### **Create or Access your existing TSA Account**

by going to https://www.fts.tsa.dhs.gov/home



## **Update Personal Information and Upload your Documents**



#### **Enter your Flight Training Details**

in 'Part: 2--Request for Training' your training provider is GULF COAST AERONAUTICAL SERVICES LLC



### **Gulf Coast Aeronautial Confirms your Training** Request

You will receive an email from TSA (ftsp.help@dhs.gov) indicating that Gulf Coast Aeronautical confirmed your request and you must now pay the \$130.00 fee.



#### **Submit your Application to TSA**

Application' icon and then select 'I agree' to will temporarily disappear from your Home Page and an automated notice is sent to Gulf Coast Aeronautical for confirmation.



#### **Have your TSA Account Reviewed**

for accuracy Call Gulf Coast Aeronautical Operations Manager or Sales Department 1.800.588.9325



#### Pay TSA \$130.00

by logging onto your account, clicking on the '\$' symbol, and following the steps for credit card payment.



## **Receive Confirmation that your Application is in Process**

from TSA (ftsp.help@dhs.gov). This email will include the 6 digit Training Request Number. Your TSA account will also show this request number on your home page. Be sure that this email address is not stopped by the spam filter of your IP.



#### **Receive Updates on the Status of** your Application

TSA will email you with status updates. Check your email frequently and make any needed corrections or clarifications as requested by TSA.



Schedule Fingerprinting by contacting the NFCC registered finger



### **Fingerprint Instructions**

will be sent in an email from TSA. You will need to locate a finger printer by going to: https://www.natacs.aero/afsp/

This step typically occurs 10 business days after your payment of the \$130 fee



# **Fingerprints Being Transferred**

fingerprints on a prior training event, you will receive notification that those prints are being transferred to this new request. (this step typically occurs 10 business days after your payment of the \$130 fee)



## Pay \$99.00 Pre-enrollment Fingerprinting Fee \*

by going to https://www.natacs.aero/afsp/ then select your desired print office and click the 'Pre-enroll' button following the steps for credit card payment.

\*Pre-enrollment fee may not be required in all cases



# **Complete Fingerprinting**

the NFCC finger printer will provide your prints to TSA.



## **Confirmation of Fingerprints**

Cat 1 - 30 days

You may begin flight training after the wait period or upon receipt of the Final Approval



### **Receive Final Approval**

TSA will email you permission to initiate flight training. (For CAT 1 applications this step typically

occurs 10 business days after fingerprints are supplied to TSA)