IATAN Conversion Checklist

Documentation Required for All Businesses:
(Please see Section 1 of the IATAN Conversion Requirements for documents required)

☐ 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)

Non - Ticketing Locations (additional documents):
(Please see Section 2 of the IATAN Conversion Requirements for documents required)

☐ Errors & Omissions or Professional Liability Insurance, ***or*** Errors & Omissions Waiver with proof of five years of experience.
☐ ARC Termination Letter or ARC Approval Letter for VTC

Ticketing Locations - Airline Appointed (additional documents):
(Please see Section 3 of the IATAN Conversion Requirements for documents required)

☐ Signed and notarized IATAN Agency Agreement (Doc 808) (Only needed for Head Office)
☐ ARC Approval Letter

Please send signed and notarized application with requested forms / documents to IATAN:

Website: http://www.iatan.org/Pages/contact.aspx
Email: info@iatan.org
Mail: IATAN, 703 Waterford Way, Suite 600, Miami, FL 33126