

Attention NFCC-Certified Fingerprint Collector:

Please email Clint Braswell [Clint.Braswell@NATACS.aero] to inform him of when you can participate in a mandatory recurrent training to cover the process changes outlined below in addition to other important notices and updates regarding the fingerprint collection process.

Thursday	February 26, 2009	5:00 PM Eastern Time (US)
Friday	February 27, 2009	2:00 PM Eastern Time (US)
Monday	March 2, 2009	10:00 AM Eastern Time (US)

If you are unavailable for recurrent training during any of the times posted above, please notify Clint Braswell immediately. Participation for recurrent training is required.

Outlined below are important changes that are now in effect with respect to the collector process and access within NATACS.aero

- An **Actions** category has been added to the Collector Page.
- The “[Submit Livescan Documents to Priderock](#)” link has been renamed to “[Transmit Fingerprints and Documents to NATACS](#)” located under the **Actions** category.
- The Fingerprint Control Form (FCF) no longer displays the SSN and the Date of Birth.
- Collectors will no longer use the individual’s SSN when scanning in fingerprints and documents to NATACS for processing. Collectors will enter the nine-character bar code number located in the upper right corner of every FCF. This unique identifier will begin with the letters “AV”.

Please see example below.

Applicant Information

Last Name:	smith
AV Number: (AVXXXXXX-1)	AV1234567-1

- Under the **Actions** category, collectors have the ability to print AFSP control forms using the Training Request number and TSA User ID per the fingerprint instructions that the flight candidate received from the TSA. This function will only be available prior to submitting fingerprints. After

the fingerprints have been submitted under that TR and User ID, access to that FCF will no longer be available.

- Ensure to click into the “Notices Posted...” section to review important notices regarding fingerprint collections.

Thank you for your participation and cooperation.

-The National Fingerprint Collection Clearinghouse