



# How to fill out your International Common Use Ancillary Space Request Form





# What is Ancillary Space and the purpose of this request form?

- Ancillary Space is are the areas of Common-Use facilities as defined in the CDA's Capacity Declaration. These positions include:
  - **Check-in positions** (Requested per position for passenger check-in)
  - **Baggage make-up** (Requested per position for baggage handling)
  - **Re-check positions** (Requested per position for re-checking connecting international arriving passengers)
  - **Transit desk positions** (Requested per position for passenger document checks to be completed prior to arrival at the departure gate)
- This form is used by the Airline Station Managers to submit their requests for the use of Ancillary Space in a Common Use environment to the Airport Scheduling Manager.
- Terminal Space Use Protocols (TSUPs): govern the priorities, procedures and requirements for the assignment and use of Common Use Premises, Preferential Use Premises, and Exclusive Use Premises in the Terminal Complex and on the Apron Area, including Gate Space and Hardstand Space, Check-in Space, and Baggage Systems use, assignment, scheduling, and accommodation at O'Hare International Airport (the "Airport").





# Steps on how to fill out the International Common Use Ancillary Space Request Form?

**IGC, Inc.**  
P.O. Box 66581  
Chicago O'Hare International Airport  
Chicago, IL 60666

**International Common Use Ancillary Space Request Form**

Date Submitted: (MM/DD/YYYY)	Requested Season: (Season/Year)	
Airline:	Aircraft Seats: (Per Initial Schedule Submission by Network Planning)	
<b>Use By All Airlines:</b>		
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):		
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):		
<b>Use By International (Non-Precleared) Airlines:</b>		
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):		
Transit Desk (Y/N/IROP Only):		
Notes:		
<b>For IGC Use Only:</b>		
Number of Position(s) Assigned (Per TSUPs)		
Check-in Position Allocated:		
Baggage Make-Up Positions Allocated:		
Re-Check/Customer Service Positions Allocated:		
Transit Desk Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).


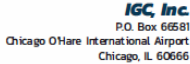
Phone: +1 773-377-0155 Fax: +1 773-377-0161 [www.igcinc.org](http://www.igcinc.org)

- This is what the International Common Use Ancillary Space Request Form looks like.
  - How to fill out this form will be detailed in the following slides.
- This form is placed on the IGC Inc. website at: <https://www.igcinc.org/ohare-international-airport/>
  - Under the associated scheduling season, the file name is 'International Common Use Ancillary Space Request Form'
- To fill out and submit this form correctly, it must be **SAVED** to the individuals computer and opened in **Adobe Acrobat**.





# How to fill out the International Common Use Ancillary Space Request Form

 **EXAMPLE** 

International Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Seats: (Season/Year)	
Airline:	Aircraft Seats: (Per Initial Schedule Submission by Network Planning)	
Use By All Airlines:		
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):		
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):		
Use By International (Non-Precleared) Airlines:		
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):		
Transit Desk (Y/N/IROP Only):		
Notes:		
For IGC Use Only:		
	Number of Position(s) Assigned (Per TSUPs)	
Check-in Position Allocated:		
Baggage Make-Up Positions Allocated:		
Re-Check/Customer Service Positions Allocated:		
Transit Desk Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).


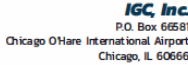
Phone: +1 773-377-0155 Fax: +1 773-377-0161 [www.igcinc.org](http://www.igcinc.org)

- First, insert the **Date Submitted** which this form is being filled out. This format should be **(MM/DD/YYYY)**.





# How to fill out the International Common Use Ancillary Space Request Form

 **EXAMPLE** 

International Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023	
Airline:	Aircraft Seats: (Per Initial Schedule Submission by Network Planning)	
Use By All Airlines:		
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):		
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):		
Use By International (Non-Precleared) Airlines:		
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):		
Transit Desk (Y/N/IROP Only):		
Notes:		
For IGC Use Only:		
Number of Position(s) Assigned (Per TSUPs)		
Check-in Position Allocated:		
Baggage Make-Up Positions Allocated:		
Re-Check/Customer Service Positions Allocated:		
Transit Desk Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).


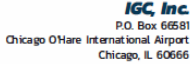
Phone: +1 773-377-0155 Fax: +1 773-377-0161 [www.igcinc.org](http://www.igcinc.org)

- Next, insert the **Requested Season** which this form is being filled out for. This format should be **(Season/Year)**.
- In this example, this Airline is submitting for the Summer 2023.





# How to fill out the International Common Use Ancillary Space Request Form

 **EXAMPLE** 

International Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023	
Airline: IGC Airways	Airline Code: (Per Initial Schedule Submission by Network Planning)	
Use By All Airlines:		
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):		
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):		
Use By International (Non-Precleared) Airlines:		
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):		
Transit Desk (Y/N/IROP Only):		
Notes:		
For IGC Use Only:		
	Number of Position(s) Assigned (Per TSUPs)	
Check-in Position Allocated:		
Baggage Make-Up Positions Allocated:		
Re-Check/Customer Service Positions Allocated:		
Transit Desk Allocated:		
Notes:		
Submit		

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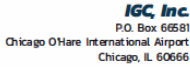
- Then, insert the **Airline** which is filling out this form.
  - In this example, this airline is "IGC Airways".
- Please submit **1** form per airlines if you are requesting for multiple airlines (such as joint venture).








# How to fill out the International Common Use Ancillary Space Request Form

 **EXAMPLE** 

International Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023	
Airline: IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)	
Use By All Airlines:		
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):		
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):		
Use By International (Non-Precleared) Airlines:		
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):		
Transit Desk (Y/N/IROP Only):		
Notes:		
For IGC Use Only:		
	Number of Position(s) Assigned (Per TSUPs)	
Check-in Position Allocated:		
Baggage Make-Up Positions Allocated:		
Re-Check/Customer Service Positions Allocated:		
Transit Desk Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).

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- Regarding **Aircraft Seats**, this should be specified for each flight(s) scheduled to operate from T5; however, this **must match the Aircraft Seats** listed in the **Initial Schedule Submission** sent by the airlines **Network Planning department**.
  - If an airline has multiple flights, please specify the flight number and seats for each flight. (I.e., IG264 (245 seats), IG285 (225 seats).
    - In this example, IGC Airways has “245 aircraft seats”.
- The **Aircraft Seats** listed in the **Initial Schedule submission** will **ALWAYS** be used.





# How to fill out the International Common Use Ancillary Space Request Form

**IGC** **EXAMPLE** **IGC, Inc.**  
P.O. Box 66581  
Chicago O'Hare International Airport  
Chicago, IL 60666

International Common Use Ancillary Space Request Form	
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023
Airline: IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planner)
Use By All Airlines:	
	Min Positions: Max Position:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4 6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	
Use By International (Non-Precleared) Airlines:	
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):	
Transit Desk (Y/N/IROP Only):	
Notes:	
For IGC Use Only:	
	Number of Position(s) Assigned (Per TSUPs)
Check-in Position Allocated:	
Baggage Make-Up Positions Allocated:	
Re-Check/Customer Service Positions Allocated:	
Transit Desk Allocated:	
Notes:	
Submit	

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).

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- Regarding **Check-in Positions**, these are the **individual computer position(s)** each agent will use to check-in passengers. These can be **requested** based on **operational needs** but **may** be adjusted considering **available capacity in the terminal**.
  - In this example, IGC Airways is requesting a minimum of 4 check-in positions, with a maximum of 6 positions.
- The metrics for **request** and **assignment** are based on **Section 5.2** of the **Terminal Space Use Protocols (TSUPs)**. (see Slide 15 (Reference Links)).







# How to fill out the International Common Use Ancillary Space Request Form

 **EXAMPLE** 

International Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023	
Airline: IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)	
Use By All Airlines:		
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4	6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	5	6
Use By International (Non-Precleared) Airlines:		
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):		
Transit Desk (Y/N/IROP Only):		
Notes:		
For IGC Use Only:		
	Number of Position(s) Assigned (Per TSUPs)	
Check-in Position Allocated:		
Baggage Make-Up Positions Allocated:		
Re-Check/Customer Service Positions Allocated:		
Transit Desk Allocated:		
Notes:		
Submit		

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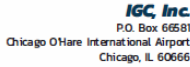
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- Regarding **Baggage Make-up Positions**, these are the individual baggage cart/container locations per **Make-up device**. These can be requested based on **operational needs** but may be adjusted considering **available capacity in the terminal**.
  - In this example, IGC Airways is requesting a minimum of 5 baggage make-up positions, with a maximum of 6 positions.
- The metrics for **request** and **assignment** are based on **Section 5.2** of the **TSUPs** (see Reference Links slide).





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 **EXAMPLE** 

International Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY)	10/5/2022	Requested Season: (Season/Year) Summer 2023
Airline:	IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)
Use By All Airlines:		
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4	6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	5	6
Use By International (Non-Precleared) Airlines:		
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):	1	
Transit Desk (Y/N/IROP Only):		
Notes:		
For IGC Use Only:		
Number of Position(s) Assigned (Per TSUPs)		
Check-in Position Allocated:		
Baggage Make-Up Positions Allocated:		
Re-Check/Customer Service Positions Allocated:		
Transit Desk Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).

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- Regarding **Re-Check/Customer Service Positions**, these are the **individual computer position(s)** that each agent will use to re-check connecting international arriving passengers. These are optional but may be **requested** based on **operational needs** but **may** be adjusted considering **available capacity in the terminal**.
  - These positions are located on the lower level/post F.I.S.
    - In this example, IGC Airways is requesting 1 Re-Check position.
- The metrics for **request** and **assignment** are based on **Section 5.2** of the **TSUPs** (see Reference Links slide).





# How to fill out the International Common Use Ancillary Space Request Form

**IGC** **EXAMPLE** **IGC, Inc.**  
P.O. Box 66681  
Chicago O'Hare International Airport  
Chicago, IL 60666

International Common Use Ancillary Space Request Form			
Date Submitted: (MM/DD/YYYY)	10/5/2022	Requested Season: (Season/Year)	Summer 2023
Airline:	IGC Airways	Aircraft Seats:	245 (Per Initial Schedule Submission by Network Planning)
Use By All Airlines:			
	Min Positions:	Max Positions:	
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4	6	
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	5	6	
Use By International (Non-Precleared) Airlines:			
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):	1		
Transit Desk (Y/N/IROP Only):	No		
Notes:			
For IGC Use Only:			
Number of Position(s) Assigned (Per TSUPs)			
Check-in Position Allocated:			
Baggage Make-Up Positions Allocated:			
Re-Check/Customer Service Positions Allocated:			
Transit Desk Allocated:			
Notes:			
Submit			

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- Regarding the **Transit Desk**, these are positions are used to by **an airline** to provide **document verification** for passengers who have arrived from another carrier such as American or United and are not holding a specific airline boarding pass **prior to arriving at their departure gate**.
  - In this example, IGC Airways will not be requesting the use of the Transit desk.
- These can be **requested** based on **operational needs** but may be **assigned on the availability based on airline schedules**.





# How to fill out the International Common Use Ancillary Space Request Form

**IGC** **EXAMPLE** **IGC, Inc.**  
P.O. Box 66581  
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Chicago, IL 60666

International Common Use Ancillary Space Request Form	
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023
Airline: IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)
Use By All Airlines:	
	Min Positions: Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4 6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	5 6
Use By International (Non-Precleared) Airlines:	
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):	1
Transit Desk (Y/N/IROP Only):	No
Notes: IGC Airways may only need 5 check-in positions but would like to request max 6.	
For IGC Use Only:	
	Number of Position(s) Assigned (Per TSUPs)
Check-in Position Allocated:	
Baggage Make-Up Positions Allocated:	
Re-Check/Customer Service Positions Allocated:	
Transit Desk Allocated:	
Notes:	
Submit	

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).


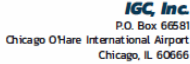
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- Regarding **Notes**, this area is for an airline to include any notes related to the above information. **(Preferred gate requests will not be considered as part of the scheduling allocation process).**
  - In this example, IGC Airways is noting it will only need 5 check-in positions but would like to request 6 for the Summer 2023 season.
- Some examples are:
  - If two partnering airlines operate within the same time and will share check-in positions.
  - If an airline has multiple flights, here additional information can be provided regarding the difference in aircraft seats to requested positions.





# What a completed International Common Use Ancillary Space Request Form should look like.

 **EXAMPLE** 

International Common Use Ancillary Space Request Form	
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023
Airline: IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)
Use By All Airlines:	
	Min Positions: Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4 6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	5 6
Use By International (Non-Precleared) Airlines:	
Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):	1
Transit Desk (Y/N/IROP Only):	No
Notes: IGC Airways may only need 5 check-in positions but would like to request max 6.	
For IGC Use Only:	
	Number of Position(s) Assigned (Per TSUPs)
Check-in Position Allocated:	
Baggage Make-Up Positions Allocated:	
Re-Check/Customer Service Positions Allocated:	
Transit Desk Allocated:	
Notes:	
<b>Submit</b>	

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).

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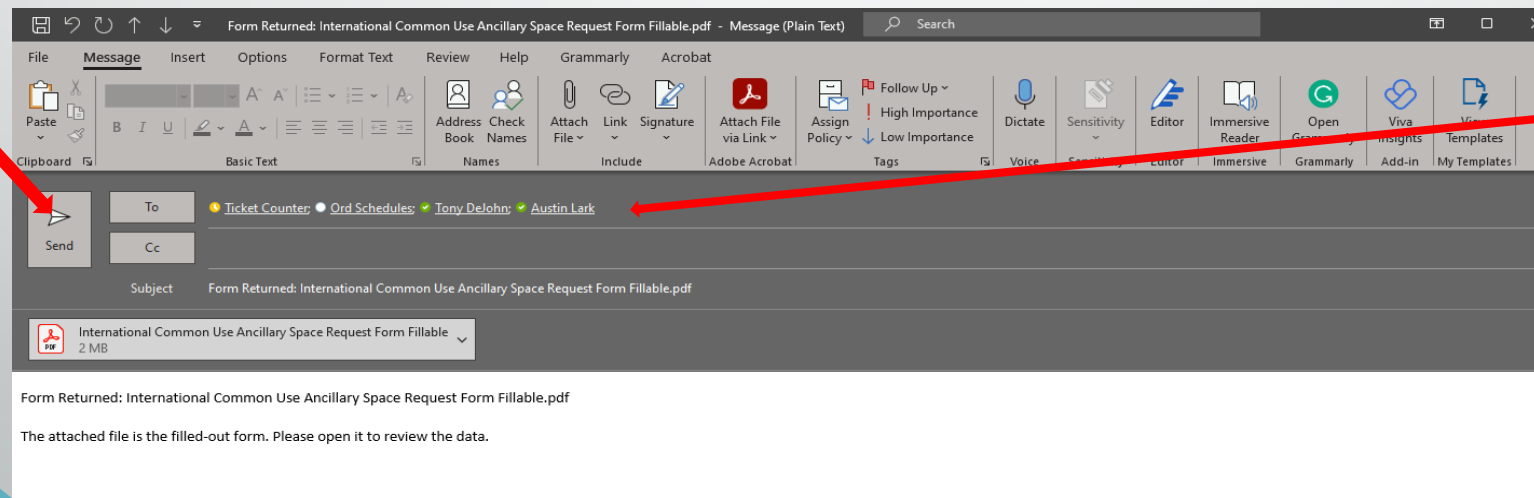
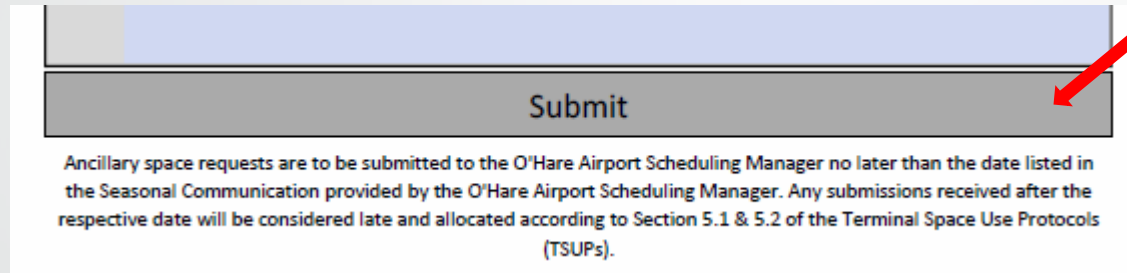
- This is what a completed International Common Use Ancillary Space Request form should look like.
- Instructions on how to submit this form to the O'Hare Airport Scheduling Manager are located on the next slide.





# How to submit your completed International Common Use Ancillary Space Request Form.

- In order to submit this form, if it is saved correctly (refer to slide 3), the “Submit” button can be left-clicked.
  - This will open a draft email in your email program (I.e. Outlook), with the completed form attached.
  - Click “Send” in order to submit your form to the O’Hare Airport Scheduling Manager.



- The listed in the picture should be auto populated.







# Reference Links

## Resources:

- IGC Inc website:
  - <https://www.igcinc.org/>
- O'Hare Page:
  - <https://www.igcinc.org/ohare-international-airport/>
- International Common Use Ancillary Space Request Form:
  - <https://www.igcinc.org/wp-content/uploads/2022/09/International-Common-Use-Ancillary-Space-Request-Form-Fillable.pdf>
    - **This must be "Downloaded" to the individual's computer in order to be submitted correctly.**
- Terminal Use Space Protocols (TSUPs):
  - <https://www.igcinc.org/wp-content/uploads/2022/09/ORD-TSUPs-FINAL-EFFECTIVE-4.15.19.pdf>

