

**THE TOURIST BOARD ACT (1985)**  
**APPLICATION FOR DOMESTIC TOUR COMPANY LICENCE**

*RENEWAL*

NAME OF APPLICANT .....

ADDRESS .....

.....

NAME OF COMPANY .....

EXACT LOCATION .....

TEL: # ..... FAX # .....

EMAIL ADDRESS: .....

DATE OF COMPANY REGISTRATION.....

MANAGER'S NAME .....

NUMBER OF VEHICLES IN FLEET.....

NUMBER OF EMPLOYEES.....

**BRANCH OFFICE LOCATIONS:**

.....

1. .... TEL. # ..... FAX # .....

2. .... TEL. # ..... FAX # .....

3. .... TEL. # ..... FAX # .....

**I HEREBY CERTIFY THAT THE INFORMATION GIVEN HEREIN IS TO THE BEST OF MY KNOWLEDGE AND BELIEF A TRUE AND ACCURATE TESTIMONY.**

.....

**SIGNATURE OF APPLICANT**

.....

**DATE**

**DOCUMENTS TO BE SUBMITTED WITH APPLICATION**

1. Copy of Tour Brochure - (only licensed Attractions to be visited. /Attraction to have certified Tour Guides). (where new activities have been added)
2. Copy of Public Liability Insurance
3. Copy of Registration of Business Name (where applicable i.e. if Business Name is different from the name of the Company)
4. Letter of "Good Standing" - Companies Office of Jamaica
5. Visitor services offered (Accommodation, Transportation, Meals etc.)
6. Copy of Valid Food Handlers' Permit (where applicable)
7. Copy of Public Health Food Establishment Certificate (where applicable)
8. Submit list of Tour Guides
9. Approval from local planning authority (Parish Council e.g. KSAC, St. James Parish Council) - where applicable
10. Operators/ Tour Guides to be TPDCo Certified (Certificates to be submitted with licence application) (for new tour guides)
11. Submit name of carriers (either JTB licensed Contract Carriage operators to be used or operators carriers that are inspected and approved by TPDCo.)
12. Submit fleet list as per attached "Contract Carriage/Domestic Tour" application form (where applicable)
13. Copy of Work Permit (where applicable)
14. Copy of Security Contract (where applicable)
15. Security Approval From Police Tourism Liaison Section - (where applicable)
16. Approval from National Environment and Planning Agency (NEPA) - (where applicable)

**ADDITIONAL CERTIFICATES MAY BE REQUIRED BASED ON THE ACTIVITIES BEING OFFERED  
 ALSO, ALL GOVERNMENT STATUTORY REQUIREMENTS MUST BE MET AND ADHERED TO**

**INDICATED BELOW ARE THE SERVICES OFFERED BY THE ESTABLISHMENT NAMED**

	YES	NO
A. Secure accommodation - Hotel, Guest House, Villa, Apartment for individuals and groups	_____	_____
B. Provide meeting service and assistance at airport or dock	_____	_____
C. Processing, ticketing and general briefing for entire tour.	_____	_____
D. Provides arrival and departure transfers whether by limousine or exclusive service	_____	_____
E. Schedule transportation and sightseeing for groups and individuals	_____	_____
F. Assigns escorts, guides, interpreters in conjunction with organized excursion and overland guided tour activity	_____	_____
G. Supply chauffeur - driven or drive yourself transportation daily/weekly basis	_____	_____
H. Arrange meals, meetings and entertainment	_____	_____

.....  
SIGNATURE

.....  
COMPANY SEAL

.....  
SIGNATURE

.....  
DATE