IATAN Conversion Requirements

Section 1: General Business Requirements

- Complete, signed and notarized Conversion Application:
  - Conversion to Non-Ticketing Location (Doc 737)
  - Conversion to Ticketing Location (Doc 736)

- Online Payment (instructions will be e-mailed once forms and documents are received):
  - $90 - Travel Business Entity
  - $90 - Meeting and Event Planner Entity

Section 2: Non - Ticketing Locations (additional documents):

- Proof of Errors and Omissions or Professional Liability Insurance (provide one of the following):
  - Copy of valid Errors and Omissions or Professional Liability Insurance policy
  - Errors & Omissions Waiver with proof of five years of experience. To validate the experience, provide a letter of recommendation from a national or international travel industry supplier (must be on letterhead), or one of the certifications below:
    - CTA (Certified Travel Associate)
    - CMP (Certified Meeting Professional)
    - CMM (Certification in Meeting Management)
    - CSEP (Certified Special Event Professional)

- ARC Termination Letter or ARC Approval Letter for VTC

Section 3: Ticketing Locations - Airline Appointed (additional documents):

- Signed and notarized IATAN Agency Agreement (Doc 808)

- ARC Approval Letter