



## PASSENGER CHECK-LIST

### What we need from you to make a reservation:

- Clear copy of your photo page passport** - (Passport must be valid for at least 6 months from the day of departure). For Cuban born passengers please call our office 800-963-2822.
- Charter Operator Reservation Form(s)** - (Complete information and signed\* by the passenger) in case of minors that cannot sign\*, the reservation form must be signed by child's\*\*parent or guardian.
- Travel Affidavit** - (Complete information and signed\*\*)
- OFAC License Copy** - (If applicable).
- Letter of authorization** - (If applicable).
- Travel Affidavit** - For Professional Research (If applicable A6)
- Passengers Flying for Professional Research Purposes Must Provide Proof of Full Time Profession** - (Business Card or Bio).
- Payment** – Please do not send payment until you have received confirmation from our office. Payment is due immediately after confirmation is received or 14 days before departure. Group payment may vary based on the group contract. Payment can be made with personal check, cashier check or money order. No credit card payments are accepted. Reservations are not confirmed until full payment is received. **Reservations are subject to cancellation if payment is not received accordingly.**
  - **All forms must be completed with the name shown on your passport, DO NOT use nicknames or others.**
  - **Documents should be fax to 310-645-9460 for faster process**

\* Cuba Travel Services, Inc. **needs originals of all signed documents** no later than 10 business days before departure. *Please send them to Cuba Travel Services, 3760 Kilroy Airport Way, Suite 560, Long Beach, CA 90806 to the attention of your handling agent in our office.*

\*\*Children must have authorization from both of their parents to travel outside the US. Some airlines required a notarized letter signed by both parents approving such travel. Please call the airline for further information.

### \*\*\* IMPORTANT NOTIFICATION \*\*\*

**Cuba Travel Services, Inc. DOES NOT process reservations if any information is missing from all forms mentioned above. Missing information will delay the confirmation of your request. Any reservation to depart out of Miami, New York or Tijuana takes a minimum of 2 to 3 business days to be confirmed. PLEASE READ CAREFULLY CHARTER CONTRACT FOR FURTHER INFORMATION.**