



REQUIREMENTS FOR BAGGAGE TAG ISSUER CODES (BTIC)

1. **The following applicants may be eligible for the assignment of a set of Baggage Tag Issuer Codes (BTIC) in accordance with IATA Resolution 769.**
 - **Airlines issuing interline baggage tags which do not have an assigned two-character designator or three-digit accounting code;**
 - **Airlines not issuing interline baggage tags but operating from airports which have automated baggage systems based on the licence plate and bar code technology;**
 - **Non-airline companies owning and operating their own Departure Control Systems (DCS) issuing baggage tag numbers.**

Airlines or non-airline companies may apply **for additional sets** of codes under the following conditions:

- When a company allows use of its Departure Control System (DCS) by handling agents, and wishes to discriminate between tags issued for its own purpose and those issued to handling agents
- When an airline has two independent departure control systems
- When an airline or non-airline company has a volume of baggage being tagged whereby the departure control system will run through the available serial numbers in three days or less

NOTE: when non-airline handling agents are providing the check-in service and issuing baggage tags, there is no requirement to identify each handler within the baggage tag issuer code. If identification is necessary, then the name of the handler can be printed on the tag.

2. **Assignment Fee is USD 5,000 non-refundable.** Upon verification of eligibility, an invoice will be issued. Payment may be by cheque drawn on a U.S. Bank Account, payable to IATA or by bank transfer.
3. **Assignments are made** upon receipt of the completed and signed Application Form, funds and Company Operating Certificate/Licence. For non-airlines, a concurrence from the HDQ of an IATA/A4A Member is required.
4. **Assignments are confirmed** within five (5) business days of receipt of all required documents, confirmations and funds.
5. **All holders** of Baggage Tag Issuer Codes (BTIC) that are not Members of IATA or A4A are required to complete and return an Annual Review Form to revalidate qualification for the codes and pay annual fees to retain the use of the codes for that year. Fees are set annually and invoiced at the beginning of each year and are non refundable.
6. **Submit** the completed Application Form and required documentation to:

IATA Code Administration Co-ordinator
800 Place Victoria, P.O. Box 113
Montreal, Quebec Canada H4Z 1M1

Fax: +1 514-390 6773
Phone: +1 514-874 0202
e-mail: airlinecoding@iata.org

GUIDELINES FOR COMPLETION OF APPLICATION FORM

PART 1 - Name & Address: The **full corporate name, including a trade name or doing business as (dba)** and **headquarters** address where the organisation is registered is to be shown. The information will be notified to the industry, upon assignment, and published in the IATA Airline Coding Directory and other industry publications. Include a street address number, together with a post office box number, to ensure all correspondence reaches the organisation.

PART 2 - Airlines and Non-Airlines. Please respond to all questions in this Part. Assignments will **not** be made unless IATA receives a copy of the Company Operating Certificate/licence. (In the case of companies requesting an additional set of codes, it may not be necessary to resubmit the Operating Certificate/Licence.) Indicate whether the organisation was previously assigned a three-digit code for interline traffic documents passenger or cargo.

PARTS 3 AND 4 - Declaration by Airlines and Non-Airlines & Signature. Assignments will **not** be made unless these Parts are duly completed.



APPLICATION FORM FOR BAGGAGE TAG ISSUER CODES (BTIC) (TYPE OR PRINT)

NOTE: IATA KEEPS APPLICATIONS ON FILE FOR A PERIOD OF SIX MONTHS FROM THE DATE SHOWN ON THE APPLICATION FORM. IF YOUR COMPANY HAS NOT QUALIFIED BEYOND THAT DATE, IT WILL BE NECESSARY TO REAPPLY.

PART 1 - Name and Address

Name of Organization: _____

Headquarters (Country of Registry of Organization) Mailing Address

Street Address No. _____ Post Office Box No. _____

City: _____ State/Province: _____

Country: _____ Zip Code: _____

Contact: _____ Title: _____

(Mr./Mrs./Miss/Ms)

Tel. Number: Country Code/_____/Area Code/_____/Number _____

Fax Number: Country Code /_____/Area Code/_____/Number _____

Internet Address: _____

PART 2 - Airlines and Non-Airlines

Nature of Business: Airline Non-Airline, specify: _____

Company Operating Certificate/Licence (Attach copy). Name of Issuing Authority: _____

Date & Place of Issue: _____ Period of Validity: _____

Estimated Annual Baggage Tags Issued: _____ Estimated Annual Passengers Boarded: _____

Has this company ever been assigned a two-character designator by IATA or A4A? No Yes.
Please indicate: _____

Has this company ever been assigned a numeric code by IATA or A4A? No Yes
Please indicate: _____

PART 3 - DECLARATION by Airlines and Non-Airlines concerning Requirement for Baggage Tag Issuer Codes (BTIC):

- I hereby declare that I require the baggage tag issuer code set as our company allows use of its departure control system by handling agents and wishes to discriminate between tags issued for its own purpose and those issued to handling agents
- I hereby declare that I require the baggage tag issuer code set as our airline has more than one independent departure control system and wishes to distinguish between the systems
- I hereby declare that I require the baggage tag issuer code set as the volume of baggage being tagged means the departure control system will run through the available serial numbers in three days or less
- I hereby declare that I require the baggage tag issuer code set as the airport(s) I operate to have an automated baggage system based on the licence plate and bar code technology
- I hereby declare that I require the baggage tag issuer code set as our non-airline company owns and operates its own departure control system

PART 4 - Signature

Name of Person Responsible for this Application Form: _____

Title: _____ Date: _____