

# TOUR GUIDE LICENCE APPLICATION FORM

	For Official Use Only	For Official Use Only
<b>Tour Guide Licence Number:</b>	<input type="checkbox"/> New <input type="checkbox"/> Renewal	Receipt #: _____ Date Paid: _____ Cashier: _____
<b>Name of Applicant:</b>	First Name	Middle Name
<b>Date of Birth:</b>	(dd/mm/yyyy)	<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Nationality:</b>		<b>Social Security Number:</b>
<b>Home Address:</b>		
<b>Mailing Address:</b>		
<b>Email Address:</b>		
<b>Cell Phone Number:</b>		<b>Home Phone Number:</b>
<b>Employed By:</b>		<b>Employer's Contact Number:</b>
<b>Date of completion of National Tour Guide Training Program:</b>		
<b>Tour Guide Association:</b>	(Tour Guide Association you are a member of)	
<b>Educational Qualifications:</b>	<input type="checkbox"/> Primary School <input type="checkbox"/> High School <input type="checkbox"/> Junior College <input type="checkbox"/> University <input type="checkbox"/> Other (Specify): _____	
<b>Languages Spoken</b> (Check all that apply):	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Maya <input type="checkbox"/> Garifuna <input type="checkbox"/> German <input type="checkbox"/> French <input type="checkbox"/> Russian <input type="checkbox"/> Chinese	<b>Area of Operation</b> <input type="checkbox"/> Belize District <input type="checkbox"/> Placencia Village <input type="checkbox"/> Corozal District <input type="checkbox"/> Stann Creek District <input type="checkbox"/> Cayo District <input type="checkbox"/> Toledo District (Check all that apply): <input type="checkbox"/> Offshore Islands <input type="checkbox"/> Orange Walk <input type="checkbox"/> Caye Caulker <input type="checkbox"/> San Pedro
<b>Other Languages:</b>		

<b>Type of Tours Conducted</b> <b>(Check all that apply):</b>	<input type="checkbox"/> Scuba Diving	<input type="checkbox"/> Snorkeling	<input type="checkbox"/> Cave Exploring	<input type="checkbox"/> Nature Trails
	<input type="checkbox"/> Cave Tubing	<input type="checkbox"/> Bird Watching	<input type="checkbox"/> Fishing	<input type="checkbox"/> Rafting/Canoeing
	<input type="checkbox"/> Zip Lining	<input type="checkbox"/> Archeological Site Tour	<b>Other:</b>	

The following documents must be submitted with each application:

**Requirements for all RENEWING Applicants**

- 1. Completed Application Form
- 2. Copy of valid Social Security Card **certified** by a Justice of the Peace
- 3. **Original** Police Record (dated within 6 months from date of submission of application and **signed by Applicant**)
- 4. **Original** Medical Certificate from a registered Medical Practitioner (dated within 6 months from date of submission of application)
- 5. **Valid** copy of CPR/First-aid certificate/card from a recognized provider (BERT, RED CROSS, PADI) **certified** by a Justice of the Peace
- 6. Two (2) passport size photographs **certified** by a Justice of the Peace
- 7. An **original** letter of recommendation from a recognized local Tour Guide Association (letters must be issued and dated within 3 months of submission of application)
- 8. Copy of valid Dive Master or Dive Instructor Card from recognized dive institutions **certified** by a Justice of the Peace (PADI, NAUI, SSI, TDI etc.) *(if the applicant has such certification)*
- 9. Proof of Payment of \$75.00 license Fee (Note that a receipt of payment of the application fee is NOT a license or proof of a license).

**NEW APPLICANTS are required to submit the following IN ADDITION to the above**

- 1. Proof of Citizenship (a copy of passport or birth certificate) **certified** by Justice of the Peace
- 2. Two (2) recommendation letters from persons that are well acquainted with the applicant (letters issued and dated within 3 months of submission of application)
- 3. Copy of BTB Tour Guide Training Certificate/Grade Report
- 4. Copy of most recent certificate from an educational institution **certified** by Justice of the Peace

**Declaration:**

**I declare that all the information provided herein is true and correct. I also understand the below terms:**

- ❖ Submitting all of the required documents and information does not automatically guarantee a Tour Guide license.
- ❖ All licenses expire on the 31st of July of each year and are to be renewed annually.
- ❖ Payment of BZD \$75.00 license fee. A receipt is NOT a license neither can it be used as such.
- ❖ 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.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date (dd/mm/yyyy)**

**TOUR GUIDE LICENCE  
TERMS AND CONDITIONS**

**ALL LICENSED TOUR GUIDES SHALL:**

1. Maintain at all times appropriate personal appearance and attire when carrying out tours and related services for guests.
2. Continuously promote Belize positively, as a leading destination to all guests.
3. Undertake refresher courses 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.
5. Convey and/or guide all guests to and in touristic attractions, facilities and establishments.
6. Assist and ensure guests purchasing arts and crafts acquire items of good quality.
7. Provide all guests with information in the most precise and truthful manner at all times.
8. Report any abuses or infractions of the laws relating to tourism to the Complaints Desk at the Belize Tourism Board.
9. Testify, if requested, before any relevant authority of any abuses to any guest under your care.
10. Not insult, abuse or harass any guest or industry peers either through word or deed.
11. Not induce or encourage any guest to do anything contrary to the laws of Belize.
12. Not induce or encourage any guest to do anything which goes against good customs or morals.
13. Not carry out or attempt to carry out your functions as tour guide while under the influence of alcohol or drugs.
14. Not offer for sale or otherwise any illegal drugs or illegal commodities to guests.
15. Not be convicted of any crime by any court of law.
16. Not engage in any activity detrimental to the environmental integrity, archaeological or cultural heritage of Belize.
17. Ensure the safety of guests at all times. This includes ensuring that all safety equipment is available for guests to use at all time and that all safety equipment is regularly checked for operational safety. Tour Guides must at all times abide by speed limits established as well as adhering to no wake zones.
18. Prominently display license on person at all times when conducting tours.
19. Tour Guides shall not solicit tours or conduct tours that have not been legally sold by a licensed Tour Operator.

<b>Signature:</b>	
<b>I hereby accept the above terms and conditions as they pertain to being a tour guide.</b>	
Signature of Applicant: _____  Name in Block Letters: _____	Date: _____ <div style="text-align: center;">(dd/mm/yyyy)</div>

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**For Official Use Only**

**License Status:**

Approved

Denied

Committee Review

**Remarks:**

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**Date:** \_\_\_\_\_  
(dd/mm/yyyy)

**Signature:** \_\_\_\_\_  
**Director of Business Development  
For Chairman Tour Guide Committee**