



Transportation Safety Administration (TSA) Guide

Any Non-US Citizen must complete the Rainier Flight Service (RFS) Welcome Packet and receive permission from the Department of Homeland Security prior to beginning flight training. Please follow the steps listed below to expedite the process:

- 1. Log Into your NeedleNine Account.** NeedleNine is Rainier Flight Service's flight management software that provides our clients with the most comprehensive scheduling process and training record keeping. Access to this system is only granted after the RFS team creates an account for you. Learn how to setup your user profile once it has been created [here](#).
 - Uploading Documents.** As part of the profile setup, you will be required to upload your TSA documents (Proof of Citizenship for US Citizens OR Passport and TSA approval for Non-US Citizens), your medical certificate, and student pilot license in your NeedleNine profile as you obtain them.
- 2. Create an Alien Flight Student Program (AFSP) Account.** The candidate is required to create a login account at www.flightschoolcandidates.gov. A user ID is provided immediately after submitting the required information, and a password is sent via e-mail. *(Time may vary on receiving the password – possibly 24 to 48 hours.)*
- 3. Applying for Training.** After receiving your password, the candidate will be instructed to change it. The candidate then logs into the TSA student registration page and continues the application process.

The TSA 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.
- Passport and Visa Information** – Foreign applicants are required to have a passport. A candidate may either scan his or her complete passport and fax it to TSA using the fax number provided on the AFSP website.
- Training Details** – Basic information including the name of flight 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.



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Flight School: Rainier Flight Service

Course Name: Private Pilot, Initial

Course ID: 101

Category: 3

Training Aircraft: C162 C172 C182 PA28 DA40 SR20

Start Date: Approximately 3-4 Weeks after the start of your application date (or any specific date the candidate desires).

End Date: One year after your start date.

- **Fingerprints** – Schedule an appointment for fingerprinting (AFSP will provide you with a list of locations to choose from for fingerprinting).
 - **\$130 Application Fee** – The fee must be paid by credit card on the TSA website.
 - **TSA Photo** – Upload one copy of the photo for the application and provide Rainier Flight Service
4. **Flight School and Candidate Receive Preliminary TSA Decision** – Upon receiving the payment, TSA e-mails both the candidate and the flight school an e-mail with the subject “Preliminary Approval”. THIS DOES NOT GRANT YOU PERMISSION TO RECEIVE TRAINING. This e-mail confirms application and fee have been received by TSA, but they still need to receive the candidate’s fingerprints.
 5. **Candidate Instructed to Submit Fingerprints** – If the preliminary decision is favorable, candidates will receive an e-mail from AFSP with a subject “Fingerprint Instructions” when a successful payment has been verified. If the decision is not favorable, the candidate will be provided details regarding any information that may be missing/incorrect from their registration.
 6. **Flight School and Candidate Receive TSA Confirmation** – Prior to beginning any flight training, both the candidate and the flight training provider will receive an e-mail with the subject “Permission to Initiate Training/Fingerprint Receipt” when all the required information has been received and verified by TSA.
 7. **Final Determination is Made by TSA** – TSA will make a final determination as to the candidate’s eligibility to receive flight training (training may have already started) and will notify the flight school and candidate of its decision.





- Instructor Orientation/Flight School Takes Photo** – Rainier Flight Service (RFS) is required to take a photo of the candidate when he or she arrives for their orientation appointment and first lesson. RFS will be required to upload this same photo, not one copied from the candidate's passport or other identification, to the TSA website. ***(Photo must be taken prior to initiating training).***

TSA/AFSP Frequently Asked Questions (FAQs)

Q. Are introductory or “discovery” flights exempt from the requirements of the TSA rule?

A. Yes. You may conduct an introductory flight prior to TSA approval for flight training.

Q. What is the definition of flight training as it pertains to this rule for the purposes of needing to undergo citizenship verification?

A. The TSA has further interpreted the definition of “flight training” for aircraft with a maximum certified takeoff weight of 12,500 pounds or less to only apply to training for a recreational pilot, sport pilot, private pilot certificate; multiengine or instrument ratings.

Q. How long will it take to get an answer on my training request?

A. It depends on the accuracy and completeness of your training request. The application can be approved in as little as two weeks.

Q. Once my flight training request has been approved, how long do I have before my approval expires?

A. Once you have permission to train, you have 180 days to begin training and 365 days to complete the approved training. These time periods both start from the date you receive approval. If you do not finish, a new training request must be submitted.

Q. What do I enter for training aircraft?

A. Enter the aircraft type you plan on using for your training. If flying multiple types include each type. Rainier flight uses C162, C172, PA28RT-201.



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Q. Is there anything I can do while waiting for approval?

A. You can begin the ground school portion of your training and get ahead with the knowledge. There is plenty of material to study prior to initiating any flight training.

Additional Questions About your AFSP/TSA Approval?

Contact the AFSP. Responses are generally handled more quickly via e-mail. E-mails may be sent at any time and will be responded to during normal hours of operation. If you reach their voicemail, please leave a message. They will return your call within a few hours. If you leave a voicemail after business hours, they will return your call the next business day.

- **Email:** AFSP.Help@dhs.gov
- **Phone:** (571)-227-1004

AFSP Hours of Operation (Pacific Standard Time):

Note: The AFSP is closed on all U.S. Federal holidays.

Monday	5:00 AM – 2:00 PM
Tuesday	5:00 AM – 2:00 PM
Wednesday	5:00 AM – 2:00 PM
Thursday	5:00 AM – 2:00 PM
Friday	5:00 AM – 2:00 PM
Saturday	CLOSED
Sunday	CLOSED

