Print and take a copy of this form with you on your trip. Also leave a copy at home with a friend or relative.



|  | |
| --- | --- |
| Personal Information | |
| Full name |  |
| Nickname |  |
| Home address |  |
|  |  |
| Home phone |  |
| Mobile or cellular phone |  |
| Home fax |  |
| Home e-mail address |  |
| Birthday (MM/DD/YYYY) |  |
| SSN |  |
| Passport number |  |
| Driver’s license number |  |
|  | |
| Business Information | |
| Company |  |
| Business address |  |
|  |  |
| Job title |  |
| Business phone |  |
| Business fax |  |
| Business e-mail address |  |
| Manager’s name and phone |  |
| Assistant’s name and phone |  |
| Web page address |  |
|  | |
| Emergency and Medical Information | |
| In case of emergency, contact |  |
| Emergency contact’s address |  |
| Emergency contact’s phone |  |
| Doctor’s name |  |
| Doctor’s phone |  |
| Doctor’s address |  |
| Medical insurance carrier and member number |  |
| Blood type |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Known medical conditions | | |  | | | | | |
| Known allergies | | |  | | | | | |
| Current medications | | |  | | | | | |
|  | | | | | | | | |
| Airline Information | | Flight #1 | | Flight #2 | | Flight #3 | | Flight #4 |
| Date | |  | |  | |  | |  |
| Airline | |  | |  | |  | |  |
| Airline phone number | |  | |  | |  | |  |
| Flight number | |  | |  | |  | |  |
| Departure city | |  | |  | |  | |  |
| Departure time | |  | |  | |  | |  |
| Destination city | |  | |  | |  | |  |
| Arrival time | |  | |  | |  | |  |
|  | | | | | | | | |
| Car Rental Information | | | | | | | | |
| Pick-up date | |  | | | | | | |
| Company | |  | | | | | | |
| Company phone number | |  | | | | | | |
| Confirmation number | |  | | | | | | |
| Quoted rental rate | |  | | | | | | |
| Pick-up location | |  | | | | | | |
| Drop-off location | |  | | | | | | |
| Drop-off date | |  | | | | | | |
|  | | | | | | | | |
| Hotel Itinerary | | | | | | | | |
| Date | Hotel | City, Country | | | Reservation confirmation number | | Phone number | |
|  |  |  | | |  | |  | |
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| --- | --- | --- | --- |
|  | | | |
| Credit Cards and Travelers Checks | | | |
| Credit card type | Issuing bank | Credit card number | Phone number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Traveler’s check type | Value | Check number | Phone number |
|  |  |  |  |
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