Child Pass Rider Addition or Update Form

*****PLEASE SUBMIT ONE FORM FOR EACH PASS RIDER*****
***** SUPPORTING DOCUMENTATION REQUIRED*****
*****PLEASE ALLOW ONE WEEK FOR PROCESSING*****

Rev: 08/26

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, Minnesota, USA, or to any other location in the world for any purpose related to your employment with Endeavor Air, including, without limitation, to provide you with employee benefits. "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.

1 - Employee Information

Employee Last Name: First Name:

Employee Number: Base:

2 - Dependent/Nondependent Personal Information

- Complete a separate form for each request.
- Complete all applicable sections.

Full Legal Name of Child: Last Name: First Name: Middle Name:

Date of Birth (Month/Day/Year): Gender: Male ☐ Female ☐

3 - Action to be taken

☐ Add a dependent child (of employee or domestic partner)

☐ Add a non-dependent child

☐ Report a death of a child: Date of Death

☐ Update personal information already on file for dependent/nondependent child:

☐ Change a child's status from dependent to non-dependent

☐ Change a child's status from non-dependent to dependent

4 - Relationship to Employee

☐ Natural Born Child – Provide photocopy of the child's birth certificate showing the employee as a parent.

☐ Legally Adopted Child – Date of legal adoption: Provide photocopy of the Adoption Placement Order, Petition of Adopt, or Adoption Finalization Order.

☐ Stepchild - Provide photocopy of the child's birth certificate or adoption order showing your spouse as the parent, as well as the marriage certificate. **Nondependent stepchildren are not eligible for pass travel privileges unless the stepchild was a dependent of the employee prior to age 19.**

Does the stepchild live in your home on a permanent full-time basis? Yes ☐ No ☐
(if not, Pass Travel eligibility, proof of financial support must also be provided.)

☐ Domestic Partner's child – Provide photocopy of the child's birth certificate showing domestic partner as the parent. Children of domestic partner are not eligible for pass travel privileges unless the child was dependent of the employee prior to age 19. **Note: Termination of domestic partnership will also terminate the pass travel privilege if the domestic partner's child.**

☐ Legal Guardian/Custody child- Date you, the employee, were appointed Permanent Legal Guardian/Custodian by the court: Provide photocopy of the child's birth certificate, along with a copy of the Court order naming you, the employee, as the Legal Guardian/Custody.

☐ Foster Child - Provide a photocopy of legal placement documentation showing the child has been placed in your home as a foster child.

5 - Student or Military Criteria for Dependent/Non-Dependent Children

☐ Child is a full-time college student – Must provide proof of current full-time student status at an accredited college or university, including attending a US Armed Forces Service Academy (US Military, Naval, Air Force, Coast Guard, or Merchant Marines Academy). ****Please include proof of fulltime enrollment from studentclearinghouse.org (enrollment verification)**

☐ Child is No Longer a full-time college student. Month/Day/Year last attended class:

☐ Child is on active duty with U.S. Military (Army/Navy/Air Force/Marines/Coast Guard/Space Force), or active/inactive duty with the National Guard and Reserves. ****Must provide proof of military service.**

☐ Child is no longer a member of the U.S. Military. Month/Day/Year child left the military:

☐ Child is married: Date of marriage: **Note: Children who are married are not eligible for dependent pass travel and will be moved to a non-dependent child status.**

6 - Incapacitated Status Eligibility Criteria for Dependent / Nondependent

Is the child incapable of self-sustaining employment by reason of mental or physical handicap that existed prior to age 19 or if they are a fulltime student and became disabled between age 19 and 23.

☐ **Yes -** Date of Disability **(Must provide supporting medical documentation)**

☐ **No**

7 -Additional Comments:

8 - Employee Signature/Certification

I certify that the information I have provided regarding myself and my dependent/spouse ("designee") is true and correct, including the information concerning the nature of a reported family status change and that I have met the requirements for making the changes that I have requested. I understand that the information provided is subject to verification and falsifying

this information can lead to termination of pass travel privileges and may also result in disciplinary action regarding my employment up to and including termination. I also understand that submission of information on this form does not guarantee eligibility for benefits or pass travel privileges. If my pass travel privileges should result in the need for a payroll deduction, Endeavor Air is authorized to make that deduction. I understand that if I have attempted to make changes on this form that are not permitted by the plans or the law, the requested changes will not be made.

Employee's Signature: **Date:**

Employee: Please submit the form and supporting documents in Dayforce Self-Service.
Retiree: Please email the form and supporting documents to Pass.Bureau@Endeavorair.com