



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

# TOUR OPERATOR APPLICATION FORM

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

## SECTION 1 – General Tour Operator Information

Enter your tour operator name, location details, and contact information.

Tour Operator Name :

Owner(s) Name(s):

Address:

City/Town/Village:

District:

Office Number:

Cell Number:

Email Address:

Website:

## SECTION 2 – AGENT INFORMATION

Enter the main contact person's details.

Agent's Full Name :

Home Number:

Cell Number:

Email Address:





## SECTION 3.1 – MANDATORY REQUIREMENTS CHECKLIST

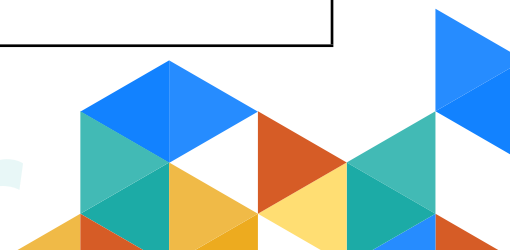
Use the corresponding checklist to ensure you have met all the requirements for your application.

### New Application

	Completed Application Form <b>(signed and dated)</b>
	Copy of Business or Company Certificate of Registration with a short extract about the business or detailed extract about the Company issued by the Company Registry <b>(Full document)</b>
	Copy of your Proof of Citizenship or Permanent Residency
	Original Police Record for all owners and/or shareholders
	Completed Employee Template
	Completed Tour Guide Template
	Completed Tour Package Template <b>(one template per tour)</b>
	Valid Tour Operator Insurance <b>(Full Policy)</b> – For <b>ALL</b> tours being offered
	Valid Tour Operator Trade License <b>(if the business is located in a town or city)</b>
	Original recommendation letter, issued within 3 months from the date of submission, from an individual/entity within the tourism community who is in good standing with BTB
	Two (2) clear photographs of the business <b>(one interior &amp; one exterior)</b>
	One (1) passport-size photo of each owner/shareholder <b>(certified by Justice of the Peace)</b>
	Original declaration stating that owner(s) have not filed bankruptcy within the past 5 years
	Detailed Emergency Plan
	Copy of deposit slip/payment receipt of \$250.00 from the bank

### Renewal Application

	Completed Application Form <b>(signed and dated)</b>
	Copy of Business or Company Certificate of Registration with a short extract about the business or detailed extract about the Company issued by the Company Registry <b>(Full document)</b>
	Copy of your Proof of Citizenship or Permanent Residency
	Original Police Record for all owners and/or shareholders
	Completed Employee Template
	Completed Tour Guide Template
	Completed Tour Package Template <b>(one template per tour)</b>
	Valid Tour Operator Insurance <b>(Full Policy)</b> – for <b>ALL</b> tours being offered
	Valid Tour Operator Trade License <b>(if the business is located in a town or city)</b>
	Copy of deposit slip/payment receipt of \$250.00 from the bank





## SECTION 3.2 – ADDITIONAL DOCUMENTS REQUIREMENT CHECKLIST

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

### Mandatory if Applicable

	Certified partnership agreement evidencing distribution of shares if the business had one or more owners who are not Belizean or Permanent Residents.
	Copy of a Certificate of Good Standing for the <b>current year. (For company only)</b>
	Complete the Vehicle Decal Template with a copy of the Vehicle Certificate of Registration and Passenger Liability Insurance <b>(Full Policy)</b> , and clear photographs of the vehicle.
	Complete the Vessel Decal Template with a copy of the Vessel Registration Certificate, Sea Worthiness Certificate, and Passenger Liability Insurance <b>(Full Policy)</b> , and clear photographs of the vessel.
	Rental agreement and owner's biodata passport <b>(if vessel or vehicle is rented)</b>

## SECTION 4 – TERMS & CONDITIONS

ALL LICENSED TOUR OPERATORS SHALL:

1. Utilize only licensed tour guides and tour operators to execute tours.
2. Maintain valid, licensed, and insured tour and safety equipment per the schedule below:
  - a. Fire Extinguisher
  - b. First Aid Kits
  - c. Seat Belts.
  - d. Life Jacket
  - e. Flares/Reflectors/Lights
  - f. Fire Axe (optional)
  - g. Communication Device.
  - h. Tow Cable
  - i. Tool Box
  - j. Flash Light
  - k. Adequate sealed drinking water.
3. Be in possession of valid passenger liability insurance on all equipment and transportation vessels and/or vehicles at all times.
4. Be in possession of valid public liability insurance inclusive of all tours executed at all times.
5. Take all necessary steps to safeguard Belize's environmental, moral, historical, and cultural integrity.
6. Continuously promote Belize as a leading destination for all guests.
7. Maintain at all times appropriate personal appearance, hygiene and ensure that their employees do the same.
8. Continuously and consistently exercise functions and responsibilities as a tour operator.
9. Cooperate at all times with the Belize Tourism Board.
10. Cooperate with the Tour Operator Committee whenever necessary for the development of tourism in Belize.
11. Do not insult, abuse, or harass a tourist under his/her care, either through word or deed.
12. Do not induce or encourage a tourist under his/her care to do anything contrary to the laws of Belize which goes against good customs and morals.
13. Not carry out or attempt to carry out his/her functions under these Regulations while under the influence of alcohol or illicit drugs.



## **SECTION 4 - TERMS & CONDITIONS (CONT.)**

ALL LICENSED TOUR OPERATORS SHALL:

14. Not offer for sale or otherwise any illicit drugs or illegal commodities to tourists.
15. Not engage in any activity detrimental to the environmental integrity or archaeological or cultural heritage of Belize
16. Report any abuses or infractions of the laws relating to tourism by any person or tour operator to the BTB or Tour Operator Committee.
17. Testify, if requested, before any relevant authority of any abuses to any guest under your care.
18. Adhere to and meet all obligations as required under the 'Belize Standard Code of Practice for Recreational Scuba Diving Services, Compulsory Standard Order 2016' (BZ CP 5: 2016) for those offering scuba diving tours and services.
19. Adhere to and meet all obligations as required under the 'Belize Health and Safety Policy Manual for Archaeological Sites- Health and Safety Mandatory Standards Order 2014' for those offering tours to Archaeological reserves in Belize.
20. Adhere to and comply with any policy guidelines developed or licensing criteria established by the BTB or Tour Operator Committee respectively from time to time.
21. The Tour Operator Committee reserves the right to revoke licenses if the holder breaches any conditions set out in SI Chapter 275S.
22. Licenses are non-transferable and non-assignable.
23. Any changes to your Account Register's information must be communicated to the BTB in writing. Any Operator who fails to complete the re-renewal process by December 31 for each year, and continues to operate is deemed to be operating illegally. As per Sec on 9(2) Tour Operators Regulations SJ. No. 12 of 2006, the Belize Tourism Board (Tour Operator) Regulations, it is an offense to operate without a valid license and a person found guilty of a said offense is liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a term not exceeding six months, or to both such fine and term of imprisonment.





**SECTION 5 - LICENSE DISTRIBUTION**

**Shipped (COD) via:**  
Tropic Air      Maya Island Air      BPMS

**Pick up at BTB Office:**  
#64 Regent St., Belize City

**Name:**  
  
**Address:**  
  
**Contact Number:**

**SECTION 6 - DECLARATION**

I/ We declare that the information provided in this application is true and correct and that  
I / we fully understand and will abide by the Terms and Conditions stated on pages 3 and 4.

- i. Print Name:**
  
- ii. Signature:**
  
- iii. Date:**
  
- iv. Business Stamp/ Company Seal:**

**FOR OFFICIAL USE ONLY**

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

