



ADTRAV
service nonstopSM



OMB Control Number: 3133-New
Expiration Date:

SSA Profile Request Form to Be Delivered to ADTRAV Immediately.

Email: NCUA.StateExaminer@adtrav.com **Phone:** 833-380-9632 **option 3**

Please submit this completed form ADTRAV immediately in order for the agency to build the travel profile you need to have with them.

Travel Information

Type of Request:

- Air ☐ Rail ☐

NOTE: If you plan on traveling by POV, you will need to complete a Cost Comparison and have it approved at least thirty days prior to your training. Reach out to the [State Training](#) office to request the form and instructions on how to complete it.

Passenger Information

ADTRAV would like to remind you that the Transportation Security Administration (TSA) requires your full name on your airline reservation to **exactly match** the name on your government-issued photo ID. Please ensure all details are correct to avoid any issues at the airport. Please include a cell phone number for the carrier and ADTRAV to contact you in case of weather delays or cancellations.

- Name (Last, First, Full Middle): Click or tap here to enter text.
- Date of Birth: Click or tap here to enter text.
- Sex: Click or tap here to enter text.
- Duty Station or Departure City: Click or tap here to enter text.
- Known Traveler #: Click or tap here to enter text.
- Frequent Flyer # (include airline name): Click or tap here to enter text.
- Seat Preference: Choose an item.
- Cell Phone: Click or tap here to enter text.

For ADTRAV use only: Cost Center: 92001; Fund: 4468XXRN0; Office: OHR – ST EXAM; Guest Type: State Examiner

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement explains why the National Credit Union Administration (NCUA) requests the information on this form. **AUTHORITY:** 5 U.S.C. Chapter 57; 12 U.S.C. 1751 et seq. Disclosure of the requested information is not mandatory. **PURPOSE:** To allow the National Credit Union Administration (NCUA), through its contracted travel service provider, to request and manage the official travel of a state supervisory authority's examiner as part of NCUA's credit union examination program. **ROUTINE USE(S):** The information provided may be shared with booking engine suppliers and with certified air carriers as required by the Transportation Security Administration (TSA) Secure Flight Program. The information may also be shared with other federal agencies and other regulatory authorities when appropriate. A complete list of routine uses is available at [GSA/GOVT-4](#), Contracted Travel Services Program (74 FR 26700), and [NCUA-19](#), NCUA Financial and Acquisition Management System (81 FR 83281). **EFFECTS OF NOT PROVIDING INFORMATION:** Providing the requested information is voluntary. However, failure to provide some or all the information may prevent the NCUA from requesting and funding official travel related to credit union examinations. **SORN:** [GSA/GOVT-4](#), Contracted Travel Services Program (74 FR 26700); [NCUA-19](#), NCUA Financial and Acquisition Management System (81 FR 83281).



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Paperwork Reduction Act Statement: This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3133-New. We estimate that it will take 15 minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: NCUA, Office of Continuity and Security Management, 1775 Duke Street, Alexandria, VA 22314-3428.