



## Baggage Declaration

In the unlikely event that your missing baggage has not been returned to you within 7 days of your travel, you should complete this Baggage Declaration form.

The form has a dual purpose; to augment the tracing efforts and to be used as the basis of a claim, should the search prove unsuccessful. We know that finding your missing baggage is more important to you than the limited indemnities described below. An erroneous or incomplete description will hamper the tracing in spite of our staff's best efforts and could hinder any settlement.

The completed form should be mailed to our head office at: **First Air, Baggage Claims, 20 Cope Drive, Kanata, ON K2M 2V8 (Canada)**. Please include ALL AIRLINE TICKETS, BAGGAGE CLAIM CHECKS and receipts for items valued over \$100. If you have homeowner/household insurance, baggage or credit card insurance against which you may claim, please complete question #13.

Any claim must be made in writing within 21 days of your arrival. This completed, signed Baggage Declaration form is the official written notice of a claim. The report made at the airport is an incident report only. All claims will be processed as quickly as possible.

The Conditions of Contract on your ticket refer to limitations of liability, based on tariffs, and/or the Warsaw Convention and/or the Montreal Convention. These amounts are not automatically payable but reflect what the maximum compensation might be, as each claim is subject to proof of loss.

Airlines are not liable for the loss of money, jewellery, silverware, samples, business documents, electronic equipment or other valuable articles whatever the circumstances. Special rules also apply to fragile and perishable items. Consequential damages such as loss of enjoyment, loss of business, inconvenience, etc. are not compensable.

Unless a higher value has been declared and additional charges paid in advance, the maximum liability is:

For travel within Canada .....\$750.00 CAD  
For international travel .....Approximately \$20.00 per kilogram

Thank you for your cooperation and understanding. We sincerely hope that our combined efforts will result in the prompt return of your missing property.



## Baggage Declaration

Baggage Tracing Number: \_\_\_\_\_

I, Mr./Mrs.  
Miss/Ms. \_\_\_\_\_ do hereby solemnly declare that on

the \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ I checked baggage belonging to \_\_\_\_\_  
which is now missing and for which this claim is made.

COMPLETE ITINERARY				
FROM	TO	AIRLINE	FLIGHT NUMBER	DATE
If baggage was checked on a flight(s) other than on which you travelled – Please give details				

1. Number of persons travelling together: \_\_\_\_\_ Infants (under 2 yrs) \_\_\_\_\_  
Ticket numbers \_\_\_\_\_
2. Total number of bags checked \_\_\_\_\_ Number of bags received \_\_\_\_\_ Number of bags missing \_\_\_\_\_
3. Claim check numbers \_\_\_\_\_
4. Weight of missing bag(s) 1. \_\_\_\_\_ Lbs/Kgs 2. \_\_\_\_\_ Lbs/Kgs 3. \_\_\_\_\_ Lbs/Kgs 4. \_\_\_\_\_ Lbs/Kgs 5. \_\_\_\_\_ Lbs/Kgs
5. Were you charged for "Excess Baggage"? \_\_\_\_\_ Amount Paid \_\_\_\_\_ (Attach receipt)
6. Did you declare "excess valuation" and purchase additional coverage? \_\_\_\_\_  
Value declared \_\_\_\_\_ Amount Paid \_\_\_\_\_ (Attach receipt)
7. Was there a name and address label on the bag(s) – if so, what did it show? \_\_\_\_\_
8. Was there any other identification on the bag(s) ? (i.e.: tags, stickers, etc.) \_\_\_\_\_
9. Was loss reported? \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ By phone or in person? \_\_\_\_\_  
To which airline? \_\_\_\_\_ Where? \_\_\_\_\_  
If missing baggage not reported immediately upon arrival, state reason for the delay: \_\_\_\_\_
10. Was your baggage rerouted or rechecked enroute? \_\_\_\_\_ Where? \_\_\_\_\_
11. Where/when did you last see your baggage for which you are claiming? \_\_\_\_\_
12. Was baggage, for which this claim is being made, cleared through Customs? \_\_\_\_\_  
If so, where? \_\_\_\_\_ Were contents inspected? \_\_\_\_\_  
After clearance, where was bag placed? \_\_\_\_\_ By whom? \_\_\_\_\_
13. Do you have any insurance covering the missing items? \_\_\_\_\_ Will you be claiming from them? \_\_\_\_\_  
Name/Address of insurance company \_\_\_\_\_
14. Other relevant information or comments \_\_\_\_\_



Frequent Flyer ID _____	Email address _____
Residence Address _____	
Residence Tel. (    ) _____	
Any Prior Address (within past 2 years) _____	
Prior Tel. (    ) _____	
Company Name _____	
Business Address _____	
Business Tel. (    ) _____	

Have you, or any member of your household, ever had a previous claim with First Air or any other airline?  
 Yes       No

If yes, give name of carrier \_\_\_\_\_ and date \_\_\_\_\_

**For the purpose of tracing your baggage as well as processing and verifying your claim, it is sometimes necessary to disclose personal information that you have provided us to a baggage tracing database (World Tracer), which is accessible by other participating airlines and handling agencies.**

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I understand this declaration may be subject to review and investigation and I hereby give First Air the authority to require from anyone any documents or statements in relation to this declaration.

According to section 131 and 132 of the Criminal Code, any person who makes a solemn declaration knowing that the declaration is false, is guilty of an indictable offense and may be liable for imprisonment for a term not exceeding fourteen years. Similar laws are applicable in other countries.

I also understand that First Air may disallow any claim for loss, which contains misrepresentations, including false statements concerning whether or not previous claims have been made with First Air or other carriers.

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACH YOUR AIRLINE TICKET/E-TICKET/ITINERARY/RECEIPT**






















































**ATTACH YOUR BAGGAGE CLAIM CHECK(S) AND EXCESS BAGGAGE RECEIPTS (IF APPLICABLE)**

**ATTACH RECEIPTS FOR ANY ARTICLES CLAIMED WHICH HAVE A VALUE OVER \$100.**

# Airline Baggage Identification Chart

- Circle appropriate item and supply Brand, Colour and Size descriptions
- Circle any descriptive elements (pockets, wheels, etc.)

BRAND NAME _____
COLOR _____
SIZE _____      zippered <input type="checkbox"/> Yes <input type="checkbox"/> No
DESCRIPTION _____

 01	 02	 03	 05	 20	 22	 22D	 22R		
 06		 07	 23		 25				
 08	 09	 10	 12	 26	 27	 28	 29		
 50	 51	 52	 53	 54	 55	 56	 57	 58	 59
 60	 61	 62	 63	 64	 65	 66	 67	 68	 69
 71	 72	 73	 74	 75	 81	 82	 83	 85	
 89	 90	 92	 93	 94	 95	 96	 97	 98	 99