



IATAN Accreditation Amendment Form

Section 1. Business General Information

Complete this section to report a change of trade name, tax ID, location, mailing address, telephone and/or fax number(s), business website, business e-mail, and / or qualifying personnel. **Please note you can instantly update all these online** via [Online Services](#).

To report a change of business legal name, please complete IATAN Accreditation Amendment Form and it can be downloaded from www.iatan.org/en/accreditation/application-forms.

Current (after change) Information		
IATA Numeric Code: _____ Tax ID Number: _____		
Business Legal Name: _____		
Trade Name (DBA): _____		
Physical Address: _____		
City: _____ State: _____ Zip: _____		
Mailing Address (if not as above): _____		
City: _____ State: _____ Zip: _____		

Business Contact Information		
Telephone #: _____ Fax #: _____	Business Email Address: _____ Business Website: _____	
Managerial Qualifier (QMP)	Name: _____	PRIN#: _____
Ticketing Qualifier (QTA)	Name: _____	PRIN#: _____

If the QMP has changed, supporting document (Proof of Experience for new QMP) must be provided.



Section 2. Voluntary Cessation of Operations

Kindly complete this section to report the closure of the IATAN accredited location.

IATA Numeric Code: _____ Effective Date of Closure: _____ (mm/dd/yyyy)

Head Office Branch Office

If it is the Head Office, will all Branches also be closed? Yes No

Section 3. Re-designation

Previous (before change) Information	Current (after change) Information
Tax ID Number: _____	Tax ID Number: _____
Business Legal Name: _____	Business Legal Name: _____
Trade Name (DBA): _____	Trade Name (DBA): _____
Physical Address: _____ _____	Physical Address: _____ _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Mailing Address (if not as above): _____ _____	Mailing Address (if not as above): _____ _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____

Section 4. Signatures of Owner/Manager and Notary Public

Printed Name of Owner / Manager	Signature
PRIN / VER # of Owner / Manager	Date



Documentation Submission

Please submit the requested forms and documents to IATAN:

IATA Customer Portal: [Open a case](#)

Step 1: Login or register on the [IATA Customer Portal](#)

Step 2: Click on "Contact Us" under Support

Step 3: Select topic "Accreditation IATAN (US)" and click on "Create a Case"

Step 4: Complete the query form

Step 5: Click on "Create Case & Add Attachment"

Note: once the query case is created, you will receive an email confirmation with the case number.

Our Customer Service team shall provide a response within 1-2 business day. You may also check the status of the query case on the IATA Customer Portal.

Hard Copy Submission: IATAN, 703 Waterford Way, Suite 600, Miami, FL 33126