



# Letter of Authorization for Name Change

Date: \_\_\_\_\_

I hereby authorize Cebu Pacific Air to transfer the booking for (passenger/s name/s) \_\_\_\_\_  
under booking reference \_\_\_\_\_ with the following flight and route details.

Date	Flight No.	Route

to Mr/Ms \_\_\_\_\_ upon the payment of applicable fees and penalties.

I undertake to assume full and complete responsibility for any damage or claim of whatever kind and nature that may be made arising from, or in connection with, the name change, thereby holding the airline totally and absolutely free and harmless from any and all claim for damage or compensation of whatever kind and nature that the affected original passenger/s, his/her/their heirs, assigns, and/or successors-in-interest may now or hereafter make arising from name change.

Signed \_\_\_\_\_  
Signature over printed name  
Contact Details \_\_\_\_\_

Conformity of the new passenger/guest:

\_\_\_\_\_  
Signature over printed name  
Contact Details

*Note: Only the original passenger/guest named in the itinerary and/or the person (purchaser) who appears on record to have made and paid for the booking will be authorized to request for change of passenger/guest name in the itinerary.*

*Authorization letter must be presented with a valid ID of both original guest/purchaser & new guest.  
For international booking, presentation of original passport is mandatory.*

**Primary ID – Government issued photo IDs**

- Passport
- NBI Clearance
- SSS/GSIS ID
- PRC ID
- Postal ID
- Senior Citizen's ID
- Other Government Issued photo IDs

**Secondary IDs – Private Organization issued photo IDs**

- Company ID
- School ID
- Other private organization issued photo IDs