A·R·C

FORM 620 – AGENCY IDENTIFICATION PLATE ORDER FORM

To order additional agency identification plates, complete the blocks below using the first two lines for the agency name, the third line for the city and state, and the fourth line for the Agency Code Number:

1. If you do not need two lines for your agency name, use only the first line and leave the second line blank.
2. If you use a DBA name, you must enter the DBA name; if no DBA, enter legal name.
3. Type only one character per block. Abbreviate as needed. ARC reserves the right to abbreviate words to maximize the available space.
4. List only your city and state in the third line. **DO NOT INCLUDE YOUR STREET ADDRESS OR ZIP CODE.**
5. Enter your agency code number as reflected on your present plate in the fourth line.
6. An Ownership change **WITH** DBA name change or a city and/or state location change will include one (1) new ID plate.
7. Provide the company "dba" name and address where you would like the plate to be delivered:
8. **STP locations no longer receive an agency ID plate. All orders and checks received for STP ID plates will be returned.**

SHOW HOW YOUR PRESENT PLATE READS HERE.

_____
_____
_____
_____

COMPLETE THE BOX BELOW

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☐ Standard process: $20 per plate. Allow 4-6 weeks for delivery **NO. OF PLATES REQUESTED** ____

☐ Expedited process: $150.00 per plate. Allow 2-4 business days

Signature of OWNER or OFFICER: _____

Type **NAME** of above signatory: _____

Type **TITLE** of above signatory: _____

DATE of request: _____ MM/DD/YYYY

IMPORTANT REMINDERS

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

MAIL COMPLETED APPLICATION AND ALL ATTACHMENTS AND COPIES TO:

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