

**REQUIREMENTS
FOR JAMAICA TOURIST BOARD
DOMESTIC TOUR COMPANY
LICENCE**

REQUIREMENTS

- OFFICE MUST BE IN COMMERCIAL AREA
- IF OPERATING FROM A HOME OFFICE THEN LETTER TO BE SUBMITTED INDICATING SAME
- IDENTIFICATION SIGN TO BE CLEARLY MARKED ON OFFICE BUILDING
- OPERATION TO BE ADEQUATELY STAFFED WITH TRAINED PERSONNEL (certified tour guides)
- TOUR GUIDES TO BE TRAINED AND CERTIFIED IN FIRST AID AND CPR
- APPROPRIATE WASHROOM FACILITIES
- FIRST AID KIT AND FIRE EXTINGUISHERS TO BE STRATEGICALLY PLACED
- TOURS TO MEET STATUTORY REQUIREMENTS
- ATTRACTIONS VISITED TO BE LICENSED BY THE JAMAICA TOURIST BOARD (JTB)
- RECOMMENDATION ASSESSMENT REPORT FROM TPDCo ON FACILITIES OFFERED AND TOURS

DOCUMENTS TO BE SUBMITTED *(operating from commercial area e.g. shop, plaza, hotel tour desk)*

- COMPLETED APPLICATION FORM WITH REQUIRED DOCUMENTATION SUBMITTED TO MANAGER, LICENCE PROCESSING UNIT, TPDCo.
- COPY OF PUBLIC LIABILITY INSURANCE
- COPY OF CERTIFICATE OF INCORPORATION
- COPY OF REGISTRATION OF BUSINESS NAME (where applicable i.e. if Business Name is different from the name of the Company)
- LETTER TO GOOD STANDING – COMPANIES OFFICE OF JAMAICA
- COPY OF VALID FOOD HANDLER’S PERMITS (where applicable)
- COPY OF PUBLIC HEALTH FOOD ESTABLISHMENT CERTIFICATE (WHERE APPLICABLE)
- SUBMIT LIST OF TOUR GUIDES
- COPY OF TPDCo TOUR GUIDE CERTIFICATION FOR EACH TOUR GUIDE (CERTIFICATES TO BE SUBMITTED WITH LICENCE APPLICATION)
- COPY OF BROCHURE INDICATING TOURS (**ONLY LICENSED ATTRACTIONS TO BE VISITED**)
- FLEET LIST
- SUBMIT NAME OF CARRIERS OF **JAMAICA TOURIST BOARD LICENSED CONTRACT CARRIAGE OPERATORS, AS WELL AS OTHER CARRIERS TO BE USED THAT ARE APPROVED BY ALL THE RELEVANT AUTHORTIES.**
- SUBMIT INFORMATION ON VISITOR SERVICES OFFERED (ACCOMMODATION, TRANSPORTATION, MEALS ETC.)
- APPROVAL FROM LOCAL PLANNING AUTHORITY (Parish Council e.g. KSAC, St. James Parish Council)
- COPY TAX REGISTRATION NUMBER (TRN)
- WORK PERMIT (where applicable)
- COPY OF SECURITY CONTRACT (WHERE APPLICABLE)
- SECURITY APPROVAL FROM POLICE TOURISM LIAISON SECTION – (WHERE APPLICABLE)
- 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.

Revised September 17, 2014