



Passport & Document Check

A practical verification sheet for choir directors planning international travel

Choir name		Director	
Travel dates		Destination	

1. Core passport verification

- ☐ Every participant has checked passport expiration. Notes: _____
- ☐ Every participant has checked passport condition for significant damage. Notes: _____
- ☐ Travel names have been verified before airline ticketing. Notes: _____
- ☐ Nationalities have been identified where needed for entry planning. Notes: _____
- ☐ Destination entry requirements have been checked through current official sources. Notes: _____
- ☐ Transit-country requirements have been reviewed for each relevant traveler. Notes: _____

2. Visas, authorizations and minors

- ☐ Visa or electronic travel authorization needs have been reviewed. Notes: _____
- ☐ Entry requirements have been checked individually when travelers hold different nationalities. Notes: _____
- ☐ Student consent documents have been reviewed where applicable. Notes: _____
- ☐ School or organizational document requirements have been reviewed. Notes: _____
- ☐ Custody-related or special minor-travel documentation has been considered where applicable. Notes: _____

Important: There is no universal passport-validity rule for every destination or nationality. Travelers should verify current requirements through official government, immigration, embassy or consular sources.



Final Document & Departure Check

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|---|--------------|
| ☐ Passport information is being handled according to organizational privacy and security procedures. | Notes: _____ |
| ☐ Emergency consular contact procedures are understood. | Notes: _____ |
| ☐ Participants know which original travel documents they must carry. | Notes: _____ |
| ☐ Any secure backup-copy procedure follows organizational policy. | Notes: _____ |
| ☐ Passport and visa-related costs have been included in individual budget planning where relevant. | Notes: _____ |
| ☐ A final document check is scheduled several weeks before departure. | Notes: _____ |

Director notes

Useful planning connections

International Choir Travel Checklist	Full pre-departure preparation
Choir Trip Planning Timeline	When document checks should happen
Travel Insurance for Choir Groups	Planning for loss and disruption
Choir Travel Costs	Budgeting passport, visa and authorization expenses

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