

**AMTRAK POLICE DEPARTMENT
VIP SECURITY SERVICES REQUEST FORM**

THE PURPOSE OF THIS FORM IS TO REQUEST AMTRAK SERVICES RELATED TO VIP MOVES AND PROVIDE STANDARDIZED DIRECTION TO PERSONNEL REQUESTING SERVICES.

ATTENTION

ALL REQUESTS FOR VIP SECURITY SERVICES SHOULD BE DIRECTED TO THE AMTRAK POLICE DEPARTMENT (APD) NATIONAL COMMUNICATIONS CENTER (NCC) VIA PHONE AT **(800) 331-0008** OR SENT TO VIPSECURITY@AMTRAK.COM.

COMPLETE **ONE FORM FOR EACH TRIP** (TWO FORMS FOR A ROUND TRIP).

ONCE SERVICE REQUEST HAS BEEN PROCESSED, A CONFIRMATION EMAIL WILL BE DELIVERED TO THE SAME ADDRESS USED FROM WHICH THE REQUEST WAS RECEIVED.

CHANGES/ADDITIONS TO EXISTING SERVICE REQUESTS SHOULD BE SUBMITTED VIA AN ADDITIONAL REQUEST FORM (CANCELLATIONS CAN BE MADE BY EMAIL OR PHONE)

PLEASE NOTE: EMERGENCY REQUESTS RECEIVED LESS THAN 4 HOURS PRIOR OR AFTER HOURS (MONDAY – FRIDAY 0800-1600) TO INTENDED TRAVEL WILL REQUIRE TELEPHONE FOLLOW UP WITH THE APD NCC AT (800) 331-0008.

PLEASE PROVIDE THE FOLLOWING INFORMATION

HIGHEST RANKING OFFICIAL TRAVELING

OFFICIAL TITLE: _____

NAME OF VIP: _____
(LAST, FIRST)

NOTABLE PERSON(S) TRAVELING WITH VIP

OFFICIAL TITLE: _____

NAME: _____
(LAST, FIRST)

ADDITIONAL REQUIRED INFORMATION

DATE OF TRAVEL: _____

TRAIN NUMBER: _____

DEPARTURE STATION: _____

DESTINATION STATION: _____

ESTIMATED TIME OF DEPARTURE (ETD): _____

ESTIMATED TIME OF ARRIVAL AT DESTINATION STATION (ETA): _____

RESERVATION NUMBER(S): _____

CLASS OF TRAVEL (FIRST CLASS, BUSINESS CLASS, COACH): _____

PLEASE NOTE: ALL TRAVELING PERSONNEL (VIPs, THEIR FAMILIES, SUPPORT STAFF, ENTOURAGE AND SECURITY PERSONNEL ETC) SHOULD BE TICKETED FOR APPROPRIATE CLASS OF TRAVEL (FIRST CLASS, BUSINESS CLASS ETC) CONSISTENT WITH THEIR SEATING ABOARD THE TRAIN. PERSONNEL TRAVELING IN THE "QUIET CAR" SHOULD ABIDE BY THE "QUIET CAR" CODE OF CONDUCT.

VIP POINT OF CONTACT NAME	CONTACT NUMBER	TOTAL NUMBER OF PASSENGERS TRAVELING IN GROUP
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PERSONS TRAVELING ARMED

RANK: _____ NAME: _____ (LAST, FIRST) AGENCY/DEPARTMENT: _____ CELL: _____	RANK: _____ NAME: _____ (LAST, FIRST) AGENCY/DEPARTMENT: _____ CELL: _____	RANK: _____ NAME: _____ (LAST, FIRST) AGENCY/DEPARTMENT: _____ CELL: _____	RANK: _____ NAME: _____ (LAST, FIRST) AGENCY/DEPARTMENT: _____ CELL: _____
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PLEASE NOTE: ALL ARMED PERSONNEL MUST CHECK IN WITH APD (CHECK IN WITH OFFICERS PRESENT IN STATION OR, IF NOT PRESENT, CHECK IN WITH THE NCC AT (800) 331-0008) UPON ARRIVAL AT STATION.

ADDITIONAL NOTABLE PERSON(S) TRAVELING WITH DIGNITARY

OFFICIAL TITLE: _____ NAME: _____ (LAST, FIRST)	OFFICIAL TITLE: _____ NAME: _____ (LAST, FIRST)	OFFICIAL TITLE: _____ NAME: _____ (LAST, FIRST)	OFFICIAL TITLE: _____ NAME: _____ (LAST, FIRST)
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DEPARTURE INFORMATION

DESTINATION INFORMATION

TIME VIP WILL ARRIVE: _____

TIME ADVANCE PARTY WILL ARRIVE: _____

TIME ADVANCE PARTY WILL ARRIVE: _____

ADVANCE PARTY POINT OF CONTACT: _____

ADVANCE PARTY POINT OF CONTACT: _____

CELL PHONE: _____

CELL PHONE: _____

REQUEST ADVANCE PARTY SITE SURVEY/WALKTHROUGH (DEPARTURE STATION)

DATE: _____

TIME: _____

REQUEST ADVANCE PARTY SITE SURVEY/WALKTHROUGH (DESTINATION STATION)

DATE: _____

TIME: _____

**PLEASE NOTE: PRIOR TO YOUR ARRIVAL FOR SITE SURVEY / ADVANCE WALK THROUGH,
CONTACT AMTRAK POLICE SUPERVISOR AT THE APD NCC AT (800) 331-0008. THE SUPERVISOR WILL ASSIGN AN OFFICER TO ASSIST YOU.**

PARKING ARRANGEMENTS (DEPARTURE)

PARKING ARRANGEMENTS (DESTINATION)

VEHICLE INFORMATION: _____
(COLOR/ MAKE/ MODEL/ PLATE)

VEHICLE INFORMATION: _____
(COLOR/ MAKE/ MODEL/ PLATE)

DRIVER NAME (LAST, FIRST) _____

DRIVER NAME (LAST, FIRST) _____

CELL PHONE: _____

CELL PHONE: _____

PARKING LOCATION: _____

PARKING LOCATION: _____

VEHICLE INFORMATION: _____
(COLOR/ MAKE/ MODEL/ PLATE)

VEHICLE INFORMATION: _____
(COLOR/ MAKE/ MODEL/ PLATE)

DRIVER NAME (LAST, FIRST) _____

DRIVER NAME (LAST, FIRST) _____

CELL PHONE: _____

CELL PHONE: _____

PARKING LOCATION: _____

PARKING LOCATION: _____

VEHICLE INFORMATION: _____
(COLOR/ MAKE/ MODEL/ PLATE)

VEHICLE INFORMATION: _____
(COLOR/ MAKE/ MODEL/ PLATE)

DRIVER NAME (LAST, FIRST) _____

DRIVER NAME (LAST, FIRST) _____

CELL PHONE: _____

CELL PHONE: _____

PARKING LOCATION: _____

PARKING LOCATION: _____

VEHICLE INFORMATION: _____
(COLOR/ MAKE/ MODEL/ PLATE)

VEHICLE INFORMATION: _____
(COLOR/ MAKE/ MODEL/ PLATE)

DRIVER NAME (LAST, FIRST) _____

DRIVER NAME (LAST, FIRST) _____

CELL PHONE: _____

CELL PHONE: _____

PARKING LOCATION: _____

PARKING LOCATION: _____

PLEASE NOTE: BLACKTOP ACCESS AT WASHINGTON UNION STATION IS LIMITED PRIMARILY TO VIPS TRAVELING WITH ARMED SECURITY.

**AMTRAK POLICE DEPARTMENT
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DROP OFF ARRANGEMENTS (DEPARTURE)	PICK UP ARRANGEMENTS (DESTINATION)
VEHICLE INFORMATION: _____ (COLOR/ MAKE/ MODEL/ PLATE)	VEHICLE INFORMATION: _____ (COLOR/ MAKE/ MODEL/ PLATE)
DRIVER NAME (LAST, FIRST) _____	DRIVER NAME (LAST, FIRST) _____
CELL PHONE: _____	CELL PHONE: _____
DROP OFF LOCATION: _____	PICK UP LOCATION: _____

VEHICLE INFORMATION: _____ (COLOR/ MAKE/ MODEL/ PLATE)	VEHICLE INFORMATION: _____ (COLOR/ MAKE/ MODEL/ PLATE)
DRIVER NAME (LAST, FIRST) _____	DRIVER NAME (LAST, FIRST) _____
CELL PHONE: _____	CELL PHONE: _____
DROP OFF LOCATION: _____	PICK UP LOCATION: _____

VEHICLE INFORMATION: _____ (COLOR/ MAKE/ MODEL/ PLATE)	VEHICLE INFORMATION: _____ (COLOR/ MAKE/ MODEL/ PLATE)
DRIVER NAME (LAST, FIRST) _____	DRIVER NAME (LAST, FIRST) _____
CELL PHONE: _____	CELL PHONE: _____
DROP OFF LOCATION: _____	PICK UP LOCATION: _____

VEHICLE INFORMATION: _____ (COLOR/ MAKE/ MODEL/ PLATE)	VEHICLE INFORMATION: _____ (COLOR/ MAKE/ MODEL/ PLATE)
DRIVER NAME (LAST, FIRST) _____	DRIVER NAME (LAST, FIRST) _____
CELL PHONE: _____	CELL PHONE: _____
DROP OFF LOCATION: _____	PICK UP LOCATION: _____

PLEASE NOTE: BLACKTOP ACCESS AT WASHINGTON UNION STATION IS LIMITED PRIMARILY TO VIPS TRAVELING WITH ARMED SECURITY.

AMTRAK POLICE ESCORT REQUEST (DEPARTURE)	AMTRAK POLICE ESCORT REQUEST (DESTINATION)
ESCORT FROM: _____ ESCORT TO: _____	ESCORT FROM: _____ ESCORT TO: _____
NON-TRAVELING PERSON(S) ESCORT (DEPARTURE) NUMBER OF ESCORTS: _____ ESCORT PARTY POC: _____ CELL PHONE: _____	WELCOMING PARTY TO MEET VIP TRAIN SIDE (DESTINATION) NUMBER OF GREETERS: _____ WELCOMING PARTY POC: _____ CELL PHONE: _____

PLEASE NOTE: IF YOU REQUIRE AN APD ESCORT FROM THE DROP OFF SITE, CONTACT THE AMTRAK POLICE SUPERVISOR AT THE APD NCC AT (800) 331-0008 NO LESS THAN 15 MINUTES PRIOR TO YOUR ARRIVAL AND PROVIDE DROP OFF INFORMATION (VEHICLE COLOR / MAKE / MODEL / PLATE / DRIVER TELEPHONE CONTACT INFORMATION / LOCATION).

AMTRAK POLICE DEPARTMENT
VIP SECURITY SERVICES REQUEST FORM

AMTRAK K9 SERVICES REQUEST (SPECIFY K9 TASKS) DEPARTURE

AMTRAK K9 SERVICES REQUEST (SPECIFY K9 TASKS) DESTINATION

ACELA/ FIRST CLASS LOUNGE OR CONFERENCE ROOM (DEPARTURE)

ACELA/ FIRST CLASS LOUNGE OR CONFERENCE ROOM (DESTINATION)

START TIME: _____

START TIME: _____

END TIME: _____

END TIME: _____

NUMBER OF GUESTS: _____

NUMBER OF GUESTS: _____

ADDITIONAL REQUESTS (DEPARTURE)

ADDITIONAL REQUESTS (DESTINATION)

REDCAP ASSISTANCE (NUMBER OF PIECES OF LUGGAGE): _____

REDCAP ASSISTANCE (NUMBER OF PIECES OF LUGGAGE): _____

GOLF CART (NUMBER OF PASSENGERS): _____

GOLF CART (NUMBER OF PASSENGERS): _____

OTHER (SPECIFY DETAILS):

OTHER (SPECIFY DETAILS):

PLEASE NOTE: IF THERE IS A CHANGE IN TRAVEL, NCC NEEDS TO BE NOTIFIED AT (800) 331-0008.

APDF 98 (6/2015CR)