Visit the following website (www.dlca.vi.gov) and click on Registration Button on the right side of the screen. Fill out the information and proceed. On the screen that follows select Apply for New License at the top of the page. Complete the application as prompted.

All supporting documents must be provided within 30 business days or risk denial of the application and forfeiture of the non-refundable application fee. Failure to remit all requested documents or to complete all required reviews within the specified time may necessitate resubmission of the license application.

Date: Type Date Here

Applicant Name: Type Applicant Name Here

Control #: Type Control # Here

License category
Enter License Category Here: $000.00
Enter License Category Here: $000.00
Application fee: $000.00

Proposed Business Activity
Explain in detail the type of proposed business activity for which the license(s) (has/have) been requested.

Agency Review
☐ __________ Police Record Check: $12.00 per person (Electronic)
☐ __________ DPNR Zoning Check: $20.00 (Electronic) (340) 773-1082 | (340) 774-3320
☐ __________ DPNR Environmental Protection Agency (340) 773-1082 | (340) 774-3320
☐ __________ Virgin Islands Fire Service (340) 773-8050 | (340) 774.7610
☐ __________ Waste Management Authority (340) 712-4962 | (340)715-9100 |
(340)774-2141
☐ __________ V.I. DOH – Environmental (340) 718-1311 | (340) 774-9000
☐ __________ V.I. DOH – Office of Professional Licensure (340) 718-1311 | (340) 774-9000
☐ __________ Bureau of Motor Vehicles (340) 713-4268 | (340) 774-4268
☐ __________ Department of Transportation (DOT) Registration (340) 772-3025 X 6125
☐ __________ DLCA Division of Enforcement (340) 713-3522 | (340) 714-3522

Proof of Ownership/Authority
☐ __________ Lease Agreement
☐ __________ Letter in lieu of Lease
☐ __________ Deed / Property Tax Bill
Corporation Documents
☐ _________ Certificate of Formation (https://corporationsandtrademarks.vi.gov/)
☐ _________ Certificate of Good Standing (https://corporationsandtrademarks.vi.gov/)
☐ _________ Trade Name Certificate (https://corporationsandtrademarks.vi.gov/)
☐ _________ Articles of Incorporation
☐ _________ Resident Agent Form
☐ _________ Corporate Resolution / Certificate of Incumbency

Limited Liability Company Documents
☐ _________ Certificate of Authority (https://corporationsandtrademarks.vi.gov/)
☐ _________ Certificate of Good Standing (https://corporationsandtrademarks.vi.gov/)
☐ _________ Trade Name Certificate (https://corporationsandtrademarks.vi.gov/)
☐ _________ Articles of Organization
☐ _________ Operating Agreement
☐ _________ Resident Agent Form
☐ _________ Corporate Resolution / Certificate of Incumbency

Partnership Documents
☐ _________ Partnership Agreement (Notarized)
☐ _________ Trade Name Certificate (https://corporationsandtrademarks.vi.gov/)

Sole Proprietorship Documents
☐ _________ Trade Name Certificate (https://corporationsandtrademarks.vi.gov/)

Other Supporting Documents
☐ _________ Commercial General Liability Insurance
☐ _________ Vehicle Insurance and Registration
☐ _________ Mechanic’s Contract (Used Car Dealer)
☐ _________ BMV Quota Letter (Car Rental)
☐ _________ US Coast Guard Inspection Certificate
☐ _________ Registration
☐ _________ Captain License
☐ _________ FAA Air Carrier Certificate
☐ _________ Aircraft Listing / Registration
☐ _________ Preparer Tax Identification Number (PTIN)
☐ _________ Enrolled Agent
☐ _________ Photo ID
☐ _________ Ein # Certification (Form SS4) (www.irs.gov)

Licensing Officer: Licensing Officer
Licensing.officer@dlca.vi.gov
340.713.3522 / 340.714.3522

Applicant:
I hereby acknowledge receipt of the business license application checklist tailored specifically to my licensing needs.

Licensee or Designee Name: _____________________________________

Signature: _______________________________ Date: ___________________

Division of Licensing

Date submitted for review: _______________________

Licensing Officer: _______________________________________________________

☐ Approved          ☐ Disapproved          Date: _______________________

Licensing Director: _________________________________________________