



Students who are not citizens of the U.S. who wish to take flight training at Snohomish Flying Service are required by law to complete the U.S. Transportation Security Administration (TSA) requirements.

All flight training applicants must schedule a one-hour appointment to meet with Flight Department Admissions Staff to begin the TSA Clearance process. There is a \$100 non-refundable fee for this portion of your enrollment. Once your Final Approval for flight training is granted, you will then be scheduled for your enrollment into your training course and you can begin.

You will need to bring your identification and pilot credentials (if any) to your TSA Application appointment. This includes passport, visa, driver's license, Permanent Resident Card, Employment Authorization Card, pilot certificates, medical certificate.

### **U.S. Transportation Security Administration (TSA) Clearance Process**

The TSA requires all non-U.S. citizen applicants for flight training to complete the Flight Training Security Program (FTSP) clearance process. To complete this process, you must:

- Go to [fts.tsa.dhs.gov](https://fts.tsa.dhs.gov) and click on "Register Options", then click "Candidate Portal."
  - Create an account.
  - Complete the required information and ensure it matches your passport information.
  - After you have created an account and received your password, log in and create a training request.
1. If attending Snohomish Flying Service, Inc. for the Professional Pilot Program, the first course you will take is the course named "Initial". The Course ID will be PVT/Initial for Private Pilot Course. The aircraft used in this training will be "Cessna 152 Cessna 172". Please list both of these aircraft in the training request.
  2. If you already have an FAA private license and are seeking an advanced rating, please use course name "Instrument" and course ID IFR for Instrument Rating. The aircraft used in this training will be a Cessna 172.
  3. If you already have an FAA instrument license and are seeking a Multi- Engine rating, please use course name "MEL" and course ID MEL for Multi-engine. The aircraft used in this training will be a BE-76 Duchess.

Your school ID is your cell phone number without any dashes (-) included.

Please be sure you select "Snohomish Flying Service, Inc." from the dropdown menu, not the one that does not include "Inc."

Snohomish Flying Service students will register for Category 3 - Candidates who seek flight training in the operation of aircraft with a maximum certificated takeoff weight of 12,500 pounds or less for the following training events:

- Initial airman's certificate, including a private, recreational, or sport pilot certificate.
- If a private and/or commercial license is the candidate's initial FAA license, it is considered an initial airman's certificate and is not exempt.
- Instrument Rating (IR)
- Multi-Engine Rating (MEL)

Each of these training events requires a separate training request.

Note: Category 3 Rotorcraft Requirements - Candidates who seek flight training in the operation of rotorcraft with a maximum certificated takeoff weight of 12,500 pounds or less are subject to the above Category 3 clarification. Candidates must obtain approval for the initial license, instrument rating or multi-engine rating if the pilot does not hold a fixed-wing equivalent.

Once your application is accepted by the FTSP, you will be directed to pay the application fee. Your application and documents are then reviewed by FTSP. You may be contacted requesting further information or documents. Once your application has been satisfactorily reviewed, you will be sent instructions to have your fingerprints taken at an authorized site. We can help you with scheduling this appointment.

The time that this process takes varies, but applications are typically reviewed within 5 business days. Once you receive the fingerprint instructions, the approval often comes the same or next day.

If you have any questions, or to schedule your TSA application appointment, please email [FSAdmissions@HarveyField.com](mailto:FSAdmissions@HarveyField.com) or call 360-568-1541.