

# Parent Pass Rider Addition or Update Form



\*\*\*PLEASE ALLOW ONE WEEK FOR PROCESSING\*\*\*

\*\*\* SUPPORTING DOCUMENTATION REQUIRED IF ADDING A PARENT/STEPPARENT\*\*\*

Rev: 1/25

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 and step parents or adoptive parents (if they legally adopted the employee prior to employee's 18th birthday and employee resided in their home on a permanent basis) and step parents or permanent legal guardians (if employee was legally raised by guardian before their 18<sup>th</sup> birthday). Parents do not include parent(s) in-law, 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

Employee Name: Last Name:	First Name:	Middle Name:
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Employee Number:	Base :	
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## 2 – Action to be Taken

Add Parent or Stepparent - Employee's birth certificate must be provided. Parent's marriage certificate required to add stepparent. Stepparent may not be added after the legal parent has passed away.

Remove Stepparent due to divorce from parent

Remove Parent/Stepparent due to death: **Date of Death:**

Correct or change Parent's personal information already on file  
**Correction to be made:**

## 3 - Parent One Information

**EMPLOYEE BIRTH CERTIFICATE/ADOPTION PAPERS REQUIRED TO ADD PARENT**

### 3A. Personal Information

Relationship to employee:	Natural Parent	Adoptive Parent	Permanent Legal Guardian
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Full Legal Name: Last Name:	First Name:	Middle Name:	
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Date of birth (MM/DD/YYYY):	Gender:	Male	Female

### 3B. Stepparent Information (If Applicable)

**MARRIAGE CERTIFICATE REQUIRED TO ADD STEPPARENT**

Original Add	Delete	Relationship to employee: Stepmother	Stepfather	Is your legal parent still living? Yes	No
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Full Legal Name: Last Name:	First Name:	Middle Name:			
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Date of birth (MM/DD/YYYY):	Gender: Male	Female	Date of Marriage:		

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## 4 - Parent Two Information

**EMPLOYEE BIRTH CERTIFICATE/ADOPTION PAPERS REQUIRED TO ADD PARENT**

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### 4A. Personal Information

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Relationship to employee:	Natural Parent	Adoptive Parent	Permanent Legal Guardian
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Full Legal Name: Last Name:	First Name:	Middle Name:
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Date of birth (MM/DD/YYYY):	Gender: Male	Female
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### 4B. Stepparent Information (If Applicable)

**MARRIAGE CERTIFICATE REQUIRED TO ADD STEPPARENT**

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Original Add	Delete	Relationship to employee: Stepmother	Stepfather	Is your legal parent still living? Yes	No
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Full Legal Name: Last Name:	First Name:	Middle Name:
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Date of birth (MM/DD/YYYY):	Gender: Male	Female	Date of Marriage:
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## 5 – Additional comments:

## 6 – Employee Signature/Certification

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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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**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](mailto:Pass.Bureau@Endeavorair.com).**