

# Unaccompanied Minors



Please find attached your Unaccompanied Minor Form. This form must be completed by the child's Parent or Guardian prior to travel. Please ensure you take the completed form to check-in.



## CHECK-IN

### Check-in time – Domestic Flights

For domestic travel within New Zealand, your child is required to be checked-in at least 40 minutes prior to departure. To achieve this you should aim to be at the airport at least 50 minutes before the scheduled departure time.

Our aim is for your check-in to be friendly, easy and efficient. To assist you this note provides information on check-in times, identification requirements and which sections of the form need to be completed.



## IDENTIFICATION REQUIREMENTS

**You must arrange for your child to be dropped off and picked up at the airport by an adult.** If your child will be stopping at a third airport for more than 1 hour, you will need to organise for a third person to meet your child on the stopover. If there is a stop of less than 1 hour, you will not be required to organise anyone to meet your child, Originair will be responsible for their care.

To ensure the safety of your child, all of the adults must show photo identification.



## FILLING OUT THIS FORM

- Please complete all the details in Section 1 and 2.
- Complete and sign the declaration in Section 3.
- Keep the form safe ready to take to the airport.
- For each Journey you travel with us, you will need to fill in a separate form.

We want you and your child to have the best possible travel experience, so please contact Originair Contact Centre on **0800 380 380** if any of your arrangements change.

**Completed form is to be held at final destination.**

# Unaccompanied Minors **Originair**

Complete all the details in **Section 1 and 2.**

Complete and sign the declaration in **Section 3.**

Keep the form with the related e-ticket – you will need it at check-in.

**One form is required per one-way journey.**

**Booking Number:**

## ① Unaccompanied Minor Details

First Name	Surname	Age	Gender

**Special Instructions:**

## ② Contact Details

Name	Address	Contact Phone No.	Signature
<b>Drop off person:</b>			
<b>Transit Person:</b>			
<b>Pick up Person:</b>			
<b>ID Pick up Person</b>	<b>Type Photo ID:</b>	<b>Number:</b>	<b>Expiry:</b>

## ③ Declaration of Parent/Guardian

<ol style="list-style-type: none"> <li>1. I confirm that I have arranged for the drop off person in box 3 to remain at the airport until the flight has departed; and the person meeting the minor(s) at the destination and/or transit point, to be at the airport by the scheduled arrival time of the flight and have photo identification with them.</li> <li>2. Should the minor(s) not be met at the transit point or destination or Originair is not satisfied with the collecting person's identification, I authorise Originair to take whatever action they consider reasonably necessary to ensure the minor(s)' safe custody including return of minor(s) to the airport of departure, and I agree to indemnify and reimburse Originair for the cost and expenses incurred by them in taking such action.</li> <li>3. I certify that the minor(s) is in possession of all travel documents (passport, visa, health certificates, etc) required by applicable laws.</li> <li>4. I certify that the minor(s) baggage contains no item that is in contravention of Originair's Condition of Carriage (<a href="http://www.originair.nz">www.originair.nz</a>).</li> <li>5. I confirm that the minor(s) will NOT require special services such as toileting, feeding and administration of special medication or has an allergy or medical condition that has not already been notified to Originair. Where I have given special instruction on this form, I acknowledge that while Originair will make reasonable efforts to carry out such instructions, Originair shall have no liability for doing so, or for failing to do so.</li> <li>6. I understand that Originair cannot undertake to safeguard nor will Originair be responsible for any valuables the minor(s) may be carrying.</li> <li>7. I confirm that I can be contacted at any time on the telephone number(s) listed in section 3 without delay while the minor(s) named above is in Originair's care.</li> <li>8. I hereby empower and grant to Originair permission to provide and/or authorise medical treatment for the minor(s) names above if the minor(s) needs immediate medical treatment while in Originair's care. I understand that prior to medical treatment (excluding emergency medical treatment) being provided to the minor, Originair will use its reasonable efforts to contact the parent/guardian on the telephone number listed in section 3. I agree to indemnify and hold harmless Originair and any other persons who act in reliance upon this authorisation.</li> <li>9. I understand that Originair does not offer a handover service to/from other airlines, so will arrange for delivery and collection of my child/children before and after all Originair flights.</li> </ol>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0e0;"><b>Name:</b></td><td></td></tr> <tr><td style="background-color: #e0e0e0;"><b>Relationship:</b></td><td></td></tr> <tr><td style="background-color: #e0e0e0;"><b>Address:</b></td><td></td></tr> <tr><td style="background-color: #e0e0e0;"><b>Phone:</b></td><td></td></tr> <tr><td style="background-color: #e0e0e0;"><b>Mobile:</b></td><td></td></tr> </table> <p><b>I declare that I am the legal guardian or I am authorised by the legal guardian of the minor(s) named above and:</b></p> <p><input type="checkbox"/> I agree to and request that the minor(s) travel alone</p> <p><input type="checkbox"/> I certify that the information provided in this form is accurate</p> <p><input type="checkbox"/> I have read, understood and accepted points 1-9 (left)</p> <p><b>Legal Guardian Signature:</b></p> <p>.....</p>	<b>Name:</b>		<b>Relationship:</b>		<b>Address:</b>		<b>Phone:</b>		<b>Mobile:</b>	
<b>Name:</b>											
<b>Relationship:</b>											
<b>Address:</b>											
<b>Phone:</b>											
<b>Mobile:</b>											

### Office use only

Flight Numbers	Flight Date	From	Transit	To	Departure Ground Staff Name	Flight Crew Name	Transit Ground Staff Name	Flight Crew Name	Arrival Ground Staff Name