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  |  |

|  |  |
| --- | --- |
| 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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| --- |
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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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