

Personal Identification Number Issuance Process

To operate to or from any of the “Maryland Three” airports (CGS, VKX, W32), pilots must be issued a Personal Identification Number (PIN) by completing the following steps. Also, it is now mandatory that all pilots operating VFR within 60nm of the DCA VOR complete the online SFRA course at www.faa.gov. You must also print out the full size certificate of completion and present it to the Airport Security Coordinator (ASC) during the Security Procedure Review.

1. Initiate the process by visiting or calling one of the “Maryland Three” airports.
2. Complete the [PIN issuance Form](#).
3. Visit the Baltimore or Washington FSDO.
4. Have fingerprints taken at Washington Regan Airport (DCA).
5. Complete Security Procedure Review at the airport you initiated the process with in step 1.

1. Initiate the Process:

Initiate the process by visiting or calling one of the “Maryland Three” airports (CGS, VKX, W32), located inside of the Flight Restricted Zone, FRZ. Ask to speak to the Airport Security Coordinator (ASC). If you visit, you will need to present your pilot certificate and government issued photo identification (I.D.) to the Airport Security Coordinator (ASC), or their alternate, to be photocopied. Once this information is taken you will be given a PIN issuance form (if you call, you may print your own [PIN issuance form](#)).

Notes:

Once a pilot has been vetted by one of the three airports, his/her pin is also applicable for the other two airports.

Acceptable forms of government issued photo I.D. include, but are not limited to:

- A driver’s license issued by a U.S. State
- A U.S. passport
- A U.S. military ID

For Potomac Airfield (VKX), begin the process by entering and submitting information on their electronic form: https://potomacaviation.com/members/new_account.asp and follow the provided instructions.

2. Complete the [PIN issuance form](#) (provided by the airport or downloaded online):

Complete all relevant applicant information. Mark all areas that are not applicable as “N/A”.

3. Visit the Federal Aviation Administration (FAA) Flight Standards District Office (FSDO), in order for the FAA to review/inspect your certificate(s):

Contact the FSDO Monday-Friday: 8:00 am – 5:00 pm to make an appointment to have your documents reviewed. You will need to bring your driver’s license or government-issued photo ID, airmen certificate, DC SFRA course completion certificate, and medical certificate for review by a FSDO inspector.

College Park Airport (CGS) applicants should contact the Baltimore FSDO by calling David Schumacher at 410-787-0040 (ext. 228) to request an appointment. The FSDO is located in a one-story “L” shaped building at 890 Airport Park Road, Suite 101, Glen Burnie MD 21061. The entrance is located at the front of the building and “FAA Flight Standards” is posted over the door to the suite.

Potomac Airfield (VKX) and Washington Executive/Hyde Field (W32) applicants should contact the Washington FSDO and request an appointment with Todd Richey by calling 703-230-7664 (ext. 226). The address for the Washington FSDO office is 13873 Park Center Road, STE 475, Herndon VA 20171.

The FAA FSDO inspector may or may not sign or document your PIN form as they have the ability to transmit the information electronically. You should however, note their name and date on the form yourself. When the information is verified, the FAA FSDO will notify the TSA-Maryland Three Program Office with the appropriate FAA clearance.

4. Visit the fingerprinting office located at the Ronald Reagan Washington National Airport (DCA):

Fingerprints are taken only at DCA, Airport Operations, which is located in the basement under the lobby of Terminal "A" (formerly the old main terminal). Use parking garage "A" (short-term parking). Walk across the breezeway to the terminal and take the elevator to the basement ground floor to "OPERATIONS" or follow the signs down the stairs to Airport Operations. The security office is located in room A1-176. The office is open weekdays from 7:00 am to 12:00 pm and 1:00 pm to 3:00 pm.

- a. Report to DCA Operations located in room A1-176.
- b. Present the representative with your PIN issuance form.
- c. You will be required to pay the \$31.00 processing fee with cash or credit card, which is due at the time of fingerprinting.
- d. Upon payment of the processing fee you will receive a payment receipt from the Airport's Agent Cashier.
- e. Take the receipt and the fingerprinting forms to the technician who is located in the adjacent office. The fingerprinting technician will request the reference codes for processing, which are SON = 644F and SOI = TD30.
- f. Get fingerprinted.
- g. Have the fingerprinting technician print and sign his or her name and date the PIN issuance form verifying that you have been fingerprinted.

Note: A manual name check request may only be processed after two sets of fingerprints have been rejected for image quality. The manual name check must be submitted within 90 days of notification that the second set of fingerprints has been rejected.

5. Security Procedure Review:

College Park Airport (CGS) Take your completed PIN issuance form to the airport.

- a. Present your PIN Issuance form, SFRA certificate, ID, Pilot Certificate, and Medical Certificate, to the ASC, or his/her alternate.
- b. Upon completion, sign and date the PIN issuance form attesting that you have been briefed on the procedures for flying in and out of CGS.
- c. CGS Airport Security Coordinator will notify you when your PIN has been issued.

Potomac Airfield (VKX) Contact the airport through their website with the account you created and notify them that the FSDO visit and DCA fingerprinting has been completed.

https://potomacaviation.com/members/new_account.asp

The airport will notify you when your PIN has been issued and discuss the final briefing on procedures and guidelines.

Washington Executive/Hyde Field (W32) When the FSDO visit and fingerprinting are completed sign, date, and fax or email completed PIN form to the Airport Security Coordinator.

By email: stan@hydefield.com or rtish1@aol.com, or by fax: 301-297-7389.

Upon successful completion your PIN will be issued through W32 security staff and you will be notified to complete the final briefing on procedures and guidelines.

Contacts:

College Park Airport (CGS) Mr. Lee Schiek, Airport Security Coordinator

Phone: 301-864-5844 E-Mail: leeschiek@hotmail.com

Potomac Airfield (VKX) Mr. David Wartofsky, Airport Security Coordinator

Phone: 301-248-5720 E-Mail: bigcheese@potomac-airfield.com

Hyde Field (W32) Mr. Ray Isherwood, Airport Security Coordinator

Phone: 301-297-7388 E-Mail: rtish1@aol.com

TSA Point of Contact Mr. Dirk Ahle

Phone: 571-227-1504 E-Mail: Dirk.Ahle@dhs.gov

Once you start the process, you have 90 days to complete it, or you must start over.