

INTERNATIONAL  
STANDARD

**ISO/IEC**  
**7812-2**

Third edition  
1993-12-01

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**Identification cards — Identification of  
issuers —**

**Part 2:**  
Application and registration procedures

iTeh STANDARD PREVIEW  
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ISO/IEC 7812-2:1993  
*Cartes d'identification — Identification des émetteurs —  
Partie 2: Procédures pour les demandes de numéros et pour leur  
enregistrement*

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## Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

International Standard ISO/IEC 7812-2 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 17, *Identification cards and related devices*.

This third edition cancels and replaces the second edition (ISO 7812:1987), which has been technically revised.

ISO/IEC 7812 consists of the following parts, under the general title *Identification cards — Identification of issuers*:

- *Part 1: Numbering system*
- *Part 2: Application and registration procedures*

Annexes A, B, C, D and E of this International Standard are for information only.

## Introduction

This International Standard is one of a series of standards describing the parameters for identification cards and the use of such cards for international interchange.

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# Identification cards - Identification of issuers -

## Part 2 :

## Application and registration procedures

### 1 Scope

This part of ISO/IEC 7812 describes the application and registration procedures for numbers issued in accordance with ISO/IEC 7812-1.

ISO/IEC 7812-1 specifies the numbering system for the identification of issuers of identification cards used in international interchange.

### 2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of ISO/IEC 7812. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO/IEC 7812 are encouraged to investigate the possibility of applying the most recent editions of the standards listed below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 3166:1988, *Codes for the representation of names of countries*.

<https://standards.iteh.ai/catalog/standards/si/5b24f454c723/iso-iec-7812-2-1993>

ISO 7810:1985, *Identification cards - Physical characteristics*.

ISO/IEC 7812-1:1993, *Identification cards - Identification of issuers - Part 1: Numbering system*.

### 3 Definitions

For the purposes of this part of ISO/IEC 7812, the definitions given in ISO 7810, ISO/IEC 7812-1 and the following definitions apply:

**3.1 block (of Issuer Identification Numbers [IINs]):** The reservation in the register of card issuer identification numbers, of a series of two or more IINs for assignment by an authorized blockholder.

**3.2 blockholder:** A business entity representing a group of card issuers. The blockholder has no role in the issuance or acceptance of identification cards other than to administer the assignment of IINs to members of its group in accordance with the procedures established herein and under legal agreement with the Registration Authority.

**3.3 card acceptor:** Party accepting the identification card for the purpose of presenting transaction data to an acquirer.

**3.4 card scheme:** A body representing a group of card issuers, one purpose of which is to facilitate the issuance and acceptance of the cards of that group. To facilitate such acceptance, the card scheme and card issuer shall be visibly identifiable on the identification card. Interchange among the

card scheme members must be governed by a set of operating procedures.

**3.5 Sponsoring Authority:** A body authorized by the Sub-Committee responsible for administering an ISO numbering system, (in this case ISO/IEC JTC1/SC17) to receive, process and approve applications for IINs submitted in accordance with ISO/IEC 7812.

### 4 Application and registration procedures

#### 4.1 Application procedure for assignment of a single IIN

A card issuer shall apply to its national standards body, or in the absence of a national standards body, to the secretariat of the ISO/IEC technical body responsible for this International Standard, for the assignment of an IIN using the form shown in annex A. Application forms are also available, on request from the Registration Authority, the secretariat of the Registration Management Group (RMG) and the secretariat of ISO/IEC JTC1/SC17. The national standards body or the secretariat of the ISO/IEC JTC1/SC17 then acts as the "Sponsoring Authority" (see clause 8) with respect to the application.

#### 4.2 Application procedure for approval to become an authorized blockholder

If the applicant is applying for numbers on behalf of card issuers or as a card scheme (see 3.4), it may apply to become an authorized blockholder (see 3.2). In this case the applicant shall provide the following supplementary information as justification:

- a) the reason why the proposed blockholder's constituents must receive IINs from an authorized blockholder, rather than each applying individually to the Registration Authority for an IIN;
- b) description of the nature of the service that the applicant's organization is planning to provide;
- c) whether the proposed blockholder will act as agent for issuers legally associated with it, but each issuer is a separate corporate legal entity;
- d) details of future proposed plans, including the following:
  - 1) estimated number of card issuers by country;
  - 2) timing plans, (i.e. estimated date for allocation of all IINs in the proposed block);

- e) whether card acceptors can access all the card issuers in the card scheme, through a single acquiring link;
- f) whether the service provided to the issuers extends beyond networking, i.e. communications switching, and if so in what way?
- g) the common aspects of services offered by card issuers within a proposed card scheme.

NOTE 1 Answers to these questions need not be exclusive.

The RMG may request additional information where further clarification is needed.

### 4.3 Criteria for approval and rejection of applications

#### 4.3.1 Criteria for approval of an application for a single IIN

Applications for a single IIN shall meet all the criteria for approval below and shall not comply with any of the criteria for rejection in 4.3.2.

The criteria for approval are:

- a) the applicant applying for a single IIN shall not already have an IIN assigned to it in its own right (outside of any card scheme);
- b) the IIN shall be for immediate use, preferably within 12 months of the date of issue of the IIN;
- c) the card being issued shall be for use in an international interchange environment (see ISO/IEC 7812-1);
- d) the applicant shall be a single corporate entity operating under a specific legislative regulation.

NOTE 2 Where cards are for use solely within the country of issue, card issuers should contact their national standards body for information on the availability of a national numbering system (see ISO/IEC 7812-1).

#### 4.3.2 Criteria for rejection of an application for a single IIN

An application for a single IIN shall be rejected by the Sponsoring Authority or the members of the RMG when any one of the following conditions exist:

- a) the applicant is not a card issuer;
- b) the applicant has previously been assigned an IIN in its own right (outside of its membership of any card scheme) and is still utilizing it;
- c) the cards issued by the applicant would not be used in an international interchange environment;
- d) the IIN will be used to identify or differentiate between products or services or solely to facilitate routing, or to identify geographic location;

e) the IIN will be used to identify or differentiate between branches or subsidiaries within the applicant's organization (i.e. these branches or subsidiaries are not separate corporate entities);

f) the applicant has requested a specific number or the reservation in the register of a specific number or made a request which is outside the scope of this International Standard.

NOTE 3 Where special circumstances exist, the Sponsoring Authority may approve an application for assignment of a specific number and forward the application to the Registration Authority for assignment of the number. All such requests must be reported by the Sponsoring Authority to the RMG.

g) no card will be issued for immediate use, e.g. within 12 months from the date of issue of an IIN.

#### 4.3.3 Criteria for approval as an authorized blockholder

Applications to become authorized blockholders shall be approved only by the RMG, following sponsorship by a Sponsoring Authority.

Requests to become an authorized blockholder shall meet all the criteria for approval below and shall not comply with any of the criteria for rejection in 4.3.4.

The criteria for approval are:

- a) the applicant has provided adequate supplementary information as justification to become an authorized blockholder (see 4.2);
- b) the applicant shall request a block size which accommodates only a single IIN for each entity that it currently represents or may reasonably expect to represent in the future;
- c) the applicant shall agree to sign a legal agreement with the Registration Authority (see letter of agreement on block assignments, annex B) and shall accept the responsibilities laid down in the letter of agreement.

#### 4.3.4 Criteria for rejection of an application to become an authorized blockholder

An application to become an authorized blockholder shall be rejected by the Sponsoring Authority or the members of the RMG where any one of the following conditions exist:

- a) the applicant does not meet the criteria for approval as an authorized blockholder in 4.3.3;
- b) the applicant has previously been assigned an IIN and has not provided adequate supplementary information as justification for issue of an additional IIN (see 4.2);
- c) the organizations represented by the applicant (i.e. the card issuers) will not issue cards for use in an international interchange environment;
- d) the organizations represented by the applicant (i.e. the card issuers) will use the IINs to identify or differentiate

between products or services, or to identify geographic locations;

e) the blockholder will not be in a position to assign any numbers from the reserved block within 12 months from the date of issue of the block of IINs.

## 5 Appeal process

### 5.1 Appeal bodies

Where an application has been rejected by a Sponsoring Authority the applicant may appeal to the secretariat of the RMG (see clause 9). Where an application has been rejected by the RMG the applicant may appeal to ISO/IEC JTC1/SC17 through the secretariat of ISO/IEC JTC1/SC17. Applicants may submit for appeal, applications that have been rejected by ISO/IEC JTC1/SC17, to the ISO Central Secretariat.

Appeal against rejection of an application shall be lodged with the appropriate body within 90 days of the date of the letter of rejection.

### 5.2 Information to be provided

Where an application for either a single IIN or to become an authorized blockholder has been rejected by the Sponsoring Authority, the following information shall be provided by the applicant to the relevant appeal body in support of the appeal:

a) statement of which rejection clause (see 4.3.2 or 4.3.4) is disputed and why the applicant believes that the rejected application fulfills the criteria for approval (see 4.3.1 or 4.3.3);

b) statement of special circumstances 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 International Standard.

## 6 Responsibilities of card issuing applicants

The responsibilities of card issuing applicants shall be:

a) to comply fully with the numbering system and the procedures for application for IINs as contained in ISO/IEC 7812-1 and ISO/IEC 7812-2;

b) to forward to its national standards body, or in the absence of a national standards body, to the secretariat of ISO/IEC JTC1/SC17, a completed application form, (see annex A) together with the requisite fee;

c) to retain the completed application form containing the IIN assigned to the applicant by the Registration Authority;

d) to issue cards using the IIN assigned by the Registration Authority within a reasonable timeframe preferably within 12 months of the date of assignment of the IIN.

## 7 Maintenance of blocks

### 7.1 Responsibilities of authorized blockholders

Applicants meeting the criteria in 4.3.3 and approved to

become an authorized blockholder shall enter into a written legal agreement with the Registration Authority (see annex B). The responsibilities of authorized blockholders shall be:

a) to process applications for IINs from within its area of responsibility within 30 days of receipt of the application;

b) to approve applications that meet the criteria in 4.3.1;

c) to assign sequentially a single IIN, within 30 days of receipt of the request, from the reserved block to a single card issuer whose application fulfills the criteria for approval in 4.3.1;

d) to inform its constituents in writing, within 30 days of receipt of the application, as to the disposition of their application;

e) to inform the Registration Authority in writing, within the agreed timeframe (see 11.3.3) of each number assignment; and to notify the Registration Authority regarding changes to the information as originally supplied. This information shall be provided either when such changes arise or monthly by the fifteenth of each month and submitted along with the issuance fee unless otherwise stipulated by separate written agreement with the Registration Authority. The Registration Authority shall stipulate the format for supplying the information (see 11.3.3);

f) where an application has been rejected, to inform the applicant in writing, within 30 days of receipt of the application, of the rejection and of the appeal process (see clause 5);

g) to verify that the register of card issuer identification numbers maintained by the Registration Authority (see 10.2) contains accurate information regarding IINs issued from within its block;

h) to establish and maintain records relative to the request for or assignment of an IIN including notification of the assignment to the Registration Authority. Records of IIN issuance shall be permanently maintained and available for reference by the RMG. Requests for an IIN that have been denied, shall be maintained for a minimum period of 90 days where no appeal is initiated; or when an appeal is initiated, until that process is complete. In the event that the blockholder's organization relinquishes the management of the block, or the block is terminated by action of the RMG, all records shall be transferred to the Registration Authority.

## 8 Sponsoring Authorities

### 8.1 Eligibility to become a Sponsoring Authority

The following bodies may act as Sponsoring Authorities in processing applications for IINs:

a) any national member body of ISO (or agent appointed to act for its national member body);

b) ISO/IEC JTC1/SC17; and

c) any group within ISO/IEC JTC1/SC17 appointed for

purposes concerning the identification card numbering system.

A document entitled 'Guidance for Sponsoring Authorities' (annex C) is available to assist Sponsoring Authorities in assessing the eligibility of applications and to assist in the procedures for dealing with applications. This document is also available from the Registration Authority, the secretariat of the RMG and the secretariat of ISO/IEC JTC1/SC17.

## 8.2 Responsibilities

The responsibilities of a Sponsoring Authority shall be:

- a) to ensure that the application fully complies with the numbering system and procedures for application for IINs in ISO/IEC 7812-1 and ISO/IEC 7812-2;
- b) to process, within 30 days of receipt of the request, applications for IINs from within their countries or areas of responsibility;
- c) to notify the applicant in writing, within 30 days of receipt of the application, as to the disposition of their application;
- d) to forward to the Registration Authority (see 11.3.2) those sponsored requests for single IINs that shall be used for the purposes described in this International Standard and that meet the approval criteria in 4.3.1;
- e) where special circumstances exist, to approve applications for assignment of a specific number and forward the application to the Registration Authority for assignment of the number. The Sponsoring Authority shall report all such requests to the RMG. All other requests of an unusual nature must be reported to the RMG for review;
- f) to sponsor requests for blocks of IINs submitted to the RMG where appropriate supplementary information has been provided as justification and that justification satisfies the criteria for approval to become an authorized blockholder (see 4.3.3);
- g) to respond to general enquiries covering this International Standard.

## 9 Registration Management Group (RMG)

### 9.1 Constitution

In order to effectively manage the numbering system for the identification of card issuers, ISO/IEC JTC1/SC17 has established a RMG, ISO/IEC JTC1/SC17/WG5, which is delegated to act on its behalf.

The RMG shall be made up of:

- a) a representative of the Registration Authority who shall be a non-voting member of the RMG and shall be expected to attend all meetings;
- b) the Convener of the RMG, appointed by the P members (national standards body with Participant status) of ISO/IEC JTC1/SC17;

- c) the secretariat of the RMG, appointed by the P members of ISO/IEC JTC1/SC17.

In addition, each member of ISO/IEC JTC1/SC17 is entitled to nominate one delegate and one alternate to the RMG. The alternate may attend all meetings, but is entitled to vote only in the absence of the principal delegate.

### 9.2 Responsibilities

The responsibilities of the RMG shall be:

- a) to enforce the regulations for approving applications to become authorized blockholders (see 4.3.3) and to ensure that applicants whose applications do not fulfill the criteria in 4.3.1 or 4.3.3 are rejected and informed of their right to appeal (see clause 5);
- b) to process applications to become authorized blockholders (within 60 days of receipt of the request) received from the secretariat of the RMG, which have been submitted by Sponsoring Authorities. This may be done either by postal ballot or at a meeting;
- c) to provide, on request, guidance and counsel to any national standards body on the establishment of a national numbering system (see ISO/IEC 7812-1);
- d) to provide guidance to Sponsoring Authorities on applications which demonstrate special circumstances, requests for block assignments and requests for specific numbers. This guidance shall be decided by resolution at a meeting or in writing following a postal ballot;
- e) to approve the report on the cost recovery scheme from the Registration Authority;
- f) to monitor Sponsoring Authorities to ensure that they comply with the criteria laid down within this International Standard (see clause 8);
- g) to respond to all requests for guidance from the Registration Authority within 60 days of the date of request; to review annually the register of card issuer identification numbers; to review at each meeting all block assignments and to report its activities to each meeting of ISO/IEC JTC1/SC17 and as required between meetings;
- h) to maintain ISO/IEC 7812-1 and ISO/IEC 7812-2.

### 9.3 Voting procedures

Any specific request outside the scope of this International Standard, that has been forwarded to the RMG by a Sponsoring Authority, may be dealt with either by voting at a meeting or by postal ballot.

By approval of a majority of returned votes in a postal ballot or by majority voting at a meeting, the RMG may authorize:

- i) assignment of up to ten consecutive numbers;
- ii) specific unusual requests.

By unanimous approval of the RMG (with at least five members voting), either by postal ballot or by voting at a



meeting, the RMG may approve the assignment of more than ten consecutive numbers.

Where a postal ballot has failed, it shall be referred to a meeting. If the RMG cannot resolve the failed ballot at a meeting the matter shall be referred to ISO/IEC JTC1/SC17.

Where an application to become an authorized blockholder has been rejected, the RMG shall notify the applicant in writing, within 30 days of the close of the ballot, or where a vote was taken at a meeting, within 30 days of that meeting, that the request has been rejected. The RMG shall state the specific reason(s) for the rejection (see 4.3.4) and advise the applicant of their right to appeal to ISO/IEC JTC1/SC17 (see clause 5).

## 10 The register of card issuer identification numbers

### 10.1 Publication and availability

The Registration Authority shall maintain a database of information taken directly from either the application form or from the information forwarded from blockholders. All information in the database (whether published or not) is considered confidential.

Based on the information contained in this database, the Registration Authority shall publish a register of card issuer identification numbers. The register shall be published in both numerical and alphabetical order.

The register of card issuer identification numbers is not a publicly available document. It is available free of charge to the members of the RMG. It is available at a charge to card issuers appearing in the register, authorized blockholders and Sponsoring Authorities only.

### 10.2 Contents

The register of card issuer identification numbers shall contain the following information:

- a) name of card issuer or blockholder;
- b) address as indicated on the application form;
- c) IIN assigned to the card issuer by the Registration Authority or by an authorized blockholder.

NOTE 4 A copy of each application received shall be maintained on file by the Registration Authority. Where the IIN has been issued by an authorized blockholder, a copy of the application form shall also be maintained by the blockholder.

The card issuer (or blockholder, as appropriate) is responsible for advising the Registration Authority of any changes to information on the application (whether part of the register of card issuer identification numbers or not).

## 11 Registration Authority

### 11.1 Appointment

One of the members of ISO/IEC JTC1/SC17, or an approved body, shall be appointed to act as the Registration Authority

under legal agreement with ISO in accordance with ISO/IEC JTC1 Directives annex H.

### 11.2 Resignation

If a Registration Authority finds it necessary to resign, six months' notice shall be given to the ISO Central Secretariat and the secretariat of ISO/IEC JTC1/SC17. The secretariat of ISO/IEC JTC1/SC17 shall notify the RMG and initiate a search for a new Registration Authority. If a new Registration Authority cannot be found within six months, the ISO/IEC JTC1/SC17 secretariat in association with the ISO Central Secretariat shall assume the responsibilities of the Registration Authority on a temporary basis until a replacement is found.

### 11.3 Responsibilities

#### 11.3.1 General

The responsibilities of the Registration Authority shall be:

- a) to maintain the database of card issuer identification information (see clause 10);
- b) to submit a copy of the ISO register of card issuer identification numbers annually to the secretariat of ISO/IEC JTC1/SC17 and to the RMG;
- c) to submit for review to each meeting of the RMG, a Registration Management Report, a Block Reservation Report and a List of Block Representative Reports. These reports shall be sent to the secretariat of the RMG two months prior to a meeting;
- d) to forward to the RMG, within 30 days of receipt of the application, requests for more than one IIN or any applications where special circumstances exist;
- e) to retain as a permanent record copies of all applications submitted to it, along with the disposition of each application.

#### 11.3.2 Responsibilities to applicants applying for a single IIN

The responsibilities of the Registration Authority to applicants applying for a single IIN shall be:

- a) where applications fulfill the criteria for approval set out in 4.3.1 to allocate one number, notify the Sponsoring Authority or the secretariat of ISO/IEC JTC1/SC17 as appropriate, in writing, within 30 days of receipt of the application, as to the number assignment;
- b) to assign the next available number to the applicant and to forward the completed application form to the Sponsoring Authority, within 30 days of receipt of the sponsored application;
- c) where an application is referred to the RMG, the Registration Authority shall 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 RMG.

### 11.3.3 Responsibilities to authorized blockholders

The responsibilities of the Registration Authority to authorized blockholders shall be:

- a) to send to the newly authorized blockholder, a letter of agreement on block assignment (see annex B) for signature by the applicant and to advise the blockholder that the applicant should retain one copy of the letter of agreement and to ensure that the other is received by the Registration Authority and kept as a permanent record; and to allocate to the authorized blockholder, upon instruction from the RMG, a block of numbers from within the register of card issuer identification numbers;
- b) to stipulate in the letter of agreement with the blockholder the format for supplying information to the Registration Authority;
- c) to maintain on-going monitoring of blocks and upon specific request from the RMG, the Registration Authority shall write to the authorized blockholder, or the responsible body to determine the status of the block;
- d) to cancel letters of agreement where applicants do not respond to requests for information on the block, within 60 days of the date of the request.

Where no response is received to the inquiry within 60 days, the Registration Authority, with the authority of the RMG, shall write again to the blockholder to advise that their letter of agreement with the Registration Authority has been cancelled. Confirmation of existing assignments from their block and copies of all relative documentation shall also be requested. The RMG shall be advised by the copy of the letter, of the termination;

- e) the Registration Authority, on behalf of the RMG, shall follow up with blockholders if, after four years, less than 50% of the reserved numbers have been assigned.

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## Annex A

### Application for issuer identification number

(informative)

This application is submitted in accordance with ISO/IEC 7812-1, Identification cards - Identification of issuers - Part 1: Numbering system.

**A. TO BE COMPLETED BY APPLICANT (Card Issuer)**

Name of organization (maximum 40 characters. Abbreviate where necessary)		
_____ _____		
Address (maximum 55 characters, stating street, city, state. Abbreviate where necessary)		
_____ _____ Country: _____ ISO 3166 country code _____		
Principal contact in organization		
Telephone number	Telefax number	Anticipated date of first use of number
Address for correspondence/billing		<b>INDUSTRY</b> <input type="checkbox"/> Airlines <input type="checkbox"/> Travel and entertainment <input type="checkbox"/> Banking/financial <input type="checkbox"/> Merchandizing and banking <input type="checkbox"/> Petroleum industry <input type="checkbox"/> Telecommunications <input type="checkbox"/> Other _____ (Please state)
Date	Signature	ISO/IEC 7812-2:1993 <a href="https://standards.iteh.ai/catalog/standards/sist/81eca00c-1680-4ded-adcc-5b24f454c723/iso-iec-7812-2-1993">https://standards.iteh.ai/catalog/standards/sist/81eca00c-1680-4ded-adcc-5b24f454c723/iso-iec-7812-2-1993</a>

Brief explanation of card usage

Please return application to:

**B. TO BE COMPLETED BY NATIONAL STANDARDS BODY**

Application approved by	Recommended MI:
Date	Signature

**C. TO BE COMPLETED BY ISO/IEC 7812 REGISTRATION AUTHORITY**

Issuer identification number
Signature/Date

Note - If requesting more than one number, attach additional justification, (see ISO/IEC 7812-2)