



# 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](https://www.iatan.org/en/accréditation/application-forms).

To report a change of business legal name, please complete IATAN Accreditation Amendment Form **203** which can be downloaded from [www.iatan.org/en/accréditation/application-forms](https://www.iatan.org/en/accréditation/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 ( <i>if not as above</i> ): _____	
City: _____ State: _____ Zip: _____	

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

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

Once the form has been completed, please print and sign.



## **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