

Passport - Renewal Timeline

Last Modified on 01/09/2025 4:11 pm MST

Due to international travel requirements, all active Flight Attendants must have at least 6 months of validity on their passport. For all active Flight Attendants, the passport renewal timeline will begin 365 days (one year) ahead of the passport's expiration date and will progress as follows:

- **365 days (one year) prior to passport expiration:** Email notice will be sent to Frontier email to begin the passport renewal process. Follow the steps in FACT article - [Passport - Renewal Procedures](#)
- **270 days (9 months) prior to passport expiration:** If Flight Attendant has not yet completed the passport renewal process, they will receive a second email notice to their Frontier email advising to begin the passport renewal process.
- **180 days (6 months) prior to passport expiration:** If Flight Attendant has not yet completed the passport renewal process, they will be placed on the Restricted Cities List and may be subject to performance discipline. Flight Attendant will be notified via Frontier email that they have 30 days to provide documentation that they've started the passport renewal process.
- **150 days (5 months) prior to passport expiration:** If Flight Attendant has not provided documentation that they've started the passport renewal process, they will be suspended from the schedule and may be subject to additional performance discipline. The Flight Attendant will be informed via Frontier email to reach out to their Base Leadership for details on the next steps.
 - **Note:** A Flight Attendant who is suspended from the schedule will, upon return, be placed on Reserve for the remainder of the bid period and possibly for the entire following bid period (CBA 12.B.6).
- **120 days (4 months) prior to passport expiration:** If Flight Attendant has not yet completed the passport renewal process, they will continue on suspension and may be subject to additional performance discipline, up to and including termination.

Important Reminders:

If your passport currently has less than one (1) year of validity, begin planning now for your passport renewal. Follow the steps in FACT article - [Passport - Renewal Procedures](#)

If your passport is close to or less than six (6) months of validity, you must begin the renewal process immediately (if you haven't done so already) to prevent possible corrective action.
