Check-in & Airport Procedures

Document Reference: GSA-CKI-2026-D

Last Updated: January 2026

Status: Mandatory Regulatory Guidance

1. Check-in Methods & Availability

Global Sky Airways provides three primary ways to check in. To avoid long queues, passengers are encouraged to use digital channels.

1.1 Mobile & Web Check-in

- **Opening Window:** 48 hours prior to scheduled departure.

- **Closing Window:** 60 minutes prior to departure.

- **Benefit:** Digital boarding passes are issued instantly to the GSA App or email.

1.2 Airport Kiosk & Counter

- **Kiosk:** Available for all domestic flights. Closes 45 minutes before departure.

- **Full-Service Counter:** Mandatory for passengers with "Special Service Requests" (SSR) or those traveling with pets.

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2. Check-in & Bag Drop Deadlines

Deadlines are strictly enforced. Failure to meet these times will result in a "No-Show" status.

Flight Type	Recommended Arrival	Check-in/Bag Drop Closes	Boarding Gate Closes
Domestic	2 Hours Before	45 Minutes Before	15 Minutes Before
International	3 Hours Before	60 Minutes Before	30 Minutes Before
High-Security Areas*	4 Hours Before	90 Minutes Before	45 Minutes Before

Note: "High-Security Areas" include flights departing to/from specific regions as designated by IATA. Check your booking confirmation for specific alerts.

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3. Required Travel Documents (2026 Standards)

Security requirements have changed as of **May 2025**. Ensure you have the following:

3.1 Domestic Travel (Within USA)

- **REAL ID Compliance:** All passengers aged 18+ must present a REAL ID-compliant driver's license or a valid passport.

- **TSA ConfirmID:** Passengers without a REAL ID may utilize the "TSA ConfirmID" biometric verification for a **$45 fee** (valid for 10 days).

3.2 International Travel

- **Passport:** Must be valid for at least **6 months** beyond the date of return.

- **Digital Permissions:** * **UK Travel:** ETA (Electronic Travel Authorization) is required for non-visa holders ($21 fee).

    - **EU Travel:** ETIAS authorization must be linked to your passport prior to check-in.

- **Biometric Enrollment:** GSA now supports **"One-ID" biometric boarding** at select hubs. If enrolled, your face acts as your boarding pass at the gate.

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4. Special Check-in Scenarios

4.1 Unaccompanied Minors (UM)

- **Age:** 5–14 years old.

- **Process:** Must check in at the airport counter with a guardian. Online check-in is **NOT** available.

- **Paperwork:** Guardian must present a valid ID and provide the name/contact of the person meeting the child at the destination.

4.2 Group Bookings (10+ Passengers)

Groups must designate a "Group Leader" for check-in. While individual mobile check-in is allowed, the group leader must verify all documentation at the counter if checking more than 15 pieces of luggage.

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5. Security & Boarding

- **Zone Boarding:** GSA boards by Zone (1–6). Your zone is printed on your boarding pass.

- **Gate Changes:** Monitored via the GSA App. GSA is not responsible for missed flights due to failure to monitor gate change announcements.

Internal RAG Metadata (Hidden/Reference)

- **Key Terms:** Check-in deadline, REAL ID, boarding time, digital boarding pass, international documents, ETIAS, ETA, biometric boarding.

- **Conditional Logic:** [If Int'l -> 60 min cutoff], [If Domestic -> 45 min cutoff], [If UM -> No online check-in].