



## Travel Retailers Universal Enumeration (TRUE) Application



TRUE IS AN AGENT MANAGED ENTITY  
SERVING THE NEEDS OF THE TRAVEL  
INDUSTRY AND ADMINISTERED BY  
THE OUTSIDE SALES SUPPORT NETWORK

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

(Please print agency name exactly as it appears on your OSSN Membership Card)

Agency Owner's: \_\_\_\_\_

Type of Business. Circle one: (1) S = Sole proprietorship (2) P = Partnership (3) C = Corporation

Street Address \_\_\_\_\_ (NO P.O. Boxes Accepted)

City \_\_\_\_\_ State/ Province \_\_\_\_\_ Country \_\_\_\_\_

Zip (Postal Code) \_\_\_\_\_ Business Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail \_\_\_\_\_ Today's Date \_\_\_\_\_

**New and Renewing Applicants are required to fill out this form and attach supporting documentation with payment and mail or fax to TRUE Administration. In addition, applicants requesting the OSSN Member Photo ID card will need to proceed to page: [http://www.ossn.com/secure/accreditation/member\\_photocard\\_app.asp](http://www.ossn.com/secure/accreditation/member_photocard_app.asp)**

1. Proof of Business Bank account (bank statement photo copy only)
2. Proof of registration with the Travel Seller Laws (if applicable in your state) and mail to the following address:

**TRUE Administration  
22410 68th Avenue East  
Bradenton, FL 34211**

**Fax: 941 981-1902  
Voice: 800 771 7327**

**TRUE ID Fees Due: US \$99.00 New Application for 1 Year Registration  
TRUE ID # Yearly Renewal Fee US \$75.00**

**When making payment by check, please make check out to TRUE and mail to the above address**

I hereby apply for the assignment and registration of a Travel Retailers Universal Enumeration (True) number. I have read and accepted the terms and conditions stated below in conjunction with this application. I certify that the information set forth in my application is true and accurate, and I authorize OSSN and TRUE Systems to verify the information.

Your Signature X \_\_\_\_\_

**To expedite your TRUE application faster, members may use their credit card for processing and fax your paper work to 941 981 1902.**

Credit Card Holder Name: \_\_\_\_\_ Card # \_\_\_\_\_ ,

Expires \_\_\_\_\_ Authorized Signature X \_\_\_\_\_

Please check amount to be authorized: \_\_\_\_\_ \$99 New TRUE Member or \_\_\_\_\_ \$75 Renewing TRUE Member.

Do you carry E&O General Liability Insurance? \_\_\_\_\_

If yes, what is your policy number? \_\_\_\_\_

Check here if you want to receive special offers from travel suppliers that subscribe to the IATAN Global Source Database:  
 YES  NO

1) Applicant agrees to join or renew OSSN Membership at a prorated price which will provide for renewal dates of OSSN membership to coincide with the renewal dates of your TRUE Identification Number. Applicant should contact OSSN to adjust the "Pro Rated Renewal" date of membership to qualify for this TRUE ID Registration. New and Renewing applicants are required to join OSSN as an "Agency" member to qualify for a TRUE ID Code. New and Renewing online member applications can be found on page: <http://www.ossn.com/join.asp> Contact OSSN at 800 771 7327.

2) Applicant agrees to provide proof of Business Bank Account with this application.

3) Applicant agrees to provide proof of Compliance with "Seller of Travel Registration Laws" if you reside in the following states: California, Florida, Hawaii, Iowa, Nevada, Puerto Rico, Rhode Island, Virginia, Washington State.

4) Minimum 6 months experience selling and promoting travel.

### TERMS AND CONDITIONS

1) Applicant agrees to join or renew OSSN Membership at the Agency level, with the membership expiring the same month as the TRUE Code. The renewal dates of OSSN membership must coincide with the renewal dates of your TRUE Code. In the case that the Agency renewal will come before the TRUE Code renewal, the applicant should contact OSSN to have the agency renewal pro rated to qualify for this TRUE Code registration. TRUE applicants cannot be issued a code until membership updates are finalized. New and Renewing online member applications can be found on page: <http://www.ossn.com/join.asp> or contact OSSN at 800 771 7327.

2) Applicant must have a minimum 6 months experience selling and promoting travel.

3) If the Applicant is not presently a member of OSSN, the TRUE registration will not be processed prior to the issuance of a new membership or renewal update. In the event that the TRUE registration holder ceases to be a member of OSSN, the assigned TRUE registration number will be canceled.

4) Applicant agrees to maintain a business checking account in the name of the agency that is registering for the TRUE Code. The Applicant agrees that the name in which the TRUE registration number is issued will be the name under which the business bank account has been established.

5) Applicants must provide proof of compliance with seller of travel registration laws if they reside in the following states: California, Florida, Hawaii, Iowa, Ohio, Nevada, Puerto Rico, Rhode Island, Virginia, Washington State. TRUE Administration reserves the right to request proof of compliance from any applicant at any time to verify that the applicant has registered with other states that require registration from out of state sellers, if applicable.

6) The TRUE registration number is assigned to the Applicant's place of business to facilitate identification by travel suppliers in processing electronic reservations and commission payments. The Applicant understands that any unauthorized use of the TRUE registration number will result in the immediate suspension of his/her number and appropriate notification thereof to travel suppliers recognizing the TRUE Codes. The Applicant agrees to take all reasonable precautions to prevent unauthorized use of the TRUE registration number by third parties.

7) The Applicant understands that a nonrefundable fee is payable upon submission of the new or renewing application. The Applicant agrees that TRUE Systems has the right to reject any TRUE Code application. Renewal of the TRUE Code is required each calendar year in order to maintain a valid TRUE code. Failure to pay the annual renewal fee by the due date, as well as failure to maintain membership in good standing in OSSN, will result in cancellation of the TRUE registration. Renewing TRUE applicants are required to renew their membership with OSSN in order to continue to qualify for the renewing TRUE code. Usage of an expired TRUE code can result in another agency receiving your commission as expired codes may be recycled by the TRUE coding system.

8) The Applicant agrees to notify TRUE Systems immediately in writing of any changes to the information provided in this application form or in the event that the TRUE registration number is no longer required. In such case, there will be no refund of fees.

9) The Applicant understands and agrees that TRUE may compile and register any information provided on this application form and share any such information with suppliers for purposes of verifying and/or registering the Agency's TRUE Code for commission purposes. Applicant agrees not to hold TRUE Systems or OSSN responsible if the TRUE registration number is incorrectly assigned, reproduced, or canceled, or if any information provided by the Applicant is incorrectly processed or represented.

10) The Applicant expressly understands and agrees that, upon signing this application form and accepting the TRUE Terms and Conditions that this agreement shall become effective and binding.

11) A \$25 change fee will be imposed for any Agency contact information changes submitted to TRUE after the code assignment.

12) TRUE Administration reserves the right to deny or cancel any applicant who derives the majority of their business income based upon the recruitment of other individuals as opposed to the income derived from actual travel sales. TRUE reserves the right to cancel an assigned numeric code for any reason or for misrepresentation of the TRUE program to the trade or general public that TRUE deems as inappropriate