

TSA Reference Card

Important contacts

Flight School Manager: _____
Airport Manager: _____
Airport Security: _____
TSA Hotline: 1-866-427-3287
Emergency: 911



TSA Hotline:
1-866-GA-Secure

Who must obtain TSA Security Awareness Training:

Flight school employees and certificated CFIs: Initial training within 60 days of hire
Each flight school employee and active CFI: Yearly recurrent training
FREE Training available online at: gleim.com/tsa

Student Citizenship Verification Requirements:

- ✓ Verify: Anyone requesting flight training for:
 - Recreational, Sport, or Private Pilot certificate
 - Multiengine or Instrument rating
 - Except flight reviews and instrument proficiency checks*

If US Citizen:

- ✓ Document: Keep copy of official verification document for 5 years
- ✓ Endorse Logbook:
"I certify that [insert student's full name] has presented to me a [insert type of document presented, such as U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Insert date and instructor's signature and CFI number.]"
- ✓ Start flight training

If Alien:

- ✓ Register at www.flightschoolcandidates.gov
- ✓ Candidate applies for training with TSA
- ✓ Confirm training request
- ✓ Look for preliminary approval
- ✓ Candidate submits fingerprints
- ✓ Wait for TSA Approval
- ✓ Take candidate's photo on 1st day of training and submit to TSA
- ✓ Maintain records
- ✓ Start flight training within 180 days.

For more information visit www.flightschoolcandidates.gov
Refer to 49 CFR Part 1552

GLEIM Aviation www.gleimaviation.com

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One for you and....

...one for a fellow CFI.

Wallet Card Instructions: Cut along the dotted line, fold in half, and fold in half again to fit in your wallet