

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

New ARC Agency Applications

New ARC Accredited Agency **\$ 2,300.00**

- [More Information](#)
- [Apply Now](#)

New Verified Travel Consultant (VTC) **\$ 195.00**

- [More Information](#)
- [Apply Now](#)

New ARC Accredited Corporate Travel Department (CTD) **\$ 3,000.00**

- [More Information](#)
- [Apply Now](#)

Online Change Requests: Accreditation Tool via MyARC

APPLICATION TYPE	FEE
Address Change	\$ 0
Bank Account Change	\$ 0
Classification – to Paper Stock	\$ 75.00
Classification – to Electronic Office	\$ 75.00
Classification – Change to Verified Travel Consultant (VTC)	\$ 75.00
Classification – Change to VTC with Ownership Change	\$180.00
Classification – Change to ARC Accredited Agency	\$ 1,700.00
DBA Name Change	\$ 75.00
Legal Name Change	\$ 75.00
File Information Request	\$ 25.00 each
Owners and Officers – Officer Change	\$ 0
Owners and Officers – Ownership Change with Current Owners	\$ 0
Personnel Changes	\$ 0
New Branch – Traditional Branch	\$ 600.00
New Branch – Associate Branch	\$ 600.00
Tax ID Change	\$ 0
Voluntary Cancellation	\$ 0

Paper Change Requests: *Accreditation Form Catalog*
ARC Form Catalog

APPLICATION TYPE	FEE
610 – Re-designation of HOL	\$ 75.00
652 –Type 2 Ownership Change	\$ 1150.00
653 –Type 3 Ownership Change	\$ 75.00
654 –Type 4 Ownership Change	\$ 800.00
Additional Location	\$200/each
655 –Type 5 Ownership Change	\$ 2,300.00
770 – Agreement and Application for CTD Transfer	See Application Checklist
VTC Ownership Change Form	\$ 105.00

For further assistance, please contact our Customer Care Center at 1.855.816.8003.