



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 through the ARC Web Site at https://www.arccorp.com/support/forms-catalog.jsp . Application fees can be paid through the ARC Web Site at www.arccorp.com/payment.

Table with 2 columns: APPLICATION TYPE (ARC Form Number) and APPLICATION DESCRIPTION. Rows include: New Accredited Agent Application, Application Covering Multiple Unrelated ARC-Accredited Agencies Sharing Undivided Office Space (ARC Form 401), New Branch Location (ARC Form 403), Ticket Fulfillment Branch Location (ARC Form 415), and Agency Office Type Reclassification (ARC Form 603).



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<p>Change of STP Location (ARC Form 604)</p>	<p>To request approval of a change in the location of an approved satellite ticket printer. Please note: this only applies to existing STP locations. ARC no longer accepts requests to accredit new STP locations.</p>
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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. ARC no longer accepts requests to accredit new STP locations
Change of Agency "dba"Name (ARC Form 606)	To request approval to change the “doing business as” name of an existing Agency location.
Change of Agency Legal Name (ARC Form 607)	To request approval to change the Legal Name of an Agency. This change applies only to home offices and independent offices. For home offices, the legal name change will automatically be applied to all branches.
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.
Redesignation of Home Office (ARC Form 610)	To request approval to redesignate an Agency branch office location as a home office location when no physical location change is involved..
Type I (ARC Form 651)	<u>Within the same corporation or perpetual entity 1) transfer 30% or more of the shares to existing shareholders to add or remove a shareholder/owner and to add/remove an officer without shares.</u>
Type II (ARC Form 652)	<u>Within the same corporation or perpetual entity, 1) to transfer 30% of more of the shares to new shareholders, 2) to add/remove an officer without shares. A personal history form (PHF – Form 682, see below) is required for any new shareholder or officer to be added.</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.)
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.
Type V (ARC Form 655)	<u>To request approval of a structural change involving 1) the transfer of 30% or more shares to new shareholders 2) to add/remove an officer without shares. A personal history form (PHF – ARC Form 682) is required for any new shareholder or officer to be added</u>
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.
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.



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<p>Database Integrity Change Form - Change in Personnel (ARC Form 619)</p>	<p>To request personnel change to ARC records and data base regarding an approved location (management qualifier, ARC Specialist Qualifier (ASQ), designated management employee (DME), , personnel with access to ticket supply and bank account, or transfer of less than 30% cumulative shares of stock percentages in a corporation among shareholders. 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.</p>
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APPLICATION TYPE (ARC Form Number)	APPLICATION DESCRIPTION
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 Accredited Agent , 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, ARC Specialist Qualifier (ASQ) 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 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)



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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)