



Affidavit of Traffic Document and/or Airline Identification Plate Destruction

If you have Accountable Ticket Stock or Airline Identification Plates which need to be destroyed, please scan and emailed the completed form to adm@arccorp.com.

Part 1 – Agency Information

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

Part 2 – Methods for Destruction Methods for Destroying Ticket Stock

Due to chemical emissions into the environment it is illegal to burn carbonized documents (manuals) or ATBs with a magnetic stripe in many municipalities. Shredding is the most common means of ticket destruction. Please note that ATB documents can dull the cutting blades of inexpensive paper shredders. There are document destruction companies throughout the US which will destroy documents for a fee. Documents can also be hand-torn and should be torn into thirds.

Methods for Destroying Airline Identification Plate

The plates must be cut in half which can be done using heavy duty scissors or any other means which the plates are cut in half. There are document destruction companies throughout the US which will destroy the plates for a fee.

Part 3 – Certification

I certify that any and all ARC traffic documents shipped to the above-named Agent by ARC, to be held in trust for ARC by the Agent, (which have not been properly issued and reported by Agent), have been destroyed as of _____, 20____. I also certify that any and all airline identification plates supplied to the Agent by ARC Participating Airlines have also been destroyed. I hereby agree to indemnify and hold harmless ARC and/or the carriers, which have or hereafter execute the ARC Airline Services Agreement against all costs, suits, damages, and liability to third parties, including payment of reasonable attorneys' fees (including costs for in-house counsel) and all other legal costs, expenses, and fees, arising from or in connection with ARC Traffic Documents that were used after the date on which I have represented and warranted the ARC Traffic Documents were destroyed.

Signature of owner or officer **(MUST BE SIGNED BY OWNER OR OFFICER)**

Type name of above signatory

Type title of above signatory