



IATAN Conversion Application Ticketing to Non-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#: _____



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)

Do you have Errors & Omissions **or** Professional Liability Insurance? Yes No

(Please see Section 2 of the IATAN Conversion to Non-Ticketing Location Requirements for the mandatory document.)



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 Non-Ticketing Location
- Professional Liability Insurance Policy **or** E&O Waiver with proof of two years of experience
- ARC Termination Letter **or** ARC Approval for VTC
- 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