

TSA Letter Requirements:

In order to fulfill the requirements for a Waiver to fly in the restricted flight zone surrounding Washington D.C. the client must supply the following in letter form:

1. Letter must be on Government letterhead if it is within 7 nm of DCA or other end user's letterhead if it is within 15 nm of DCA.
2. Letter needs to be written to the TSA (Transportation Security Administration). Their address is as follows: 601 South 12th Street
Arlington, VA 22202
3. The letter must contain all purchase order numbers associated with the project.
4. Mention of Mapping firm and RC&A must be included. RC&A must be specified as the company acquiring the aerial imagery.
5. Statement of intent for the project. What is the intended purpose of the imagery and final product?
6. Include principal signatures and addresses.