

**U.S. DEPARTMENT OF TRANSPORTATION
RESEARCH AND INNOVATIVE TECHNOLOGY ADMINISTRATION
BUREAU OF TRANSPORTATION STATISTICS
OFFICE OF AIRLINE INFORMATION**

HOW TO APPLY FOR ACCESS TO RESTRICTED RELEASE AIRLINE DATA

All applicants must submit:

1. A completed copy of the Certification to Protect Restricted Release Aviation Economic Information (Note: the USER of the data is YOUR firm or organization unless you are applying as an individual and not on behalf of an employer) and
2. A letter requesting access. This letter must include the following information:
 - A statement identifying the restricted international data bases for which access is requested: (1) International Origin & Destination Survey (O&D) data; (2) Form 41 Schedule T-100, International Nonstop Segment and On-Flight Market data filed by U.S. air carriers; and (3) Form 41 Schedule T-100(f), Nonstop Segment and On-Flight Market data to the United States filed by foreign air carriers.
 - A statement concerning whether or not you meet the U.S. Citizenship requirement for access to international O&D data (see back of O&D certification for definition).
 - A statement describing how you meet one of the regulatory requirements for releasing the restricted T-100/T-100(f) data (see Item 1 on back of T-100 certification).
 - A list of intermediaries to be used, if other than the presumed ones listed in item 3 of the certification. The term "intermediary" includes anyone who will work with the restricted data on your behalf. Examples of intermediaries are consultants, engineers, attorneys, and data vendors. You must include the names of such firms or individuals as intermediaries if the services and/or products they provide you involve use of the restricted data.
 - A brief description of the proposed use of the data.
 - A brief description of HOW the restricted data will be protected from unauthorized use or disclosure while in your or your firm's possession, including the original media obtained by you. Provide an estimated date when your use of the restricted data will end (e.g., when your project or analysis and reporting activity is complete or your consulting agreement ends, etc.) and how you will dispose of the restricted data, including any media that has been used to store these data (including the original CD).
 - A statement indicating an understanding of and agreement to abide by the protection and disclosures rules (see back of certifications).

The completed certification and accompanying letter must both be signed by the designated Responsible Official and submitted to:

Ms. Anne Suissa.

Director, Office of Airline Information

Bureau of Transportation Statistics, RTS-42

Research and Innovative Technology Administration

U.S. Department of Transportation, E34

1200 New Jersey Avenue, S.E.

Washington, D.C. 20590-0001 Questions on restricted data access: Ivy Harrison ivy.harrison@dot.gov (202) 366-5235

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