

# DOC RezRequest Fax

Please complete the following information and fax your request to either the NIST, NOAA and HCHB Onsite Offices at (205) 949-4217 or the DOC Call Center at (205) 949-4233. Your request will be handled by the first available agent or by the specific agent noted below.

*Please Note: Fields marked with an asterisk (\*) are required.*

Would you like your request returned by either **FAX** or **EMAIL** (please circle one)

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## Passenger Information

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Passenger Name\* \_\_\_\_\_ Travel Arranger Name \_\_\_\_\_

Telephone Number\* \_\_\_\_\_ Email Address\* \_\_\_\_\_

Fax Number \_\_\_\_\_

Other Special Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please forward my request to the following agent: \_\_\_\_\_

\_\_\_\_\_

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## Airline Information

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From	To	Departure Date (mm/dd)	Departure Time (Hr: am/pm)

Seating Preference \_\_\_\_\_

Other Special Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Car Rental Information

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City	Car Company	Car Type

Other Special Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Hotel Information

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City	Hotel	Check In	Check Out	Room Type

Other Special Instructions \_\_\_\_\_

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