



## Maryland Three Security Procedures Fingerprinting Guidance

### **Purpose**

This document provides guidance on how to complete fingerprint processing for Criminal History Records Checks (CHRC) required by the Maryland Three (MD-3) Security Procedures. With this guidance, TSA expands the locations where fingerprints can be collected for those who must have a CHRC for the MD-3.

Following this guidance will help ensure that a MD-3 aircraft operator has complied with the CHRC requirements described in 49 CFR 1562.3.

### **Step 1 – Registration**

Each MD-3 applicant (referred to here as applicant) must register using the following website: National Air Transportation Association Compliance Services (NATACS):

<https://secure.natacs.aero/md3>

**PLEASE NOTE:** The website contains information that will be helpful in processing background and fingerprint services. In addition, an applicant may contact NATACS directly for assistance:

**NATACS Customer Support Center: (800) 788-3210 or (703) 842-5317 or via email at [info@natacs.aero](mailto:info@natacs.aero)**

The NATACS website provides a registration process that will allow each applicant to initiate the CHRC process. During this step, the applicant will:

1. Enter personal information (full name, social security number (SSN), date of birth (DOB))
2. Submit payment for CHRC.

### **Step 2 – Fingerprint Control Form**

After completing Step 1, each applicant will be able to continue directly to the Fingerprint Control Form.

After completing all required fields on the application, the applicant must electronically sign 3 forms, print the Fingerprint Control Form and bring this document with them to the fingerprint collection site.

**PLEASE NOTE:** Several places on the Fingerprint Control Form require the signature of the applicant. This document **must not** be signed and dated until the applicant is **physically** in the presence of the fingerprint collector.

Questions relating to the fingerprinting process may be sent to TSA electronically to [mdthree@tsa.dhs.gov](mailto:mdthree@tsa.dhs.gov) or by contacting the NATACS customer support center.

### **Step 3 – Fingerprint Collection**

After completing Step 2, the applicant must contact one of the fingerprinting collection agencies listed below to schedule an appointment for collection of fingerprints. Applicants are not required to use NATACS as the fingerprint collector and **may use any one of the following entities for fingerprint collection:**

- Participating Law Enforcement Agency or DCA
- Participating Airport Badging Office (as displayed on <https://secure.natacs.aero/MD3>)
- A NATACS Collector

**Each applicant must bring the Fingerprint Control Form and two forms of identification to the fingerprint collection site. At least one form of identification (ID) must be a photo ID issued by a government authority.<sup>1</sup> Applicants may also need to bring (2) fingerprint cards and a pre-paid shipping envelope addressed to NATACS.<sup>2</sup>**

The fingerprint collector will verify the identity of the applicant and complete the collector's sections of the Fingerprint Control Form.

If the applicant uses a law enforcement office, it is the applicant's responsibility to mail the signed Fingerprint Control Form and the (2) fingerprints cards to NATACS at the address below.

If the applicant uses a NATACS Collector, the collector will transmit both the NATACS fingerprint application and (2) fingerprint cards to NATACS electronically (No shipping envelope required).

If the applicant uses the airport badging office at DCA, it is the applicant's responsibility to mail the signed Fingerprint Control Form only to NATACS at the address below. The fingerprint cards will be transmitted electronically.

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<sup>1</sup> Acceptable forms of identification may vary by collection site. Applicants should contact the fingerprint collector, prior to their appointment, to verify which forms of identification will be required.

<sup>2</sup> Applicants should contact the fingerprint collector before arriving at the collection site to determine if fingerprint cards are provided by the collector or must be obtained by the applicant. Many local law enforcement agencies require the applicant to obtain the fingerprint cards separately. Fingerprint cards may also be obtained from NATACS.

If the applicant uses a participating airport badging office other than DCA, it is the applicant's responsibility to mail the Fingerprint Control Form only to NATACS at the address below. The fingerprint cards will be transmitted electronically.

**Standard Fingerprint Form FD-258 (Fingerprint Card):** If fingerprints are collected on the FD-258 fingerprint card by a participating local law enforcement agency or participating airport badging office, the entire Fingerprint Control Form and **both** fingerprint cards will be mailed directly to NATACS by the applicant. FD-258 fingerprint cards are available from NATACS and instructions on where to send them are provided below.

**If the participating law enforcement agency, DCA or participating airport badging office are unable to electronically submit the applicant's fingerprint cards, then the applicant must mail the following two documents to NATACS for processing - Fingerprint Control Form and (2) fingerprint cards via U.S. Priority Mail.** This requirement helps to ensure that the Fingerprint Control Form and both of the fingerprint cards are traceable and reduces the opportunity for loss or fraudulent submission. Please use the following mailing address to ship your fingerprint packages to be processed.

**NATACS:**  
National Fingerprint Collection Clearinghouse  
9400 Gateway Drive  
Suite D  
Reno, NV 89521

**Electronic Fingerprints:** If the fingerprints are collected electronically by a participating local law enforcement agency, DCA, or participating airport badging office, the fingerprint collector will forward the fingerprint cards electronically to NATACS. It is the applicant's responsibility to mail the signed Fingerprint Control Form separately to the NATACS address above. If the collector is a NATACS collector, the entire Fingerprint Control Form and **both** fingerprint cards will be submitted electronically to NATACS for further processing.

#### **Step 4 – Fingerprint Results Notification**

The TSA MD-3 program representative will be notified of the fingerprint results and will proceed with processing the MD-3 PIN application accordingly.

The "Result" column will note one of the following statuses: "Submitted", "In process", "Pass" or "Fail". Results are updated regularly.

**Step 5 – Fingerprint Fees**

*The Independent Offices Appropriations Act (IOAA, Vol. IV, P. 15-17, GAO/OGC, 1991, pages 581-605) and corresponding guidance from the Office of Management and Budget (OMBA-25 Circular)* allow Government agencies to establish user charges for “special benefits derived from Federal activities beyond those received by the general public.” In addition, TSA’s statutory authority (49 U.S.C. 44936(d)) requires TSA to establish reasonable fees and charges to pay expenses incurred in carrying out identification checks and CHRCs. Consistent with the IOAA user fee legislation, OMB user charge guidance, and TSA’s specific fee authority, TSA evaluated the costs for the fingerprint collection process (see fee breakdown chart).

The following fee breakdown chart provides the per applicant estimated fees and charges to perform the CHRCs, as required by the regulation under 49 CFR Part 1562.3.

<b>Criminal History Records Check</b>	<b>Per Applicant Fee</b>	<b>Remarks</b>
<b>IF NOT USING A NATACS COLLECTOR</b>		
FBI charge for criminal database records check	\$14.25	
Designated Aviation Channeler (DAC) fee	\$7.25	
Applicant Registration Fee	\$8.00	
Fingerprint Collection Fee <i>(See Remarks)</i>	Unknown	May vary by collector (law enforcement agency or airport badging office)*
Shipping and or Transmittal Fees <i>(See Remarks)</i>	Unknown	May vary by collector (law enforcement agency or airport badging office)
<b>Total Fee</b> <i>(See Remarks)</i>	<b>\$29.50</b>	This amount <b>does not</b> include fingerprint collection, shipping and or transmittal fees charged by the participating collectors
<b>IF USING A NATACS COLLECTOR</b>		
FBI charge for criminal database records check	\$14.25	
Designated Aviation Channeler (DAC) fee	\$7.25	
Applicant Registration Fee	\$8.00	
NATACS fee	\$35.00 - Domestic	This fee <b>does</b> include collection and transmittal.
<b>Total</b>	<b>\$64.50</b>	

- **Effective July 27, 2015, DCA Fingerprinting office now charges \$58.00 per fingerprint card.**