



## Twelve-Five Fingerprinting Guidance

The following information explains how to complete the fingerprint-based criminal history records checks (CHRC) required by the Twelve-Five Rule. The aircraft operator is in compliance with the CHRC requirements described in 49 CFR 1544.229 and 1544.230 if he or she follows this Twelve-Five Fingerprinting Guidance issued by TSA.

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### Step 1-Registration

Each aircraft operator<sup>1</sup> must register his or her employees. To do this, the operator must log on to **one** of the following two websites:

- Aviation Security Clearinghouse (ASC): <http://www.asc-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:

**ASC Customer Support Center**  
(703) 797-2550

**NATA Customer Support Center**  
(800) 788-3210

**ASC Customer IT Help Desk**  
(703) 797-2555

Both websites provide similar registration processes that will allow each operator to initiate the CHRC process for each employee. During this step, the operator will:

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

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### Step 2-Fingerprint Application

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

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

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<sup>1</sup> Aircraft Operator duties may be accomplished by a designated representative.





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### Step 3-Fingerprint Collection

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

- NATA Collector
- Airport Badging Office
- 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.<sup>2</sup>**

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 employee's fingerprints should be sent back to the company with whom the employee was originally registered.

- If fingerprints are collected on a fingerprint card, mail the entire fingerprint application and the fingerprint card to either ASC or NATA. Fingerprint cards are available from either ASC or NATA.
- If fingerprints are collected electronically, they will be automatically submitted to either ASC or NATA. The fingerprint application must be mailed separately.

**All documents and/or fingerprint cards should be mailed directly from the collection site to ASC or NATA via FedEx or Priority Mail. This ensures that the packages can be tracked and minimizes that 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:

**ASC:**

Aviation Security Clearinghouse  
12-5 Program  
601 Madison Street, Suite 400  
Alexandria, VA 22314

**NATA:**

National Fingerprint Collection Clearinghouse  
1145 Broadway Ste 200  
Tacoma, WA 98402

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<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 or her own fingerprint cards. These cards may be obtained from either ASC or NATA.





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## Step 4-Results Notification

### **ASC Process**

For each aircraft operator who registers with ASC for the Twelve-Five Program, the aircraft operator or security contact can log onto the ASC website to learn the results of his employees' CHRCs. The ASC 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 ASC Clearinghouse.

To access these statuses, the aircraft operator or security contact will go to the ACS Clearinghouse site ([www.asc-csc.com](http://www.asc-csc.com)) and then to the "Status" or "ROBOTS" section of the site. He or she will log into the secured area and be able to view the status of an applicant or a range of applicants. There will also be an option to download this information in an Excel spreadsheet through the "Status" section.

### **NATA Process**

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

The Result column will contain either a "Pending," (CHRC result is in process) "Pass," or "Fail." The DER can access his or her account information to view results at any time. Results are updated regularly. If the DER 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.

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## 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 ASC 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 Twelve-Five Rule:





### Fingerprint User Fees Breakdown

'Twelve-Five' CHRC User Charge Component	Per Applicant Charge
FBI charge for criminal database records check <sup>3</sup>	\$22
Applicant Registration Fee <sup>4</sup>	\$8
ASC Processing Fees <sup>5</sup>	\$4
TSA Adjudication, Technical Systems and Accounting Costs <sup>6</sup>	\$3
<b>Total Regulated User Fee Charges</b>	<b>\$37</b>

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.

<sup>3</sup> This is the per-applicant charge that FBI requires of government agencies to perform the CHRC against its multi-state criminal histories database system.

<sup>4</sup> 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.

<sup>5</sup> ASC 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.

<sup>6</sup> 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

