## 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.

Employee Name: Last Name (Surname):	First Name:	Middle Name:	Current Date:
Employee Number:	ployee Number: Base (if known):		
Employment Status: [] Active [] Inactive [] Retired	[] Other		
2 - Parent One Information EMPLOY	'EE BIRTH CERTIFICATE/A	DOPTION PAPERS REQ	UIRED IF ADDING PAREN
2A. Action Needed		Complete appropriate areas and sign part 9	
[ ] Original Add	Complete 2.B		
[ ] Correct or change information:		Provide changed information in 2.B. including old and new names for a name change	
[ ] Report death of parent – Date of death:	Provide parent name and birth date in 2.B		
[ ] Delete Stepparent due to divorce from parent - Date of divorce:		Provide stepparent name and birth date in 2.B	
2B. Personal Information			
Relationship to employee: [ ] Parent [ ] Stepparent R	equires 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	

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3 - Parent Two Information Employee birth certificate/adoption papers required if adding parent				
3A. Action Needed		Complete appropriate areas and sign part 9		
[ ] Original Add		Complete 3.B		
[ ] Correct or change information:		Provide changed information in 3.B. including old and new names for a name change		
[ ] Report death of parent – Date of death:		Provide parent name and birth date in 3.B		
[ ] Delete Stepparent due to divorce from parent - Date of divorce:		Provide stepparent name and birth date in 3.B		
3B. Personal Information				
Relationship to employee: [ ] Parent [ ] Stepparent Requires a	pproval – Step 6 [] A	Adoptive Parent		
Il 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				
A. Action Needed		Complete appropriate areas and sign part 9		
] Original Add		Complete 4.B		
[ ] Correct or change information:		Provide changed information in 4.B. including old and new names for a name change		
] Report death of parent – Date of death:		Provide parent name and birth date in 4.B		
[ ] Delete Stepparent due to divorce from parent - Date of divorce:		Provide stepparent name and birth date in 4.B		
4B. Personal Information				
Relationship to employee: [ ] Parent [ ] Stepparent Requires a	pproval – Step 6 [] A	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		

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## 5 - Parent Four Information Employee birth certificate/adoption papers required if adding parent 5A. Action Needed Complete appropriate areas and sign part 9 Complete 5.B [ ] Original Add Provide changed information in 5.B. including old [ ] Correct or change information: \_\_\_\_ and new names for a name change [ ] Report death of parent – Date of death: Provide parent name and birth date in 5.B [ ] Delete Stepparent due to divorce from parent - Date of divorce: Provide stepparent name and birth date in 5.B **Personal Information** Relationship to employee: [ ] Parent [ ] Stepparent Requires approval – Step 6 [ ] Adoptive Parent Full Legal Name: Last Name (Surname): Middle Name: First Name: Date of birth (MM/DD/YYYY): Social Security Number / Government ID Number: Sex: [ ] Male [ ] Female 6 – Stepparent Supporting Information A copy of marriage certificate is required A. Married name of natural parent to whom named stepparent is married: B. Is your natural parent still living? Circle one YES NO C. Date of marriage: 9 - Employee Signature/Certification I hereby certify that the information I have provided regarding myself and my natural or adoptive parent, or my parent's spouse is true and correct. I am aware that the information provided is subject to verification and falsifying this information can lead to termination of non-revenue travel privileges and recovery of the value of improperly provided travel, and may also result in disciplinary action regarding my employment up to and including termination. I also understand that noncompliance with non-revenue travel policies could result in forfeiture of non-revenue travel privileges. I agree to notify the Endeavor Air Pass Bureau of a change affecting the eligibility of my natural or adoptive parent or my parent's spouse. Employee Signature: Date:

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FAX to:

901-432-5205

Send via Scan/ E-Mail:

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