



Following are the forms needed to arrange a flight for your family. **Please make copies of these forms to use for future flight requests.** Complete and return no later than **10 business days** prior to your departure date. It is your responsibility to ensure that all forms are completed and received in our office within the required timeframe.

- ➔ **Flight Request:** Form must be completed **entirely**. Do not leave any spaces blank. Be sure to include exact date and time of appointment, length of stay, and airports of origin and destination. Provide alternative airports and try to be flexible with your request.
- ➔ **Doctor's Certification:** Must be completed by the patient's local physician, who must be a medical doctor. This form must be dated no more than 60 days prior to the patient's appointment date.
- ➔ **In addition to the Doctor's Certification form,** Miracle Flights for Kids requires that letters be submitted from both the local and treatment site physicians that confirms the patient's medical diagnosis/condition, reason for travel, all appointment dates, and the return date. Each letter must be typed on the physician's letterhead, signed by the physician, and dated no earlier than 60 days prior to the patient's first appointment.
- ➔ **Waiver of Liability:** Must be signed by **all** passengers prior to the flight. Infants, children, and those unable to sign their own name may have a parent/guardian do so on their behalf.
- ➔ **Income Self-Certification:** Form must be updated with each flight request and include the **entire** household income from all sources.
- ➔ **Donation Authorization:** Form must be completed and received with other documentation. **You may provide proof of government income assistance to reduce this donation.**
- ➔ **Current picture of the patient and brief description of the medical need are required.** These must be received with the other required documents in order to be considered for a flight. You may fax or email the picture and story; however, **you must mail the original picture** as soon as possible.
- ➔ All completed paperwork must be received **at least 10 business days prior** to the requested departure date. If commercial airline tickets are purchased, Miracle Flights for Kids will consider requests to fly a child, age 17 and younger and, when possible, both parents or legal guardians. Adult patients 18 and over may request a flight. An adult caregiver will be considered on a case by case basis.

Your flight will not be scheduled until all completed documents are received. It is the parent's responsibility to ensure that all documents are received within the required timeframe. If you have any questions, please call Miracle Flights for Kids at 800-FLY-1711.

MIRACLE FLIGHTS FOR KIDS

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