### Traveller Profile Request Form

**Instructions:**

Once you have completed all required information below, please **Save** the file as a   
**Word Document** and email the form to: [noram.operations.support@bcdtravel.com](mailto:noram.operations.support@bcdtravel.com)

**\*IMPORTANT-Email Subject line to read:  
McMaster University / Profile Request**

If travel is imminent, please mark “Urgent” in the subject line of the email and we will move the request to the top of our queue.

*ALL INFORMATION WILL BE HELD IN STRICT CONFIDENCE*

|  |  |
| --- | --- |
| Traveller Information  \* *Legal name – must MATCH with Government Issued Photo ID and/or Passport  All fields marked with an \* are required* | |
| First Name\* |  |
| Last Name\* |  |
| Traveller Business Email\* |  |
| Traveller Business Phone\* |  |
| Traveller Mobile Phone\* |  |
| **BCD Travel Support will build your profile within 2 business days  and email you instructions for accessing your profile** | |
| Submitted Date: |  |

|  |  |
| --- | --- |
| BCD Internal Use | |
| Company TSPM Name | GCN | MCMASTER | 1654 |
| TSPM ID | 20.30807 |
| No OBT Customer UUID | UUID=MCMA1654CA followed by traveler email address |

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