



Use this form to redesignate a branch office to become the new home office.

There is a processing fee of \$75.00 payable by credit card via: www.arccorp.com/payment/.

Please note: Satellite Ticket Printer locations (STP) may not be re-designated as a home or branch office or vice versa. Be sure to submit the **original** bond rider, letter of credit amendment, reflecting the legal name and the address of the new home office.

Preparer Information

All correspondence regarding this application will be sent to the individual designated below:

- 1. Name of Preparer: First: _____ Middle: _____ Last: _____
- 2. Business Name: _____
- 3. Street Address: _____
- 4. City: _____ State: _____ Zip: _____
- 5. E-mail Address: _____
- 6. Telephone Number: _____ Fax Number: _____

Part 1 - Present Home Office Location

This Location will be Re-designated as the Branch Office

- 1. ARC Number: _____
- 2. Legal Name: _____
- 3. Doing Business as (dba) Name: _____
- 4. Suite/Floor/P.O. Box: _____ Street address: _____
- 5. City: _____ State: _____ Zip: _____
- 6. E-mail Address: _____
- 7. Telephone Number: _____ Fax Number: _____

Part 2 - Present Branch Office Location

A. This Location will be Re-designated as the Home Office

- 1. ARC Number: _____
- 2. Legal Name: _____
- 3. Doing Business as (dba) Name: _____
- 4. Suite/Floor/P.O. Box: _____ Street Address: _____
- 5. City: _____ State: _____ Zip: _____
- 6. E-mail Address: _____
- 7. Telephone Number: _____ Fax Number: _____

B. Accessing My ARC

Provide the name, E-mail address and telephone number of the contact person who will be designated as the My ARC Primary Administrator. (This employee will administer your agency's access to ARC tools such as the IAR sales report.)



1. Re-activate an existing My ARC user as My ARC Primary Administrator
Existing My ARC User (to be re-activated):

Name: First: _____ Last: _____ User Name: _____

2. New My ARC Primary Administrator.

Name: First: _____ Last: _____

3. E-mail Address: _____

4. Telephone Number: _____

Signature

_____ Date: _____

Signature of owner or officer

Name: _____ Title: _____

Printed Name of above signatory

Title of above signatory

Mailing and Contact Information

Mail to: Airlines Reporting Corporation
Attention: Accreditation
3000 Wilson Blvd., Suite 300
Arlington, VA 22201
Telephone Number: 1.855.816.8003

Checklist

- € Processing fee of \$75.00 payable by credit card via www.arccorp.com/payment/ .
- € **Original** bond rider or **original** amendment to letter of credit reflecting new home office address, legal name and ARC number. For Agents that have provided a Cash Security Deposit as the form of financial guaranty, the Cash Security Deposit Agreement submitted to ARC by the applicant under the current legal name (and all limited personal guaranty(s) of performance included therewith) shall remain in full force and effect following ARC’s approval of the legal name change application.



**Amendment to Airlines Reporting Corporation
Agent Reporting Agreement**

AMENDMENT TO AIRLINES REPORTING CORPORATION AGENT REPORTING AGREEMENT

The Airlines Reporting Corporation (ARC) Agent Reporting Agreement between ARC and

Current Legal Name of Agency: _____

ARC Number: _____

as amended and supplemented to date, is hereby further amended as follows:

RE-DESIGNATION OF HOME OFFICE - The current home office of record for the agent identified above is hereby changed in accordance with the agent's request to

Suite/Floor/P. O. Box: _____

Street Address: _____

City: _____ State: _____ Zip: _____

ARC Number of new home office: _____

Full legal name of transferee [new agency]

By: _____
Signature of owner or officer of new agency

Type name and title of above signatory

AIRLINES REPORTING CORPORATION

By: _____

ARC USE ONLY: This re-designation is effective as of: _____