



**PREPARER INFORMATION**

**ALL CORRESPONDENCE REGARDING THIS APPLICATION WILL BE SENT TO:**

1. Name of preparer:

First \_\_\_\_\_ MN \_\_\_\_\_ Last \_\_\_\_\_

2. Doing business as \_\_\_\_\_  
(dba) name:

3. Suite, floor, \_\_\_\_\_  
or P. O. box:

4. Street address: \_\_\_\_\_

5. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

6. Telephone number: \_\_\_\_\_

7. Fax number: \_\_\_\_\_

8. E-mail address: \_\_\_\_\_

**PART 1 - LOCATION INFORMATION**

**A. OFFICE TYPE**

1. Select the appropriate office type:

Home Office     Independent     Branch     Satellite Ticket Printer

2. ARC code number of the location changing dba name: \_\_\_\_\_

3. Legal name: \_\_\_\_\_

4. Doing business \_\_\_\_\_  
as (dba) name:

5. Suite, floor \_\_\_\_\_  
or P.O. box:

6. Street address: \_\_\_\_\_

7. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

8. Telephone number: \_\_\_\_\_

9. Fax number: \_\_\_\_\_



**B. TYPE OF DBA NAME CHANGE**

1. Select the type of dba name change:

- a). Change or add dba name
- b). Add second dba name with no change to ARC records. An additional plate will be issued.

Do you want a new agency identification plate for hand validation?  YES  NO  
 If 'YES" print and submit Form 620 with applicable fee with this application.

**PART 2 - NEW "DBA" NAME**

**A. NEW (DBA)**

1. Provide the new "DBA" name: \_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_  
Signature of **Owner or Corporate Officer**  
**(MAY NOT BE SIGNED BY ANY OTHER PERSON)**

\_\_\_\_\_  
Type name of above signatory

\_\_\_\_\_  
Type title of above of signatory

\_\_\_\_\_  
Date of Signature MM/DD/YYYY

**APPLICATION CHECKLIST**

The following must be included with your application:

- 1.  Original signed application

**KEEP ONE COPY OF THIS APPLICATION IN ITS ENTIRETY FOR YOUR RECORDS TO:**

**AIRLINES REPORTING CORPORATION  
 ACCREDITATION  
 4100 NORTH FAIRFAX DRIVE, SUITE 600  
 ARLINGTON, VA 22203-1629**