



## Notice of Privacy Practices (this is yours to keep)

This notice describes how your personal information may be used and disclosed and how you may get access to this information. **PLEASE READ CAREFULLY.**

Macedonian Service Foundation (D/B/A) Macedonian Missionary Service is dedicated to protecting your personal information.

- We will use your personal information as a part of rendering travel and logistics for each trip.
- Our business office will have access to your personal information to process donations that are acquired for each trip or other donations given at anytime for any purpose.
- Travel agents and airline companies working with Macedonian Missionary Service in trip planning.
- TrueHire Background Checking Services will also have access to information regarding clients background checks.
- Government agencies will be provided with personal information to acquire travel VISAS.

### Your Rights:

- You can request a copy of any personal information at anytime.
- You are permitted to receive a copy of your background check.
- For further questions please contact our office.

#### **Kentucky Office**

500 Macedonian Way  
PO Box 756  
Somerset, KY 42502  
Phone: 606-677-6683  
Fax: 606-677-2558

#### **Florida Office**

132 Commonwealth Blvd.  
PO Box 68  
Polk City, FL 33868  
Phone: 863-984-4060  
Fax: 863-984-4505  
[www.macedonianms.org](http://www.macedonianms.org)

What an opportunity to serve the Lord! Working with one of the many teams of Macedonian Missionary Service – Building, Medical, MacTrips and Delivery Teams – is a great way to do short-term mission work. The information below will prepare you for a life changing journey.

Macedonian will need the following:

- Application;
  - Photocopy of your passport;
- Medical personnel - photocopy of your medical license;  
(Doctors and ARNP's, you will also need to mail in a photocopy of your license so you will be able to write prescriptions. Make sure your documents do not expire while you are overseas.)

Here's how to get started....

#### APPLICATION

Print out a copy Macedonian's application. Fill out both sides, both front and back, and please **print clearly!** It also has to be notarized.

On the application, write your name as it appears on your passport. The name on an airline ticket MUST be the same as the name on the passport. This is very important!

If you do not have a passport, go ahead and fill out the application anyway. You can send the passport copy as soon as you receive it.

Application must be notarized. Remember to wait until you are before a notary before you sign it; a notary's job is to witness your signature. Make sure the notary puts his/her seal on it.

#### PASSPORT – how to apply....

The US Post Office has passport applications.

You will need a certified copy of your birth certificate. A state certified birth certificate has a raised state seal on the front of it. If you do not have this copy, you can easily obtain one; just Google "vital statistics \_\_\_\_\_" (type in the state where you were born.)

Two passport photos are also needed; the post office offers that service for a minimal fee.

If you take the passport application home to fill out make sure you **do not to sign it until** you are in the presence of the Passport Postal Worker. They are very strict about this.

It can take up to eight weeks to get a passport; that is why we ask you to go ahead and send in your application.

The Passport Website is [www.state.gov](http://www.state.gov) . Scroll down to Travel and click on Passport (U.S. Citizen)

When your passport arrives, the first thing you need to do is **sign it**. Then mail a good clear photocopy (not too dark) to the MMS office. **Remember to sign it first!**

#### IMMUNIZATIONS

The teams usually work in small villages or rural areas. It is important that you have your immunizations up-to-date. The best thing to do is to call your local Health Department and/or your physician. Some vaccinations are a series of shots which may take at least 6-8 weeks before you may travel. The CDC (and Macedonian) usually recommend the following vaccines:

- Hepatitis A (a set of 3 shots);
  - Hepatitis B (a set of 3 shots);
- Tetanus, Typhoid and Diphtheria (all in one shot).

To contact the CDC click on the following link [www.cdc.gov](http://www.cdc.gov) and then click on Traveler's Health.

Mail the application to Macedonian, PO Box 756, Somerset, KY 42502, along with your deposit/payment, and photocopy of your passport and/or medical license. There could be an additional \$50.00 cost for applications received after the deadline date. Contact Kim with any questions you may have at 606-677-6683.



## Acknowledgement of Notice of Privacy Practices

I, \_\_\_\_\_, have received a copy of Notice of Privacy Practices.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**You may refuse to sign this acknowledgment.**

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