



# Personnel List Registration & ID Card Order Form International Airlines Travel Agent Network

For travel agents who **have never been** registered with IATAN or appeared on a Personnel List and wish to voluntarily participate in this Registration Program. Previously registered personnel should submit the [Personnel List Amendment Form](#), document #104, to report updated information.

## 1. Registration Information (To be completed by applicant)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security #: --

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: //  
(mm/dd/yyyy)

Sex:  Female  Male

IATA Numeric Code: -

Your Start Date: //  
(mm/dd/yyyy)

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position	
Sole Proprietor	S
Partner ***	P
Stockholder ***	C
Manager	M
Employee	E
Leased Employee	L
Independent	I

Duties	
Administration	A
Inside Sales	I
Outside Sales	X

Weekly Hours	
35 Hrs Or Over	1
25 To 34 Hrs	2
20 To 24 Hrs	3
5 To 19 Hrs	4

Yearly Earnings	
\$5,000 And Over	1
Under \$5,000	2
Owner, 20%	3

\*\*\* 20% Or More

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. ID Card Request

### Employee(s) (Please read carefully)

The applicant must be receiving salary and/or commissions from the agency of at least \$5,000 per year and devoting at least 20 hours per week to the business of the agency and must be 18 years of age.

- My photo is attached.** Include a passport size (approximately 2"x 2") color photo of yourself. Write your name and IATA numeric code on the back of the photo. Place photo in an envelope and staple to the registration form.

### Owner(s) (Please read carefully)

The owner(s) of record with IATAN must hold at least 20% ownership of the agency and devote at least 20 hours per week to the business of the agency.

- My photo is attached.** Include a passport size (approximately 2"x 2") color photo of yourself. Write your name and IATA numeric code on the back of the photo. Place photo in an envelope and staple to the registration form.

\$30.00 for 1 year ID Card or  \$50.00 for 2 year ID Card





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### 3. Payment Method *(All fees are non-refundable)*

American Express       Discover/Novus       MasterCard       Visa

Charge Card Number:  Expiration Date (mm/yy): /

Cardholder Name (printed): \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

**Check** enclosed for \$30.00 or \$50.00 made payable to **IATA**. *Service charge for any returned check is \$18.00 (subject to change).*

*If you are using a charge card you must agree that IATAN maintains the right to deliver the ID Card only to the agency location, not the billing address of the cardholder. **Note:** ID Cards are only delivered to the agency address where the applicant is registered. Your ID Card will arrive in your office about three (3) weeks after processing. Any missing signatures or information will delay the processing of your request.*

### 4. Registration Authorization *(To be completed by Owner/Manager)*

**I, the undersigned, hereby certify and acknowledge:**

1. That the statements made in this application are true and correct.
2. That IATAN has the right to verify, by inspection or other lawful means, that the information supplied is true and correct and in the event this is declined or necessary documentation is not made available, IATAN may amend or suspend registration and so notify its subscribing customers.
3. That the applicant will inform IATAN promptly of any changes to information and employment status.
4. That by completing this application, the registrant will appear on the Agency's IATAN Personnel List. The Owner/Manager understands that the applicant may ask for and receive an IATAN Travel Agent ID Card if the applicant meets the qualifications.
5. That IATAN is authorized to disclose information to travel industry suppliers regarding the applicant's status with the IATAN accredited location at which he/she is registered, as well as the accredited location's status with IATAN.

Signature of Owner/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Manager's PRIN#:  **or** Social Security #: --

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#### Mailing Address

IATAN  
PO Box 2988  
Plattsburgh, NY 12901-0999

#### Fax Number

1-514-868-8858

#### Phone Number

Tel: 1-877-734-2826 option 1 then 5  
Puerto Rico Tel: 1-877-634-2826 option 1 then 5

#### Courier Address

IATAN  
800 Place Victoria, Suite 800  
PO Box 113  
Montreal, Quebec H4Z 1M1  
Canada  
Tel: 1-514-868-8800





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### CERTIFICATION

#### The Applicant certifies the following:

1. The Applicant understands that participation in the IATAN Travel Agent ID Card Program is voluntary.
2. The Applicant is currently registered with IATAN and is:
  - An owner of the agency, receiving salary and/or commissions from the agency of at least \$5,000 per year and devoting at least 20 hours per week to the business of the agency or, if not receiving \$5,000 per year, must hold 20% ownership of the agency and work at least 20 hours per week, or;
  - An employee of the agency, receiving salary and/or commissions from the agency of at least \$5,000 per year, devoting at least 20 hours per week to the business of the agency, or;
  - A leased employee of the agency, where all persons, with the exception of the owners, are leased employees with the agency due to an agreement with a leasing agency whereby the leasing agency processes payroll, insurance programs, etc., for the agency. The leased employee must be receiving a salary and/or commissions of at least \$5,000 per year, be devoting at least 20 hours per week to the business of the agency.
3. The Applicant is over eighteen (18) years of age.
4. The picture provided with this application form is a true likeness of the Applicant.
5. The Applicant will not use the card in contravention of the cardholder agreement and acknowledges and understands that IATAN may, at its discretion, inform supplier subscribers of any violations of this agreement. Such information may contain the name of the cardholder and other relevant information. Notwithstanding any of the above, the Applicant acknowledges that the card, once issued, is no longer valid after the expiration date shown on the card and is not to be used thereafter.

*The Applicant, by making this application, authorizes IATAN to verify the information supplied to IATAN by examination of appropriate records. By returning this application form and/or by using the IATAN Travel Agent ID Card, the cardholder agrees to the terms and conditions set forth herein.*

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### CARDHOLDER AGREEMENT

#### In consideration of IATAN issuing to the Applicant an IATAN Travel Agent ID Card (hereinafter referred to as the card), the applicant agrees:

1. That the card shall at all times remain the property of IATAN and that the cardholder shall return it to IATAN upon IATAN's written request.
2. Since the card issued to the cardholder is unique to the cardholder, the cardholder shall not allow the card, its identification number or any other unique information contained on the card to be used by any other person, whether associated with the same agency as the cardholder or not, in such a way as to imply that such other person is in fact the person to whom the card is issued.
3. To return the card to IATAN for updating or reissuing within seven (7) days from the day on which the information contained on the card becomes inaccurate, whether the information be change of name, change of employment or agency affiliation or otherwise, and to return the card for cancellation within seven (7) days if the cardholder no longer qualifies to hold an IATAN Travel Agent ID Card.
4. Not to tamper with any information or photograph contained on the card or any other aspect of the card and if the card has been tampered with, to surrender the card immediately upon demand to any representative of IATAN, representative of a person from whom the cardholder is seeking privileges by use of the card, or any police or court official.
5. That this card is not a credit card and that the cardholder shall not say or take any action, which will lead a person to believe that IATAN has guaranteed the credit, conduct or credibility of the cardholder.
6. Not to use the card for any purpose after the date of expiration as shown thereon.
7. That IATAN is authorized to disclose information regarding your status with the IATAN accredited location you are registered at as well as your status with IATAN, and the validity of your IATAN Travel Agent ID Card.
8. That IATAN may remove the cardholder from the IATAN registration and ID Card systems if the cardholder has breached any of the conditions set out in this agreement and advise IATAN supplier subscribers or any other persons which make use of the card.
9. That the cardholder, upon request, will repay to any IATAN supplier subscriber any discount received by the cardholder, in a manner not permitted by this agreement.
10. To inform IATAN immediately in the event that the card is lost or stolen.
11. That IATAN may charge a service charge to renew or reissue a card to the cardholder. The amount of such service charges shall be available to the cardholder from IATAN upon request.
12. That IATAN assumes no responsibility for any misuse of the card, and cannot be held liable for any losses incurred by, or on behalf of, any supplier(s).





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### Helpful Hints

Be sure to keep a copy of this form in your files for future reference. Below you will find helpful hints for completing your **Personnel List Registration & ID Card Order Form**. It is divided into four (4) sections to correspond with those divisions of this page.

#### 1. Registration Information

- All the personal employment information must be completed in full (*please print*); **The registration information is an important means of identifying you within the IATAN database;**
- When selecting your position, duties, weekly hours and yearly earnings, please select **only one** (1) item in each column. All four (4) columns must be completed;
- Signature of applicant is mandatory. This form will be **returned** if signature is missing.

#### 2. ID Card Request for employee(s)/owner(s)

- You have enclosed your passport size (approximately 2"x 2") color photo.

#### 3. Payment Method

- Signature of the cardholder is mandatory;
- Check is made payable to IATA.

#### 4. Registration Authorization

- Signature of owner/manager is mandatory;
- This form will be **returned** if signature is missing;
- The PRIN/SSN of the owner/manager must be shown and is subject to verification by IATAN before any **Personnel List Registration & ID Card Order Form** will be processed.

### Personnel List

An **updated Agency Personnel List**, showing your name added, will automatically be sent to your office **approximately 2 weeks** after processing of this form.

