



### Travel Agency Change of ARC# on a Reservation

**DETAILS:**

- \* Form must be signed by Agency Owner/Manager.
- \* Please allow 48-72 hours to process request.
- \* ARC/CLIA number is required for processing.
- \* All requests for change of ARC # on a reservation(s) must be signed and approved by the Owner/Manager of original agency. No exceptions will be made.

**ORIGINAL INFORMATION**

**NEW INFORMATION**

ARC/CLIA # (s) \_\_\_\_\_

ARC/CLIA # (s) \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Name \_\_\_\_\_

Agent Name \_\_\_\_\_

Agent Name \_\_\_\_\_

E-mail Address \_\_\_\_\_



**Booking #** \_\_\_\_\_

**Booking #** \_\_\_\_\_

**Booking #** \_\_\_\_\_

**Booking #** \_\_\_\_\_

**Booking #** \_\_\_\_\_

**Booking #** \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mail To:** Classic Vacations  
 Attn: Sales Support  
 5893 Rue Ferrari  
 San Jose, CA 95138

<p align="center"><b>RESERVATIONS</b>  <b>800-221-3949</b>  <a href="http://www.Classicvacations.com/travelagent">www.Classicvacations.com/travelagent</a></p>
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**Fax To:** 408-882-8452

\_\_\_\_\_  
Original Agency Owner/Manager Name *(please print)*

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Original Agency Owner/Manager Signature

\_\_\_\_\_  
Date

*I have read and understand the details. Request will not be processed without authorized signature from original agency Owner/Manager.*

