



## **BAGGAGE TAG ISSUER CODES (BTIC) REQUIREMENTS**

According to the IATA Provisions of the Passenger Services Conference Resolution 769, in order to apply for a BTIC Code, the following must be provided:

1. Complete and submit the official online application form. ([www.iata.org/cs](http://www.iata.org/cs)). Application must be received from an Airline or CRS.
2. Submit a valid Air Operator Certificate (AOC) issued by a government
3. Submit official copies of the company's Certificate of Incorporation/Registration (COI/COR).
4. Submit a breakdown of company's list of shareholders including percentage ownership of each shareholder. The document should be on corporate letterhead and dully signed and stamped with a corporate seal.

Translations where necessary (Point 3 and 4) should be made to in English and certified by an official translator. The translation should be signed and certified.

Please note that an application and assignment fee is required to be paid to obtain the assigned code. The 2020 fee is USD 5,700.00