

**Protocol and International Affairs Division**

Miami-Dade Aviation Department

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**Request for Protocol Expedite Service (Intake) Form**

*(Please complete and return this form to the Protocol Office at least 24 hours prior to the arrival/departure of the traveling party to: [Protocol@Miami-Airport.com](mailto:Protocol@Miami-Airport.com))*

**Information about Dignitary/Traveler/Guest**

Entity Requesting Services: \_\_\_\_\_

First Name of Primary Traveler: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Official Title: \_\_\_\_\_

Date of Birth: DD\_\_\_\_ MM\_\_\_\_ YYYY\_\_\_\_ Country of Origin: \_\_\_\_\_

Passport #: \_\_\_\_\_ Type of Visa: \_\_\_\_\_

Is the Traveler/Guest traveling for official business/duty:     Yes     No

***Arrival Information***

Arrival Flight #: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_ Date of Arrival: DD\_\_\_\_ MM\_\_\_\_ YYYY\_\_\_\_

Arriving from which City: \_\_\_\_\_

**Traveler in transit at Miami International Airport:**     Yes     No

***Departure Information***

Departure Flight #: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Date of Departing: DD\_\_\_\_ MM\_\_\_\_ YYYY\_\_\_\_

Departing to which City: \_\_\_\_\_

List Airline Lounge Membership: \_\_\_\_\_

Request Protocol Golf Cart for Traveler/Guest:     Yes     No

Please List Any Special Needs/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## List Additional Passengers/Entourage Traveling with Dignitary/Guest

*(Please provide a complete list of all accompanying persons if the number exceeds the spaces)*

### Passenger #1

Name: \_\_\_\_\_ DOB: DD \_\_\_\_ MM \_\_\_\_ YYYY \_\_\_\_ Visa Type: \_\_\_\_\_

Title: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_

### Passenger #2

Name: \_\_\_\_\_ DOB: DD \_\_\_\_ MM \_\_\_\_ YYYY \_\_\_\_ Visa Type: \_\_\_\_\_

Title: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_

### Passenger #3

Name: \_\_\_\_\_ DOB: DD \_\_\_\_ MM \_\_\_\_ YYYY \_\_\_\_ Visa Type: \_\_\_\_\_

Title: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_

### Passenger #4

Name: \_\_\_\_\_ DOB: DD \_\_\_\_ MM \_\_\_\_ YYYY \_\_\_\_ Visa Type: \_\_\_\_\_

Title: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_

### Passenger #5

Name: \_\_\_\_\_ DOB: DD \_\_\_\_ MM \_\_\_\_ YYYY \_\_\_\_ Visa Type: \_\_\_\_\_

Title: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_

### Passenger #6

Name: \_\_\_\_\_ DOB: DD \_\_\_\_ MM \_\_\_\_ YYYY \_\_\_\_ Visa Type: \_\_\_\_\_

Title: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_

### Passenger #7

Name: \_\_\_\_\_ DOB: DD \_\_\_\_ MM \_\_\_\_ YYYY \_\_\_\_ Visa Type: \_\_\_\_\_

Title: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_

### Passenger #8

Name: \_\_\_\_\_ DOB: DD \_\_\_\_ MM \_\_\_\_ YYYY \_\_\_\_ Visa Type: \_\_\_\_\_

Title: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_

# Point of Contact and Greeters

## *Point of Contact's Information*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## *Greeters' Information*

### *Greeter #1*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Birth: DD\_\_\_\_ MM\_\_\_\_ YYYY\_\_\_\_ Gender: \_\_\_\_\_

Government Issued ID #: \_\_\_\_\_ Type of ID: \_\_\_\_\_

Mobile Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### *Greeter # 2*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Birth: DD\_\_\_\_ MM\_\_\_\_ YYYY\_\_\_\_ Gender: \_\_\_\_\_

Government Issued ID #: \_\_\_\_\_ Type of ID: \_\_\_\_\_

Mobile Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

### *Greeter #3*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Birth: DD\_\_\_\_ MM\_\_\_\_ YYY\_\_\_\_ Gender: \_\_\_\_\_

Government Issued ID #: \_\_\_\_\_ Type of ID: \_\_\_\_\_

Mobile Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Post-Security Greeter Access

### Protocol Gate Pass

*(Provide greeters' access to domestic arrival, domestic departures and international departures)*

Greeter(s) requires protocol gate pass  Yes  No

Greeter require a protocol officer escort  Yes  No

Indicate number of protocol gate passes required:  One (1)  Two (2)  Three (3)

### International Arrival Access Badge

*(Provide greeters' access only to international arrivals with mandatory escort present at all times. Badge must be returned to Protocol Officer upon completion of assignment)*

Greeter(s) requires an access badge  Yes  No

Indicate number of access badges required:  One (1)  Two (2)