DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin: # 09-07

Effective: October 13, 2009
Expiration: Until Rescinded

SUBJECT: DGS Travel Bulletin

PURPOSE: Transportation Security Administration (TSA) – Secure Flight
New Rules and Procedures / Passenger Identity Information

REFERENCE:

New TSA Rules & Procedures

The **Transportation Security Administration** (**TSA**) has instituted new rules and procedures that require airlines to present the TSA with certain specific identity information for all passengers. The TSA has branded these new requirements TSA SECURE FLIGHT which went into effect on May 15, 2009. The purpose of this program is for the US government to pre-screen airline passengers against its No-Fly list 72 hours prior to boarding.

As of May 15th, airlines are required to provide the full name of each passenger to the TSA. The traveler's name, as it appears on the reservation, must match the ID being presented at check-in **exactly**. If the ID contains a middle initial or name, the reservation must also reflect a middle initial. This only applies to reservations made on or after May 15th. Any Frequent Flyer Number must also match the reservation name to get flight credit, which may require a traveler to contact the airline and have their account name changed to match the ID they will be using.

On August 15, 2009, airlines were required to provide the TSA with the traveler's date of birth (DOB) and gender for all domestic flights. **Please be advised that travelers may decline to give this information, but such a declination will cause check-in delays, additional airport screening by the TSA and possible denied boarding.**

On October 31, 2009, airlines will also be required to provide the TSA with the traveler's DOB and gender for all international flights entering or leaving the US. **Again, travelers may decline to give this information, but such a declination will cause check-in delays, additional airport screening by the TSA and possible denied boarding.**

Why is Secure Flight Better?

Secure Flight makes travel better for the customer by helping to ensure improved security on flights, and lowers the chance of misidentification between legitimate passengers and those on the TSA watch list, which increases safety and saves time for passengers.

Action Required, Frequent Flyer Memberships & Additional Information	TSA changes require travelers to update their frequent flier and rewards accounts. It is strongly suggested that travelers review their frequent flyer memberships and ensure the name matches their form of ID exactly. This will enable them to keep receiving their miles or rewards without having to request them after the fact.
	Update SWABIZ Traveler Accounts (Rapid Rewards Membership). All Southwest Airlines customers are able to update their Rapid Reward account information once so that it is compliant with TSA requirements. It is recommended that your Company's Travelers do so before their next flight to minimize their chances of being delayed or held in TSA security check-points.
	If Travelers have a reservation(s) for future travel that was previously booked without full name, birth date, and gender, there is no need to add this supplementary information to the existing reservation(s) prior to travel.
	Customers just need to log in to their SWABIZ Traveler Account (or Rapid Rewards Membership Account) to update the above required information, and you're done!
	Note: Updating account information will not affect Southwest Airlines' ability to apply credits to the customer's SWABIZ Traveler Account (or Rapid Rewards Membership Account).
Contact Information	If you need additional information or assistance, please contact: Lori Wasson, Travel Program Specialist DGS Statewide Travel Program (916) 376-3992 lori.wasson@dgs.ca.gov
Links & Attachments	If you have questions about the TSA Secure Flight Program, please click on the following link to connect directly to the TSA website - http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm