



Travel Permit Procedures for USA Destinations

In order to receive a travel permit you must submit to Missouri Hockey, Inc. the following:

1. Name of club requesting travel permit. Example: Meramec
2. Name of division. Example: Mite AA
3. Dates of the event. Example: October 18 – 20, 2010
4. City and State of the event. Example: Holland, Michigan
5. State the nature of the event: Example: practice games or tournament
6. Include the name of the person who will receive the permit, include their address, zip, telephone number and a fax number (we will fax the travel permit if possible).
7. Send a copy of your **USA Team membership form** and your **USA team roster**. (This is prepared off of the cyber disk from your club's registrar. Please contact your registrar for this information.)
8. Cost of the travel permit is:
 - **\$10 Fee if permit requested three weeks or greater prior to need.**
 - **\$20 Fee if permit requested less than two weeks but more than one week prior to need.**
 - **\$30 Fee if permit is requested one week or less prior to need.**

Please mail completed request and check made payable to: Missouri Hockey, Inc. mail to: Deb Hellwig, 539 Southern Hills Dr., Eureka, MO 63025

9. Fax or mail all the above information to Debbie Hellwig.
10. **Fax number is (636) 938-7685.** If faxing your request, please mail your check to the address below.
11. Mailing address is: **Debbie Hellwig, 539 Southern Hills Dr., Eureka, MO 63025-3612**
After the above information has been received, a travel permit will either be faxed or mailed to the person listed in #6. If you include an email address, you will be emailed a confirmation and the date the permit will be mailed.

Travel Procedures for Canadian Destinations

1. You will need to complete the same steps for the USA travel permit plus the items listed below.
 2. You will need to fill out a Canadian travel permit (They are available at Missouri Hockey office or can be mailed to you). (The Registrar will pre-approve the Canada permit before sending it to the club.)
 3. The white copy of the Canadian permit is sent to Tom Hansen, the Central District USA Registrar. His address is on the back of the permit. **Tom needs to receive the travel permit three weeks before your trip.**
 4. The yellow copy will be retained by the traveling team, and should be attached to your travel permit issued By Missouri Hockey, Inc.
 5. The pink copy should be sent to Debbie Hellwig at Missouri Hockey, Inc.
- If you have any questions, please call the Missouri Hockey, Inc. office at 314-842-6466.