



Executive Offices & Mailing Address
 2521 Yellow Springs Rd
 Malvern PA 19355
 610.854.1800
 610.854.1803 (Fax)
 888.263.5387 (Toll Free)

South Florida Sales office:
 Boca Raton Executive Airport
 3700 Airport Road, Suite 405
 Boca Raton, FL 33431
 561-416-1800
 561-416-1812

info@celebrityjet.com

TRIP DATE:

CAPTAIN:

PASSENGER MANIFEST

Please enter each name and date of birth for every passenger. Failure to do so may result in departure delays or denial of passenger boarding.

**DO NOT WRITE IN THIS AREA
 FOR CELEBRTY JET CHARTER USE ONLY**

	PASSENGER NAME	DOB	NO FLY LIST APPROVED	CHECKED BY	ID CHECKED	CHECKED BY
1		/ /				
2		/ /				
3		/ /				
4		/ /				
5		/ /				
6		/ /				
7		/ /				
8		/ /				
9		/ /				
10		/ /				
11		/ /				
12		/ /				

PASSENGER COMPLIANCE WITH THE FOLLOWING INFORMATION IS REQUIRED BY THE TRANSPORTATIONS SECURITY ADMINISTRATION.

CREWMEMBER INSTRUCTIONS

1. All passenger names and dates of birth must be supplied to Celebrity Jet Charter 24 hours prior to scheduled departure to ensure an on time departure.
2. All passengers over the age of 18 will be required to present a valid government issued photo ID to the crew for identification verification prior to boarding. If a government issued photo ID is not available, two other forms of ID may be presented, one of which must be issued by a government authority. Regardless of ID type, all ID's must be current, expired ID's can not be accepted.
3. Any passenger in possession of a weapon, explosive incendiary device, or making threats or otherwise believed to be a security threat will be denied boarding at the sole discretion of Celebrity Jet Charter.
4. Passenger's wishing to carry firearms must provide advance notification to Celebrity Jet Charter. If carriage of a weapon is approved by Celebrity Jet Charter. All weapons must not be loaded, and will be secured in a locked container, inaccessible to the passengers during flight.

1. Verify every passenger wishing to board the aircraft is listed on the passenger manifest.
2. Verify every passenger wishing to board the aircraft has been checked against the no fly list and checked as approved.
3. Verify identity of every passenger by requesting they present a current government issued photo ID or two other forms of ID, one of which must be a government issued ID, both of which must be current. Expired identifications are not acceptable. Verify each passenger against the passenger manifest for verification of identify.
4. If a passenger not listed on the passenger manifest wishes to board the aircraft, you must first call dispatch for approval.

Completion of this form is mandatory per the Transportation Security Administration