IATAN Conversion Application Non-Ticketing to Ticketing

Section 1. Business General Information (please print)

IATA Numeric Code: _____ Application is for: ☐ Head Office ☐ Branch Office

If the application is for a branch office, please provide Head Office IATA Numeric Code: _____

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: _____

Business Contact Information	
Telephone #: _____	Business Email Address: _____
Fax #: _____	Business Website: _____

Managerial Qualifier (QMP)	Name: _____	PRIN#: _____
Ticketing Qualifier (QTA)	Name: _____	PRIN#: _____

Section 2. Current Ownership

Legal Type: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Corporation ☐ Other _____

Owner (Print Name)	% Owned
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
If there are more than 5 owners, please attach a listing of all owners and percentages	Must total to 100%

Is the ownership changing? ☐ Yes ☐ No

(If yes, additional documentation may be required. Please download IATAN Change of Ownership Kit from www.iatan.org/accreditation-forms)

Section 3. Certification and Acknowledgement

I, the undersigned, hereby certify and acknowledge:

1. I am authorized by the applicant to submit this application, to supply the information thereon and to bind the applicant to the provisions contained in this application.

2. That the statements made in this application (which includes any attachment hereto) are true and correct to the best of my knowledge and that IATAN has the right to verify, by inspection or other lawful means that the information supplied is true and correct.

3. That the applicant, or any person holding a financial or ownership interest in the business, or any manager who exercises daily supervision over the operations of the business, has read and understood the IATAN Accreditation Requirements for accreditation, responsibilities and the notices and consents in effect at the time application is submitted.

4. That the applicant will inform IATAN promptly of any changes in ownership, location, name or key personnel of the organization, will inform IATAN of changes in all other information requested herein as they occur, and will respond at any time to a request by IATAN for supplementary information that IATAN requires to verify that its records on the applicant remain current and accurate.

5. That the applicant accepts the terms and conditions of the IATAN Logo License Agreement.

6. The non-refundable application fee is payable upon submission of the application. An Annual Service Fee will be billed to the IATA numeric code holder on an annual basis. Failure to pay the Annual Service Fee by the due date will result in cancellation of the assigned IATA numeric code.

7. That the IATA numeric codes are and shall at all times remain the property of IATA. Such codes shall not be lent, subcontracted or hired to a third party. Neither shall such codes be used either as a form of identification or other purpose on a proprietary product without express authorization to do so by IATAN.

8. That there are no pending or unresolved complaints against the applicant at state or local consumer affairs offices.

9. That the applicant is in compliance with all federal, state, county or local registration and/or licensing requirements.

10. That IATAN is authorized to release the information contained herein supplied by the applicant to any industry supplier that may wish to use the applicant's services.

11. That the applicant will comply on an ongoing basis with the IATAN Accreditation Requirements.

12. The applicant acknowledges and accepts that any disputes arising in connection with this application for accreditation or IATAN's later enforcement of the accreditation criteria must be referred to the Travel Agency Commissioner for a final resolution which will be binding on both parties and be in lieu of any recourse to the courts.

_____	_____	_____
Signature of Owner / Legal Representative	Printed Name	Date

Notary Public

State of _____, in the country of _____ on _____ day, of the _____ month, in the year of _____, (name) _____ appeared before me and stated that he/she is the (owner/title) _____ of (name of organization) _____ and that the information provided on this form is true and correct. My commission expires on (date): _____ Notary Public: _____

Section 4. Checklist

Use the below Checklist to ensure you have included all required documentation. This will expedite the process.

Documentation Required for All Businesses

(Please see the IATAN Conversion to Ticketing Requirements for documents required)

- ☐ **Completed, Signed, and Notarized** Conversion Application to Ticketing Location
- ☐ Signed and notarized IATAN Agency Agreement
- ☐ ARC Approval Letter
- ☐ Online Payment (instructions will be e-mailed once forms and documents are received)

Documentation Submission

Please submit signed and notarized application with 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