

北京首都航空有限公司业务通告

收件方：北京首都航空相关单位

发件方：北京首都航空市场部

签发人：徐竟博 经办人：陈琛

联系电话：010-87429758 页数：2

抄 送：各营业部、办事处、地服分部

关于塞班航线未满 18 周岁旅客购票的业务通告

各销售单位：

根据美国海关与边境保护局（CBP）要求，凡未满 18 周岁（不含）的未成年旅客前往塞班岛，须提供相关证件。具体要求如下：

父母亲一方或双方陪同：

必须携带《出生证明》原件。如无法提供《出生证明》，需提供可证明亲子关系的《居民户口簿》。

非父母亲双方陪同：

- 1、 必须与一名持有授权书的监护人同行；
- 2、 授权书中要求监护人对该未成年旅客进行监护承诺，该授权书为中国公证机关公证过的《委托授权书》原件；授权书必须是英文版；
- 3、 携带父母护照复印件；
- 4、 未满 18 周岁未成年人，无监护人单独出行将拒绝入境；

请各销售单位遵照执行，出票时先检查授权书，再为旅客出票，同时提示旅客现场办理值机手续时也将查验相关证件 若不符合 CBP 要求，将直接拒运。若违反 CBP 相关规定，自行承担相应后果。

市场部国际业务分部

2018 年 8 月 7 日

Notice on under the age of 18 passenger's ticket purchasing for Saipan route

All sales unit:

According to the United States Customs and Border Protection Agency (CBP), minor passengers under the age of 18 (excluding) to Saipan must provide relevant documents. The specific requirements are as follows:

Parents or both sides are accompanied by:

The original certificate of birth must be carried. If a birth certificate is not available, a household registration book with a provable parent child relationship is required.

Non parents are accompanied by both sides:

- 1, it must be accompanied by a guardian with a power of attorney.
2. In the letter of authorization, the guardian requires guardians to undertake guardianship of the minor. The letter of authorization is the original letter of authorization issued by the Chinese notary public, and the letter of authorization must be in English.
- 3, carrying photocopies of parents' passports;
- 4, Without accompanied by a guardian the minor will be refused to enter;

Ask the sales units to follow the execution, check the letter of authorization first, and then send the ticket for the passengers. At the same time, the passenger will also check the relevant documents when the passengers are on duty procedures. If they do not meet the requirements of CBP, they will refuse to carry them directly. If we violate the relevant provisions of CBP, we will bear the consequences accordingly.

International Business division

07/08/2018