

TSA Secure Flight Update For Cliqbook Users: Secure Flight Passenger Data Information Requirements

TSA/Secure Flight with



As you know, the Transportation Security Administration (TSA) initiated the Secure Flight Program last fall. This program requires all airlines to collect and transmit Secure Flight Passenger Data (SFPD) to the TSA.

The program is moving into a new phase which requires 100% of passengers traveling within the US and its territories to have SFPD in reservations booked for travel November 1, 2010 and beyond. **The TSA allows no exceptions: compliance is mandatory.**

While the ultimate responsibility for complying with TSA rules falls to airlines and travelers, it is important that travelers clearly understand that failure to provide SFPD likely will result in inconveniences, including ineligibility for advance check-in, required ticket counter check-in at the airport and possible ticket cancellation.

To ensure 100% compliance and to minimize Customer inconvenience, Balboa Travel, in connection with airline requirements, will require that the complete information be present in all bookings no later than August 30, 2010. ***This means that effective September 1, 2010, our system will inhibit the issuance of a ticket if all of the traveler's SFPD is not present.***

It is also important that travelers with frequent flyers numbers ensure that the name on their frequent flyer accounts **exactly** matches the name that is in their Balboa traveler profile. Failure to do so could result in mileage points not being tracked accurately. Travelers should check directly with each airline for the process to make any necessary changes.

Airlines are required to provide the following passenger information to the TSA:

1. **Full Name** (First, Middle and Last)
2. **Date of Birth**
3. **Gender**
4. **Redress Number** (if applicable- see FAQ section)
 - Unique number DHS assigns to passenger to promote resolution with previous watch list alerts.

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Note: Customers who use Concur Travel & Expense integrated products with Cliqbook may be required to contact their internal departments that support assignment of user name access. Balboa Travel can assist you with a contact if needed.

TSA Secure Flight Documentation area on Cliqbook:

Travelers are able to add their Middle name to the Cliqbook profile section to match their legal identification used to check in with the air carrier.

Your Name and Airport Security: Please make certain that the first and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
	William	Joseph		Never	

Other TSA requirements are located in the middle of the Cliqbook profile section under the TSA Secure flight area. These include Gender, Date of Birth, and a Redress number if required (please see below for definition). It is highly recommended if you hold a passport to supply this information as well.

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is voluntary, however, if it is not provided, you may be subject to additional screening, denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender	Date of Birth (mm/dd/yyyy)	DHS Redress No.
<input checked="" type="radio"/> Male <input type="radio"/> Female	01/01/1970	

If you require assistance with updating your travel profile please contact Balboa Travel Online Product Support:

Email: support@balboa.com
Phone: 800-682-6170 toll free, 858-678-3765 direct