



IATAN's Accreditation Programs

IATAN's mission is to promote professionalism, administer meaningful and impartial business standards, and to provide cost-effective products and services that benefit the travel industry. Through the use of its informational and other resources, IATAN provides a vital link between the supplier community and the U.S. travel distribution network.

IATAN accredits two (2) distinctive types of locations: airline appointed, ticket stock-holding locations, and all other categories of entities, known as Travel Sales Intermediary (TSI). Each type plays a strong role in distributing travel and travel-related products to the general public.

This document will explain our role in the field of international travel. Airline appointed, ticket stock-holding IATAN accredited locations are linked to the worldwide travel agency community through the IATA numeric code system.

This is an exciting time to be part of our dynamic industry. To obtain an application kit, please complete [Application Kit Order Form](#), document #114.

We look forward to welcoming you into the IATAN family of accredited locations.

The Benefits of IATAN Accreditation

There are many benefits to an entity when it becomes IATAN accredited.

- Each location receives its own IATA numeric code, an eight-digit numbering system that is recognized by the travel industry worldwide.
- Each location is listed in various printed and electronic database products that are subscribed to by many airlines, suppliers and others in the industry worldwide.
- The employees and independent contractors, once registered, become part of IATAN's database of over 220,000 active industry professionals in the U.S.
- Once registered with IATAN, employees and independent contractors may apply for an IATA/IATAN ID Card. To be eligible, they must be at least 18 years of age, working a minimum of 20 hours per week and earning the minimum of \$5,000 per annum in salary and/or commissions. Please note owners of record with a 20% interest or more in the business entity are exempt from the earnings requirements. ([Eligibility Requirements for the IATA/IATAN ID Card](#), document #126)
- The IATA/IATAN ID Card clearly identifies the cardholder as being affiliated with an IATAN accredited agency.
- The ID Cardholder gains exclusive access to www.AgentExperience.com, a FREE website listing the specific offers extended by travel and tourism suppliers to IATA/IATAN ID Cardholders.





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Airline Appointed Location

(Including unrelated locations sharing the same premises)

- must engage in the sale of air transportation;
- must have a qualified, full-time person who is authorized to make managerial decisions and exercise daily supervision of the location;
- must be an operating business, accessible to the public and be in compliance with local business practices and be identifiable as a travel agency (unless designated as an On-site or Centralized Service Location);
- if accredited by ARC, a copy of the valid ARC bond or irrevocable letter of credit will be accepted in lieu of a financial statement;
- if not accredited by ARC must meet financial requirements of a minimum of \$25,000 in working capital and a minimum tangible net worth of not less than \$30,000 and errors and omissions insurance in the name of the business. In addition, provide IATAN with proof that you hold and issue carrier specific documents of an IATA or IATAN customer airline, or have entered into an agreement with such an airline to have them issue tickets on your behalf;
- must have a safe for the keeping of carrier-specific ticket stock or, if supplied only with ARC traffic documents, meet ARC's security standards, if the location is an ARC approved Centralized Service Location (CSL) a common storage container may be used to store airline identification plates.

Related Airline Appointed Documents;

[Standards for IATAN Accreditation – Airline Appointed Program](#), document #180

[Application Kit Order Form for IATAN Accreditation Programs](#), document #114

Related Travel Sales Intermediary (TSI) Documents;

[Standards for Accreditation as a Travel Sales Intermediary \(TSI\)](#), document #503

[Application Kit Order Form for IATAN Accreditation Programs](#), document #114

Travel Sales Intermediary (TSI) Location

- The owner(s) of the business has been registered with IATAN for two (2) of the past three (3) years and was eligible for an IATAN ID Card and earned at least \$20,000 in each of those two (2) years from the sale of travel and travel related services
or
- The business is considered a “Home Based Travel Agency” (operating from your residence in accordance with local and state laws) and the owner(s) has invested or has committed to invest a minimum of \$10,000 in the travel business
or
- The business has been in operation for at least one (1) year immediately prior to application and produced at least \$20,000 in gross travel income or \$200,000 in gross travel sales in the previous twelve (12) months
or
- The business has been in operation less than one (1) year and the owner(s) has invested or has committed to invest a minimum of \$25,000 in the travel business.

and

- must not be issuing airline tickets;
- have a qualified person, who devotes substantially all of their time to the affairs of the business, authorized to make managerial decisions and exercise daily supervision of the business;
- provide proof of the legal form of the business and of a business bank account;
- provide two (2) letters of recommendation from national or international industry suppliers or from a national travel association;
- provide proof of the business listing in a telephone or equivalent directory, website home page or advertisement showing how customers could contact the business;
- provide proof of a valid and relevant errors and omissions insurance policy in the name of the business;
- ensure that the business and location are in compliance with all federal, state, county and local laws including but not limited to zoning, registration, business license and, where applicable, provide proof of sellers of travel registration;
- there are no pending or unresolved complaints at state or local consumer affairs offices.

