



P.O. BOX 325, 64 Regent Street, Belize City, Belize, C.A.

TOUR GUIDE APPLICATION FORM

Application Type: **New** **Renewal**

SECTION 1 - General Information

Enter your name, personal information, and tour guide credentials.

Full Name :

FIRST

MIDDLE

LAST

Date of Birth:

Gender:

Nationality:

Social Security Number:

Type of Guide:

GENERAL GUIDE /SITE GUIDE/CITY GUIDE

Other:

If Site Guide, Specify Site:

Date Completed National Tour Guide Training Program :

Education Level:

PRIMARY / SECONDARY / ASSOCIATES/ BACHELORS

Tour Guide Association:

Languages Spoken:

FIRST LANGUAGE

OTHER

OTHER

If Renewal, Tour Guide ID #:

SECTION 2 - Contact Information

Enter your contact details.

Home Address:

DISTRICT

Mailing Address:

DISTRICT

P.O. Box:

Cell Phone:

Home Phone:

Email Address:





SECTION 3 - Agent Information

Enter your name and contact information.

Full Name :

Email Address:

Cell Phone Number:

Home Number:

SECTION 4 - Employer Information

Enter your employment details.

Employer:

Employer’s Business Address:

Employer’s Contact Number(s):

Area of Operation:

Types of Tours Conducted:

- | | |
|------------------------------|-----------------------------|
| Scuba Diving | Rappelling |
| Snorkelling | Ziplining |
| Fishing/Sport Fishing | River Rafting/Tubing |
| Nature/Hiking | Cave Exploring |
| Bird Watching | Culture |
| Horseback Riding | Gastronomy |
| Archaeology | Other: |

Year of Employment:





SECTION 5.1 – MANDATORY REQUIREMENTS CHECKLIST

Use the corresponding checklist to ensure you have met all the requirements for your application.

New Application

Completed Application Form (signed and dated)
Original Valid Police Record
Original Medical (as per BTB form attached) from a registered Medical Practitioner (must be dated within 3 months from application submission)
Copy of valid CPR and First-aid certificate/card from a recognized provider (BERT, RED CROSS, PADI, and any other verifiable accredited instructor)
One (1) passport-size photograph per photo specification* (see requirements below)
Original letter of recommendation from a recognized local Tour Guide Association (must be dated within 3 months from application submission)
Proof of Belizean Citizenship/Permanent Residency (a copy of Passport, Social Security, or Birth Certificate) certified by Justice of the Peace
One (1) recommendation letter from persons who are well acquainted with the applicant (must be dated within 3 months from application submission)
Copy of BTB Tour Guide Training Certificate and Grade Report
Copy of your deposit slip/payment of \$75.00 from the bank at the time of submitting your application

Renewal Application

Completed Application Form (signed and dated)
Original Valid Police Record
Original Medical (as per BTB form attached) from a registered Medical Practitioner (must be dated within 3 months from application submission)
Copy of valid CPR and First-aid certificate/card from a recognized provider (BERT, RED CROSS, PADI, and any other verifiable accredited instructor)
One (1) passport-size photograph per photo specification* (2024,2027,2030)
Original letter of recommendation from a recognized local Tour Guide Association (must be dated within 3 months from application submission)
Copy of your deposit slip/payment of \$75.00 from the bank at the time of submitting your application

*PHOTO SPECIFICATION

1. The white background photo must be in focus, with no red-eye and no reflected light on the face.
2. The head must be in a straight position with the face directly into the camera.
3. A neutral facial expression must be maintained (no smiling or frowning)
4. The visibility of the eyes is important.
5. Preferable no glasses, no shades.



SECTION 5.2 - ADDITIONAL DOCUMENTS REQUIREMENT CHECKLIST

Use the checklist below to include the following documents if applicable.

Mandatory if Applicable


Copy of valid Dive Master or Dive Instructor Card from recognized dive institutions (PADI, NAUI, SSI, TDI, etc.) if the applicant conducts diving and/or diving-related activities

SECTION 6 - TERMS & CONDITIONS

ALL LICENSED TOUR GUIDES SHALL:

1. Maintain at all times, appropriate, professional appearance and attire when carrying out tours and other Tourism related duties
2. Continuously promote Belize positively, honestly, and with pride, as a leading tourism destination to all guests and visitors.
3. Undertake refresher or professional development courses organized by BTB to improve and enhance performance in the field.
4. Cooperate at all times with the Belize Tourism Board and tourism site managers (**NICH, Belize Audubon Society, etc.**)
5. Convey to, and educate all guests with accurate information in a very precise and honest manner at all times.
6. Assist and ensure all guests who purchase local arts and crafts do so in good quality and integrity.
7. Report any abuse or infraction of the laws relating to Tourism to the Belize Tourism Board's Enforcement Unit at enforcement@belizetourismboard.org or call 227-2420 ext. 353.
8. Testify when or if required before any relevant authority regarding any abuse of guests under your care or supervision.
9. Never insult, abuse, or harass any guest or industry peer via any means.
10. Do not encourage any guest to violate the laws of Belize.
11. Do not encourage any guest to breach proper morals, values, and integrity.
12. Never carry out or attempt to execute any tour as a guide while under the influence of alcohol or drugs.
13. Never offer guests the sale, distribution, or consumption of any illegal drugs or commodities.
14. Strive to be a decent, law-abiding citizen of this country and never be convicted of a crime in Belize.





SECTION 6 - TERMS & CONDITIONS (CONT.)

ALL LICENSED TOUR OPERATORS SHALL:

15. Do not engage in any activity that can be detrimental to Belize’s environmental, archaeological, or cultural heritage.
16. Ensure the safety of guests at all times. This includes ensuring that all safety equipment is available for guests to use at all times and that all safety equipment is regularly checked for operational safety. Tour Guides must always abide by the speed limits established and adhere to no wake zones.
17. All tour guides must prominently display a valid tour guide license on his/her person when conducting a tour.
18. All tour guides must be employed, whether temporarily or permanently, under a tour operator and shall not solicit tours or conduct tours that have not been legally sold by a licensed Tour Operator.
19. Tour guides must accompany the guest to sites /attractions and should adhere to the established guest-to-guide ratios.

Land Tours - 1:15 guests

Marine Tours - 1:8 guests

Caves - 1:8 guests

SECTION 7 - DECLARATION

I declare that all information provided in this application is true, accurate and complete to the best of my knowledge. I have not withheld any information and understand any falsification is illegal and will disqualify my application. I agree to all the terms and conditions outlined:

- Submitting all of the required documents and information does not automatically guarantee a Tour Guide license.
- All supporting documents must be **only in PDF Format** and properly labelled/named.
- Incomplete applications will be denied on the same day.
- Replacement fee for tour guide license is \$10.00 and receipt should be sent along with a completed Tour Guide License Replacement Form.
- All licenses expire on the 31st of July of each year and are to be renewed annually.
- The Tour Guide Committee reserves the right to revoke licenses if the holder breaches any conditions set out in Chapter 275S of the Laws of Belize.
- The BTB must be informed in writing of any changes to the information provided or if the Guide discontinues being a Tour Guide.
- A minimum of one-week processing time, from the date of submission at the BTB.





SECTION 7 - DECLARATION (CONT.)

i. Print Name:

ii. Signature:

iii. Date:

FOR OFFICIAL USE ONLY

	For Official Use Only	Date <small>DD / MM / YYYY</small>	Signature	Comments Actions		
	Form received by BTB					
	Licensing Officer Check			Complete	Incomplete	
	Licensing Manager			Approved	License	Denied
	Printing Date					
	Database Update					
	Committee Review					

