

**ARC Application Types**

Listed below is a brief summary and description of application types that Agents may be required to file with ARC. The ARC Form Number corresponding with each application is shown (in parentheses). ARC Application Forms are available on Application Processing System (APS) software, or through the ARC Web Site at <http://www.arccorp.com>. Some application forms may include a paper surcharge if submitted in paper-only format. Refer to ARC Form 353 (Application Fee Schedule) for current fee information. Sections 40.0, 50.0, 60.0 and 60.11 of this Handbook provide more information concerning ARC location types and processing procedures.

APPLICATION TYPE (ARC Form Number)	APPLICATION DESCRIPTION
New Independent Entity (ARC Form 410)	To request approval of a new independent entity that will be the applicant's principal place of business as an ARC-approved Agent. Also used to request a restricted access new independent entity that is not open and freely accessible to the public and an electronic office, which is not authorized to order, store or issue accountable ARC traffic documents. Application kit obtained by completing ARC FORM 100, or may be downloaded from the ARC Web Site with Application Processing System Software. (Paper Surcharge Applies)
Application Covering Multiple Unrelated ARC-Accredited Agencies Sharing Undivided Office Space (ARC Form 401)	To request ARC approval to share undivided office space with an unrelated ARC-accredited Agent; may be submitted in conjunction with an application for a New Independent Entity or Branch application; or, Change of Ownership or Change of Agency Location; or, may be submitted separately when an ARC Agent intends to share its undivided office space and no other application is required.
New Branch Location (ARC Form 403)	To request approval of an additional full-service or restricted-access location owned and operated as a branch of an ARC-approved Agency. The corporate structure and ownership of a branch must be identical to that of the home office location. The home office shall have full legal and financial responsibility for the administration, staff, liability, maintenance, and operational expense of each branch location. Also used to request an electronic office branch location, which is not authorized to order, store or issue accountable ARC traffic documents. (Paper Surcharge Applies)
New On-site Branch Location (ARC Form 405)	To request approval of a branch office located on the premises of a single client of an Agent, for the primary purpose of providing travel services to that client. The branch is not intended for the use of the general public. Also used to request an electronic office On-site branch location, which is not authorized to order, store or issue accountable ARC traffic documents. (Paper Surcharge Applies)
Special Event Location (ARC Form 407)	To request approval of a temporary branch location to serve the travel needs of customers at a special event (convention, major sporting event) of limited duration, i.e., four weeks or less.
Ticket Fulfillment Branch Location (ARC Form 415)	To request approval of a Ticket Fulfillment (TF) branch location where the TF will serve as a centralized ticket printing office for the Agent. Note, no sales activity, such as but not limited to travel promotion, counseling and reservations, shall occur at the TF location. The TF location may not be a Satellite Ticket Printer. (Paper Surcharge Applies)
New Satellite Ticket Printer (ARC Form 501)	To request approval of a satellite ticket printer (STP) located outside a travel Agency, used solely for the delivery of ARC traffic documents generated by an approved independent office, home office, or branch office. Travel reservations, sales, or promotion cannot be conducted at an STP location. The host office of an STP is the approved independent office, home office, or branch office that actually sends the ticketing transactions to the STP location. (Paper Surcharge Applies)
Agency Reclassification (ARC Form 603)	To request approval to change the office type of an approved Agency location, e.g., restricted access location to full-service location, full-service location to on-site branch, etc. Note, STP locations cannot reclassify and other locations cannot reclassify as STP locations. (Paper Surcharge Applies)
Change of STP Location (ARC Form 604)	To request approval of a change in the location of an approved satellite ticket printer. (Paper Surcharge Applies)



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APPLICATION TYPE (ARC Form Number)	APPLICATION DESCRIPTION
Redesignation of STP Host (ARC Form 605)	To request approval to change the approved Agency location designated as the host of an existing satellite ticket printer. (Paper Surcharge Applies)
Change of Agency "dba"Name (ARC Form 606)	To request approval to change the “doing business as” name of an existing Agency location. (Paper Surcharge Applies)
Change of Agency Legal Name (ARC Form 607)	To request approval to change the Legal Name of an Agency. (Paper Surcharge Applies)
Change of Agency Location (ARC Form 608)	To request approval to change the location of any approved location except an STP. For STP see ARC Form 604. (Paper Surcharge Applies)
Redesignation of Home Office (ARC Form 610)	To request approval to redesignate an Agency Home Office location from the current location to another branch location when no physical location change is involved. (Paper Surcharge Applies)
Change of Ownership (ARC Form 650)	ARC Form 650 provides summary information about the five ownership change types.
Type I (ARC Form 651)	To request approval to transfer 30% or more of the shares in a corporate entity, with <u>no new shareholders</u> .
Type II (ARC Form 652)	To request approval to transfer 30% or more of the shares in a corporate entity to <u>new shareholders</u> . (Note: If the Agent has previously notified ARC by means of a Database Integrity Change Form (ARC Form 619), of the addition of a new shareholder who holds less than 30% of the total shares in the corporation, the Agent is required to submit to ARC a Type II Ownership Change application whenever that new shareholder’s ownership interest increases to exceed 30% or more of the total shares.) (Paper Surcharge Applies)
Type III (ARC Form 653)	To request approval of a structural change involving <u>no new owners</u> , e.g., proprietorship to/from a corporation, corporation to/from partnership, etc.
Type IV (ARC Form 654)	To request approval of an acquisition of an ARC-authorized Agency location by another Agent, in which the former becomes a branch office of the latter. (Paper Surcharge Applies)
Type V (ARC Form 655)	To request approval of any other change in which the existing entity is replaced by a new entity. (Paper Surcharge Applies)
Bank Account Change Form (ARC Form 614)	To request approval to change an Agent's ARC bank account information, including change in bank name, bank account number, or entire bank account.
Voluntary Cancellation (ARC Form 625)	To voluntarily cancel the ARC listing of any approved Agency location or STP. (Also found in Section 200 of this Handbook.)
Temporary Closing (ARC Form 617)	To request approval for the temporary closing of an Agency for up to 30 days because of extenuating circumstances (fire, flood, illness, etc.).
Database Integrity Change Form - Database Update (ARC Form 618)	To request changes to ARC records and database regarding an already approved location or STP. Includes changes in address (without a change in location), IRS number, telephone, e-mail or website information, and location or name change of off-premises ticket storage facility. (Paper Surcharge Applies)
Database Integrity Change Form - Change in Personnel (ARC Form 619)	To request personnel change to ARC records and data base regarding an approved location (management qualifier, Certified ARC Specialist, ticketing qualifier, or transfer of less than 30% cumulative shares of stock percentages in a corporation among shareholders. If adding or deleting a Corporate Officer, submit form 622. If the Agent has previously notified ARC by means of a Database Integrity Change Form of a change in shares of less than 30% of the total shares in the corporation, the Agent is required to submit to ARC a Type II Ownership Change application whenever the shareholders interest increases to exceed 30% or more of the total shares. (Paper Surcharge Applies)



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Database Integrity Form - Change Corporate Officer(s) (ARC Form 622)	Submit this form to request an addition or a deletion to a Corporate Officer. This may include transfer of less than 30% cumulative stock in a corporation if the added or deleted Corporate Officer is also gaining or deleting stock.
Agency Identification Plate Order Form (ARC Form 620)	To request additional Agency plates necessary for the manual validation of documents.
Amendment to the ARC Agent Reporting Agreement (ARC Form 681)	Submitted as an enclosure with Application for Change of Legal Name (ARC Form 607), Redesignation of Home Office (Form 618), and with Change of Ownership Type III and Type V. Attachment A amends the Agent Reporting Agreement between ARC and the Agent.
Personal History Form (ARC Form 682)	Submitted as an enclosure for personnel specified in applications for New Independent Entity, New Branch Location, Agency Location (ARC Form 608), Change of Ownership Type II and V (ARC Forms 652 and 655), and Database Change Form (ARC Form 619) involving transfer of stock, or change of management, Certified ARC Specialist (CAS) and ticketing qualifiers.
Verification of Traffic Documents (ARC Form 683)	Submitted as an enclosure for Change of Ownership Type II, IV, and V. Provides an inventory of unissued traffic documents in conjunction with a change of ownership.
Financial Statement (ARC Form 684)	Submitted as an enclosure for New Independent Entity and Change of Ownership Type V (ARC FORM 655). Provides a format for Agents to submit financial information.
Authorization to Honor Checks (ARC Form 685)	Submitted BY AGENT TO AGENT'S BANK when specified by application. Authorizes the Agent's bank to honor weekly ARC draft against the Agent's ARC account.
Request for On-Premise Storage (ARC Form 688)	To request ARC permission to store all supplies of ARC Traffic Documents on the premises of the approved agency location, in accordance with security standards of the Agent Reporting Agreement, Attachment B, Section VIII.
Request for Exemption from the Absolute Liability Provision of Section XVII of the ARA (ARC Form 690)	To request ARC exemption from the absolute liability provision of Section XVII of the Agent Reporting Agreement for new or existing On-site branch locations meeting the additional ticket security measures described in Section XVII.D.6.
Home Office Questionnaire (ARC Form 623)	Submitted by Agents, upon request by ARC, to update or verify ARC records or data base.
Request for Reservation Service Provider (RSP) Identification Number (ARC Form 686)	Certain ARC Participating Carriers require the use of a RSP Identification Number if an entity has direct access to book Carrier inventory via a System Provider.
Request for ERSP Identification Number (ARC Form 691)	Use this form to request an Electronic Reservations Service Provider (ERSP) Identification Number. Certain ARC Participating Carriers require the use of an ERSP ID number if an agent offers consumers direct access to Carriers inventory without the assistance of a travel professional.
Request for Transfer of Primary Master PIN and BackOffice User ID (ARC Form 693)	Use this form to request transfer of Interactive Agent Reporting (IAR) Primary Master PIN. Submitted as an enclosure for Change of Ownership Type V.
Primary Master Pin Request and Agreement (ARC Form 694)	Use this form with a New Independent Entity application to allow newly accredited Agent to report weekly sales to ARC using the Interactive Agent Reporting (IAR) system.
Request for a New Independent Agent Centralized Service Location (CSL) (ARC Form 430)	A CSL independent office location's primary purpose is to allow agent to directly provide, or to utilize another ARC-accredited travel agent to provide, travel services to a specified corporate account or web site account at an approved centralized location. (Paper Surcharge Applies)



APPLICATION TYPE (ARC Form Number)	APPLICATION DESCRIPTION
Request for an Agent Centralized Service Location (CSL) Branch (ARC Form 440)	A CSL branch is an additional authorized CSL of an ARC accredited Agent. A CSL branch office location's primary purpose is to allow agent to directly provide, or to utilize another ARC-accredited travel agent to provide, travel services to a specified corporate account or web site account at an approved centralized location. (Paper Surcharge Applies)