



REQUIREMENTS FOR APPLICATION RENEWAL FOR TRAVEL AGENCIES AND TRAVEL AND EXCURSIONS WHOLESALERS - INDIVIDUAL

- Name, mailing address, residential and phone number
- Two 2 X 2 photos.
- Evidence of residential address through AAA, AEE and or telephone bills copy.
- Compiled financial statement, certified by CPA (with original CPA stamp of \$5.00). It must have less than one (1) year of issued.
- Certificate of conduct issued by Puerto Rico Police Dept. Less than thirty (30) days issued.
- Negative certificate issued by ASUME stating that there's no child support debt. Not more than one (1) month from issue date.**
- Negative debt certification issued by the Puerto Rico Department of Treasury.**
- Certificate of tax filing for the last five (5) years issued by the Puerto Rico Department of the Treasury. If haven't filed a tax return must provide Department of Treasury SC-2781 Form.
- Negative certificate of Debt for All the Concepts of the CRIM, for the current taxable period. If you have debt must present a payment plan and receipt of recent payment.
- Receipt of payment of annual fee.
- If you are a foreigner, show evidence of your citizenship, either by passport or residence card.
- Merchants Registration Certification issued by the Department of Treasury.

**If there's any debt with any government agency, must present evidence of a payment plan issued by the corresponding agency.

ADDITIONAL REQUIREMENTS:

- Inspection of the business site(*deferred approval).
- Contract of sale and/or lease of the premises.
- Permit of Use for the business site issued by OGPE addressed to the agency trips and/or wholesaler. It must establish that permit issued is for Travel Agency and/or Wholesaler, depending to the case.***
- Fire Prevention Certification (inspection) issued by the PR Fire Department.
- Municipal patent of the business.***

*****Notice:** Both the Use Permit, the Municipal Patent and the Fire Prevention Certification required herein must have the same physical address of the business site.

- Policy of Errors or Omissions, not less than \$100,000.00, endorsed to the Puerto Rico Tourism Company.
- Public Liability Bond with a minimum cover of \$25,000.00 or equivalent to 5% of the annual sales of the last year of operations, whichever is greater.
- Evidence of payment of the annual fee corresponding to the Fiscal Year.

The Puerto Rico Tourism Company will be entitled to require any additional information and/or documents that are necessary for the proper fulfillment of their faculties and may reject any request for not meeting the corresponding requirements or determine intent to defraud the Puerto Rico Tourism Company.

Business Hours: Monday thru Friday from 8:00 am – 3:30 pm.
If any doubt you can contact us at (787) 721-2400, Exts. 4205, 4406, 4206 and 4407.
We are located at: Paseo La Princesa, Building #2, Old San Juan, San Juan, PR 00901

Oriented By: _____
Employee signature

Revd. Aug-2018

