

SPECIAL FLIGHT REQUEST FORM

(Form Must Completed and Submitted to WFP/UNHAS At Least 72 Hours Prior to the Requested day of Flight)

COMPLETE IN BLOCK LETTERS ONLY. Please complete this form as detailed as possible.

The completed form is to be forwarded by e-mail to haiti.unhas@wfp.org

AGENCY/ORGANIZATION DETAILS (to be completed by the requesting organization)					
Name of Agency/Organization:					
Authorized by Agency focal point details					
Name:					
Telephone Number:			Email:		
Date of request:					
JUSTIFICATION OF SPECIAL FLIGHT REQUEST					
PROPOSED FLIGHT ITINERARY					
Flight date	From – to	Departure time	Arrival time	Total pax on flight leg	Time on ground? (y) (n) how long?
PASSENGER DETAILS (passenger booking request and Covid19 form to be done separately upon approval of SFR)					
Number of passenger:					
CARGO DETAILS (cargo movement request to be done separately and attached to SFR for submission)					
CARGO WEIGHT (kgs)		VOLUME (m ³)		Cargo type	

Special Note: As per Covid19 procedure:

- maximum number of passenger is 10
- every passenger must wear masks throughout the flight. The requesting organization must provide the mask to each passenger.

Authorized by Agency Focal point Signature:

FLIGHT APPROVAL (WFP / UNHAS)	
CD / DCD	CATO
Recommended or approved (Yes No)	Recommended or approved (Yes No)
Special remarks:	Special remarks:

Received by	Received date:
Action:	