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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Dispatch Center*** | |  | | | *Location* | | |  | | | |
| *Fire Name* | |  | | | | | | | | | |
| *Travel Arranger* | |  | | | | *Telephone #* | | |  | | |
| *Fax #* | |  | | | | *E-Mail Address* | | |  | | |
| *Incident/Resource Number* | |  | | | | *Job Code/P Code* | | |  | | |
| *Approval Code* | |  | | | | ***Departure Date*** | | |  | | |
| ***Departing City & State*** | |  | | | | *Arrival Date* | | |  | | |
| *Destination City & State* | |  | | | | *Departure Time* | | |  | *Arrival Time* |  |
| Car Rental? (Y/N) |  | | Size |  | | | # of Days | |  | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **INFORMATION HERE MUST MATCH GOVERNMENT ID** |  | **First Name** | **Middle Name** | **Last Name** | **Gender**  **(M/F)** | **Date of Birth**  **(MM/DD/YYYY)** |
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**Privacy notice (found in Section 1560.103 of the Secure Flight Final Rule)**: *The Transportation Security Administration (TSA) requires you to provide your full name, date of birth, and gender for the purpose of watch list screening, under the authority of 49 U.S.C. section 114, the Intelligence Reform and Terrorism Prevention Act of 2004 and 49 C.F.R parts 1540 and 1560. You may also provide your Redress Number, if available. Failure to provide your full name, date of birth, and gender may result in denial of transport or denial of authority to enter the boarding area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA privacy policies, or to review the system of records notice and the privacy impact assessment, please see the TSA Web site at* [*www.tsa.gov*](http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/travel/how-to-pages/Local%20Settings/Temp/Local%20Settings/Local%20Settings/Local%20Settings/Local%20Settings/Temporary%20Internet%20Files/Local%20Settings/Temporary%20Internet%20Files/Local%20Settings/Temporary%20Internet%20Files/Local%20Settings/Temporary%20Internet%20Files/Local%20Settings/Temporary%20Internet%20Files/Local%20Settings/Temporary%20Internet%20Files/Local%20Settings/Temporary%20Internet%20Files/Issue%203-Through%20Check%20In/www.tsa.gov)

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| **VOICE: 1-855-847-6398**  Option 5 **24/7** | **FAX TO:**  **1-770-291-5175** |

**R/S/A 1, 2, 3, 8, 9, 10, 11, 12, 16, 22, 24, 27, 33**