



## Consolidated General Aviation Security Programs Fingerprinting Guidance

### **Purpose**

This document provides guidance on how to complete fingerprint processing for Criminal History Records Checks (CHRC) required by the following general aviation security programs. With this guidance, TSA expands the locations where fingerprints can be collected for those who must go through the CHRC for these programs.

- Twelve-Five Standard Security Program (TFSSP)
- Private Charter Standard Security Program (PCSSP)
- DCA Access Standard Security Program (DASSP)
- Maryland Three (MD-3) Security Procedures

Following this guidance will help ensure that an aircraft operator employee or MD-3 applicant has complied with the CHRC requirements described in 49 CFR 1544.229, 49 CFR 1544.230, 49 CFR 1562.3 and 49 CFR 1562.23.

### **Step 1 – Registration**

Each TFSSP, PCSSP, and DASSP aircraft operator must register his or her employees. Each MD-3 applicant must register him/herself using the following website:

National Air Transportation Association Compliance Services (NATACS):

<http://www.NATACS.aero>

**PLEASE NOTE:** The website contains data that may be helpful in processing fingerprints. In addition, aircraft operators/MD-3 applicants may contact NATACS for assistance:

**NATACS Customer Support Center: (800) 788-3210 or (703) 842-5317 / [info@natacs.aero](mailto:info@natacs.aero)**

The NATACS website provides a registration process that will allow each operator/MD-3 applicant to initiate the CHRC process. During this step, the operator/MD-3 applicant will:

- 1) Enter personal information for each employee/applicant (name, optional social security number (SSN), date of birth (DOB))
- 2) Submit payment for each employee/MD-3 applicant's CHRC
- 3) Receive a Unique Identification Number (UID) and password from NATACS for each employee/MD-3 applicant

### **Step 2 – Fingerprint Application**

After completing Step 1, the aircraft operator will provide each employee with a UID and password. The employee must then log on to <http://wwwNATACS.aero> to register and complete the online fingerprint application.

MD-3 applicants will be able to continue directly to the fingerprint application.

After completing all required fields on the application, the employee/MD-3 applicant must print his/her documents and take them to the fingerprint collection site.

**PLEASE NOTE:** Several places on the fingerprint application require the employee/MD-3 applicant's signature. These documents must not be signed and dated until the employee/MD-3 applicant is physically in the presence of the fingerprint collector.

Questions relating to the MD-3 application or fingerprinting process can be sent to: [mdthree@tsa.dhs.gov](mailto:mdthree@tsa.dhs.gov)

### **Step 3 – Fingerprint Collection**

After completing Step 2, the aircraft operator employee/MD-3 must submit his/her fingerprints directly to one of the below types of fingerprinting collection site. Employees/MD-3 applicants are not required to use NATACS as the fingerprint collector and **may use any one of the following entities to submit fingerprints:**

- Local Law Enforcement Agency
- Participating Airport Badging Office (as displayed on [natacs.aero](http://natacs.aero))
- A NATACS Collector

**Each employee/MD-3 applicant must bring his/her fingerprint application and two forms of identification to the fingerprint collection site. At least one form of identification must be a photo ID issued by a Government authority.<sup>1</sup> Applicants may also need to bring a fingerprint card to the collection site.<sup>2</sup>**

The fingerprint collector will verify the identity of the employee/MD-3 applicant and complete the collector's sections of the fingerprint application. After the fingerprint application has been completed and signed, either the aircraft operator or fingerprint collector must send the entire application and the employee/MD-3 applicant fingerprints directly to NATACS.

If the employee uses a participating airport or NATACS Collector, the collector will submit the fingerprints and required documents to NATA at the address below at the time of collection.

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<sup>1</sup> This requirement may change as determined by location. Applicants should contact the fingerprint collector/agency to verify what forms of identification will be required.

<sup>2</sup> This will be determined by location. Applicants should contact the fingerprint collector/agency prior to arrival to obtain this information. Most local law enforcement agencies will require the applicant to bring his / her own fingerprint cards. These cards may be obtained from NATACS.

**Standard Fingerprint Form, FD-258 (Fingerprint Card):** If the fingerprints are collected on the FD-258 fingerprint card, the aircraft operator or collector will retain custody of the fingerprint card and mail the entire fingerprint application and fingerprint card directly to NATACS. Fingerprint cards are available from NATACS and instructions on where to send fingerprint cards are provided below.

**Fingerprint Electronic:** If the fingerprints are collected electronically, the collector will automatically submit them to NATACS. The fingerprint application must be mailed separately. If the employee/applicant uses a NATACS collector, the collector will submit the fingerprint application electronically to NATACS.

**All documents and/or fingerprint cards must be mailed directly from the collection site to NATACS via US Priority Mail.** This requirement helps to ensure that the fingerprint cards are traceable and to reduce opportunities for loss or fraud. Please use the following mailing address to return fingerprint packages to each registration site.

**NATA:**  
National Fingerprint Collection Clearinghouse  
9400 Gateway Drive  
Suite D  
Reno, NV 89521

#### **Step 4 – Fingerprint Results Notification**

##### **NATACS process for TFSSP, PCSSP, and DASSP operators:**

When CHRC results are posted, the aircraft operator's designated employee representative (DER) will receive an e-mail notification that a new result has been posted. The DER can either click on the link in the e-mail notification or, at any time, go to the website ([www.natacs.aero](http://www.natacs.aero)) to retrieve the results from the DER's account. The website and account will contain the employee information, payment status, paperwork status, fingerprint status, and the CHRC result.

The "Result" column will note "Pending," (CHRC result is in process), "Pass" or "Fail". Results are updated regularly. If the DER chooses not to receive e-mail notifications of results posted, the DER should check the website once in the morning and again in the afternoon.

##### **MD-3 applicants:**

The TSA MD-3 program office representative will be notified of the fingerprint results and will proceed with processing the MD-3 PIN application.

#### **Step 5 – Fingerprint Fees**

The Federal Bureau of Investigation charges a fee to process fingerprints, which as of the date of this guidance is \$15.50. This fee and any fees charged by the fingerprint collection site must be paid at the time of application.