

Transportation Security Administration (TSA)
Office of Special Events
International Waivers

General Information to International Waiver Applicants

Office Hours:

Monday through Friday
(Closed on US Federal Holidays)
8:00AM – 4:30PM Eastern Time.

Contact Information:	Juan Barnes (Int'l Lead)	571-227-2234
	Kristen Buzzell (Int'l Single Trip, Ferry)	571-227-1538
	Linda Robey (Int'l Fleet)	571-227-2281
	Bill Stewart (Int'l Fleet)	571-227-3751
	Bryant Hatcher (Int'l Single Trip)	571-227-1656

The fax number used for submitting all International Waiver Applications and related correspondence is: **Primary: 571-227-1945 or Secondary: 571-227-2948.** Please do not send waiver request to any other fax number unless instructed to do so by this office. You may fax this office 24/7. **Only one approval letter will be faxed and only to the fax number listed on the waiver application.**

General Information

- We request that waiver applications be submitted to this office 5 business days prior to the desired departure date to ensure adequate processing time.
- All information requested on the waiver application **must** be provided. (Including 4-letter airport identifiers for itinerary)
- Please indicate the a/c registry number on all applications and/or documents submitted.
- Please contact your local Flight Services Station (FSS) if you have questions regarding the necessity of a waiver to complete your flight itinerary.
- The information on the waiver application must be typed (preferred) or clearly printed. Illegible or indiscernible print may delay the processing of your application.
- All requests for modification(s) to an existing or pending waiver must be submitted in writing.
 - List **all** desired modification(s) to the existing or pending waiver (i.e. route change, add pax, change flight date),
 - The aircraft registration number,
 - Your current approval code number (if you have received it).

(All items not listed for modification will be considered unchanged!)

- If you have already submitted a waiver application **DO NOT** resubmit a new waiver application to make a change. Fax waiver modification request to: 571-227-1945 or 571-227-2948.