

INTERNATIONAL STANDARD

ISO/IEC
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Identification cards — Identification of issuers —

Part 2: Application and registration procedures

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.

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*.

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