



Transportation
Security
Administration

Fingerprint Collection Instructions

The individual carrying this form is required to have their fingerprints submitted to the Transportation Security Administration (TSA). In the interest of national security, local law enforcement is being asked to assist in this process. All federal fees for processing have been paid.

Instructions for the applicant (individual being fingerprinted):

Required items the applicant must bring to the collection site:

- Two (2) forms of current identification, expired forms are not acceptable.
 - 1) One form of identification must have been issued by a State or Federal Government Authority.†
 - 2) At least one of the two forms of identification must include a photo.†† **Photocopies or faxes of identification are not acceptable.**
- Fingerprint Control Form (FCF)
- Return envelope addressed to NATA Compliance Services (NATACS) for the FCF and fingerprint cards.

NATA Compliance Services
9400 Gateway Dr., Ste. D
Reno, NV 89521
+1.703.842.5317 | info@natacs.aero

Prior to leaving the collection site, make sure the following items have been completed in full:

- FCF must have both forms of ID listed, a signature from both the collector and applicant, date of collection and collector ID (e.g. badge number).
- Fingerprint cards completed with the applicant's name and signed and dated by both the applicant and the collector.
- Securely seal the envelope with completed documents in the presence of the Law Enforcement Officer (LEO)

If the FCF and fingerprint cards are not completed in full, the fingerprints will be rejected and you will have to be re-fingerprinted.

Instructions for the Law Enforcement Officer:

Prior to the collection process, the applicant must present the following:

- Two (2) forms of current identification, expired forms are not acceptable.
 - 1) One form of identification must have been issued by a State or Federal Government Authority.†
 - 2) At least one of the two forms of identification must include a photo.†† **Photocopies or faxes of identification are not acceptable.**
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During the collection process, please complete the following:

- Complete the FCF.
 - 1) Enter both forms of identification in Section 2.
 - 2) Sign, date and enter LEO identification number (e.g. badge number).
 - 3) Have the applicant sign and date the FCF in your presence at the time of collection.
- Collect two sets of fingerprints on the FD-258 fingerprint cards.
 - 1) Fill in the applicants' name on the cards.
 - 2) Sign and date fingerprint cards in the section labeled "Signature of official taking fingerprints".
 - 3) Have the applicant sign and date the fingerprint cards in your presence at the time of collection in the section labeled, "Signature of person fingerprinted".
- Insert the two (2) fingerprint cards and the signed FCF in the envelope provided by the individual and seal the envelope.