

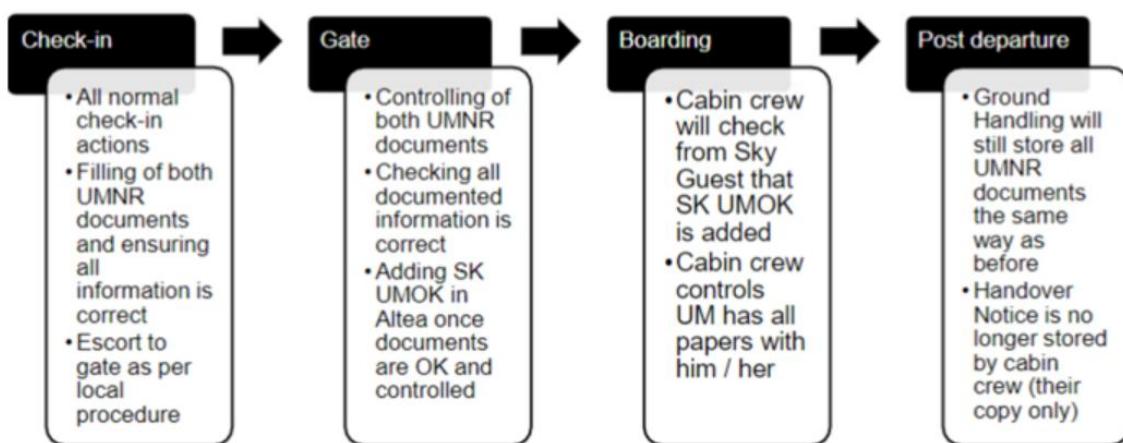


## READ AND SIGN

Revision: 0 | Issued: 31.07.2025

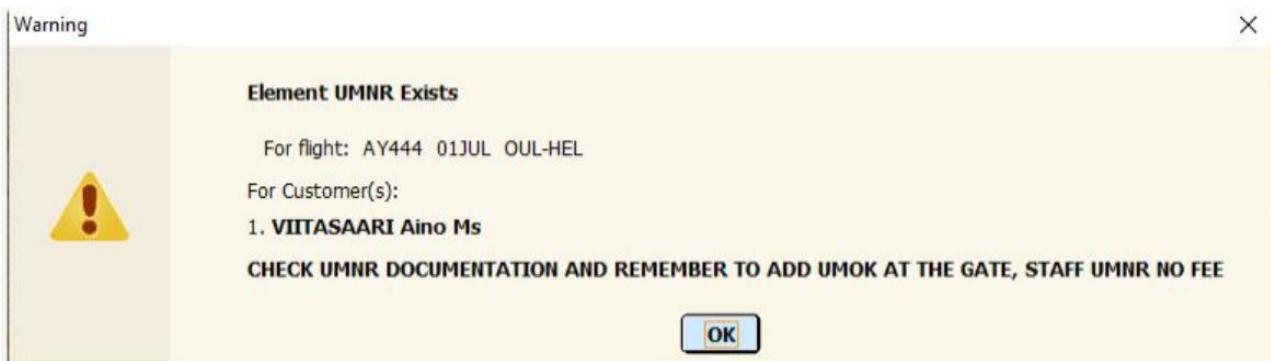
### Topic: Finnair UMNR process

## UMNR process



### General

- An unaccompanied minor (UMNR) is a child above 5 but below 12 years of age not being accompanied by an adult.
- For travel to/from U.S. the age limit is above 5 but below 15 years of age.
- The number of unaccompanied minors per flight is limited to six (6) because of safety reasons. The number of UM can be exceeded only by the decision of the Commander.
- ID / Staff UMNR must have a bookable ticket.
- Passengers with UMNR item cannot be seated on exit rows.



Above pop up in Altea reminds the agent of needed steps during check-in flow



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### Departure gate procedure

1. UM Handover form must be always filled and signed by ground staff (gate agent) and cabin crew. If the flight has two destinations (i.e. XXX-HEL-IVL), two separate UM Handover forms must be filled, one for each destination.
2. The UMNR must not be unsupervised until handed over to the cabin crew.
3. **Check UM's documents carefully and add SK UMOK service to their reservation. Add Service -> UMOK.**
4. Cabin crew takes only the arrival station copy of the handover and the gate agent the two other slips.
5. The adult seeing off is not entitled to leave the airport before the actual take off of the flight. This should always be communicated to the person seeing off the UMNR.

### Finnair UMNR documents

FINNAIR		Handling Advice - Unaccompanied Minor			
NAME OF MINOR / LÄPSEN NIMI Family name / Sukunimi		Given name and nickname / Etunimi ja lempinimi		Age / IÄ	Sex / Sukupuoli
GENDER / SULJETTU Flight number / Lentonumero Linen number / Linja-numero		From / Mäistä	To / Mihin	Male / Poika	Female / Tytö
1					
2					
3					
PERSON SEEING OFF ON DEPARTURE / SAATTAJA		Phone / Mobile	PERSON SEEING OFF ON DEPARTURE / SAATTAJA	Phone / Mobile	
Address / Osoite		Address / Osoite			
PERSON MEETING ON ARRIVAL / VASTAANOTTAJA		Phone / Mobile	PERSON MEETING ON ARRIVAL / VASTAANOTTAJA	Phone / Mobile	
Address / Osoite					
Extra information and dietary requirements / Lisätietoja ja ruoka-sensitiviteetit		Extra information and dietary requirements / Lisätietoja ja ruoka-sensitiviteetit			
Staff use only <input type="checkbox"/> Identity verified at arrival station GPE No.* I have read and accepted the declaration above / Olen lukeen ja hyväksynnyt ylläolevan olosuositusten Signature by parent/guardian / Rehtori/valtuutaja allekirjoitus		Staff use only <input type="checkbox"/> Identity verified at arrival station GPE No.* I have read and accepted the declaration above / Olen lukeen ja hyväksynnyt ylläolevan olosuositusten Signature by parent/guardian / Rehtori/valtuutaja allekirjoitus			
<small>Original: 049, Rehtori, Y-tunnus: 0000023-3 *General Personnel Employee Number</small>					
<small>Finair 001-020</small>					
<small>Departure station copy</small>					
<small>Finair 001-020</small>					

FINNAIR		
UNACCOMPANIED MINOR (UM) HANDOVER		
NAME	AGE	SEAT

#### HANOVER INFORMATION

##### FLIGHT/DATE/DESTINATION

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

##### DEPARTURE GATE PERSONNEL

Name in block letters and signature

##### FLIGHT PURSER/CHIEF OF CABIN

Name in block letters and signature

##### ARRIVAL GROUND PERSONNEL

Name in block letters and signature



Departure station copy