Guidance for Specific Documents](#).

After you save, you will be returned to your Personal Information page, which will now show that your document has been entered, but not yet uploaded (in the example below, a U.S. Border Crossing Card or BCC). A small **red** circle with "0" prompts you to upload that document.

Personal Information

Basic Information

Other Names

Citizenship(s)

4 Upload Documents

Select a document type to add:

Other Documents

Identification	Status	Type	Expiration	Number	Country	Image	Upload	Edit	Remove
Other Documents	N/A	U.S. Border Crossing Card (BCC)	2032-02-08	X12345					
Other Documents	N/A	U.S. Employment Authorization Card (EAC/EAD)	2022-05-01	55566565					

BCC image is missing.

- Upload the necessary number of images for your document and click "Save" to create a record.
 - **IMPORTANT:** If data you entered appears on the back of the card or on a second sheet in your documentation, you must upload that image as well as the front of the card or the front sheet.
- *Do not* combine records. Upload a separate image or set of images for each record you create. For example, if you are uploading a passport, a visa, and an airman certificate, you will create three (3) separate records.
- Images must be clear and display all information requested by this application.

The upload process is the same for each document or record, whether you selected that document from the drop-down list or selected "Other" to find your document.

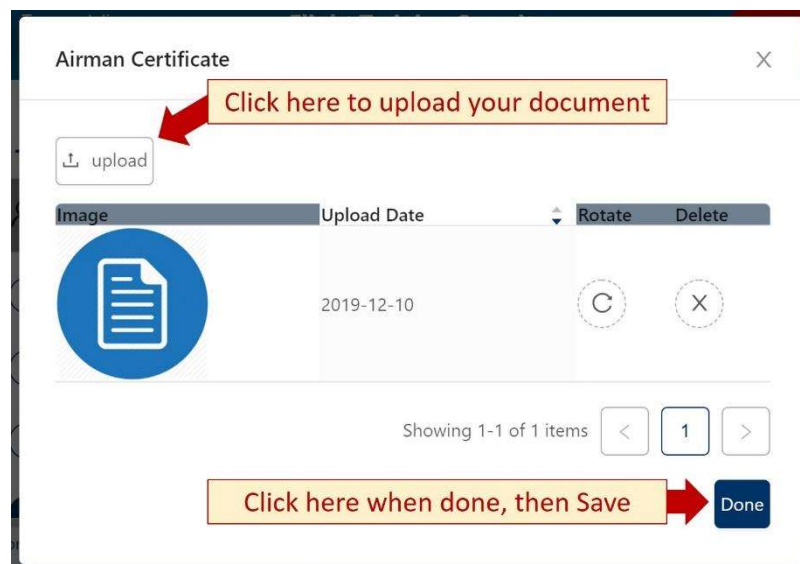
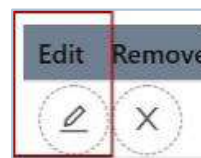
For specific instructions on what to enter into the application and what should appear on your uploaded image for the qualifying documents you are submitting, see [Guidance for Specific Documents](#).

To upload images of your document:

Click on the pencil icon under "Edit."

This will take you to the pop-up screen below.

Click "upload" to upload your document images.



TSA accepts the following image types:

- JPG or JPEG – **Preferred**
- GIF – Acceptable; not preferred
- MS Word – Acceptable; not preferred
- PDF – Acceptable; not preferred

Images should not exceed 5 MB.

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Qualifying for a Reduced Fee or Expedited Processing

Some documents could qualify you for a reduced fee and/or expedited processing.

Reduced Fee. Candidates who have received a security threat assessment (STA) under another, comparable TSA or DHS program may be eligible for a reduced fee (see 49 CFR part 1552.37).

The only way to qualify for a reduced fee is to select one (1) of the following qualifying documents on the STA application and upload an image or images of that document.

Qualifying Comparable STA	Upload Image to Your Account:
TSA PreCheck® KTN	The PreCheck® letter
Global Entry, SENTRI, or NEXUS Card	Front and back images of your card
TWIC® Card	Front and back images of your card
HME Endorsement	Your Commercial Driver's License (CDL) showing the endorsement

These are the **only** documents that qualify for a reduced fee.

If you upload other documents to try to falsely obtain a reduced fee, your application will be rejected without refund.

Be sure the document you upload is current and unexpired. If your KTN, card, or endorsement is no longer valid (for example, if it has expired), your application will be rejected, you will not receive a refund, and you must reapply.

FTSP will automatically calculate your reduced fee if you qualify.

See [Pay the Fee](#) for more information about reduced fees.

Expedited Processing. TSA may expedite processing for certain individuals specified in the regulation (see 49 CFR part 1552.51(f)). To qualify for expedited processing, you must upload one (1) of the following documents:

- Permanent Resident Card (also known as a "green card;" issued to lawful permanent residents of the United States)
- Airman Certificate with a Type rating from Section XII of the certificate
- Aircraft Operator Badge (for operators covered under 49 CFR parts 1544 and 1546)
- SIDA Badge (for U.S. airport employees covered under 49 CFR part 1542)

These four (4) credentials are the **only** documents that allow for expedited processing.

If you upload a document that is not valid for expedited processing, your application will be processed in the regular timeframe.

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Guidance for Specific Documents

Passport

- For an Asylum Seeker or Refugee Only

U.S. Visa

U.S. Permanent Resident Card

Airman Certificate

U.S. Driver's License or U.S. State-issued Identification Card

Other Documents

- U.S. Employment Authorization Card
- U.S. Border Crossing Card
- TSA PreCheck® KTN
- Global Entry, SENTRI, or NEXUS Card
- Aircraft Operator Badge
- SIDA Badge
- TWIC® Card

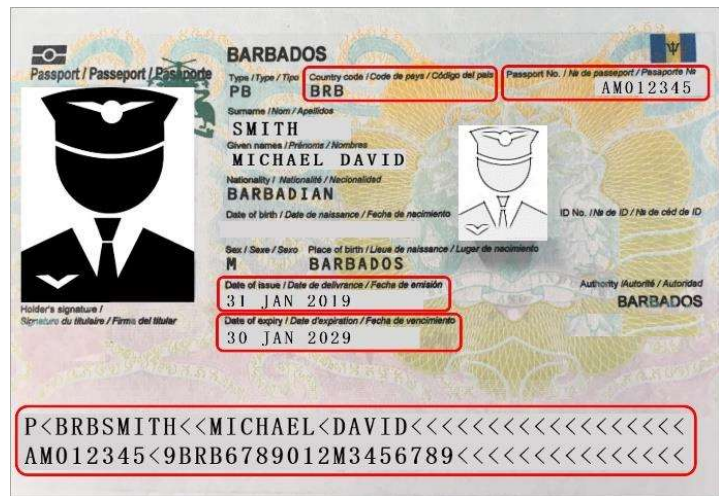
Passport

A current passport is your primary identity document.

If you do not have a passport, see directions under "[For an Asylum Seeker or Refugee Only.](#)"

The passport image you upload must show the key data elements highlighted on this passport image:

- Country code;
- Passport number;
- Date issued;
- Date of Expiry; and
- Your name exactly as shown in the Machine Readable Zone (the two (2) lines of data at the bottom of the passport).



This example shows where the Machine Readable Zone is located for every passport in the world, but the location of the other key data elements varies from passport to passport.

Passport
×

Add all passports issued to you.
If applicable:

- Add a document explaining why you do not hold a passport for a claimed citizenship.
- Provide documentation supporting your U.S. refugee or U.S. asylee status.

* Passport Type:

* Passport Number:

* Date Issued:

* Date of Expiry:

* Status:

* Country of Issuance:

City of Issuance:

Document was issued outside the country of issuance:

Document has been granted an extension:

+ Save

Enter the following data from your passport:

- ***Country of Issuance** (Select a country from the drop-down menu.) –
 - Select the country that issued the passport, not the country you were living in when the passport was issued. For example, if you are an Italian citizen living in the United States and you went to the Italian consulate in Chicago to renew your passport, the country that issued the new passport is Italy, not the United States.
 - Asylum seeker or refugee: Select the country of your previous citizenship or residence, even if you do not have a passport.
- ***Passport Number** –
 - This number is usually in the upper right-hand corner of the passport. It is also the first number on the second line of the machine readable zone on your passport (see above image).
 - Asylum seeker or refugee: Enter your "A" number or your USCIS number here.
- ***Date Issued** –
 - Use the calendar tool to select the date your passport was issued; or,
 - If you are an asylum seeker or refugee:
 - If you have a Lawful Permanent Resident Card, select the "Resident Since" date, or
 - Select the date you became a U.S. refugee or asylum seeker.
- ***Date of Expiry** –
 - Use the calendar tool to select the expiration (expiry) date indicated on your passport, or
 - If you are an asylum seeker or refugee and are not submitting a passport:

- If you have a Permanent Resident Card, select the “Card Expires” date.
- If you have an Employment Authorization Card, select the expiration date for that card.

Click on “Save” and upload an image of your passport, as described in [How to Upload a Document](#).

If you are submitting a passport with an extension, check the box on the application and upload the extension page.

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For an Asylum Seeker or Refugee Only

- If you have a current passport, enter information from that passport and check the box at the bottom of the page stating “I am or I have applied for refugee or asylum-seeker status in the United States.”

A false claim as a refugee or asylum seeker will result in denial of your application.

- If you do not have a current passport, but you do have an expired passport, enter information from that passport and check the box at the bottom of the page stating: “I am or I have applied for refugee or asylum-seeker status in the United States.”
- If you have no passport at all, check both boxes. Then, upload a document explaining why you do not have a passport. See [How to Upload a Document](#).

I do not hold a passport for this citizenship.

- ☐ I am or I have applied for refugee or asylum-seeker status in the United States.
- ☐ I am uploading a letter with an explanation.

After you have uploaded your explanation, you must submit two (2) government-issued photo identification documents. Select each document from the drop-down list and upload each separately. Most asylees and refugees provide one of the following two (2) sets of documents:

- U.S. Employment Authorization Document (EAD) card and a U.S. state driver’s license; or
- U.S. Lawful Permanent Resident Card and a U.S. state driver's license.

Enter each document as a separate record. *Do not* combine records.

For more guidance on these documents, see below.

For guidance on uploading images, see [How to Upload a Document](#).

Note: *TSA may request more information or documents to establish the identity and lawful presence of individuals claiming refugee or asylum seeker status.*

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U.S. Visa

A current U.S. visa is an identity document and is also used to determine whether you are legally present in the United States.

- If you have an expired passport that contains a valid unexpired U.S. visa, upload the unexpired visa here.
- If you have a Border Crossing Card, *do not* upload it here. Select "Other Documents," then select "Border Crossing Card" from that drop-down menu and upload that document there.
- Provide images of all the U.S. visas you hold, whether or not future training events are located in the United States.
- *Do not* upload images of visas used to enter other countries than the United States.
- *Do not* upload an image of your  credit card.

The U.S. visa image you upload must show the fields that match the data entered on the application.

The example card shown above is highlighted to show where the data is listed on the card.

Provide the following data from your U.S. visa:

- *Visa Type/Class:
 - Select the correct visa type from the drop-down list.
- *Visa Number:
 - Enter the number located near the bottom right, in red ink. Include all digits, including letter(s).
- *Issue Date:
 - Use the calendar tool to select the date your U.S. visa was issued.
- *Expiration Date:
 - Use the calendar tool to select the expiration date indicated on your U.S. visa.

Click on "Save" and upload an image of your U.S. visa, as described in [How to Upload a Document](#).

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Go to [Step 5 - Addresses](#)
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U.S. Permanent Resident Card (PRC)

If you are a U.S. lawful permanent resident, your unexpired Permanent Resident Card (PRC) (also known as a Lawful Permanent Resident card or "green card") serves as an identity document; and, if it is current and unexpired, it also establishes that you are legally present in the United States.

The PRC automatically qualifies you for [expedited processing](#) of your application.

This example card is highlighted to show where the data is listed on the card. If the PRC has been extended, the back of the card may have a sticker added that shows the new expiration date. Enter this date as the expiration date.

The PRC image(s) you upload must show all fields that match the data entered into the application. For example, since the expiration date has been extended on the image shown here, upload images of both the front and the back of the card.



Provide the following data from your PRC:

- ***USCIS number (#):**
 - Enter this 9-digit number.
- ***Category Code:**
 - Select the correct code from the drop-down list.
- ***Card Expires Date:**
 - Use the calendar tool to select the date your PRC expires.
 - If no expiration date is listed, select a date no more than five (5) years from the date you complete this application.
- ***Status:**
 - Use the calendar tool to select the "Resident Since" date indicated on your PRC.

The screenshot shows a web form titled 'U.S. Permanent Resident Card (PRC/Lawful Permanent Resident)'. It contains several required fields: 'USCIS#:' with a text input box, 'Date Issued:' with a calendar icon, 'Expiration Date:' with a calendar icon, and 'Status:' with a dropdown menu. Each field is labeled 'Required Field'. There is a '+ Save' button at the bottom left of the form.

Click on "Save" and upload images – usually both the front and the back of the PRC. See [How to Upload a Document](#).

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Airman Certificate

Your airman certificate is only required if you wish to participate in recurrent training or to qualify for [expedited processing](#). It must include at least one (1) type rating that is recognized by the FAA or a U.S. military agency. You may upload an expired certificate.

Before you begin, note the following:

- Certificate information must include all of the requested document number(s), issuance date(s), and rating(s). If you provide incomplete information, your application will be delayed.
- Select only type ratings found in the image(s) of your airman certificate. If you enter a type rating that is not displayed, your application will be delayed and possibly cancelled.
- *Do not* upload an image of your medical certificate unless unavoidable. FTSP does not require medical certificates.
- *Do not* upload course completion documents.

TSA collects the same information from U.S. and non-U.S. airman certificates. This information is indicated by Roman Numeral numbered sections on the certificates:

- I. Country of Issuance
- III. Airman Certificate Number
- X. Date Issued
- XII. Type Rating or Ratings on that certificate

Most airman certificates do not display all four (4) of these required elements on the same side or page of the certificate. You must upload images showing all four (4) elements – in most cases, you will need to upload at least two (2) images.

Failure to upload images of all four (4) elements will delay your application.

Provide the following data from your airman certificate:

- *I. Country of Issuance
Click on the box to bring up the list of countries and select the country.
- *III. Airman Certificate Number (#)
Enter the certificate number.
- *X. Date Issued
Use the calendar tool to select the date this certificate was issued.
- *XII. All Type Rating(s) on This Certificate
Click on the box to bring up the list of ratings and select the appropriate rating(s).

The screenshot shows a web form titled "Airman Certificate" with a close button (X) in the top right corner. The form contains several required fields, each marked with a red asterisk and the text "Required Field". The fields are: "Airman Certificate Type:" (a dropdown menu), "Airman Certificate Number:" (a text input), "Country of Issuance:" (a dropdown menu), "Date Issued:" (a date picker with a calendar icon), "Status:" (a dropdown menu), and "Type Rating:" (a text input). Below the "Type Rating:" field is a "+ Save" button. There are also two lines of text: "Expiration Date:" followed by a date picker, and "Required Field. Should be in the past" below the "Date Issued:" field.

Do not select a type rating not listed on the certificate. This will delay your application.

Click on "Save" and upload images of your certificate(s). The image(s) you upload must show all fields that match the data listed on the application. See [How to Upload a Document](#).

Amendments and Updates to Your Type Ratings

To amend or update a type rating on your account, go to the previously uploaded airman certificate and upload a new image of your certificate or upload a new image of the certificate's Roman numeral XII section and its associated type ratings.

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U.S. State Driver's License or U.S. State-issued Identification Card

Refugees and asylum seekers (asylees) who do not have a passport should upload their U.S. state driver's license or U.S. state-issued identification card. Candidates with a commercial driver's license (CDL) who also have a Hazardous Materials Endorsement (HME) should upload their CDL showing the HME endorsement. An HME endorsement may qualify you for a [reduced fee](#).

A **REAL ID** REAL ID card is either a U.S. driver's license or a U.S. identification card.

Do not provide a non-U.S. driver's license.

In Step 5, you must include all U.S. addresses where you have resided within the last five (5) years.

The screenshot shows a web form titled "U.S. Driver's License". It contains several input fields and a dropdown menu. A yellow box with the text "Place below Driver's License Number" has an arrow pointing to the "Driver's License Number" field. Another yellow box with the text "Dropdown" has an arrow pointing to the "HME Endorsement Number" dropdown menu. The form includes the following fields:

- Driver's License Type: A dropdown menu with "U.S. State" selected.
- * Driver's License Number: A text input field with a red border and the label "Required Field" below it.
- * HME Endorsement Number: A dropdown menu with options "None", "H", and "X". The label "Required Field" is below it.
- * Date Issued: A date input field with a calendar icon and the label "Required Field. Should be in the past" below it.
- * Expiration Date: A date input field with a calendar icon and the label "Required Field" below it.
- * Status: A dropdown menu with the label "Required Field" below it.
- A "+ Save" button at the bottom left.

Provide the following data from your U.S. state driver's license:

- *Select the U.S. state that issued your license or identification card from the drop-down list.
- *Enter the driver's license number (#).

- Where this number is placed on the license or card varies by state.
- *Enter the driver's license endorsement (or select "None" if not applicable).
 - The endorsement is usually found after **9a** or **END**.
 - From the drop-down, select: None, H, or X.
- *Use the calendar tool to select the date your U.S. state driver's license was issued.
- *Use the calendar tool to select the expiration date shown on your driver's license.

Click on "Save" and upload an image of:

- The front of your license or identification card.
- The back of your license *only* if you had a change of address or if your license expiration date was extended.

See [How to Upload a Document](#).

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Other Documents

If you are submitting another document other than one of the following five (5) documents:

Airman Certificate
 Passport
 U.S. Driver's License
 Permanent Resident Card (PRC)
 U.S. Visa

Select "Other Documents," as shown in the screenshot below.

The screenshot shows a web form titled "Personal Information" with a sidebar menu on the left containing: Basic Information, Other Names, Citizenship(s), Upload Documents (highlighted with a blue circle and the number 4), Addresses, and Employment. The main content area is titled "Select a document type to add:" and features a dropdown menu. The dropdown is open, showing a list of document types: "Airman Certificate", "Other Documents" (which is highlighted in grey and has a hand cursor pointing to it), "Passport", "U.S. Driver's License", "U.S. Lawful Permanent Resident Card (PRC/Lawful Permanent ...)", and "U.S. Visa".

This **Other Documents** drop-down screen allows you to create a record for and upload any of the following documents:

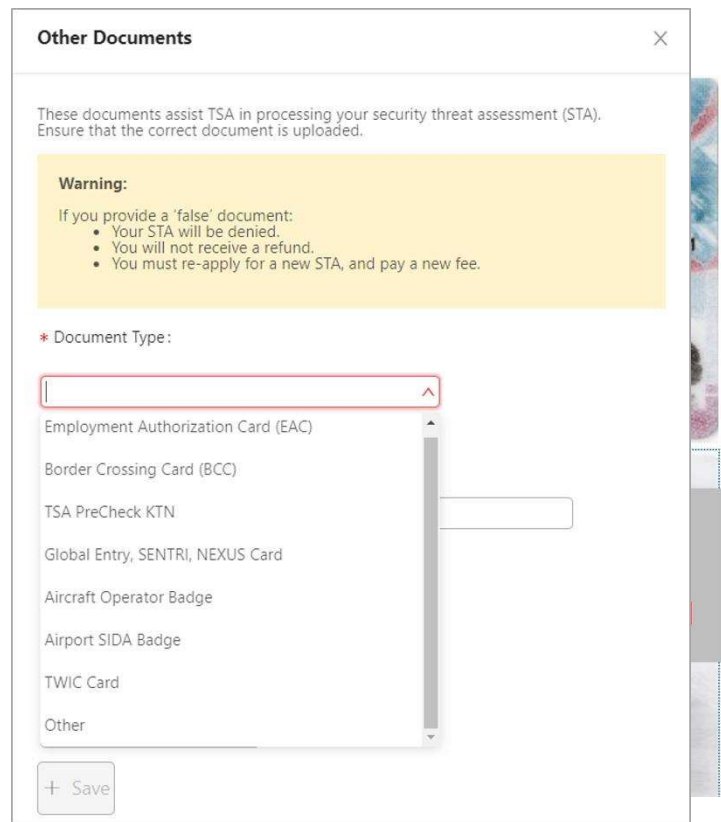
- [U.S. Employment Authorization Card](#)
- [U.S. Border Crossing Card](#)
- [TSA PreCheck® Letter \(showing KTN\)](#)
- [Global Entry, SENTRI, or NEXUS Card](#)
- [Aircraft Operator Badge](#)
- [U.S. Airport SIDA Badge](#)
- [TWIC® Card](#)

To upload a document *not* shown above, select “Other” (bottom of the list) and follow directions in [Other Documents – Other](#).” The rest of this section takes you through how to create your account record for each of the seven (7) documents listed above.

After you create your document record, upload the document image(s) as described in [How to Upload a Document](#).

The image(s) you upload must show all fields that match the data listed on the application.

Note: Your security threat assessment will be cancelled and your fee will not be refunded if you upload an incorrect or invalid document to try to obtain a reduced fee or expedited processing.



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Other Documents - U.S. Employment Authorization Document (Card)

An Employment Authorization Document (EAD) can serve as your identity document if you are an asylum seeker (asylee), a refugee, a parolee, or a documented victim of human trafficking.

A current, unexpired EAD establishes that you are legally present in the United States.

When you select the EAD card, a box will pop up for you to enter information from the card (see below).

This example card is highlighted to show where the data you must enter is listed on the card.

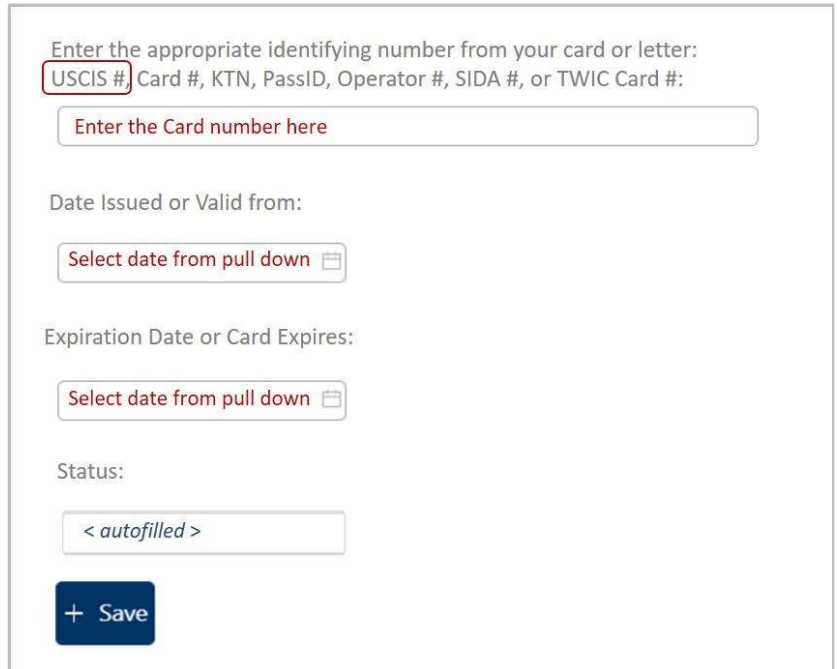
If the EAD has been extended, the back of the card may have a sticker added that shows the new expiration date. Enter this date for the expiration date.

Provide the following data from your EAD:

- USCIS Number (#):
 - List the **USCIS #** (9-digit number) where it says "Enter the Card number here."
- Date Issued or Valid From:
 - Use the calendar tool to select the **Valid From** date on the front of your card.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the **Card Expires** date.

Click on "Save" and upload images of both the front and back of the EAD card, as described in [How to Upload a Document](#).

The image(s) you upload must show all fields that match the data listed on the application.



The screenshot shows a web form for entering EAD card information. At the top, it says "Enter the appropriate identifying number from your card or letter:" followed by a list: "USCIS #, Card #, KTN, PassID, Operator #, SIDA #, or TWIC Card #:". The "USCIS #" is highlighted with a red box. Below this is a text input field with the placeholder "Enter the Card number here".

Next is the "Date Issued or Valid from:" section, which has a pull-down menu with the text "Select date from pull down" and a calendar icon.

Below that is the "Expiration Date or Card Expires:" section, also with a pull-down menu and a calendar icon.

The "Status:" section has a text input field containing "< autofilled >".

At the bottom left of the form is a blue button with a white plus sign and the text "+ Save".

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Other Documents - U.S. Border Crossing Card

A current U.S. Border Crossing Card (BCC) is an identity document and is also used to determine your legal presence in the United States.

When you select the BCC, a box will pop up for you to enter information from the card (see below).

This example card is highlighted to show where the data is listed on the card.

Provide the following information from your BCC:

- Card Number (#):
 - Enter the 12-character card number, including both letters and numbers. This number is located on the back of the card and is highlighted in the image.
- Date Issued or Valid from:
 - Use the calendar tool to select the date your BCC was issued.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the expiration date indicated on your BCC.



Click on "Save" and upload images of both the front and the back of the BCC card.

The BCC image you upload must show the fields that match the data entered into the application.

Enter the appropriate identifying number from your card or letter:
USCIS #, Card #, KTN, PassID, Operator #, or TWIC Card #

Date Issued or Valid from:



Expiration Date or Card Expires:



Status:

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Other Documents - TSA PreCheck® KTN

TSA PreCheck issues a Known Traveler Number (KTN) through a Determination of Eligibility letter.

The PreCheck KTN may qualify you for a [reduced fee](#).

FTSP requires three (3) data elements from the Determination of Eligibility letter TSA sent you when you qualified for PreCheck. When you select PreCheck, a box pops up for you to enter information (see below). The information to enter is highlighted on this sample letter.

Transportation Security Administration
May 7, 2020

JANE NANCY DOE
1234 ADDRESS LANE
CITY, ST 00000-0000

Re: Determination of Eligibility, JANE NANCY DOE, Case Number 1-123456789

Dear JANE NANCY DOE:

The Transportation Security Administration (TSA) has reviewed your application for eligibility to participate in TSA Pre✓® through the TSA Pre✓® Application Program, pursuant to Section 109(a)(3) of the Aviation and Transportation Security Act (ATSA), Pub. L. 107-71, (115 Stat. 597, 613, Nov. 19, 2001).

This letter serves as a determination that you have successfully completed TSA's eligibility assessment for TSA Pre✓®. **Congratulations, you are now eligible to participate in TSA Pre✓® through the TSA Pre✓® Application Program. Your Known Traveler Number (KTN) is: TT11KXSH1. The expiration date is June 06, 2022.** Please provide the KTN listed above in any frequent flyer profiles and for each individual reservation you book on a participating airline and enter your name and date of birth exactly as you did during enrollment. When you travel, look for "TSA Pre✓®" or "TSA Precheck" on

Provide the following information from your PreCheck® letter:

- Known Traveler Number (KTN):
 - This is a 9-digit identifier with letters and numbers mixed. Enter the KTN very carefully; TSA often sees errors with how a KTN is reported.
- Date Issued or Valid from:
 - This is the date at the top of the letter. Use the calendar tool to select the date issued.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the expiration date given in the letter.

Enter the appropriate identifying number from your card or letter:
USCIS #, Card # , PassID, Operator #, SIDA #, or TWIC Card #

Date Issued or Valid from:

Expiration Date or Card Expires:

Status:

Click on "Save" and upload an image of your Determination of Eligibility letter.

The image you upload must show the fields that match the data entered into the application.

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Other Documents - Global Entry, SENTRI, or NEXUS Card

A Global Entry, SENTRI, or NEXUS card may qualify you for a [reduced fee](#). (See [About Fees](#) for information about the reduced fee).

These cards are nearly identical in design, so the data requested is the same for all three (3) cards. This example card is highlighted to show where the data is listed on the card.

When you select one (1) of these cards, a box pops up for you to enter information (see below).

Provide the following information from your Global Entry, SENTRI, or NEXUS card:

- Pass ID:
 - Enter this number from the back of the card, as shown in the image.
- Date Issued or Valid from:
 - *Do not* enter any information here; leave this field blank.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the card's expiration date.

Click on "Save" and upload images of both the front and the back of the card. The images you upload must show the fields that match the data listed on the application.



Enter the appropriate identifying number from your card or letter:
USCIS #, Card #, KTN, Operator #, SIDA #, or TWIC Card #

Date Issued or Valid from:

Expiration Date or Card Expires:

Status:

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Other Documents - Aircraft Operator Badge

An Aircraft Operator badge may qualify you for [expedited processing](#). The example badge is highlighted to show where data is listed on most aircraft operator badges.

Only the following Aircraft Operator badges can be used to qualify for expedited processing:

- An Aircraft Operator badge issued by an aircraft operator who operates under 14 CFR part 121 or part 135 and has a security program under 49 CFR part 1544; or
- An Aircraft Operator Badge issued by a foreign air carrier who operates under 14 CFR part 129 and has a security program under 49 CFR part 1546.



When you select Aircraft Operator Badge, a box pops up for you to enter information (see below).

Provide the following information from your Aircraft Operator Badge:

- Aircraft Operator Badge Number:
 - Enter your badge number (see image).
- Date Issued or Valid from:
 - Enter date if available.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the date the card expires.

If your badge does not have both a badge number and an expiration date, it will not qualify you for expedited processing.

Click on "Save" and upload an image or images of your badge.

The image or images you upload must show the name of the aircraft operator you work for, your badge number, and the expiration date.

Enter the appropriate number from your card or letter:
USCIS #, Card #, KTN, PassID, **Operator #**, or SIDA #:

Date Issued or Valid from:

Expiration Date or Card Expires:

Status:

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Other Documents - Secure Identification Display Area (SIDA) Access Badge

A SIDA badge may qualify you for [expedited processing](#).

Your SIDA badge must be issued by a U.S. airport operator or an air carrier or commercial operator who operates under an airport security program under 49 CFR part 1542.

When you select SIDA Badge, a box will pop up for you to enter information (see image below).

This example badge is highlighted to show where the data is listed on the badge.



Provide the following information from your SIDA Access Badge:

- SIDA Badge Number:
 - Enter the number of your badge.
- Date Issued or Valid from:
 - Enter date if available.
- Expiration Date:
 - Use the calendar tool to select the date your card expires.

If your badge does not have both a SIDA badge number and an expiration date, it will not qualify you for expedited processing.

Click on "Save" and upload an image or images of your SIDA badge.

The image or images you upload must show the name of the airport where you work, your badge number, and the expiration number.

Enter the appropriate number from your card or letter:
USCIS #, Card #, KTN, PassID, **Operator #**, or SIDA #:

Date Issued or Valid from:

Expiration Date or Card Expires:

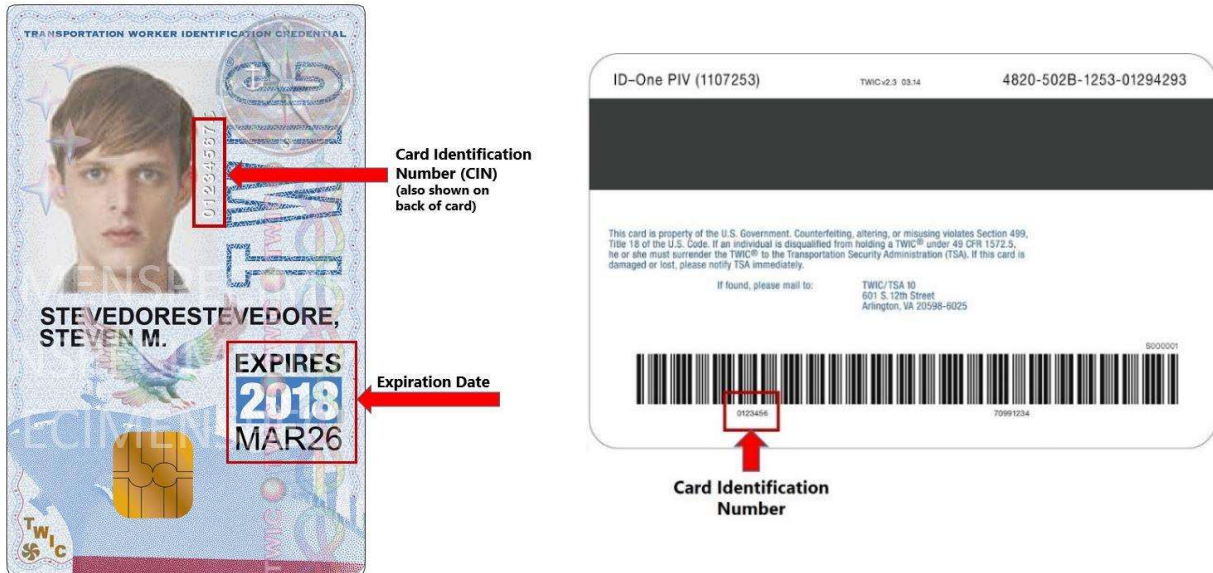
Status:

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Other Documents – Transportation Worker Identification Credential (TWIC®) Card

A valid, unexpired TWIC® Card may qualify you for a [reduced fee](#).

When you select TWIC Card, a box will pop up for you to enter information (see image below). This example card is highlighted to show where the data is listed on the card.



Provide the following information from your TWIC® card:

- TWIC Card Identification Number:
 - Enter this number from the back of the card as highlighted above.
- Date Issued or Valid from:
 - Leave this field blank.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the expiration date.

Click on "Save" and upload images of both the front and the back of the card. The images you upload must show the fields that match the data listed on the application.

Enter the appropriate identifying number from your card or letter:
USCIS #, Card #, KTN, PassID, Operator #, SIDA #, or **TWIC Card #**

Enter the TWIC Card Number here

Date Issued or Valid from:
Leave blank

Expiration Date or Card Expires:
Select date from pull down

Status:
< autofilled >

+ Save

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Other Documents - Other

If you received an email entitled "Changes Required to Security Threat Assessment Application," TSA may require more documentation from you.

If you have a document to upload that is not listed under "[Guidance for Specific Documents](#)," select "Other" under "Other Documents," as shown in the screenshot below. (This shows the drop-down options under "Document Type.")

Selecting "Other" from this list provides a way to upload other documentation that TSA may have requested from you, such as:

- An application for change of immigrant or non-immigrant status, or
- A statement as to why you do not have a passport, which you may have referenced in Step 1 and which you should upload in this step.

Documents you provide under "Other Documents – Other" could help TSA process your security threat assessment.

To provide a document that does not appear on any of the drop-down lists:

- Select "Other" from the "Other Documents" drop-down list (see below image).
- ***Do not complete any of the information fields. Leave these fields blank.***
- Upload an image of the document. See [How to Upload a Document](#).

The screenshot shows a web form titled "Other Documents" with a close button (X) in the top right corner. Below the title, a message states: "These documents assist TSA in processing your security threat assessment (STA). Ensure that the correct document is uploaded." A yellow warning box contains the text: "Warning: If you provide a 'false' document: • Your STA will be denied. • You will not receive a refund. • You must re-apply for a new STA, and pay a new fee." Below the warning, the label "* Document Type:" is followed by a dropdown menu. The dropdown menu is open, showing a list of document types: "Other", "Employment Authorization Card (EAC)", "Border Crossing Card (BCC)", "TSA PreCheck KTN", "Global Entry, SENTRI, NEXUS Card", "Aircraft Operator Badge", "Airport SIDA Badge", and "TWIC Card". The "Other" option is highlighted with a red box, and a red arrow points to it. At the bottom of the form, there is a blue button labeled "+ Save".

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Editing, Updating, and Deleting Uploaded Document Records

The FTSP system automatically flags your documents that are about to expire or that have expired. Access this feature under *Manage My Personal Information*. In addition, FTSP will notify you by email at 60 days and 30 days before your document expires. You should update your account promptly throughout your career, because an expired document may cause a hold to be placed on your Determination of Eligibility.

To add a new document image to your existing document records, go to “Manage My Personal Information” and select Step 4, Upload Documents, as shown below. (See [How to Upload a Document](#) for more information.)

Flight Training Security Program (FTSP)
Department of Homeland Security

Home Manage My Personal Information Select a Provider Candidate Guide FAQs View TSA Emails Help

Personal Information Home

Select a document type from this drop down list.

Select a document type to add:

Other Documents

Identification	Status	Type	Expiration	Number	Country	Image	Upload	Edit	Remove
Other Documents	N/A	U.S. Border Crossing Card (BCC)	2032-02-08	X12345		0			
Other Documents	N/A	U.S. Employment Authorization Card (EAC/EAD)	2022-05-01	55566565		1			

The display shows documents you have entered and whether or not you have uploaded an image of that document. If an image is missing, the image icon is flagged “0” with a red indicator. A blue indicator “1” shows that document uploaded successfully.

The number in the blue circle is the number of images you have uploaded with that record. The red circle with “0” indicates you have not uploaded an image for that document.

Use these features to edit or delete your information:



Select the “Edit” icon to edit or update your entries. A box will pop up for you to enter your edits.



Select the “Remove” icon to delete a document record.



Select the “Image Upload” icon to add or delete images of the record.



Save your changes by clicking this box at the bottom of the pop-up.

Country	Image Upload	Edit	Remove
Canada	1		
Canada	2		
United States Of America	1		

Important: You should retain an expired document if it has information that supports your qualification for your Determination of Eligibility or another purpose, such as:

- An expired airman certificate that shows you eligibility for recurrent training.
- An expired document that shows your eligibility for [expedited processing](#).
- A document that is still active but attached to an expired document, such as an unexpired visa attached to an expired passport.

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Provide Your Address Information – Step 5

Step 5



Step 5 collects a list of your physical addresses going back five (5) years. You must report all addresses where you have lived over the past five (5) years.

A screenshot of the "Personal Information" form, specifically the "Addresses" section. The left sidebar shows a list of sections: Basic Information, Other Names, Citizenship(s), Upload Documents, Addresses (highlighted with a red circle and a blue circle containing the number 5), and Employment. The main content area has a header "Personal Information" and a "Home" button. Below the sidebar, there is a section titled "Add a new Address" with a plus icon. A table lists the current address: "12345 Street Greater Sydney 5555 AUS" with a start date of "2006-09-01" and a phone number of "556-565-4545". The table has columns for "Current", "Address", "Start Date", "End Date", "Phone Number", "Edit", and "Remove". The "Edit" button is a pencil icon, and the "Remove" button is an "X" icon. At the bottom right, it says "Showing 1-1 of 1 items" with a pagination control showing "1" between arrows.

You may add as many addresses as necessary.

The system will automatically place a hold on your application if there is a gap of 29 days or more in your dates of residence over the past five (5) years.

To add an address, click on "Add a new Address"



This will bring up the window shown below for you to enter your information.

Check If this is your current address: ☐ * Start Date: * End Date:

* Street Address:

Street Address (cont):

* City: * State/Province: * Postal Code:

* Country: * Phone Number:

+ Save

- Check the box at the top to indicate whether the address you are adding is your current address or a past address.
 - More than one (1) address can be current, such as your residence in your home country and your residence while attending flight training.
 - At least one (1) address must be marked as current.
- Complete all fields indicated by a red asterisk (*). For each address you enter, click "Save."
- Provide any addresses listed on documents you are submitting. You must report all addresses.
 - Include the physical address(es) that appear on any document image(s) you have provided, such as your airman certificate.
- If there is a period of time longer than 29 days for which you are not listing an address:
 - Send an email from your email associated with this account to FTSP.help@tsa.dhs.gov with an explanation.
- You may *not* use a post office box as a residential address.
- If you have a non-traditional street address, include as much information as possible. You may use an Internet mapping tool to identify the exact latitude and longitude for an address and enter that information in place of a street address.
- After you have saved, your current address should appear in a box on the top of the screen.
- You must keep your account current to maintain your Determination of Eligibility. Update your address information when:
 - You move to a new residence.
 - You arrive for training that lasts more than 29 days.

For each address:

- *Use the calendar tool to select a Start Date.
 - When did you start residing at this address?
- *Use the calendar tool to select an End Date.
 - When did you stop residing at this address?
- *Enter address as you would on a letter.
 - A post office box is not an acceptable address.
- Use the field "Street Address (cont)" if you need more space to add an apartment or room number or to enter a second line of your address if you would normally do so.
- For the rest of the form, enter the following:
 - *Name of the city or location where you reside or resided.
 - *State or province for that address.
 - *Postal code for that address.
 - *Country for that address – select the country for that address from the drop-down menu.
 - *Phone number where you can be reached. If you enter a phone number based outside the United States, provide the Country Code for that number. TSA needs the Country Code to be able to call you.

For your current address(es):

- If you provide an incorrect phone number, your STA application could be delayed or cancelled.
- If your application is cancelled, you must submit a new application and pay the fee again.

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Provide Your Employment Information – Step 6**Step 6**

Step 6 collects information on your employment. If you are employed, you only need to provide information about your current employer. If you are unemployed, check the box, as shown below.

Personal Information [Home](#)

- Basic Information
- Other Names
- Citizenship(s)
- Upload Documents
- Addresses
- 6 Employment**

Unemployed/Student: ☐

* Your Occupation (what do you do for work): * Name of the Company You Work for:

Required Field Required Field

* Employer Contact Name: * Employer Contact Phone Number: * Employer Contact Email:

Required Field Required Field. Must be a phone number. Must have 5 or more characters Required Field. Must be an email

If you are currently unemployed or a student:

Unemployed/Student:

☐

Check the box and exit this step.

You must provide the information requested. Failure to provide the correct employer contact email and website address could delay or cause cancellation of your application. If your STA is cancelled, you may need to submit a new application and pay the fee again.

If you are employed, provide the following information:

- Your Occupation:
 - This is a free-form field to fill in your information. Common answers are: pilot, chief pilot, flight engineer, certified flight instructor.
 - Examples of uncommon but acceptable answers are: truck driver, nanny, waiter, mechanic, actor.
- Name of the Company You Work for:
 - This is a free-form field to fill in your information.
 - Examples of common answers are: Lufthansa, Delta, Air Morocco.
 - Examples of uncommon but acceptable answers are: Argis Shipping, The Jones Family, Al's Auto.
 - If you have submitted an employer-issued SIDA or Aircraft Operator badge, list the employer who issued the badge.
- Employer Contact Name:
 - Provide the name of a supervisor or a company human resources officer who can verify your employment status, or someone not related to you who can attest to your employment status. You cannot list yourself.

- Employer Contact Phone Number:
 - Provide the Country Code and corporate phone number for the supervisor or human resources officer who can verify your employment status. This cannot be yourself. Failure to provide the phone number with the correct country code could delay your application or cause TSA to cancel the STA.
- Employer Contact Email:
 - Provide the corporate email address for the supervisor or human resources officer who can verify your employment status. This cannot be your personal email or business email address, unless you are self-employed.
 - TSA may email your supervisor or human resources officer to verify your employment status.
- Employer Website:
 - Provide your employer's website address.

Once you have provided all the information in Steps 1 through 6 and uploaded all required document images, click "Save".

You are ready to submit your application, as described in the next section.

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Submit the Application

To create your application, click on "Create Application," highlighted in the screenshot below.

Personal Information

☒ Basic Information Unemployed/Student: ☐

☒ Other Names ☐

☒ Citizenship(s) * Your Occupation (what do you do for work): * Name of the Company You Work for:

☒ Upload Documents

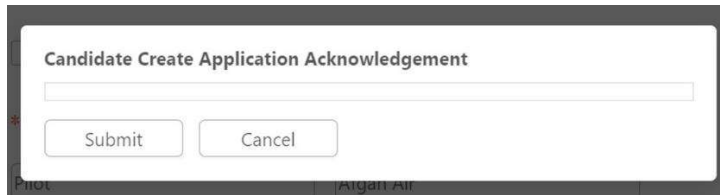
☒ Addresses * Employer Contact Name: * Employer Contact Phone Number:

☒ 6 Employment

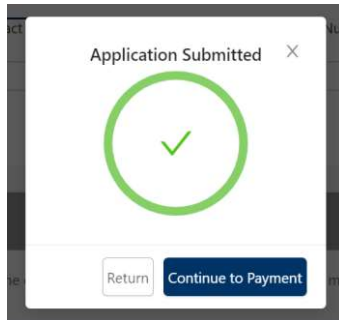
Create Application My Applications

Clicking the Create Application button submits the data in the Personal Information section. Please make sure all data is correct before submitting.

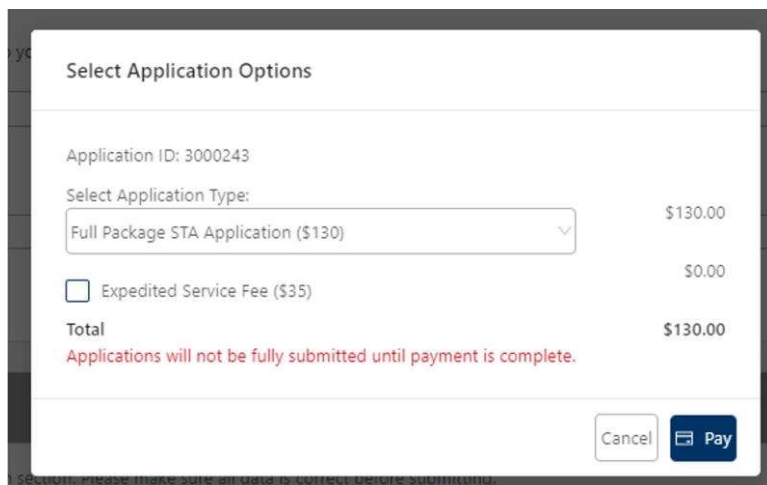
This will bring up the "Candidate Create Application Acknowledgement" shown below. Click on Submit.

A screenshot of a web application window titled "Candidate Create Application Acknowledgement". It features a text input field at the top, followed by two buttons: "Submit" and "Cancel".

The next screen will prompt you to Continue to Payment, shown below.

A screenshot of a web application window titled "Application Submitted". It features a large green checkmark inside a circle, followed by two buttons: "Return" and "Continue to Payment".

The screen below will appear, offering you either a **Regular Fee STA Application** or a **Reduced Fee STA Application**.

A screenshot of a web application window titled "Select Application Options". It displays the "Application ID: 3000243". Below this is a "Select Application Type:" dropdown menu with "Full Package STA Application (\$130)" selected. To the right of the dropdown is a price of "\$130.00". Below the dropdown is a checkbox labeled "Expedited Service Fee (\$35)" with a price of "\$0.00" to its right. At the bottom, the "Total" is listed as "\$130.00". A red warning message states: "Applications will not be fully submitted until payment is complete." At the bottom right are "Cancel" and "Pay" buttons.

- You will be offered a Reduced Fee **only** if you have uploaded a current, unexpired TSA PreCheck letter or a Global Entry, NEXUS, or SENTRI card.

If you upload a document to try to falsely obtain a reduced fee, your application will be rejected without refund.

- Check the box for Expedited Service **only** if you have provided one (1) of the following:
 - Permanent Resident Card (also known as a "green card" issued to lawful permanent residents of the United States)
 - Airman certificate with a Type rating in Section XII of the certificate
 - Aircraft Operator badge (for operators covered under 49 CFR parts 1544 and 1546)

If you claim expedited processing and do not qualify, your application will not be expedited

- Click on "Pay" to proceed to paying the fee. [More about fees.](#)

After you have paid the fee, TSA will begin work on your STA.

If this is your first time applying for an STA, you will receive an email that instructs you to go to your FTSP portal account and check your posted emails for instructions on where to go to be fingerprinted by an TSA-accepted fingerprinting collector. Follow these instructions exactly.

Do not attempt to get fingerprinted before receiving the fingerprint instructions.

If your fingerprints are already on file with TSA, they will automatically be sent to the FBI.

To summarize the process, you should follow the steps below, *after* you have paid the fee:

1. Follow [fingerprint instructions](#) to submit your fingerprints.
2. Check your emails and respond to any insufficiencies promptly. See [If Your Application Requires Changes](#) if you receive an email entitled "Changes Required to Security Threat Assessment Application."
3. After you receive your Determination of Eligibility email, you must:
 - Select a flight training provider or providers from this portal.
 - Work with your provider or providers to set up your training.
 - Keep your account information and document uploads up to date to avoid suspension of your Determination of Eligibility.
 - In five (5) years reapply for an STA.

On occasion, the FBI may require a candidate to be fingerprinted again. In this event, TSA will notify you and provide a fingerprint instructions email.

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PAY THE FEE

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About Fees

TSA assesses a fee to cover the costs of conducting and maintaining your security threat assessment (STA). Four (4) possible fee options can be assessed, depending upon your eligibility and qualifications. The TSA system will automatically determine your fee or present you with your available fee options. The current fee structure table is below.

FTSP Security Threat Assessment Fee Structure	
Type of Processing	Fee
Regular Processing TSA has up to 30 calendar days to process your STA.	\$140
Reduced Fee Processing Candidate has uploaded one (1) of these documents: - Global Entry, SENTRI, or NEXUS card - TSA PreCheck® KTN letter - TWIC® card - U.S. commercial driver's license (CDL) with HME credential If the uploaded document is not valid, the application will be rejected and the candidate must reapply. A new fee will be assessed. TSA has up to 30 calendar days to process your STA.	\$125
Expedited Processing (optional) Candidate has uploaded one of these four (4) documents: - Airman certificate with a type rating shown in Section XII - Permanent Resident Card - Aircraft Operator Badge - SIDA Badge If the uploaded document is not valid, the application will be processed in the regular processing timeframe. The additional fee for expedited processing will not be refunded. TSA has up to five (5) business days to process your STA.	\$140
Reduced Fee with Expedited Processing (optional) Candidate qualifies and has uploaded the correct documents for reduced fee processing and expedited processing. TSA has up to five (5) business days to process your STA.	\$125

If the document you uploaded is not valid to qualify you for a reduced fee, your application will be rejected, you will not receive a refund, and you must reapply.

If the documentation you provided for expedited processing is not valid to qualify you for expedited processing, your application will be processed in the regular timeframe.

When you renew your FTSP STA, which will be every five (5) years for most candidates, you may be eligible for a reduced fee.

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How to Pay

Pay.gov is the **ONLY** way to pay for your security threat assessment. FTSP cannot accept payment by wire transfer, mail service, or over the phone.

When you receive the email "FTSP Payment Instructions – Action Required," follow the instructions in the email.

The process is:

1. Log into your FTSP account at www.fts.tsa.dhs.gov.
2. Ensure your application is complete.
3. Select the "Pay" button located under "My Applications."
4. Select method of payment ("Debit/Credit Card" or "ACH") and click on "Continue."
5. Provide the requested information and click "Continue."
6. Review the information as prompted, and click the box in front of "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement."



After you have completed this process, click "Continue" to return to your FTSP account home page.

If you have difficulty submitting your payment, do not email FTSP.Help for assistance. FTSP cannot assist with payment issues.

For help with payment problems:

Access Pay.gov at <https://www.pay.gov/paygov/>

or

Contact Pay.gov customer support at pay.gov.clev@clev.frb.org

or

Call Pay.gov at 800-624-1373 or 216-579-2112

No Refund Policy

As soon as you submit your payment, TSA automatically begins processing your STA application and therefore incurs processing costs.

TSA does not issue a fee refund unless the fee was paid when it was not required.

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FINGERPRINT INSTRUCTIONS

Unless you have already submitted fingerprints to TSA previously and the FBI continues to accept those fingerprints, you must submit fingerprints to TSA to complete your STA.

Do not get fingerprinted until you receive an email entitled: "Documents Accepted – Fingerprint Instructions Available."

To retrieve your fingerprinting instructions, log in to your account and select "View TSA Emails" to open the "Search Email" function, as shown in the image below. Use the drop-down to select "Fingerprint Instructions" to search for fingerprint-related emails.

Flight Training Security Program (FTSP)
Department of Homeland Security

Home Manage My Personal Information Select a Provider Candidate Guide FAQs **View TSA Emails**

Search Email

Message Type: **Fingerprint Instructions**

Endorsement ID

Message ID:

TR ID:

Date Sent:

Reset

Student

- Doe, John
- Doe, John
- Doe, John
- Doe, John

Fingerprint Instructions Update

Fingerprint Receipt

Formal Cancellation Notice

FTSP Application Created Generic

FTSP Application Submitted

Illegible/Unreceived Document

Illegible/Unreceived Passport

Scroll down and select, or Enter "Fingerprint" and select

Follow the instructions in the email **EXACTLY**. TSA only accepts fingerprints submitted through the process in the "Fingerprint Instructions."

Fingerprints submitted by any other means will be rejected.

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IF YOUR APPLICATION REQUIRES CHANGES

Read Your Email and Follow Instructions.

If your STA application is missing information, or the information you have provided is inaccurate, you will receive an email entitled "Changes Required to Security Threat Assessment Application." This means that your application has been set to "Insufficient" status and is on hold until TSA receives all of the information requested in the email.

Proceed as follows:

- Carefully follow all instructions in the email. Make only the change(s) requested.
- ***Do not begin a new application.*** This will generate another fee.
- After you have provided the information requested:
 - Select "Submit."
 - Provide the requested date information.
 - Select the "I Agree" icon.

If you do not comply with the instructions you have received within 180 days, your application will be cancelled. You will have to reapply and pay the fee again.

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SELECT A PROVIDER

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[How to Select a Provider](#)

About Selecting a Provider

You must select a flight training provider from this portal to participate in flight training. However, you cannot use this portal to set up flight training events. Only a provider or providers you select from this portal can create a training event or events for you. All flight training arrangements are made between you and the provider. TSA is not involved in determining what flight training you receive.

Providers are required by the regulation to record your flight training events on this portal. You select a provider for a flight training event and that provider assumes all responsibility for reporting your training events to TSA.

View flight training events providers have created for you by logging into your account and scrolling down on the Home page to see a table listing all of your training events.

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When to Select a Provider

- You can only select a provider when you receive an email entitled "Determination of Eligibility – Final Approval Granted."
- You must use this portal to select one (1) or more flight training providers.
- You may train as often as you like and with as many providers as you like for the duration of your Determination of Eligibility (up to five (5) years from date of issue).
- When you select a provider, that provider will receive a notification from TSA. The provider will contact you to schedule your training.
- Your Determination of Eligibility is available to any provider you select at no cost to you or the provider.

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How to Select a Provider

To select a flight training provider, click on "Select a Provider" at the top of the **Home** screen or on "Manage My Flight Training Providers," as shown below.

The screenshot shows the 'Flight Training Security Program (FTSP)' Home screen. The navigation bar includes 'Home', 'Manage My Personal Information', 'Select a Provider', 'Candidate Guide', 'FAQs', 'View TSA Emails', and 'Help'. The main content area has a welcome message and two sections: 'Manage My Personal Account Information' with an 'Update Personal Information' button, and 'Manage My Flight Training Providers' with a 'Manage My Flight Training Providers' button. The 'Manage My Flight Training Providers' button is highlighted with a red box and a red arrow. At the bottom, there is a 'Create Application' button and a 'My Applications' section.

The following screen will appear:

The screenshot shows the 'My Flight Training Providers' screen. It has a 'Go back' button in the top right. On the left, there are search filters: 'State:' with a dropdown menu and 'Provider:' with a dropdown menu. Below the 'Provider:' dropdown is a red 'Required Field' message and a '+ Save' button. On the right, there is a table titled 'Flight Training Providers you have selected to submit training requests on your behalf.' The table has three columns: 'Provider', 'Location', and 'Remove'. The table lists three providers: 'Alan Gator Flight School' (AL), 'May 23 Flight School' (AZ), and 'tetelb's school' (AL). Each row has a 'Remove' button with an 'X' icon. At the bottom right of the table, it says 'Showing 1-3 of 3 items' and a pagination control with '1' in a box and arrows.

- Choose a U.S. state from the drop-down menu.
 - Select the U.S. state or the country where your flight training provider is located.
 - Only providers operating in that state or country will be listed.

Choose a provider name from the drop-down list.

- If the flight training provider you are looking for is not listed, they may be listed under a different name, or may be listed as located in another U.S. state or another country, or they may not be registered with TSA. Contact your chosen provider to request

how they are registered with TSA. If they are not registered with TSA, the provider can contact FTSP.Help@tsa.dhs.gov to register with TSA.

- You can choose as many providers as you want if you would like to plan your training over several months or in various locations.
- Once you click "Save," the flight training provider can view your:
 - Name
 - Identity documents
 - Employer (from your STA application)
 - Type ratings (if any)
- A provider may set up any number of training events for you.
- The provider will notify TSA of your training event(s).
- You can remove a selected provider from your "My Flight Training Providers" page by clicking on the "X" under the "Remove" column, as shown below.
 - If you remove a provider you had previously selected, that provider can only view your information if they have created a training event for you.

Select X to remove a provider.

Flight Training Providers you have selected to submit training requests on your behalf.

Provider	Location	Remove
John Doe Flight Training, Inc.	CO	X
Generic Flight Training, Ltd.	AL	X
Xyz Flight Training Corporation	OH	X

Showing 1-3 of 6 items < 1 2 >

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VIEW STATUS OF YOUR TRAINING EVENTS

View the status of your training events by logging into your account and scrolling down to “My Training” on the Home page (see screenshot below). All of your training events are listed in the “My Training” table at the bottom of the page.

The screenshot shows the Flight Training Security Program (FTSP) website interface. At the top, there's a navigation bar with links: Home, Manage My Personal Information, Application Guide, FAQ, View TSA Emails, and Help. Below this is a section titled 'My Applications' with a 'Create Application' button. A message states: 'Clicking the Create Application button submits the data in the Personal Information section. Please make sure all data is correct before submitting.' Below this is a table with columns: Application ID, Submit Date, Status, Valid From, Active Until, Active Until Reason, Expiration Date, Review, and Actions. The table contains four rows of application data. Below the 'My Applications' section is a 'My Training' section, which is circled in red with a red arrow pointing to it. The 'My Training' section has a 'Show History' button. Below this is a table with columns: Training Request ID, Flight Training Provider, Training Type/Category, Est./Actual Start, Est./Actual End, and Status. The table contains five rows of training event data.

Application ID	Submit Date	Status	Valid From	Active Until	Active Until Reason	Expiration Date	Review	Actions
150000157	2022-01-11	Submitted	2022-01-25	2026-08-01	Passport Expires	2027-01-25	Review Application	Update, Pay
150000156	2022-01-11	Approval Granted	2022-02-11	2026-08-01	Passport Expires	2027-02-11	Review Application	Update, Pay
3000124	2022-02-11	Payment Pending					Review Application	Update, Pay
3000123	2022-02-11	Payment Pending					Review Application	Update, Pay

Training Request ID	Flight Training Provider	Training Type/Category	Est./Actual Start	Est./Actual End	Status
10364149	Russell's school	Commercial pilot certification	2022-02-22	2022-02-24	Submitted
10364148	Russell's school	Commercial pilot certification	2022-02-21	2022-02-25	Submitted
10364147	Russell's school	Initial	2022-02-23	2022-02-24	Submitted
10364146	Russell's school	Multi-engine	2022-02-16	2022-02-23	Submitted
10354106	edwards's school main	1 - Over 12,500 Lbs.	2021-11-11	2021-11-13	Submitted

You can also access this table of your training events by clicking on “Manage My Flight Training Providers,” on your account Home page.

The “My Training” table shows whether an event is submitted or was cancelled, completed, or denied. Your flight training provider is responsible for entering this information. Contact your provider if you see any errors or omissions.

To view older training events, enable the “Show History” button at the top of the “My Training” table.



To hide the history again, enable the “Show Current” button.



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WHEN YOU RECEIVE A DETERMINATION OF ELIGIBILITY

When you are issued a Determination of Eligibility, you are approved to participate in flight training events up to the date the Determination expires – in most cases, for five (5) years.

Under your Determination of Eligibility, you can:

- [Select one or more flight training providers](#) through the FTSP portal.
- Train as often as you want, with as many providers as you want.
 - Your Determination of Eligibility covers all training events; there is no cost to transfer between providers.

During the period of your Determination of Eligibility, you should:

- Keep your FTSP account up to date on any changes in your name, address, or employer.
- Stay abreast of your FTSP emails and the “What’s New” board at <https://fts.tsa.dhs.gov/home>.
- Update your account information and upload new documents related to:
 - Changes to your passport(s)
 - Changes to your visa or other immigration documentation
 - New airman certificates

You should reapply for a new security threat assessment 1–6 months before your security threat assessment expires. FTSP will send you an email when your Determination of Eligibility is:

- 60 days from expiring
- 30 days from expiring
- Has expired

If your Determination of Eligibility expires, you cannot continue flight training or start new training. If a training event is underway or scheduled when your Determination expires, the provider must cease or cancel your training.

To renew your Determination of Eligibility, you must reapply through your existing account on the FTSP Portal and pay the appropriate fee.

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IF YOU RECEIVE A DETERMINATION OF INELIGIBILITY

[Preliminary Determination of Ineligibility](#)

[Correct Your Record](#)

[Final Determination of Ineligibility](#)

Preliminary Determination of Ineligibility

TSA may send you a *Preliminary Determination of Ineligibility* in an email entitled "Changes Required to Security Threat Assessment Application."

Follow the instructions in the email. You may be able to correct your record by submitting the information or documents requested. You cannot select a flight training provider unless your status changes, and they cannot notify TSA of a training event for you.

If you do not successfully make the necessary corrections within 180 days you will be issued a final Determination of Ineligibility. For guidance on making changes, see [If Your Application Requires Changes](#).

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Correct Your Record

You Must Be Legally Present in the United States.

TSA cannot issue or maintain a Determination of Eligibility if you have not been granted permission to remain in the United States. This can occur if your immigration documents expire during or between training events. Keep your immigration documentation current to avoid suspension of your Determination of Eligibility.

To assist you in this process, the FTSP system automatically flags your about-to-expire and expired documents on your portal account page, under *Manage My Personal Information*. In addition, FTSP will notify you by email at 60 days and at 30 days before your document expires.

If you receive a Preliminary Determination of Ineligibility, note the following:

- TSA is not an immigration authority and cannot resolve any immigration issues.
- TSA relies on data and guidance from immigration authorities such as those listed below.

[U.S. Department of State](#)

[U.S. Customs and Immigration Services \(USCIS\)](#)

[U.S. Immigration and Customs Enforcement \(ICE\)](#)

[U.S. Customs and Border Protection \(CBP\)](#)

- You may submit additional documents from a U.S. immigration authority to correct your record and possibly obtain or restore your Determination of Eligibility.

You Cannot Have a Criminal Record Showing Disqualifying Offenses.

TSA cannot correct any information it receives from a Criminal History Record Check (CHRC). This information typically comes from a U.S. state or U.S. federal criminal history records information

system. To challenge the accuracy or completeness of any information on a criminal record, you must contact the state or federal agency that originated the record, or you may contact the FBI directly.

Under [Title 28, U.S. Code of Federal Regulations, section 16.34](#), you can challenge the accuracy or completeness of any entry in your CHRC.

To challenge the information in the FBI CHRC, write to:

Federal Bureau of Investigation
Criminal Justice Information Services Division
ATTN: SCU, Mod D-2
1000 Custer Hollow Road
Clarksburg, WV 26306

When you have resolved the issue with the FBI, email FTSP.Help@tsa.dhs.gov and upload any documents to your account that may assist TSA in verifying the resolution.

Final Determination of Ineligibility

If the record cannot be corrected in 180 days, your *Preliminary Determination of Ineligibility* becomes a final *Determination of Ineligibility* and you may not participate in flight training.

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