



Customs Department
Richard Stouitt Building, Wickham's Cay 1
Road Town, Tortola, British Virgin Islands
Tel: 1-284-468-6800 Fax: 1-284-468-6825 Email: bvicustoms@gov.vg

Guidelines for submitting applications for Charter Authorization

No online submissions!

Form must be completed in full block letters or typed, and printed in color. Application must be notarized and supporting documents certified, and delivered to the Commissioner of Customs at the above address. All mail-in submissions must be sent via courier, with prepaid return label for response from the commissioner. Application and supporting documents will be screened.

Supporting documents

1. **Business Licence / permit** - a legal document that grants a business permission to operate as a **charter company**. No management/agent companies and clubs business licenses are accepted.
2. **Copy of ID (Applicant)** - If not the owner/director of the company, proof of authorization to act on behalf of the company is required along with a copy of the bio page of a valid passport.
3. **Charter Operational Plan** - In accordance with Section 3 of the Commercial Recreational Vessel Licensing Act, No. 8 of 1992, the plan must have details of the proposed operation in the Virgin Islands and should include the following information:
 - a. Name of Vessels in the Fleet- include registration/official number, Hull number, color and length of the vessel.
 - b. If company is not the owner of the vessel please indicate and attach agreements/contract authorizing the use of vessel in charter fleet by company.
 - c. Number of persons on permanent or sessional basis- if applicable, name of regular crew that will be presenting themselves to customs. A copy of the bio page of valid passport of each individual is required.
 - d. Details of how the operation is to be financed to operate in the British Virgin Islands. **Financial Documents** are required to be attached (for example: Bank statements, good standing/tax certificates, etc.)

Once approval is granted, a Charter Authorization Letter will be issued to the company and will be allowed to obtain Commercial Recreational Vessel Licence for vessels in fleet.