



TF Green Airport  
530 Airport Rd  
Warwick, RI 02886  
(401)736-5115

Norwood Memorial Airport  
125 Access Rd  
Norwood, MA 02062  
(781)762-7600

## TSA Application Guide

### TSA Approval Process

**If you are not an US Citizen and would like to start training with us**, you **MUST** receive official permission from the TSA (Transportation Security Administration) to undertake flight training before you can schedule the next lesson after your introductory Airman's or Discovery flight. You will need the following to start the TSA approval process:

- 1) A Valid and Current Passport (unexpired)
- 2) US Entry Visa or current Permanent Resident Card
- 3) Credit Card to make the payment of \$130 to TSA

### Important Points:

- Taking flight training without an appropriate visa could be a violation of your immigration status and could result in your arrest and removal from the United States; therefore, it is important that you have a visa that permits you to take flight training in the United States.
- *Fees paid for denied applications are not refundable.*
- This site is the only way for foreign national students to get approval to receive flight training in the United States <https://www.flightschoolcandidates.gov/fsindex.html>

### How do you get approved?

**Follow the step by step guidance below to commence the TSA application process. This process could take 2-3 weeks.**

Student (Candidate) notifies the flight school of his/her intention to start flight training.

[info@horizonaviation.com](mailto:info@horizonaviation.com)

Norwood: 781-762-7600

Providence: 401-736-5115

## 1) Create a New Account

A) Go to [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov). Look on the top right hand portion of this page just above the blue banner and you will see the words “Create New Student Account”. Click on that and you will commence the TSA application.

B) Once you created your account, you will receive an e-mail from TSA/AFSP with your password. (Time may vary on receiving the password – possibly 24 to 48 hours.) Go back to [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov) page and log in with your new user name and password and continue the application process.

## 2) Create a Training Request

A) Click on the link “Create a Training Request”

B) Follow all the steps as instructed. This process is very easy and self explanatory, but you will need to read all the instructions on the screen very carefully.

The candidate will be required to submit the following information:

- **Background Information.** Full name, gender, current address and five-year address history, date and country of birth, and citizenship information.
- **TSA Identification Number.** The TSA identification number is not given to the candidate. Rather, it is an internal designator only seen by TSA.
- **Passport and Visa Information.** Foreign applicants are required to have a passport. A candidate may either scan his or her complete passport and submit it to TSA electronically, or copy his/her complete passport and fax it to TSA using the fax number provided on the AFSP Web site.
- **Training Details.** Basic information including the name of the school, course name, course description and ID number, type of aircraft, pilot certificate or rating sought, and the start and end dates for the flight training.

a) When you get to the **Category** of training: **PLEASE APPLY FOR CATEGORY - 3**

b) **Training Details.** When you get to -“Step 7 of 8 – Training Details” please provide the following:

State: **Rhode Island** (Massachusetts does NOT have a listing for Horizon Aviation. Norwood students need to go to the **Rhode Island** listing to find Horizon Aviation))

Provider Name: **New Horizon Aviation** (from the pull down list):

Student Identification # from school: Pending

Course ID#: For the Private Pilot License please type: **PPL**

Course/Class Name: **Initial** (from the pull down menu)

Aircraft Type: **C-172, C-152, or PA-30B** (for Multi-engine training)

Estimated Start Date: **Date of the expected training** (at least two weeks into the future)

Estimated End Date: **One year less one day from the expected start date listed above**

For the Instrument Rating (if applicable) please put: **IR**

For the Multi Engine Rating (if applicable) please put: **ME**

*(Note: Commercial Pilot License students applying for Airplane Single Engine Land are not required to have TSA approval.)*

**C) Validate & Submit.** Upon completion of the application, the candidate will be prompted to click on the “validate and submit” icon. If the error page shows up – the candidate will be instructed to make any necessary corrections or complete any missing information. Correct all the errors, go back to the **HOME PAGE**, and try to validate and resubmit your request. After submitting the application the candidate must select "I agree" or "I disagree" after reviewing important information regarding his or her application.

When all the errors are corrected, you will receive: “**Pending Provider’s Approval**” status.

The candidate training request status is available on the AFSP candidate home page at <https://www.flightschoolcandidates.gov>. Each training request the candidate has entered into the system is listed in the Current Flight Training Applications section of the AFSP home page after login.

**Conditional Approval should be received and the Candidate and flight school will be notified by e-mail.** Your request will be validated within 24 hours and you will receive an e-mail with your next required step to obtain fingerprints.

### **3) To Obtain Fingerprints**

**Students must wait until they receive notification from TSA to obtain two sets of fingerprints.**

TSA will e-mail you when they are ready to have you fingerprinted with instructions on how to obtain them. When you receive the request from TSA to obtain fingerprints:

A) Print out the “**Documentation and Fingerprinting Instructions**” e-mail from the TSA/AFSP. Candidates must bring the “Documentation and Fingerprinting Instructions” printout with them to the fingerprint appointment. At least **TWO** Government issued **PHOTO ID’s** will also be required for the fingerprinting application.

B) Fingerprinting can be done in Boston at the following address:

**Mills Fingerprinting**  
**50 Congress Street,**  
**Boston, MA 02109-4004**  
**Phone: (617) 720-2524**

Call them to make an appointment. While it is not necessary to do this, it lets them know you are coming. Appointments can be made for the same day.

Business hours:	Monday	8:00 – 4:00
	Tuesday	8:00 – 4:00
	Wednesday	8:00 - 3:30
	Thursday	8:00 – 4:00
	Friday	8:00 – 4:00
	Saturday	Closed
	Sunday	Closed

C) You will need two (2) sets of cards made. This will cost \$50.00

D) Mail the **fingerprint cards** and the print out of the “**Documentation and Fingerprints Instructions**” email sent to you from the AFSP. You can get an Overnight Envelope from UPS (\$29.55), FedEx (\$26), or USPS (\$19). The envelope should be mailed to the TSA clearinghouse the same day to prevent any delays.

### Important Points:

**The finger printing process will be completed in the United States.** A candidate's fingerprints must be collected by or under the supervision of one of the following:

- A U.S. federal, state, or local law enforcement agency.
- U.S. government personnel at a U.S. embassy or consulate that possesses appropriate fingerprint collection equipment and personnel certified to capture fingerprints.
- Another entity approved by the Federal Bureau of Investigation (FBI) or TSA, including airports that possess appropriate fingerprint collection equipment and personnel certified to capture fingerprints.

A list of domestic and international fingerprinting locations is available at [www.tsc-csc.com/printoffices/](http://www.tsc-csc.com/printoffices/). The prints can be taken either electronically or by the provided forms. After

they are completed, the prints are sent back to AAAE (an address is provided on the fingerprinting forms), who then forwards a copy to TSA. Additional instructions can be found on TSA's Web site at [https://www.flightschoolcandidates.gov/fp\\_instr.html](https://www.flightschoolcandidates.gov/fp_instr.html). **Note:** Any candidate who has previously submitted fingerprints and received confirmation of fingerprint receipt for a prior AFSP training request is not required to resubmit fingerprints. If possible, TSA will use the fingerprints on file for that candidate. Fingerprints will continue to be transferred to new flight training requests but only if the alien uses the same account (pin) number that was used for the initial flight training request.

#### **4) \$130 Application Processing Fee**

**The fee must be paid by credit card on the TSA's Web site.** (Candidates now have a maximum of 10 attempts at paying the processing fee. After the tenth failure, the training request is canceled by TSA's system, and the candidate must submit a new training request. Please verify that your credit card is valid before attempting to pay the processing fee).

#### **5) Permission to Initiate Flight Training and Final Approval**

Once fingerprints are sent to TSA/AFSP, students must wait to receive an e-mail from TSA for final permission to initiate flight training. Nothing else needs to be done while waiting for this final approval. Once final permission is obtained, students can call to schedule their lessons as often as they desire. **A student's TSA approval expires one year from the date final permission was emailed to the applicant and training must begin within 180 days from that same date.** If a student does not complete training during that one year period, the student must reapply for additional training, or suspend training after permission expires and complete a new application. Training can resume only when permission is again granted by TSA/AFSP for another one year interval.

#### **6) Photo**

The student should have his or her photo taken by the flight school when he or she arrives at the flight school for the first day of flight training. The flight school will be required to upload this same photo, not one copied from the candidate's passport or other identification, to TSA's Web site or have it faxed to TSA at 571/227-4532 or 571/227-4534.

The following are descriptions of each status type:

- **Draft** — Candidate has started to enter request, but it has not yet been submitted. Next step: Candidate (or provider for Category 4) selects the "Validate and Submit Application" icon and corrects errors prior to submitting the request.
- **Submitted** — The request has been fully submitted. Next step (Category 1-3): Provider logs into Web site to validate or deny the request.
- **Provider Accepted** — Provider accepted the candidate's request. Next step: Candidate pays the \$130 AFSP fee online. Once the fee has been received by TSA, an authorized agent fingerprints the candidate.
- **Provider Rejected** — Provider rejected the candidate's request. Next step: Candidate contacts the provider to inquire about denial of request.
- **Preliminary Approval Granted** — Preliminary approval has been granted to the candidate.
- **Fingerprints Received** — TSA has received the candidate's fingerprints. Next step: Category 1 candidates — up to 30 calendar days to receive approval; Category 2 candidates — up to five business days to receive approval; Category 3 and 4 candidates will not receive this status.
- **Final Approval Granted** — Candidate has been granted final approval for the training request. Next step: Training must commence within 180 days of final approval.
- **Final Approval Rejected** — Candidate has been denied training.
- **Insufficient Information** — Candidate has submitted a training request with incomplete or inaccurate information. Candidates should then carefully follow the e-mail instructions given to edit and resubmit the training request.
- **Illegible Passport/Security Document Received** — Candidate's passport or airman certificate has either not been received by the AFSP or the copy sent was unreadable. Candidate should resend the documents via e-mail to [AFSP.help@dhs.gov](mailto:AFSP.help@dhs.gov) or fax them to 571/227-4532 or 571/227-4534. Be sure to include the training request ID number with the resubmission to ensure proper filing.