UMNR REQUEST AND ISSUANCE

Important notice:

➢ Passenger between 5-11 years old: In order to proceed with the UNMR request, the PTC should be UNN and the date of birth is mandatory.
➢ Passenger between 12-15 years old: In order to proceed with UMNR request, the PTC should be ADT and the date of birth is mandatory.
➢ The respective service is refundable.
➢ The SR element should be requested per passenger.

1. Select the flight- itinerary and click on Services.

2. Select “UNACCOMPANIED MINOR” optional service and then click on Continue.

3. You may proceed with the issuance, when the status in the SSR field will be confirmed (HK) as below:
a) In the **2 - Fare Groups/Services** field, click on both options (Flight & Related services):

![Select Fare Group(s)](image1)

b) Choose form of payment and then click on **Issue Documents**:

![Issue Documents](image2)

4. In the **OSI (Other Service Information)** field, add the escort details:
### Other Service Information

<table>
<thead>
<tr>
<th>Airline</th>
<th>Text</th>
<th>Travelers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>All</td>
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### Add New