



Personnel List Amendment Form

International Airlines Travel Agent Network

For travel agents who are **currently** registered or in the past **have been** registered with IATAN or appeared on a Personnel List, please complete **this** form. Agents who **have never been** registered with IATAN or appeared on a Personnel List should submit the [Personnel List Registration & ID Card Order Form](#), document #102.

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 this form. It is divided into five (5) sections to correspond with those divisions on the preceding page.

1. Personal Information

- All the personal information must be completed in **full**;
- Your PRIN can be found on the **Agency Personnel List** on which your name appears;
- If you have had a **change of name** due to marital status, court order or other legal means, please provide your new name. An updated **Agency Personnel List** will be mailed to your office approximately three (3) weeks after IATAN receives your **Personnel List Amendment Form**.

2. Present Agency Information

- Provide the **IATA numeric code** and **name** of the travel agency where you are currently employed.

3. Changes

- **Employment** – to appear on the **Agency Personnel List** of your new employer, complete **sections A and B**;
- **Status** – to change your position, duties, weekly hours and/or yearly earnings only **section B** should be completed;
- **Deletion** – **Section C** must be completed by the owner/manager to delete a travel agent who no longer works with your agency **OR** a photocopy of your **Agency Personnel List** may be used, draw a line through the names of the travel agents to be deleted and provide their termination dates. Any deletions of travel agents who hold valid ID Cards will result in the automatic cancellation of their ID Card;
- An updated **Agency Personnel List** will be mailed to your office approximately three (3) weeks after IATAN receives this completed form.

4. Authorization for Change or Deletion

- Any changes reported in **section three (3)** require the signature of the owner/manager.

5. Reissue ID Card & Payment Options

- If you **meet** the qualifications listed below you may then apply for an ID Card:
 - at least 18 years of age;
 - work minimum 20 hours per week;
 - earn a minimum of \$5,000 yearly;
- If you presently have an ID Card, any change you are reporting makes that card invalid. You may request to have your card reissued showing the updated information with the same expiration date (if expiration date is greater than three (3) months) for \$20.00 fee;
- Your new ID Card will arrive in your office in approximately 3 – 4 weeks;
- 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.

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