

Parent Information Update/Addition Form

PLEASE ALLOW ONE WEEK FOR PROCESSING



By submitting personal data to Endeavor Air, you agree to allow Endeavor Air to process your personal data and to transfer your personal data to Endeavor Air headquarters in Minneapolis, MN, USA, for any purpose related to your employment with Endeavor Air, including, without limitation, to provide you with pass travel privileges. "Personal data" means any information relating to you or your employment with Endeavor Air. "Process" in relation to personal data means the following operations: collection, recording, organization, storage, amendment, retrieval, consultation, use, disclosure, erasure and similar operations.

Reminder: The purpose of this form is to update an employee's parent information for pass travel privileges only. Parents are not eligible for any other benefits.

Parents may include: Natural parents, natural mother and stepfather, natural father and stepmother, adoptive parents (if they legally adopted the employee prior to employee's 18th birthday and employee resided in their home on a permanent basis), Parents do not include parent(s) in-law, legal guardian parents, natural parents who have given up parental rights to another individual through adoption or guardianship, parent's domestic partner or other relatives or friends. You may not substitute other friends or family members for parents if parents will not be added or do not travel.

1 - Employee Information (Always complete this section)

Employee Name: Last Name (Surname):	First Name:	Middle Name:	Current Date:
<hr/>			
Employee Number:	Base (if known):		
<hr/>			
Employment Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Retired <input type="checkbox"/> Other			

2 - Parent One Information EMPLOYEE BIRTH CERTIFICATE/ADOPTION PAPERS REQUIRED IF ADDING PARENT

2A. Action Needed

- ☐ Original Add
- ☐ Correct or change information: _____
- ☐ Report death of parent – Date of death: _____
- ☐ Delete Stepparent due to divorce from parent - Date of divorce: _____

Complete appropriate areas and sign part 9

Complete 2.B

Provide changed information in 2.B. including old and new names for a name change

Provide parent name and birth date in 2.B

Provide stepparent name and birth date in 2.B

2B. Personal Information

Relationship to employee: ☐ Parent ☐ Stepparent Requires approval – Step 6 ☐ Adoptive Parent

Full Legal Name: Last Name (Surname):	First Name:	Middle Name:
<hr/>		
Date of birth (MM/DD/YYYY):		
<hr/>		
Social Security Number / Government ID Number:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<hr/>		

EMPLOYEE BIRTH CERTIFICATE/ADOPTION PAPERS REQUIRED IF ADDING PARENT

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3 - Parent Two Information Employee birth certificate/adoption papers required if adding parent

3A. Action Needed

☐ Original Add

☐ Correct or change information: _____

☐ Report death of parent – Date of death: _____

☐ Delete Stepparent due to divorce from parent - Date of divorce: _____

Complete appropriate areas and sign part 9

Complete 3.B

Provide changed information in 3.B. including old and new names for a name change

Provide parent name and birth date in 3.B

Provide stepparent name and birth date in 3.B

3B. Personal Information

Relationship to employee: ☐ Parent ☐ Stepparent Requires approval – Step 6 ☐ Adoptive Parent

Full Legal Name: Last Name (Surname):

First Name:

Middle Name:

Date of birth (MM/DD/YYYY):

Social Security Number / Government ID Number:

Sex: ☐ Male ☐ Female

4 - Parent Three Information Employee birth certificate/adoption papers required if adding parent

4A. Action Needed

☐ Original Add

☐ Correct or change information: _____

☐ Report death of parent – Date of death: _____

☐ Delete Stepparent due to divorce from parent - Date of divorce: _____

Complete appropriate areas and sign part 9

Complete 4.B

Provide changed information in 4.B. including old and new names for a name change

Provide parent name and birth date in 4.B

Provide stepparent name and birth date in 4.B

4B. Personal Information

Relationship to employee: ☐ Parent ☐ Stepparent Requires approval – Step 6 ☐ Adoptive Parent

Full Legal Name: Last Name (Surname):

First Name:

Middle Name:

Date of birth (MM/DD/YYYY):

Social Security Number / Government ID Number:

Sex: ☐ Male ☐ Female

EMPLOYEE BIRTH CERTIFICATE/ADOPTION PAPERS REQUIRED IF ADDING PARENT

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5A. Action Needed

☐ Delete Stepparent due to divorce from parent - Date of divorce:

Provide stepparent name and birth date in 5.B

Relationship to employee: ☐ Parent ☐ Stepparent Requires approval – Step 6 ☐ Adoptive Parent

Sex: ☐ Male ☐ Female

C. Date of marriage:

Date:

901-432-5205

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