

Name Correction Restrictions

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General Information

American Airlines offers flexibility for Minor and Major name corrections for wholly unused (001) validated tickets.

Minor name corrections apply to itineraries that consist of American prime and American Eagle flights *only* and may be corrected in the same PNR.

Major name corrections apply to itineraries that include codeshare flight segments on our AA*/**oneworld**® codeshares or non-**oneworld** carriers, and require a new PNR as a name correction cannot be made within the same PNR due to GDS limitations.

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Minor Name Correction Guidelines

Minor name corrections may be made in the same PNR for wholly American Prime /American Eagle flights on (001) validated tickets. The original date of birth (DOB) and gender (M_F) information from the initial Secure Flight Passenger Data (SFPD) input must not be altered.

Minor Name Correction Guidelines	
Name: Name corrections may not be made within 24 hours of departure as the flight is under airport control	Correct name in same PNR for the appropriate Type of Minor Name Correction
SSR DOCS SFPD	Re-enter the correct SSR DOCS SFPD <ul style="list-style-type: none">• Original DOB and gender must not be altered from the initial input
Endorsement Box and Waiver Code requirement:	NC03AGCY <ul style="list-style-type: none">• No other annotation required on the new ticket other than the waiver code<ul style="list-style-type: none">○ <i>If you choose to include the original fare ticket endorsement NC03AGCY should appear at the start of the endorsement/restrictions text on the replacement ticket.</i>
Ticketing:	Reissue the ticket <i>for the original ticketed fare</i> <ul style="list-style-type: none">• No changes to flights/dates allowed• No additional monies or fees apply

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Types of Minor Name Corrections – Wholly American Prime/American Eagle Flight Itineraries

Waiver Code: NC03AGCY No Sales waiver authorization required in PNR Original Secure Flight DOB/Gender must not be altered	
MINOR TYPE OF CORRECTION	MINOR TYPE OF CORRECTION
<p>Last Name (1 or more characters) Any modification to the last name is allowed Ex: THOMASON to THOMPSON Ex: RODRIGES to DERODRIGUEZ Ex: DEGENARO to XIMENEZGENARO</p> <ul style="list-style-type: none"> • Removal of Prefix or Suffix Ex: SMITH JR to SMITH Ex: THORNTON III to THORNTON 	<p>Legal Name Correction Complete last name may be corrected to match legal documents</p> <ul style="list-style-type: none"> • Marriage, Divorce, Child surname, Adoption, etc. Ex: SMITH to THOMAS Ex: LEE to NGUYEN
<p>First Name Any modification to the first name is allowed</p> <ul style="list-style-type: none"> • Nickname to full name Ex: JUDI to JUDITH Ex: BUDDY to CHARLES • First name may be completely different Ex: JULIE to VIVIAN Ex: PAUL to XIN • Ex: MARIBEL to MARIA ISABEL 	<p>Middle Name/Middle Initial Middle name or Initial is not required on the ticket or boarding pass; it is only required for SFPD or APIS that is sent to the Department of Homeland Security (DHS)</p> <ul style="list-style-type: none"> • May remove or modify Middle Name or Initial
<p>Update with Second/Additional Last Name May add or remove name to match the legal documents</p> <p>Ex: SCHNEIDER to SCHNEIDER DIETRICH Ex: SURTSEY to SURTSEY DAUTENHAN Ex: VEGA to ESCOBAR VEGA Ex: RODRIGUEZ to RODRIGUEZ DELAPENA</p>	<p>Inverted Names Last name or first name were inverted</p> <p>Ex: ALLEN/THOMAS to THOMAS/ALLEN</p>

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Major Name Correction Guidelines

Major name corrections require a new PNR when itineraries include AA*/**oneworld**[®] codeshares or non-**oneworld**[®] carriers on (001) validated tickets. The original date of birth (DOB) and gender (M_F) information from the initial Secure Flight Passenger Data (SFPD) input must not be altered.

Major Name Correction Guidelines	
<p>Name: Name corrections may not be made within 24 hours of departure as the flight is under airport control</p>	<p>Correct name requires new PNR for the appropriate Type of Major Name Correction</p>
<p>Itinerary:</p>	<p>The itinerary in the new PNR must be the same flights, inventory, origin /destination/routing</p> <p>If unable to book the identical itinerary, use the below listed scenario based on the itinerary:</p> <ul style="list-style-type: none"> • American Airlines, American Eagle,

	<p>AA*/oneworld[®] codeshares:</p> <ul style="list-style-type: none"> ○ Book lowest available inventory. <ul style="list-style-type: none"> • AA Through Fare with a combination of AA*oneworld[®] and oneworld[®] partners prime flights: <ul style="list-style-type: none"> ○ Book lowest available inventory. • AA*non-oneworld[®], broken fare with a combination of AA*oneworld[®] and oneworld[®] partners prime flights: <ul style="list-style-type: none"> ○ Create a new PNR at the applicable fare. • Non-001 Ticket Stock <ul style="list-style-type: none"> ○ Contact the ticketing carrier
SSR DOCS SFPD	<p>Enter SSR DOCS SFPD</p> <ul style="list-style-type: none"> • New PNR SFPD DOB/Gender must match what was in the original PNR DOB/Gender • Original DOB and gender must not be altered from the initial input
Endorsement Box and Waiver Code requirement:	<p>Sales waiver authorization required in PNR</p> <ul style="list-style-type: none"> • Contact Sales Support for the waiver • Original automated endorsement should be on the new ticket • No waiver code required
Ticketing:	<p>Reissue the ticket <i>for the original ticketed fare</i></p> <ul style="list-style-type: none"> • No changes to original ticketed itinerary allowed • No additional monies apply • Name Correction fee €40.00 applies

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Types of Major Name Corrections – Itineraries include AA* **oneworld**[®] or non-**oneworld**[®]

<p>A new PNR is required prior to contacting Sales Support Sales waiver authorization required in new PNR</p> <p>Fee: €40.00 Applies Original Secure Flight DOB/Gender must not be altered</p>	
MAJOR TYPE OF CORRECTION	MAJOR TYPE OF CORRECTION
<p>Last Name (1 or more characters) Any modification to the last name is allowed Ex: THOMASON to THOMPSON Ex: RODRIGES to DERODRIGUEZ Ex: DEGENARO to XIMENEZGENARO</p> <ul style="list-style-type: none"> • Removal of Prefix or Suffix Ex: SMITH JR to SMITH Ex: THORNTON III to THORNTON 	<p>Legal Name Correction Complete last name may be corrected to match legal documents</p> <ul style="list-style-type: none"> • Marriage, Divorce, Child surname, Adoption, etc. Ex: SMITH to THOMAS Ex: LEE to NGUYEN
<p>First Name Any modification to the first name is allowed</p> <ul style="list-style-type: none"> • Nickname to full name 	<p>Middle Name/Middle Initial Middle name or Initial is not required on the ticket or boarding pass; it is only required for SFPD or</p>

<p>Ex: JUDI to JUDITH Ex: BUDDY to CHARLES</p> <ul style="list-style-type: none"> • First name may be completely different Ex: JULIE to VIVIAN Ex: PAUL to XIN Ex: MARIBEL to MARIA ISABEL 	<p>APIS that is sent to the Department of Homeland Security (DHS)</p> <ul style="list-style-type: none"> • May remove or modify Middle Name or Initial
<p>Update with Second/Additional Last Name May add or remove name to match the legal documents</p> <p>Ex: SCHNEIDER to SCHNEIDER DIETRICH Ex: SURTSEY to SURTSEY DAUTENHAN Ex: VEGA to ESCOBAR VEGA Ex: RODRIGUEZ to RODRIGUEZ DELAPENA</p>	<p>Inverted Names Last name or first name were inverted</p> <p>Ex: ALLEN/THOMAS to THOMAS/ALLEN</p>

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[Name Correction already processed](#)

Original Secure Flight DOB/Gender must not be altered	
<p>Minor Wholly AA Prime/American Eagle Flight Itineraries</p>	<p>Major Itineraries include AA* oneworld or non- oneworld New PNR required if name correction changed in original PNR</p>
<p>Multiple corrections allowed</p> <ul style="list-style-type: none"> • Waiver Code: NC03AGCY 	<p>Multiple corrections allowed</p> <ul style="list-style-type: none"> • Sales Waiver Authorization Required in PNR • €40.00 fee applies for each correction

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Infant Name Correction Guidelines

Travel agents may make name corrections to an infant name field even if the ticketed itinerary contains other airline/codeshare segments. Infant names are not sent to the other airline/codeshare; only a 3SSR message is generated to the other airline indicating an infant will be traveling so there is no risk of cancelling other airline/codeshare space.

Infant with or without seat Do not divide the infant from the existing PNR	
Name:	Correct the name in the same PNR as the adult

SSR DOCS SFPD:	Enter SSR DOCS SFPD <ul style="list-style-type: none"> SFPD DOB/Gender must be associated to the adult (F1_M1) OA GDS Subscribers should contact their respective OA GDS representatives for correct formats
Endorsement Box and Waiver Code Requirement:	No waiver code required Original automated endorsement should be on the new ticket
TICKETING:	If an infant ticket was originally issued: Reissue the ticket <i>for the original ticketed fare</i> <ul style="list-style-type: none"> No changes to original ticketed itinerary allowed No additional monies or fees apply

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Questions

Please contact American Airlines Sales Support for assistance with any questions regarding this updated name correction policy.

Redesign: January, 2018