

TSA DOCUMENTATION REQUIREMENTS FOR NEW STUDENTS (US CITIZENS)

Steps to take for new students (US citizens) – must be done before first flight lesson. You may give an Intro Flight without taking these steps, but no flights after that until this documentation is complete.

1. **Take** a “head and shoulders” picture of the new student, portrait format. Phone pics are fine.
2. **Scan** their identification documents. Most likely combinations will be:
 - a. Driver’s License and Birth Certificate (must be original, no copies)
 - b. US Passport
 - c. The Driver’s License or Passport **must be current**; they cannot be expired.
3. Go to the Downloads tab on the Aerowood website and download the “FORM AW-005F TSA ENDORSEMENTS W/PHOTO FOR AEROWOOD FILES”. This form has two pages. One is for DL + Birth certificate; the other is for Passport. **Complete the appropriate page, INCLUDING THE PHOTO**; delete the other page. Examples are below.
4. **Create a new folder** for the student and put **printed copies of these docs** in the students folder:
 - a. [Driver’s License + Birth Certificate] OR Passport
 - b. Form AW-005F with Photo and your signature
 - c. File the folder in the file cabinets in the Aerowood office (beside the reception desk)
5. **Upload the scans** of the docs in #4 to Flight Circle
6. **Upload the photo** in #1 to Flight Circle and set as “User Photo”
7. Put the same information into the student’s logbook **and** the CFI logbook using **endorsement A.14** in AC 61-65H. Here is the wording:

A.14 Endorsement of U.S. citizenship recommended by the Transportation Security Administration (TSA): Title 49 of the Code of Federal Regulations (49 CFR) § 1552.3(h).

The flight instructor must keep a copy of the documents used to provide proof of citizenship for 5 years or make the following endorsement in the student’s logbook and the instructor’s logbook or other record used to record flight student endorsements with the following:

I certify that [First name, MI, Last name] has presented me a [type of document presented, such as a 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).

TSA Endorsement (Birth Certificate): 49 CFR 1552.3(h)



Date: January 17, 2015

In accordance with 49 CFR 1552.3(h), I certify that **John James Doe** has presented to me the following documents establishing that he is a United States citizen

Photocopies are on file with Aerowood Aviation.

Birth Certificate issued by Metropolis Hospital, Metropolis IL on **MM/DD/YYYY** (DOB **MM/DD/YYYY**)

And

Driver's License Number **1234567** issued by the state of North Carolina dated **MM/DD/YYYY** expires **MM/DD/YYYY**

Signed: _____



Ronald L Horton
1823855 CFI Exp 11/30/2015

TSA Endorsement (Passport): 49 CFR 1552.3(h)



Date: September 12, 2015

In accordance with 49 CFR 1552.3(h), I certify that **Jane Julia Doe** has presented to me the following document establishing that she is a United States citizen

Photocopies are on file with Aerowood Aviation.

US Passport number 987654321 issued MM/DD/YYYY , expires MM/DD/YYYY (DOB MM/DD/YYYY)

Signed: 
Ronald L Horton
1823855 CFII Exp 3/31/2017