

Passport Renewing Procedures

U.S. Passport Policy for All AEA/EX Flight Attendants

Background

As part of the ongoing effort to tighten border security, The U.S. Departments of State and Homeland Security now require all U.S. citizens to be in possession of a valid passport to re-enter the U.S. from Canada, Mexico, Panama, Bermuda, and the Caribbean.

Our Company policy supports the above mentioned requirement, as all Flight Attendants are required to carry a valid, unexpired passport while on duty. This document will provide you with information on our policy, as well as procedures for renewing a passport.

Steps for Renewing a Passport

Flight Attendants should make every effort to renew their passport while on a day(s) off by making an appointment at their regional Passport office. This is determined by their legal address. (Please visit www.travel.state.gov for information concerning locations of passport issuing offices.) Flight Attendants should appear in person at the passport office and request expedited service. They should request to keep their old passport (especially if it has not yet expired). They may use this passport (assuming it is not expired) until they receive their new passport. U.S. Passports may be renewed up 1 year* prior to their expiration. Foreign passport holders should consult their respective country's embassy or consulate for procedures on renewing passports.

Many U.S. Post Offices accept and process U.S. Passport applications and renewals. Visit <http://www.usps.com/passport> for more details.

1. Make an appointment with your local Passport office. We encourage you to try to schedule the appointment as early in a set of days off as possible. If a Passport office is not available in your domicile city, an A-12 pass to a Passport office may be obtained from a Flight Service Manager.
2. Present a letter from your Flight Service Manager (FSM) on American Eagle letterhead stating that a passport is used on a daily basis for your position and the specific date/destination in which International travel will commence.

NOTE

It is the Flight Attendants responsibility to coordinate with the FSM to request this letter in advance of the appointment date.

Expense Reimbursement

Flight Attendants are responsible for all Passport renewal and processing fees.

The Company will reimburse the Flight Attendant for the cost of renewing passports, within a 1-year period prior to the passport expiration date, including the cost of passport photos. Flight Attendants who require an expedited passport in order to perform current scheduled flights which require a passport, will also be reimbursed for related charges.

Passport renewal expense receipts, along with an Expense Report should be submitted to a FSM for reimbursement.

All Flight Attendants are required to input their complete passport information into DECS. Refer to the In-flight Procedures Manual, Computer Entries chapter for instructions on entering Passport information.