

# British Airways: Navigating Name Correction Policies

This presentation guides travel agents and customers on BA's name correction policy. Learn everything you need to know about the **BA name correction policy** and travel stress-free.



# Understanding the BA Name Correction Policy

## Minor Corrections Allowed

Up to 1-3 character changes are generally permitted without issue.

## Major Changes Restricted

Complete name replacements are typically disallowed under policy.

## Universal Application

Policy applies to revenue, award, and group tickets alike.

## Compliance Standards

Aligns with IATA regulations and security protocols.



# Consequences of Non-Compliance

## Ticket Cancelled

Non-compliance can lead to ticket cancellation and boarding denial.

## Financial Penalties

Up to \$300 fine per incident may apply.

## Commission Loss

Travel agents risk losing commissions on affected bookings.

## Security Risks

Incorrect data can cause safety and security concerns.



# How to Correct Name Errors

## Contact BA or Use GDS

Minor corrections require direct contact or GDS tool usage.

## Submit Documentation

Provide passport copies to verify requested changes.

## Observe Deadlines

Corrections usually must be done 24-48 hours before departure.

## Fees May Apply

Charges vary based on fare class and travel route.

# When Name Changes Are Not Possible



**Transfer Prohibited**  
Tickets cannot be transferred to different passengers.



**Cancel & Rebook**  
Required if name change is impossible; fare differences apply.



**Travel Insurance**  
Recommended for protection against unexpected changes.



**Special Cases**  
Legal name changes reviewed on a case-by-case basis by BA.



# Key Takeaways

## Verify Names Early

Ensure correct names at booking to avoid issues.

## Know BA Policies

Understand limits on name corrections allowed.

## Act Quickly

Promptly correct errors prior to deadlines.

## Keep Documentation

Maintain proof of communication with BA.

## Advise Clients

Inform travelers of risks and potential fees.



# Thank You for Visiting

We appreciate your time. For questions, contact British Airways customer support or your travel agency representative.