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Official Passenger List Form for Flight Bookings - NOTES

Please read these notes carefully before completing and signing the form overleaf. Please complete the form IN FULL and do not forget to date and sign it in the space provided.

Names given on the passenger list must be both spelt correctly and also be shown **exactly as they appear on that passenger's passport.**

- **Changes of passenger names will not normally be possible after submission of the passenger list**
- **Where name changes are requested the carriers conditions for alteration will apply**
- **Any changes will be subject to availability and any charges made by airlines (occasionally substantial) will be passed on to the customers and will need to be paid in advance**

NB: Ryanair currently charge a minimum of £100 for a name change. Some airlines do not accept name changes and a new ticket with the correct name may have to be purchased!

Please note that when a name change is made with the airline, we are often left on hold on the telephone for a minimum of 15 minutes whilst we wait to speak with an operator. Name changes are extremely time consuming and the telephone numbers are often at premium rate numbers. This is the reason why an administration charge of £10 may be issued.

- **All names should be listed exactly as they appear on passports**
- **We only require the first and last name of the passenger (middle names are not necessary)**
- **Please complete fully in BLOCK capitals and ensure all names are clearly written!**

*** We advise that you ask Parents/Guardians to complete a form which states the passenger name exactly as per the passport and for them to sign to say that they will accept any charges incurred for name changes. In our experience school register names are not always the same names as on the passport.**

Group leaders are responsible for ensuring that all Passengers have the correct travel documents, passports, Visas and insurance. Any non British passport holders must make early applications for Visas or other travel documents required. Failure to receive visas or travel documents in good time may lead to passengers being unable to travel.



OFFICIAL PASSENGER LIST FORM FOR FLIGHT BOOKINGS

Group Name:

Dates of travel:

Resort:

	First Name	Last Name	Title(Mr/Ms)	D.O.B.	Nationality	Passport No.	Date of Issue	Expiry Date	Country of Issue
1									
2									
3									
4									
5									
6									
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19									
20									

I confirm that I have read the notes overleaf and that the above passenger list is correct and accurate and that I understand that any name changes will incur an administration charge

Signed

Name

Date



OFFICIAL PASSENGER LIST FORM FOR FLIGHT BOOKINGS

Group Name:

Dates of travel:

Resort:

	First Name	Last Name	Title(Mr/Ms)	D.O.B.	Nationality	Passport No.	Date of Issue	Expiry Date	Country of Issue
21									
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I confirm that I have read the notes overleaf and that the above passenger list is correct and accurate and that I understand that any name changes will incur an administration charge

Signed

Name

Date



OFFICIAL PASSENGER LIST FORM FOR FLIGHT BOOKINGS

Group Name:

Dates of travel:

Resort:

	First Name	Last Name	Title(Mr/Ms)	D.O.B.	Nationality	Passport No.	Date of Issue	Expiry Date	Country of Issue
41									
42									
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I confirm that I have read the notes overleaf and that the above passenger list is correct and accurate and that I understand that any name changes will incur an administration charge

Signed

Name

Date

