

# Pre-Payment Code Request Form

(Additional instructions on following page)

Contact Name: \_\_\_\_\_

Group Name (name of church): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Registration Totals and Payment Information

*Fill in the number of participants, multiply it by the deposit amount, and then enter the total deposit for each of the camps you will be attending. A separate code will be sent to you for each camp registration. If you will be attending more than one session of the same camp of the same camp type, please use the "Other" space for the additional camp. You may also submit more than one form if needed.*

Camp	# Participants	x (multiply)	Deposit	=	Total
PASSPORTkids!	_____	x	\$60	=	\$_____
PASSPORTchoices	_____	x	\$75	=	\$_____
PASSPORTmissions	_____	x	\$75	=	\$_____
MissionBASE	_____	x	\$90*	=	\$_____
Other: _____	_____	x	\$_____	=	\$_____

**Total Deposit Due** \$\_\_\_\_\_

\* All deposits and money paid for MissionBase are not refundable and not transferrable.

### Multiple Credit Card Pre-Payments

1. Credit Card Number: \_\_\_\_\_

Name on Card \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Amount: \_\_\_\_\_

2. Credit Card Number: \_\_\_\_\_

Name on Card \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Amount: \_\_\_\_\_

## Pre-Payment Instructions

Groups may send a check for deposits to the national office prior to registration. You'll find the information needed to complete a pre-payment below. **Pre-paying does not secure spots; you will still need to register online on or after the day registration opens.**

Requests must be received by October 26, 2016 for General Registration.

### Pre-Payments by Check

1. Write a check made out to "Passport, Inc." for the full deposit amount of your registration. If you are registering for more than one camp, you can submit multiple checks, or you can combine these deposits into one payment.
2. Download, print, and complete the Pre-payment Code Request Form.
3. Send your check(s) and the completed Pre-payment Code Request Form to the Passport National Office.

Passport, Inc.  
3421 Sierra Drive  
Birmingham, AL 35216  
Fax: 205-822-1960

4. The Passport, Inc. office will send you a unique code as well as an existing or new login that you will use during your online registration. If you are registering for multiple camps, you will receive a code for each camp registration.

Here are some important notes regarding pre-payment by check.

- Each pre-payment code will only be available for your group and is not transferable to other groups. Also, if you have requested pre-payment for a specific camp type, your pre-payment code will not work for another camp type. For instance, a code for *PASSPORTkids!* will not work for *PASSPORTmissions*.
- At the time you register, you will not be permitted to register for any more than you have pre-paid unless you pay the remaining deposit balance on a credit card. If you register for less than the amount that you have pre-paid, the remaining credit will be applied to your overall balance. Passport will not issue refunds for overpayment, except as allowed by the cancellation policy.

### Pre-Payments by Multiple Credit Cards

You can register using multiple credit cards by filling out the front of this form and faxing it to the Passport office. We will charge the credit cards by the amount specified for each card, and then send you the pre-payment codes, as needed so that you can register online.