In order that Tetra Tech staff be fully prepared to support you during an emergency in the home office or overseas you are required to complete this form and email it to the attention of: Lisa Lubas ([Lisa.Lubas@tetratech.com](mailto:Lisa.Lubas@tetratech.com)) and/or Vicki Lynch ([Vicki.Lynch@tetratech.com](mailto:Vicki.Lynch@tetratech.com)) at Tetra Tech, Burlington, Vermont.

*For Tetra Tech Use Only*

Date Received: \_\_\_/\_\_\_/\_\_\_

Valid Through: \_\_\_/\_\_\_/\_\_\_

***\*Your name must be written as it appears on your passport or ID, including middle name or initial.***

First Name: Middle Name:

Last Name:

Current Address:

Permanent Address (if different from current address listed above):

Home Telephone # Business #

Mobile # E-Mail Address

Date of Birth: Country of Birth:

Citizenship: Passport#:

Passport Date of Issue: Passport Date of Expiration:

Primary Emergency Contact’s Full Name: Relationship: Email: Home Telephone # Business #

Mobile #

Current Address:

Secondary Emergency Contact’s Full Name: Relationship: Email: Home Telephone # Business #

Mobile #

Current Address:

***\*Section 2 to be completed by Long-term Overseas Employees only\****

**SECTION 2:**

**Information for each family member accompanying or not accompanying you overseas** (attach additional sheets if necessary):

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:

Signature:

Date:

10/18/18 VL