

Listed below are processing fees for agency requests submitted online via the MyARC Accreditation Tool or via mail with paper applications downloaded from the ARC Form Catalog.

New ARC Agency Applications

New ARC Accredited Agency **\$2300.00**

- [Download](#)
- [More Information](#)

VTCs Reclassifying to a New ARC Accredited Agency **\$1700.00**

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- [More Information](#)

New ARC Accredited Corporate Travel Department (CTD) **\$3000.00**

- [Download](#)
- [More Information](#)

Online Change Requests: *Accreditation Tool via MyARC*
[MyARC](#)

APPLICATION TYPE	FEE
New Agency – VTC	195.00
Address – Major address change	0.00
Address – Minor address change	0.00
Bank Account – Bank Account Information	0.00
Classification – Paper Stock	75.00
Classification – Change to VTC	75.00
Classification – Change to VTC with Ownership Change	180.00
Classification – Change to ARC Accredited Agency	1700.00
DBA name change	75.00
File information request (per request type)	25.00
Office classification	75.00
Owners and Officers – Officers Change	0.00
Owners and Officers – OWCH with Current Owners	0.00
Qualifying Personnel	0.00
New Branch – Associate	600.00
New Branch – Traditional	600.00
New Branch – Ticket Fulfillment Branch	600.00
Tax ID	0.00
Voluntary Cancellation	0.00

Paper Change Requests: *Accreditation Form Catalog*
[ARC Form Catalog](#)

APPLICATION TYPE	FEE
605 – STP Address	75.00
607 – Change of Agency Legal Name	75.00
610 – Redesignation of Home Office Location	75.00
652 – Type 2 Ownership Change	1150.00
653 – Type 3 Ownership Change	75.00
654 – Type 4 Ownership Change	800.00
655 – Type 5 Ownership Change	2,300.00
770 – CTD Ownership Change	See appl. Checklist
VTC Ownership Change	105.00

For further assistance, please contact our Customer Care Center at 1.800.816.8003.