



**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](mailto:bvicustoms@gov.vg)

Guidelines for submitting applications for licencing and recording

### Online submissions

1. Complete application
2. Upload supporting documents
3. Save documents as "Vessel Name" in PDF format. (Application per vessel should be saved individually)
4. Email files as an attachment to [hmcustomsrt@gov.vg](mailto:hmcustomsrt@gov.vg)

### In person submissions

1. Complete application
2. Attach supporting Documents
3. Submit to Customs Road Town ( Waterfront), Tortola Tel# (284) 468 4928 or (284) 468 4930

### Supporting Documents

#### Commercial Recreational Licence (CRVL)

- Vessel Arrival Details ( Marine control document/ HMC12(T-12))(NEW)
- Expired Licence (RENEWAL)
- Vessel Registration
- Exception Certificate from Virgin Islands Shipping Registry (if applicable)
- Agreement Between Owner and Company/Operator
- **Charter Authorization Letter** (Foreign Base Companies)  
\*Charter Authorization Application on website <http://www.bvi.gov.vg/departments/her-majestys-customs>
- Valid Trade Licence (BVI Based Companies)

(No management/agent companies trade licenses are accepted to obtain CRVL)

- |                           |                             |
|---------------------------|-----------------------------|
| ○ Charter Yacht Company   | ○ Day Sailing Company       |
| ○ Charter Company         | ○ Fishing Excursion Company |
| ○ Bareboat Rental Company | ○ Water Taxi                |
| ○ Dive Company            | ○ Sailing School Company    |

- Valid vessel Insurance (liability and salvage)
- Shipping Registry Certificate (Small Commercial Vessel Certificate)

#### Temporary Import Licence

- Purpose for stay (letter to Commissioner)
- Vessel Arrival Details ( Marine control document/ HMC-12(T-12)) (NEW)
- Expired Licence (RENEWAL)
- Vessel Registration
- Notarized Agreement Between Owner and BVI Agent/Resident held responsible
- Vessel Insurance (salvage)
- Proof of location of Vessel (If applicable)