

Pearce High School Orchestra Orlando Trip

Flight Manifest Instructions



FLIGHT MANIFESTS

Director's Choice Tour & Travel must receive your Flight Manifest no later than **11/15/2014** [60 days from departure date]. Due to FAA Guidelines and Airline procedures, failure to send the accurate manifest by this date may result in the loss of air reservation and/or pricing availability.

Please include the following information in your Flight Manifest:

- q Full Legal Name (First, Middle, Last) as shown on government-issued ID
- q Birth date (MM/DD/YYYY)
- q Gender
- q Type: Student, Parent, Director, Guest

Example: John Doe Smith, Jr., 11/23/1945, Male, Parent

AIR TRAVEL PROCEDURES

A copy of these procedures has been included with the Group Leader Guide. Please sign, date and return this form along with your completed Flight Manifest.

ID REQUIREMENT REMINDER

Passengers 18 years of age or older are required to have a U.S. federal or state government-issued photo ID

The ID must contain a name, date of birth, gender, expiration date and some tamper-resistant feature

State IDs must meet REAL ID benchmarks; Federal IDs meet equivalent standards

Examples include:

- U.S. passport
- U.S. passport card
- "Trusted Traveler" cards (such as NEXUS, SENTRI or FAST)
- U.S. military ID
- DHS-designated enhanced driver's license
- Any state-issued driver's license that has received a REAL ID extension.

Children ages 15-17 need one of the following:

- Driver's License
- Passport
- School ID
- Library card
- Birth Certificate
- Social Security card
- Organization ID (such as athletic club, etc.)

Children ages 5-14 traveling alone are not required to show ID at time of check-in, however, they are encouraged to carry some form of ID during travel.

Confirm picture ID requirements for each passenger according to age and special needs (if any). This policy is subject to change with individual airports, airlines and the changes in Homeland Security Advisory System Threat Condition status.