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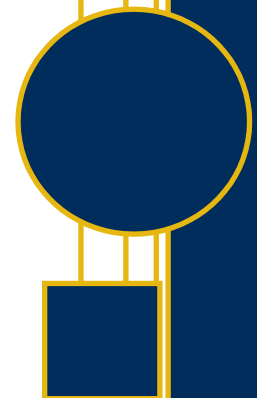
# AIM, INC. REGISTRATION AUTHORITY PROCEDURES FOR ISO/IEC 15459

*Document Version 1.0*

Approved by the AIM, Inc. Board of Directors on 4/15/2015

3/18/2015

AIM, Inc.



# AIM, INC. REGISTRATION AUTHORITY PROCEDURES FOR ISO/IEC 15459

*Document Version 1.0*

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Or  
Visit [www.aimglobal.org](http://www.aimglobal.org) for more information about  
automatic identification & capture (AIDC) technologies and innovation.

## ABOUT AIM

AIM is the leading international industry association, global authority and resource in automatic identification and data capture (AIDC) technologies and innovations. For nearly 50 years AIM has championed the growth and acceptance of these through industry education, standards and advocacy.

Through the years, industry leaders from the AIDC global community continue to work within AIM to promote the adoption and application of emerging technologies and innovations. AIM actively supports the development of standards through its own committees as well as through participation at the industry, national (ANSI) and international (ISO) levels.

AIM members are manufacturers, distributors, re-sellers, educators, system integrators, and technology users of barcode, RFID, the Internet of Things, RAIN, RTLS and NFC services and solutions.

AIM delivers accurate and unbiased information on technologies, standards, and applications. Through AIM committees and alliances, AIM is able to provide an unbiased technology perspective to legislators, media and consumers.

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For more information, contact AIM at [info@aimglobal.org](mailto:info@aimglobal.org).

# 1. INTRODUCTION

The purpose of this document is to detail the procedures for organizations to request and for AIM to issue an IAC in accordance with ISO/IEC 15459.

## 2. ISSUING AGENCIES

### 2.1. Responsibilities

Issuing Agencies shall:

- authorize any organisation wishing to allocate identities for use in entity management applications (e.g., transport unit identification or traceability of items) for which the Issuing Agency has been authorised. An individual organisation wishing to issue identities in accordance with this part of ISO/IEC 15459 shall do so through umbrella organisations such as their trade associations, or a public or state agency;
  - define rules which ensure that no identity issuer can issue an identity which is the same as an identity which may be issued by another issuer;
  - define rules which ensure that every identity issued with their authority shall begin with one of their Issuing Agency Codes (IACs);

**NOTE** The purpose of this is to ensure that, when using any given qualifier, the same string can never be issued by another issuer, no matter which agency is used, to ensure unambiguity in the total marketplace of all ISO/IEC 15459 identities.

- define rules so that any identity, whether constructed using one qualifier and one string or made up from a combination of two or more qualifiers and their associated strings, is only re-issued for use after the previously issued identity has ceased to be of significance to any user. The length of such period should be dependent upon the environment (application) in which the identity will be used;
- maintain a database of organisations (organisational units) directly authorised by the Issuing Agency to allocate identities.

### 2.2. Application

Issuing Agencies shall apply to the Registration Authority for registration and assignment of an IAC using the form shown in annex B. Application forms are also available on request from the Registration Authority, the national standards bodies, the ISO/IEC JTC 1 Secretariat and the secretariat of ISO/IEC JTC 1/SC 31. The Registration Authority may request additional information where further clarification is needed. A separate form should be submitted for every IAC requested.

The Registration Authority for ISO/IEC 15459 is:

AIM, Inc.  
100 Allegheny Drive  
Suite 105C  
Warrendale, PA 15086, USA

Tel: +1.724.742.4470

Email : [standards@aimglobal.org](mailto:standards@aimglobal.org)

Applicants shall:

- a) comply fully with the procedures for application for an IAC as contained in this document;
- b) forward to the Registration Authority a completed application form (see Annex B) and transfer the requisite fee;
- c) retain the completed application form containing the IAC assigned to the applicant by the Registration Authority;

#### 2.1.1 Criteria for approval

Applications for an IAC shall meet all the criteria for approval below and shall not comply with any of the criteria for rejection in 2.2.2.

The criteria for approval are:

- a) the applying organisation shall be an umbrella organization such as a trade organisation or a public or state agency;
- b) the applying organisation shall be a single organisation operating under specific legislative regulation;
- c) the applying organisation maintains a database of authorized identity issuers and has published rules to prevent duplication or ambiguity of identities (See 2.1);
- d) the IAC shall be for immediate use, preferably within 12 months of the date of issue of the IAC;
- e) the unique identity being issued using the IAC shall be for use in an open interchange environment.

#### 2.1.2 Criteria for rejection

Any applications for an IAC shall be rejected by the Registration Authority when any of the following conditions exist:

- a) the applying organisation is not an umbrella organization such as a trade organisation or a public or state agency;

- b) the applying organisation has no database of identity issuers or no rules to prevent duplication or ambiguity of identities (See 2.1);
- c) the unique identity issued using the IAC assigned to the applicant would not be used in an open interchange environment;
- d) the IAC will be used solely for purposes other than to facilitate uniqueness of the identity in entity management applications for the defined qualifiers
- e) no identity will be issued for immediate use, e.g., within 12 months from the date of issue of an IAC;
- f) ineligibility of applicant;
- g) the absence of proper fee;
- h) incomplete or incomprehensible information in application.

### 2.1.3 Appeal

When an application has been rejected the applicant may appeal to the Appeals Committee in accordance with AIM procedures (see Annex A). An appeal against rejection of an application shall be lodged with the appropriate body within 90 calendar days of the date of receipt of the letter of rejection.

Where an application to become an Issuing Agency has been rejected by the Registration Authority, the following information shall be provided by the applicant to the appeals committee in support of the appeal:

- a) statement of which rejection clause (see 2.2.2) is disputed and why the applicant believes that the rejected application fulfils the criteria for approval (see 2.2.1);
- b) statement of special considerations whereby a specific requirement of the rejected application can be met, but such requirement is outside the current procedures and criteria for approval outlined in this part of ISO/IEC 15459.

## 2.3. Issuing Agency Compliance

- a) The Registration Authority (AIM) will request from the Issuing Agency a letter, every two years, requesting that the Issuing Agency certify compliance with the rules for an Issuing Agency.
- b) Failure to supply this letter within 60 days, the Issuing Agency will be removed from the list of registered IACs

## 3. REGISTRATION AUTHORITY

### 3.1. Responsibilities

The Registration Authority responsibilities shall be:

- a) to receive and acknowledge applications from organisations wishing to become an Issuing Agency in accordance with ISO/IEC 15459-2 (see 2.2);
- b) to process applications within 30 calendar days of receipt of the application form;
- c) to notify the applicant in writing, within 30 calendar days of receipt of the application form, as to the disposition of their application;
- d) to register applications meeting the criteria for approval set out in 2.2.1 as Issuing Agencies and assign an IAC within 30 calendar days of receipt of the application form;
- e) to notify unsuccessful applicant organisations with reference to the relevant rejection clauses within 30 calendar days of receipt of the application form;
- f) to forward to the appeals committee, within 30 calendar days of receipt of the application, requests for more than one IAC or any applications where special circumstances exist;
- g) where an application is referred to the appeals committee to notify the applicant, in writing, that a reply may not be received within the usual timeframe and the reason for referring the application to the appeals committee;
- h) to notify the appeals committee, in writing, within 30 calendar days of receipt of the application, if the application has been rejected;
- i) to maintain the database of Issuing Agency identification information (see 3.2);
- j) to produce a register of IACs (see 3.2);
- k) to submit a copy of the register of IACs, each January and July, to the secretariat of ISO/IEC JTC 1/SC 31;
- l) to retain as a permanent record copies of all applications submitted to it, along with the disposition of each application.

NOTE The Registration Authority will advise successful applicants of the IAC assigned.

### 3.2. The register of Issuing Agency Codes (IACs)

The Registration Authority shall maintain a database of information taken directly from the application form.

NOTE A copy of each application received shall be maintained on file by the Registration Authority.

Based on the information contained in this database, the Registration Authority shall publish a register of IACs. The register shall be published in alphabetical order (in English) of Issuing Agency names, and of IACs. The register of IACs is a publicly available document. It is available free of charge to the national members of ISO/IEC JTC 1/SC 31. It is available at a reasonable charge to all other parties.

The register of IACs shall contain the following information:

- a) name of Issuing Agency;
- b) address as indicated on the application form;
- c) IAC assigned to the Issuing Agency by the Registration Authority;
- d) which qualifiers are recommended by the Issuing Agency for use with assigned strings to create identities;
- e) the numbering structure employed by the Issuing Agency within the context of the specific parts of ISO/IEC 15459.

### 3.3. Issuing Agency Code (IAC) allocation

IACs shall be allocated from the upper case character A to Z (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z) and the numeric digits (0, 1, 2, 3, 4, 5, 6, 7, 8, 9).

- a) IACs A – J shall be reserved for organisations which are allocated a single character code. These organisations shall, in addition to the criteria for approval as set out in 2.2.1, meet the following criteria:

be multi-national and be represented in all of the national member countries of JTC 1/SC 31;

have official external liaison status with ISO/IEC JTC 1/SC 31;

be a not for profit organisation;

have a formal, long term relationship with at least five thousand issuers of unique identities.

IACs with first character K shall be reserved for national public administration and shall be completed with the relevant alpha-2 country code as established by



ISO 3166-1. Public administrations using the IAC K shall apply to the Registration Authority. Such application shall be accompanied by an endorsement from the National ISO/IEC Member Body if such body exists in the country;

IACs with first character L-U shall be reserved for organisations which are allocated a two character IAC. These organisations must, in addition to the criteria for approval as set out in 2.2.1, meet the following criteria:

- 1) be represented in more than three of the national member countries of ISO/IEC JTC 1/SC 31;
  - 2) have a formal, long term relationship with at least one thousand issuers of unique identities.
- b) IACs with first characters V-Z shall be reserved for organisations which are allocated a three character IAC. These organisations shall, in addition to the criteria for approval as set out in 2.2.1, meet the following criteria:
- 1) be represented in more than one of the national member countries of ISO/IEC JTC 1/SC 31;
  - 2) have a formal, long term relationship with at least one hundred issuers of unique identities.
- c) GS1 is allocated a block of IACs ranging from 0 to 9, and no other organisation shall be allocated a block.

## 4. ISSUING AGENCIES

### 4.1. Responsibilities

Issuing agencies shall:

- a) authorise any organisation wishing to allocate license plate numbers or unique identification for supply chain management (UID);  
**NOTE 1:** An individual organisation or company wishing to issue license plates or UIDs in accordance with this part of ISO/IEC 15459, shall do so through umbrella organisations such as their trade associations, or a public or state agency.
- b) define rules which ensure that no license plate/UID issuer can issue a number which is the same as a number which may be issued by another issuer;

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- c) define rules which ensure that every license plate/UID issued with their authority shall begin with one of their IACs;
- d) **NOTE 2:** The purpose of this is to ensure that the same license plate/UID number can never be issued by another issuer, no matter which agency is used to ensure uniqueness in the total marketplace.
- e) defines rules so that a license plate/UID number is only re-issued after the previously issued number has ceased to be of significant to any user responsible to the issuing agency. The length of such period should be dependent upon the environment in which the license plate/UID number will be used.

## **Annex A (informative)**

### **Appeals committee**

#### **A.1 Constitution**

In order to effectively manage the process of assigning IAC's AIM has established an Appeals Committee.

The Appeals Committee shall be made up of:

- a) representative of the Registration Authority who shall be a non-voting member of the Appeals Committee and shall attend all meetings;
- b) the Convenor of the Appeals Committee who shall be a non-voting member of the Appeals Committee, appointed by AIM;
- c) the Secretary of the Appeals Committee who shall be a non-voting member of the Appeals Committee, appointed by AIM.
- d) Three members chosen from a pool of five members appointed by AIM.

#### **A.2 Responsibilities**

The responsibilities of the Appeals Committee shall be:

- a) to enforce the criteria for approval and rejection of an Issuing Agency by the Registration Authority (see 2.2.1 and 2.2.2);
- b) to process within 60 days of receipt any queries arising from the Registration Authority.

#### **A.3 Voting procedures**

Any appeal will be circulated to the Appeals Committee as a postal ballot. If the postal ballot fails, at the discretion of the convenor, a meeting of the Appeals Committee will be called. Quorum of the meeting will be those present, a majority of votes cast is required to overturn a decision of the Registration Authority.

If the Appeals Committee cannot resolve the issue after a ballot at a meeting, the matter shall be referred to AIM Board of Directors.

**Annex B  
(informative)**

**Application form for Issuing Agency Code (IAC)**

This application is submitted in accordance with ISO/IEC 15459.

A. TO BE COMPLETED BY APPLICANT (Issuing Agency)

Name of organisation (maximum 40 characters). Abbreviate where necessary.		
Address (maximum 60 characters), starting street, city. Abbreviate where necessary.		
Principal contact in organisation Position		
E-mail	Telephone number	Fax number
Legal status of organisation	Anticipated date of first use of IAC	
	Expected number of issuers of unique identities (Number of Company Identification Numbers or CIN's)	
	Expected number of unique identities issued annually by all CIN's	
	List the countries in which you are represented (attach separate sheet)	
	Confirmation of not for profit status (if requesting a single character IAC)	
Address for correspondence/billing		
(On separate sheet(s)) For each qualifier for which usage is requested, provide details of provisions made by the application to safeguard conformance with this part of ISO/IEC 15459 (required to ensure compliance with the IA responsibilities (sub clause 4.1)) For example: functional description of application, structure, rules to prevent re-issuing of unique identities by another issuer and re-issue period.		
(On separate sheet) Details of fees and conditions imposed upon users of the IAC (required to ensure compliance with the IA responsibilities (sub clause 4.1))		

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We hereby apply for the assignment of an IAC, and state that the use of the IAC will be in accordance with this part of ISO/IEC 15459

Signature/date

Please return application to:

The Registration Authority

AIM, Inc.  
100 Allegheny Drive  
Suite 105C  
Warrendale, PA 15086 USA

Tel: +1.724.742.4470

Email : [standards@aimglobal.org](mailto:standards@aimglobal.org)

B. TO BE COMPLETED BY THE REGISTRATION AUTHORITY

Form received on	IAC	IAC issued on
Qualifiers permitted for use:		
Signature/date		



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