



Transportation Security Administration

GA – DCA Program Fingerprinting & FAA Records Check Guidance

The following information explains how to complete the fingerprint-based criminal history records checks (CHRC) required by the GA – DCA Program and how flight crewmembers can obtain their FAA records. Only aircraft operators and fixed based operators with a DCA Access Standard Security Program (DASSP) in compliance with the CHRC requirements described in 49 CFR 1562 Sub Part B are eligible and must follow this GA - DCA Fingerprinting and FAA Records Check Guidance as issued by TSA.

Additional Pilot Information:

Operators **MUST** register currently approved 12/5 and Private Charter flight crewmembers to participate in this program as described below. These flight crewmembers are required to confirm their biographical information (excludes fingerprinting requirements described below) which will enable TSA to perform additional background checks as required under this program. Upon TSA approval, the flight crewmember's name will be added to the approved flight crewmember list. Once added to the approved flight crewmember list they will be available for selection on future DCA flight manifests. Operators may only submit names of crewmembers that have been approved as employees of their respective companies.

Step 1-Registration

Each aircraft operator or fixed base operator (FBO) must register security coordinator(s), armed security officers, and flight crewmembers as appropriate. To do this, the operator must log on to **one** of the following two websites:

- Transportation Security Clearinghouse (TSC): <http://www.tsc-csc.com/robots>
- National Air Transportation Association (NATA): <http://www.natacompliance.com/>

PLEASE NOTE: User manuals for each website are available online. You may also contact each company at the following phone numbers to request help:

TSC Customer Support Center
(703) 797-2550

NATA Customer Support Center
(800) 788-3210

Both websites provide similar registration processes that will allow each operator to initiate the CHRC process or DASSP endorsement (additional background check requirements) for each applicant. During this step, the operator will:



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- 1) Enter basic personal information for each applicant (Names, SSN, DOB) or select existing cleared employee for DASSP endorsement.
- 2) Pay for each applicant's CHRC.
- 3) Receive a unique identifier (UID) and password for each applicant.

Step 2-Fingerprint Application

After completing Step 1, the operator will give each applicant his or her own UID and password. The applicant must then log on to the same website that the operator used to register each applicant (either TSC or NATA) and fill out the online fingerprint application. After filling in all required fields on the application, the applicant should print the documents.

PLEASE NOTE: There are several places on the fingerprint application that require the applicant's signature. These documents should NOT be signed until the applicant is in the presence of the fingerprint collector. All other required information (Name, DOB, etc.) can be completed prior to fingerprint collection.

Step 3-Fingerprint Collection

After printing the fingerprinting application, the applicant must go to a fingerprint collection site to submit his or her fingerprints. Applicants may go to any one of the following to submit fingerprints:

- NATA Collector
- Airport Badging Office
- U.S. Federal, State or local Law Enforcement Agency

All applicants must bring his or her fingerprint application AND two forms of identification to the fingerprint collection site. At least one of the two forms of identification must have been issued by a government authority, and at least one must include a photo. Applicants may also need to bring a fingerprint card to the collection site.¹

The fingerprint collector will verify your identification and fill out the required sections of the fingerprint application. (Each application requires the collector to fill in his or her location, ID number, etc.) After the fingerprint application has been signed and completed, the entire application and the applicant's fingerprints should be sent back to the company with whom the applicant was originally registered.

¹ 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 or her own fingerprint cards. These cards may be obtained from either TSC or NATA.



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- If fingerprints are collected on a fingerprint card (form 258), mail the entire fingerprint application and the fingerprint card to either TSC or NATA. Fingerprint cards are available from either TSC or NATA.

If fingerprints are collected electronically, they will be automatically submitted to either TSC or NATA. The fingerprint application must be mailed separately.

All documents and/or fingerprint cards should be mailed directly from the collection site to TSC or NATA via FedEx or Priority Mail. This ensures that the packages can be tracked and minimizes the risk that the prints and supporting information is lost, altered, or corrupted. Please use the following mailing address to return fingerprint packages to each registration site:

TSC:

Transportation Security Clearinghouse
GA – DCA Program Coordinator
601 Madison Street, Suite 400
Alexandria, VA 22314

NATA:

National Fingerprint Collection Clearinghouse
GA – DCA Program Coordinator
2740 SW Martin Downs Blvd Number 283
Palm City, FL 34990

Step 4-Results Notification

TSC Process

For each operator who registers with TSC for the GA-DCA Program, the operator or security contact can log onto the TSC website to learn the results of his applicants' CHRCs. The TSC website will confirm a "Pass," "Fail" or "Pending" for each applicant. The status is updated in real-time based on the adjudication results submitted from the TSA to the TSC Clearinghouse.

To access these statuses, the operator or security contact will go to the TSC Clearinghouse site (www.tsc-csc.com/robots). He or she will log into the secured area and be able to view the status of an applicant or a range of applicants.

NATA Process

When CHRC results are posted, the operator's designated representative will receive an email notification that a new result has been posted. The designated representative can either click on the link in the email notification or at any time, go to the website (www.natacompliance.com) to retrieve results. The website contains applicant information, payment status, paperwork status, fingerprint status and the CHRC result.



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The Result column will contain either a “Pending,” (CHRC result is in process) “Pass,” or “Fail.” The designated representative can access his or her account information to view results at any time. Results are updated regularly. If the designated representative chooses not to receive email notifications of results posted, it is recommended that the website is checked once in the morning and again in the afternoon.

Step 5 – Fingerprint Fees Explanation

The Independent Offices Appropriations Act (IOAA, Vol. IV, p. 15-17, GAO/OGC, 1991) and the corresponding guidance from Office of Management and Budget (OMB) *A-25 Circular* allow government agencies to establish user charges for “special benefits derived from Federal activities beyond those received by the general public.” Moreover, 49 U.S.C. 44936(d) specifically authorizes TSA to establish a reasonable fees and charges in carrying out criminal history records checks. Pursuant to the IOAA user fee statute, OMB user charge guidance and TSA’s specific fee charging regulatory authority, TSA evaluated the cost estimate submissions from the TSC and NATA to provide the registration and related information management services for this CHRC fingerprint process, as agents of TSA.

The following per applicant user fee charges were thus determined to perform the CHRC required by the GA-DCA:

Fingerprint User Fees Breakdown

GA-DCA CHRC User Charge Component	Per Applicant Charge
FBI charge for criminal database records check ²	\$22
Applicant Registration Fee ³	\$8
TSC Processing Fees ⁴	\$4
TSA Adjudication, Technical Systems and Accounting Costs ⁵	\$3
Total Regulated User Fee Charges	\$37

² This is the per-applicant charge that FBI requires of government agencies to perform the CHRC against its multi-state criminal histories database system.

³ Both AAAE and NATA submitted cost estimates to provide web-based applicant registration and related information management and results notification services. \$8 per applicant is the determined cost to provide these services.

⁴ TSC provides separate processing services that aggregate, normalize and prepare fingerprint images and associated records for transmission to the FBI for the CHRC. Quality assurance, aggregated account billing and reconciliation services to TSA are also provided for these costs.

⁵ TSA’s separate costs to administer the fingerprint-based CHRC process includes the following per-applicant costs: \$1.50 Office of Security adjudication staff costs, \$1.00 partial cost recovery for specific CHRC-related technical systems development, and \$.50 accounting/reconciliation costs for a total TSA cost recovery of \$3.00



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Note that fingerprint *collection* fees are *not* part of TSA-regulated user charges. This is because unlike the registration services and the charge for accessing the FBI database, applicants have various choices from which to choose for fingerprint collection (e.g. airport security badging offices, NATA fingerprint collection affiliate network, local law enforcement offices.) Each fingerprint collector charges its own fees for collecting fingerprints.

Step 6 – FAA Records Check

Each flight crewmember must undergo a check of their FAA records. It is the responsibility of the aircraft operator security coordinator to verify the FAA records check has been completed and does not contain any record of the prohibited violations described below PRIOR to conducting flight operations under this program. The aircraft operator may independently perform the FAA record check or may elect to contract this task to a suitable service provider such as NATA at www.NATAcompliance.com. The flight crewmember must not have any record of the following violations or he/she will not be allowed to operate an aircraft into or out of DCA:

- A prohibited area designated under 14 CFR part 73;
- A flight restriction established under 14 CFR 91.141;
- Special security instructions issued under 14 CFR 99.7 (ADIZ or defense area);
- A restricted area designated under 14 CFR part 73;
- Emergency air traffic rules issued under 14 CFR 91.139 (emergency conditions);
- A temporary flight restriction designated under 14 CFR 91.137 (vicinity of a disaster or hazard area), 91.138 (national disaster area in the state of Hawaii) or 91.145 (management of aircraft operations in the vicinity of aerial demonstrations and major sporting events)
- An area designated under 14 CFR 91.143 (flight limitations in the proximity of space flight operations)



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