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# Online Virgin Islands Public Access Guide

## Existing Users

1. Enter your email address.
2. Enter your Password.
3. Click on the **'Login'** button.



The screenshot shows the Department of Licensing and Consumer Affairs (DLCA) website. The header includes the DLCA logo, the text "Department of Licensing and Consumer Affairs (DLCA)", "Government of the U.S. Virgin Islands", and the tagline "Servicing businesses and assisting, educating & protecting". A "User Guide" link is in the top right. Below the header is a yellow bar with "User Information". The main content area has two columns: "Existing User" on the left and "New User" on the right. The "Existing User" section contains "Email Address:" and "Password:" labels, each followed by a text input field with a red asterisk. Below the password field is a blue link "Forgot Your Password?". A yellow "Login" button is centered below the fields. The "New User" section contains a blue link "Click here to Register >>". At the bottom, there are links for "DLCA: Home | About DLCA | Contact Us" and a copyright notice "© Copyright 2009".

## Forgot Password

1. Click on **'Forgot Your Password.'**



This screenshot is identical to the one above, but with a mouse cursor pointing to the blue link "Forgot Your Password?" in the "Existing User" section.

2. Enter your Email ID and click on the **'Retrieve Password'** button.



The screenshot shows the Department of Licensing and Consumer Affairs (DLCA) website header with the logo and tagline "Government of the U.S. Virgin Islands". Below the header, a yellow banner contains the text "Forgot your password? Fill in your User Name ( email ) below to have your password sent to your registered email address." and "Fields marked with \* are required." The main form area has a text input field labeled "Email ID:" containing "watson.isabelle@yahoo.com" with a red asterisk to its right. Below the input field is a yellow button labeled "Retrieve Password". At the bottom of the page, there is a footer with links: "DLCA: Home | [About DLCA](#) | [Logoff](#) | [Contact Us](#)" and "© Copyright 2009".

3. The confirmation page is displayed:



The screenshot shows the same DLCA website header as above. The yellow banner text is identical. The "Email ID:" input field now contains "watson.isabelle@yahoo.com" with a red asterisk to its right. Below the input field is a yellow button labeled "Retrieve Password". Below the button, a red message reads: "An email was sent containing your password. Please store your password in a safe place."

## New User Registration

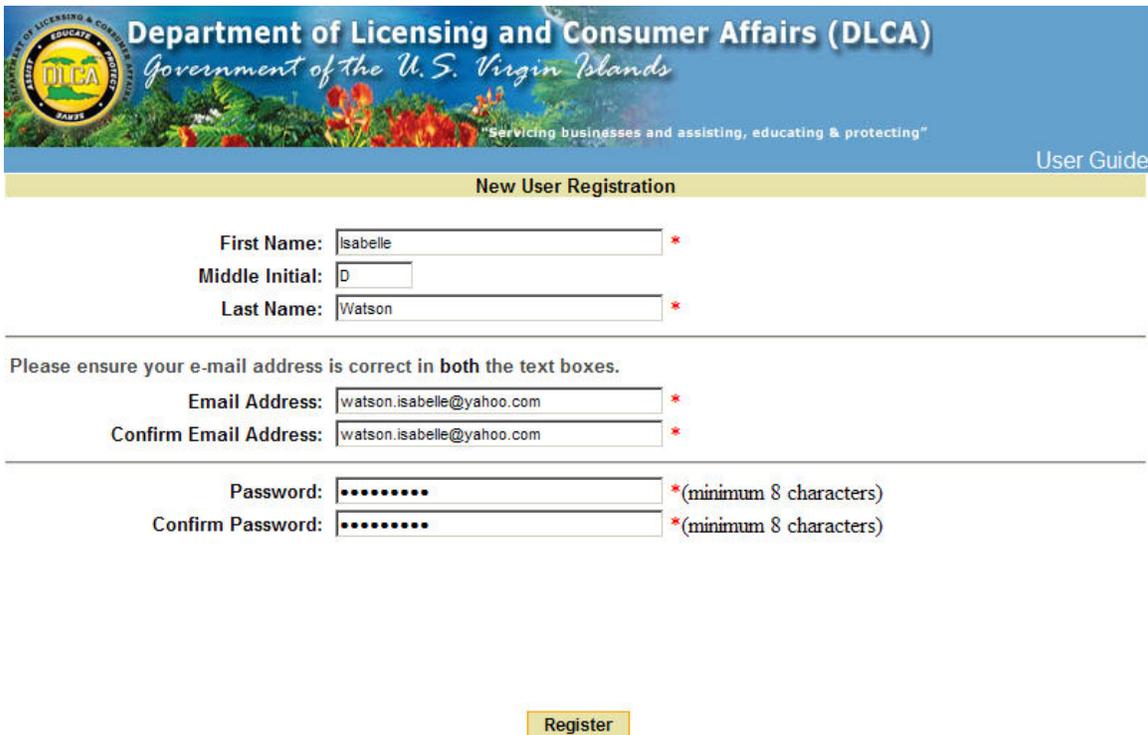
1. Click on '[Click here to Register >>>](#)'

**Note:** If you have already created an user account login using a previously created email address and password, you will not be able to create another account using the same email address. **Fields marked with \* are required.**



The screenshot shows the 'User Information' section of the DLCA website. It features a header with the DLCA logo and the text 'Department of Licensing and Consumer Affairs (DLCA) Government of the U.S. Virgin Islands'. Below the header, there are two main sections: 'Existing User' and 'New User'. The 'Existing User' section contains fields for 'Email Address' and 'Password', both marked with an asterisk (\*). A link for 'Forgot Your Password?' is also present. The 'New User' section contains a link for 'Click here to Register >>' with a mouse cursor pointing to it. A 'Login' button is located at the bottom center. The footer includes links for 'DLCA: Home', 'About DLCA', and 'Contact Us', along with a copyright notice for 2009.

2. Enter your new user registration information in the window below. Write your password down and click the '[Register](#)' button.



The screenshot shows the 'New User Registration' section of the DLCA website. It features a header with the DLCA logo and the text 'Department of Licensing and Consumer Affairs (DLCA) Government of the U.S. Virgin Islands'. Below the header, there are several registration fields: 'First Name' (Isabelle), 'Middle Initial' (D), and 'Last Name' (Watson), all marked with an asterisk (\*). Below these fields, there is a note: 'Please ensure your e-mail address is correct in both the text boxes.' This is followed by 'Email Address' and 'Confirm Email Address' fields, both containing 'watson.isabelle@yahoo.com' and marked with an asterisk (\*). Below these are 'Password' and 'Confirm Password' fields, both containing eight dots and marked with an asterisk (\*) and the note '(minimum 8 characters)'. A 'Register' button is located at the bottom center.

3. New User Registration Confirmation Screen is displayed:

**Department of Licensing and Consumer Affairs (DLCA)**  
*Government of the U.S. Virgin Islands*  
"Servicing businesses and assisting, educating & protecting"

Welcome Isabelle D Watson User Guide

**New User Registration Confirmation**

Thank you for creating your profile with Virgin Islands, Department of Licensing and Consumer Affairs!

**You may now:**

1. View the license application.
2. Apply for new business license.
3. Update your Profile.

**You are now Logged into the Application.**  
If anytime you have trouble in Signing In, please contact us at [Click here](#)

[Continue](#)

DLCA: [Home](#) | [About DLCA](#) | [Logoff](#) | [Contact Us](#)  
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4. Click the 'Continue' button.

5. The Home page screen is displayed:

**Department of Licensing and Consumer Affairs (DLCA)**  
*Government of the U.S. Virgin Islands*  
"Servicing businesses and assisting, educating & protecting"

Welcome Isabelle D Watson User Guide

**What Would You Like To Do?**

<a href="#">Change Your Password</a>	<a href="#">Update User Registration Information</a>
<a href="#">Apply for New License</a>	<a href="#">Associate Existing Business</a>

**Your License Application History**

<b>Incomplete Applications</b> These are Online Applications that have not been submitted yet.
<b>Submitted Applications</b> These are all submitted Online Applications.
<b>Existing Licenses</b> These are all approved Online Applications.

DLCA: [Home](#) | [About DLCA](#) | [Logoff](#) | [Contact Us](#)  
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## Change Password

1. Click on '**Change Your Password.**'



The screenshot shows the user dashboard for the Department of Licensing and Consumer Affairs (DLCA) of the Government of the U.S. Virgin Islands. The user is logged in as Isabelle D Watson. The dashboard includes a navigation menu with the following options: [Change Your Password](#), [Update User Registration Information](#), [Apply for New License](#), and [Associate Existing Business](#). Below the navigation menu is a section titled 'Your License Application History' with three sub-sections: 'Incomplete Applications' (These are Online Applications that have not been submitted yet.), 'Submitted Applications' (These are all submitted Online Applications.), and 'Existing Licenses' (These are all approved Online Applications.). The footer contains links for 'DLCA: Home | [About DLCA](#) | [Logoff](#) | [Contact Us](#)' and a copyright notice for 2009.

2. Change Password screen is displayed:



The screenshot shows the 'Change Password' form. The form includes three input fields: 'Old Password:', 'New Password:', and 'Re-type the New Password:'. Each field is followed by a red asterisk (\*). To the right of the form, there is a note: 'Fields marked with \* are required'. Below the input fields is a yellow button labeled 'Change Password'.

3. Enter required fields information and click on the **'Change Your Password'** button.

The screenshot shows the 'Change Password' form on the DLCA website. The header includes the DLCA logo, the text 'Department of Licensing and Consumer Affairs (DLCA) Government of the U.S. Virgin Islands', and the tagline 'Servicing businesses and assisting, educating & protecting'. Below the header, it says 'Welcome Isabelle D Watson' and 'User Guide'. The form title is 'Change Password'. A note states 'Fields marked with \* are required'. There are three password input fields: 'Old Password:', 'New Password:', and 'Re-type the New Password:'. Each field has a red asterisk to its right. The 'New Password:' and 'Re-type the New Password:' fields have additional text: '(Min 8 characters)'. A 'Change Password' button is located at the bottom of the form.

4. Password successfully screen is displayed:

The screenshot shows the 'Thank You' screen on the DLCA website. The header is identical to the previous screenshot. Below the header, it says 'Welcome Isabelle D Watson' and 'User Guide'. The main message is 'Thank You. Your Password changed successfully. Please Sign in again by clicking on [Login](#)'. At the bottom, there is a footer with links: 'DLCA: Home | [About DLCA](#) | [Logoff](#) | [Contact Us](#)' and a copyright notice: '© Copyright 2009'.

## Update User Registration Information

1. Click on '[Update User Registration Information](#).'



The screenshot shows the DLCA website header with the logo and text: "Department of Licensing and Consumer Affairs (DLCA) Government of the U.S. Virgin Islands". Below the header, a navigation bar includes "Welcome Isabelle D Watson" and "User Guide". The main content area is titled "What Would You Like To Do?" and contains two links: "Update User Registration Information" and "Associate Existing Business". Below this is a section for "Your License Application History" with sub-sections for "Incomplete Applications", "Submitted Applications", and "Existing Licenses". The footer contains links for "DLCA: Home", "About DLCA", "Logoff", and "Contact Us", along with a copyright notice for 2009.

2. User Information screen is displayed:



The screenshot shows the "User Information" form on the DLCA website. The form includes fields for "First Name" (Isabelle), "Middle Initial" (D), and "Last Name" (Watson). Below these are two email address fields: "Email Address" (watson.isabelle@yahoo.com) and "Confirm Email Address". The form has a "Back to My Profile Page" button and a "Save" button. The footer contains links for "DLCA: Home", "About DLCA", and "Logoff", along with a copyright notice for 2009 and a "Web Site Disclaimer".

3. Update your user information and click the '[Save](#)' button.
4. Click on the '[Back to My Profile Page](#)' button.

## Apply for New License

1. Click on **'Apply for New License.'**

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Government of the U.S. Virgin Islands  
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Welcome Isabelle D Watson User Guide

**What Would You Like To Do?**

[Change Your Password](#) [Update User Registration Information](#)  
[Apply for New License](#) [Associate Existing Business](#)

**Your License Application History**

**Incomplete Applications**  
These are Online Applications that have not been submitted yet.

**Submitted Applications**  
These are all submitted Online Applications.

**Existing Licenses**  
These are all approved Online Applications.

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2. Business Information screen is displayed:

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Welcome Isabelle D Watson User Guide

**Business Information**

Fields marked with \* are required

Organization Type:  \*

Business EIN or SSN:  \* (xxxxxxxx - No dash)

Confirm New Business EIN or SSN:  \* (xxxxxxxx - No dash)

Note: Enter SSN for Sole Proprietorship.  
EIN is Employer Identification Number. Also known as Federal Tax Identification Number.

New Business Owners, Please check your email for the passcode.

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3. Select Organization Type from the drop down list.
4. Enter EIN or Social Security Number.

5. Confirm EIN or Social Security Number.
6. Click on the '**Check Business**' button.

**Notes:**

- If the business exists in the system, the login user will see the information in the business tab screen after clicking on the '**Check Business**' button.
- If the business does not exist in the system, a blank screen will be displayed in the business tab after clicking on the '**Check Business**' button.
- If the login user does not own the business, and the business exists in the system, the login user will need to click on '**Associate Existing Business**' link. See page 25 for 'Associate Existing Business.'

## Business Tab

1. Enter required fields information.
2. Click on the **'Save & Go Next'** button.

Welcome Marcos Salazar User Guide

User Info **Business** Individual(s) Tax Info Location License Type Payment Review

**Business Information**

**Business Information**

Organization Type: Corporation	Contact First Name: Marcos *
Business Name: Salazar Enterprises Inc. *	Last Name: Salazar *
Business Phone: (555) 547-5300 *	Phone #: (555) 547-5300 *
Business EIN: 260234988	Email: salazar.marcos77@yahoo.com
	Fax:

**DBA Information**

Trade Name/DBA:

**Address**

<b>Business Address</b>	<b>Mailing Address</b> <input checked="" type="checkbox"/> Same as Business Address
Select Address from dropdown or Enter new Address	Select Address from dropdown or Enter new Address
--Select from here--	--Select from here--
Street1: 4951 Concordia Road *	Street1: 4951 Concordia Road *
Street2: Suite A	Street2: Suite A
City: Frederiksted *	City: Frederiksted *
State: Virgin Islands (US) * Zip: 00840 *	State: Virgin Islands (US) * Zip: 00840 *
Island: St. Croix *	Island: St. Croix *
Country: --Select from here-- *	Country: --Select from here-- *

**Note:** To go back to a previous tab, click on that tab.

## Individual(s) Tab

1. Enter information in the required fields.
2. Click on the **'Save'** button.
3. Click on the **'Next'** button.

**Note:** To add another individual(s) click on the **'Add Person'** button. Click on the **'Save'** button, then click on the **'Next'** button.

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
<b>Person Information</b>							
<b>Corporation List</b>							
<b>Name</b>	<b>Date of Birth</b>		<b>Edit</b>	<b>Delete</b>			
Marcos Salazar	10/09/1969						
<b>Corporation Information</b>							
<b>First Name:</b>	Marcos *	<b>Position/Title:</b>	President *				
<b>Last Name:</b>	Salazar *	<b>Place of Birth:</b>	USA				
<b>Date of Birth (mm/dd/yyyy):</b>	10/09/1969	<b>Soc. Sec. No.:</b>	222222222 *	(xxxxxxxx - No dash)			
<b>Address</b>							
<b>Physical Address</b>				<b>Mailing Address</b> <input type="checkbox"/> Same as Physical Address			
Select Address from dropdown or Enter new Address				Select Address from dropdown or Enter new Address			
--Select from here--				--Select from here--			
<b>Street1:</b>	2077 Salmon Isle *	<b>Street1:</b>	P.O. Box 1212 *				
<b>Street2:</b>		<b>Street2:</b>					
<b>City:</b>	West Palm Beach *	<b>City:</b>	West Palm Beach *				
<b>State:</b>	Florida *	<b>Zip:</b>	33405 *				
<b>Country:</b>	--Select from here-- *	<b>Country:</b>	--Select from here-- *				
<b>Country of Citizenship:</b>	USA *						
<b>Have you ever been convicted of a felony or crime involving moral turpitude?</b>			<input type="radio"/> Yes <input checked="" type="radio"/> No				
<b>If YES, explain the nature of the crime, date of conviction, and place of conviction:</b>							
<b>New Person record Successfully Inserted</b>							
<b>Add Person</b>		<b>Save</b>		<b>Next</b>			

**Note:** To go back to a previous tab, click on that tab.

## Tax Info Tab

1. If “Yes” was selected, click on ‘[Download Affidavit Form](#)’ to download the form. Submit or fax to the respective address or fax number.



**Department of Licensing and Consumer Affairs (DLCA)**  
*Government of the U.S. Virgin Islands*  
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Welcome Isabelle D Watson User Guide

[User Info](#) [Business](#) [Individual\(s\)](#) [Tax Info](#) [Location](#) [License Type](#) [Payment](#) [Review](#)

---

**Tax Information**

**Tax Information**

Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere?     Yes     No

The Affidavit form will follow this form. Please download the Affidavit form by clicking [Download Affidavit Form](#)

Please submit your filled in affidavit form to the respective address or fax them to the number shown below.

Rock Shopping Cntr Christiansted St. Croix, VI 00820 Phone: (340) 773-2226 Fax: (340) 778-8250	Administrative Complex St. John, VI 00830 Phone: (340) 693-8036 Fax: (340) 776-6989	Prop. & Procurement Bldg. 1 Sub Base, Rm 205 St. Thomas, VI 00802 Phone: (340) 774-3130 Fax: (340)776-0675
--	--	--

[Save & Go Next >>](#)

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DLCA: [Home](#) | [About DLCA](#) | [Logoff](#) | [Contact Us](#)  
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4. If “No” was selected, select tax information form(s):

The screenshot shows the Government of the U.S. Virgin Islands DLCA website. The header includes the DLCA logo and the text "Government of the U.S. Virgin Islands" and "Servicing businesses and assisting, educating & protecting". The user is logged in as Isabelle D Watson. The navigation menu includes "User Info", "Business", "Individual(s)", "Tax Info", "Location", "License Type", "Payment", and "Review". The "Tax Information" section is active, showing a question: "Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere?" with radio buttons for "Yes" and "No". Below this, it asks to fill out A and B if applicable. Section A asks to indicate tax forms used, with checkboxes for 1040, 1120, 941VI, 720VI, 722VI, 1065, 1120S, 501VI, and 720B-VI. Section B asks for other forms, with a text input field. A "Save & Go Next >>" button is at the bottom. The footer contains links for "DLCA: Home", "About DLCA", "Logoff", and "Contact Us", along with a copyright notice for 2009.

5. Click on the ‘Save & Go Next’ button.

**Note:** To go back to a previous tab, click on that tab.

## Location Tab

1. Enter information in the required fields.
2. Click on the **'Save'** button.
3. Click on the **'Next'** button.

**Note:** To add another location click on the **'Add Location'** button. Click on the **'Save'** button, then click on the **'Next'** button.

Welcome Marcos Salazar User Guide

User Info Business Individual(s) Tax Info **Location** License Type Payment Review

**Location(s) Information**

Existing Location(s) List			
Address	Island	Edit Location	Delete Location
4951 Concordia Road, Suite A, Frederiksted, VI, 00840	St. Croix	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Address**

Physical Address      Mailing Address  Same as Physical Address

Select Address from dropdown or Enter new Address      Select Address from dropdown or Enter new Address

4951 Concordia Road, Suite A, Frederiksted, VI, 00840, St. Croix,      --Select from here--

Street1: 4951 Concordia Road \*      Street1: 4951 Concordia Road \*

Street2: Suite A      Street2: Suite A

City: Frederiksted \*      City: Frederiksted \*

State: Virgin Islands (US) \* Zip: 00840 \*      State: Virgin Islands (US) \* Zip: 00840 \*

Island: St. Croix \*      Island: St. Croix \*

Country: --Select from here-- \*      Country: --Select from here-- \*

Do you have employee(s) at this location  Yes  No      Trade Name/DBA: --Select from here--

Explain in detail the type of proposed business activity for which the license(s) (has/have) been requested.

**New Location record Successfully Inserted**

**Note:** To go back to a previous tab, click on that tab.

## License Type

1. Click on 'Add.'
2. Select Issuing Authority License.

Department of Licensing and Consumer Affairs (DLCA)  
Government of the U.S. Virgin Islands  
"Servicing businesses and assisting, educating & protecting"

Welcome Isabelle D Watson

User Info Business Individual(s) Tax Info Location License Type Payment Review

**License(s) Information**

Existing License(s) List			
Address	Add License	License Type	
4951 Concordia Road, Suite A, Frederiksted, VI, 00840 St. Thomas	<input type="button" value="Add"/>	Consultant - Business & Management	<input type="button" value="Delete"/>
		Business Credit Institution	<input type="button" value="Delete"/>
		Fiduciary Service	<input type="button" value="Delete"/>

Select Issuing Authority and Type of Licenses from the list below for the location.

Business License  Board Certification

DLCA: [Home](#) | [About DLCA](#) | [Logoff](#) | [Contact Us](#)  
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3. Select type of License(s). Click on 'Save.'

**Type of Licenses**

<input type="checkbox"/> Architect	<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> Manicurist-Temporary
<input type="checkbox"/> Architect - Conditional	<input type="checkbox"/> Engineer	<input type="checkbox"/> Master Electrician
<input type="checkbox"/> Architect - Temporary	<input type="checkbox"/> Engineer - Conditional	<input type="checkbox"/> Master Plumber
<input type="checkbox"/> Architectural Engineering Services	<input type="checkbox"/> Engineer - in - Training	<input type="checkbox"/> Plumbing Contractor
<input type="checkbox"/> Barber	<input type="checkbox"/> Engineer - Temporary	<input type="checkbox"/> Public Accountant
<input type="checkbox"/> Barber Apprentice	<input type="checkbox"/> Engineer ( Industrial)	<input type="checkbox"/> Real Estate - Change of Associate
<input type="checkbox"/> Barber Shop-Initial Issuance	<input type="checkbox"/> Engineer (Chemical)	<input type="checkbox"/> Real Estate - Change of Business Place
<input type="checkbox"/> Barber Shop-Renewal	<input type="checkbox"/> Engineer (Civil)	<input type="checkbox"/> Real Estate Appraiser - Licensed
<input type="checkbox"/> Barber-Temporary	<input type="checkbox"/> Engineer (Electrical)	<input type="checkbox"/> Real Estate Appraiser - Temporary
<input type="checkbox"/> Beautician	<input type="checkbox"/> Engineer (Mechanical)	<input type="checkbox"/> Real Estate Broker
<input type="checkbox"/> Beautician Apprentice	<input type="checkbox"/> Esthetician-Temporary	<input type="checkbox"/> Real Estate Salesman
<input type="checkbox"/> Beautician-Temporary	<input type="checkbox"/> Esthetician	<input type="checkbox"/> Real Estate Salesman - Temporary
<input type="checkbox"/> Beauty School	<input type="checkbox"/> Hair Braiding	<input type="checkbox"/> Social Work Associate
<input type="checkbox"/> Beauty Shop- Renewal	<input type="checkbox"/> Land Surveyor	<input type="checkbox"/> Esthetician -Temporary
<input type="checkbox"/> Beauty Shop-Initial Issuance	<input type="checkbox"/> Land Surveyor - Temporary	<input type="checkbox"/> Manicurist Apprentice
<input type="checkbox"/> Cert. Gen. R.E. Appraiser	<input type="checkbox"/> Manicurist	<input type="checkbox"/> Construction Contractor
<input type="checkbox"/> Certified Public Accountant	<input type="checkbox"/> Manicurist Shop	

4. Existing License(s) List screen is displayed:

Department of Licensing and Consumer Affairs (DLCA)  
Government of the U.S. Virgin Islands  
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Welcome Isabelle D Watson User Guide

User Info Business Individual(s) Tax Info Location License Type Payment Review

License(s) Information

Existing License(s) List	
Address	Add License
34 ELM STREET, CHRISTINSTED, IN, 121212 St. John	<input type="button" value="Add"/>
	Beautician Apprentice <input type="button" value="Delete"/>

DLCA: [Home](#) | [About DLCA](#) | [Logoff](#) | [Contact Us](#)  
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5. Click on the **'Next'** button.

**Notes:**

- If the wrong license was selected, click on the **'delete'** button to remove the license.
- To go back to a previous tab, click on that tab.

## Payment Tab

1. Enter Billing Information.
2. Click on the **'Save & Go Next'** button.

**Department of Licensing and Consumer Affairs (DLCA)**  
Government of the U.S. Virgin Islands  
"Servicing businesses and assisting, educating & protecting"

Welcome Marcos Salazar User Guide

**Payment Information**

Address	License Type				
4951 Concordia Road, Suite A, Frederiksted, VI, 00840 St. Croix	Advertising				195.00
					Total:
					195.00

**Billing Information**

First Name:  \*  
Last Name:  \*  
Card Type:  \*  
Credit Card Number:  \*  
Expiration Date:   \*

Pick Address:  \*  
Street1:  \*  
Street2:  \*  
City:  \*  
State:  \* Zip:  \*  
Country:

**IRB Information**

Did you prepare this application yourself?  Yes  No Person Name:  \*

**Save & Go Next >>**

3. If “No” was select for ‘Did you prepare this application yourself?’ the following screen will be displayed:

**Department of Licensing and Consumer Affairs (DLCA)**  
*Government of the U. S. Virgin Islands*  
 "Servicing businesses and assisting, educating & protecting"

Welcome Marcos Salazar User Guide

**Payment Information**

Address	License Type			
4951 Concordia Road, Suite A, Frederiksted, VI, 00840 St. Croix	Advertising			195.00
				Total: 195.00

**Billing Information**

Pick Address: P.O. Box 1212, West Palm Beach, FL, 33405, United States

First Name:  \*  
 Last Name:  \*  
 Card Type:  \*  
 Credit Card Number:  \*  
 Expiration Date:   \*  
 Street1:  \*  
 Street2:  \*  
 City:  \*  
 State:  \* Zip:  \*  
 Country:

**IRB Information**

Did you prepare this application yourself?  Yes  No

If this application is being prepared by someone other than New License Applicant, fill-out the following information.

First Name:  \*  
 Last Name:  \*  
 Relationship:  \*

**Save & Go Next >>**

4. Click on the ‘Save & Go Next’ button.

**Note:** To go back to a previous tab, click on that tab.

## Review Tab

This page will allow you to review and edit your license application before being submitted for approval:

**Note:** You cannot go back to a previous tab from the Review Page.

You can delete a Person or Location information by clicking on the respective 'Delete' button. You can Edit Business, Person, Location or Payment by clicking on respective 'Edit' Button. To add or delete a license click on the 'Add' or 'Delete' button on the License(s) information section.

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Control #: 201							
<b>Business Information</b>							
<b>Business Information</b>							
Organization Type:	Corporation	Contact First Name:	Marcos				
Business Name:	Salazar Enterprises Inc. *	Last Name:	Salazar				
Business Phone:	(555) 547-5300	Phone #:	(555) 547-5300				
Business EIN:	260234988	Email:	salazar.marcos77@yahoo.com				
		Fax:					
<b>DBA Information</b>							
Trade Name/DBA:		Add DBA	Save				
<b>Address</b>							
<b>Business Address</b>				<b>Mailing Address</b> <input type="checkbox"/> Same as Business Address			
Select Address from dropdown or Enter new Address				Select Address from dropdown or Enter new Address			
--Select from here--				--Select from here--			
Street1: 4951 Concordia Road				Street1: 4951 Concordia Road			
Street2: Suite A				Street2: Suite A			
City: Frederiksted				City: Frederiksted			
State: Virgin Islands (US)				State: Virgin Islands (US)			
Zip: 00840				Zip: 00840			
Island: St. Croix *				Island: St. Croix *			
Country: --Select from here--				Country: --Select from here--			
<b>Edit Business</b>							

Person Information			
List			
Name	Date of Birth	Edit	Delete
Marcos Salazar	10/09/1969	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Location(s) Information			
Existing Location(s) List			
Address	Island	Edit Location	Delete Location
4951 Concordia Road,Suite A,Frederiksted,VI,00840	St. Croix	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

License(s) Information			
Existing License(s) List			
Address	Add License	License Type	Delete
4951 Concordia Road,Suite A,Frederiksted,VI,00840 St. Croix	<input type="button" value="Add"/>	Advertising	<input type="button" value="Delete"/>

Payment Information			
Address	License Type		
4951 Concordia Road,Suite A,Frederiksted,VI,00840 St. Croix	Advertising		195.00
			Total:
			195.00

Billing Information	
Pick Address: <input type="text" value="--Select from here--"/>	
<b>First Name:</b> Marco <b>Last Name:</b> Salazar <b>Card Type:</b> <input type="text" value="MASTER"/> <b>Credit Card Number:</b> 5555555555555555 <b>Expiration Date:</b> <input type="text" value="7"/> <input type="text" value="2014"/>	<b>Street1:</b> P.O. Box 1212 <b>Street2:</b> <b>City:</b> West Palm Beach <b>State:</b> <input type="text" value="Florida"/> <b>Zip:</b> 33405 <b>Country:</b> <input type="text" value="United States"/>
IRB Information	
<b>First Name:</b> Marcos <b>Last Name:</b> Salazar	<b>Relationship:</b> President
<input type="button" value="Edit Payment"/>	

Disclaimer
By completing and submitting this application, applicant acknowledges that all information provided for, or on behalf of all applicants listed is true and correct. (To the best of applicants knowledge) . Also any intentional discrepancy can result in denial and/or revocation of U.S. Virgin Islands Business License. Further it is acknowledged that the act of submitting this form authorizes the USVI DLCA Division of Licensing to query any and all V.I. Government Agencies on applicants' behalf, in order to establish compliance for licensure.
<input type="button" value="Print Application"/> <input type="button" value="Submit Application"/>

1. Click on the **'Print Application'** button for a copy of the application.

2. The print preview page will be displayed:

Control #: 161	
<b>Business Information</b>	
<b>Organization Type:</b> C Corp	<b>Contact First Name:</b> Isabelle
<b>Business Name:</b> Watson Properties Inc.	<b>Last Name:</b> Watson
<b>Business Phone:</b> (555) 547-5300	<b>Phone #:</b> (555) 547-5300
<b>Business EIN:</b> 250234988	<b>Email:</b> watson.isabelle@yahoo.com
	<b>Fax:</b> (555) 547-5000
<b>Physical Address:</b>	<b>Mailing Address:</b>
<b>Street1:</b> 4951 Concordia Road	<b>Street1:</b> 4951 Concordia Road
<b>Street2:</b> Suite A	<b>Street2:</b> Suite A
<b>City:</b> Frederiksted	<b>City:</b> Frederiksted
<b>State:</b> VI Zip: 00840	<b>State:</b> VI Zip: 00840
<b>Island:</b> St. Thomas	<b>Island:</b> St. Thomas
<b>Person Information</b>	
Person 1:	
<b>First Name:</b> Isabelle	<b>Position/Title:</b> President
<b>Last Name:</b> Watson	<b>Place of Birth:</b> USA
<b>Date of Birth:</b> 12/13/1971	<b>Soc. Sec. No.:</b> 222222222
<b>Physical Address:</b>	<b>Mailing Address:</b>
<b>Street1:</b> 2077 Salmon Isle	<b>Street1:</b> P.O. Box 1212
<b>Street2:</b>	<b>Street2:</b>
<b>City:</b> West Palm Beach	<b>City:</b> West Palm Beach
<b>State:</b> FL Zip: 33405	<b>State:</b> FL Zip: 33405
<b>Island:</b>	<b>Island:</b>
<b>Country of Citizenship:</b> USA	
<b>Have you ever been convicted of a felony or crime involving moral turpitude?</b>	N
<b>If YES, explain the nature of the crime, date of conviction, and place of conviction:</b>	

**Location Information**

Location 1:

<b>Physical Address:</b>	<b>Mailing Address:</b>
<b>Street1:</b> 4951 Concordia Road	<b>Street1:</b> 4951 Concordia Road
<b>Street2:</b> Suite A	<b>Street2:</b> Suite A
<b>City:</b> Frederiksted	<b>City:</b> Frederiksted
<b>State:</b> VI Zip: 00840	<b>State:</b> VI Zip: 00840
<b>Island:</b> St. Thomas	<b>Island:</b> St. Thomas

Do you have employee(s) at this location? **N**      **Trade Name/DBA: Watson & Associates**

Explain in detail the type of proposed business activity for which the license(s) (has/have) been requested.

---

**License Information**

Location	License Type	Fee Amount
4951 Concordia Road,Suite A,Frederiksted,VI,00840	Consultant - Business & Management	390.00
	Business Credit Institution	390.00
	Fiduciary Service	130.00
<b>Total Amount:</b>		<b>910.00</b>

---

**Payment Information**

**Billing Information:**

<b>First Name:</b> Isabelle	<b>Street1:</b> P.O. Box 1212
<b>Last Name:</b> Watson	<b>Street2:</b>
<b>Card Type:</b> Master Card	<b>City:</b> West Palm Beach
<b>Credit Card Number:</b> 6666666666666666	<b>State:</b> FL Zip: 33405
<b>Expiration Date:</b> 05/2011	<b>Island:</b>

**IRB Information:**

<b>First Name:</b> Isabelle	<b>Relationship:</b> President
<b>Last Name:</b> Watson	

**Note:** Click on the **'Print'** or **'Close'** button.

3. Click on the **'Submit Application'** button.

**Payment Information**

Address	License Type			
4951 Concordia Road, Suite A, Frederiksted, VI, 00840 St. Thomas	Consultant - Business & Management			390.00
	Business Credit Institution			390.00
	Fiduciary Service			130.00
				<b>Total</b>

**Billing Information**

First Name: Isabelle  
Last Name: Watson  
Card Type: MASTER  
Credit Card Number: 6666666666666666  
Expiration Date: 5 / 2011

Pick Address: --Select from here--  
Street1: P.O. Box 1212  
Street2:  
City: West Palm Beach  
State: Florida Zip: 33405

**IRB Information**

First Name: Isabelle  
Last Name: Watson  
Relationship: President

[Edit Payment](#)

**Disclaimer**

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[Print Application](#) [Submit Application](#)

4. The following screen will be displayed:



**Department of Licensing and Consumer Affairs (DLCA)**  
*Government of the U.S. Virgin Islands*  
"Servicing businesses and assisting, educating & protecting"

Welcome Isabelle D Watson User Guide

**Thank you for submitting your Business License Application online.**  
**Your Application Number (Control #) is 161. Please refer to this number for future correspondence.**

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## Associate Existing Business

1. Click on '[Associate Existing Business.](#)'

**Note:** If you are an agent, this page will allow you to maintain your client(s) existing business.

The screenshot shows the DLCA website header with the logo and tagline "Government of the U.S. Virgin Islands". Below the header, a navigation bar contains links for "Change Your Password", "Apply for New License", "Update User Registration Information", and "Associate Existing Business". A mouse cursor is hovering over the "Associate Existing Business" link. Below this is a section titled "Your License Application History" which is divided into "Incomplete Applications", "Submitted Applications", and "Existing Licenses". The "Submitted Applications" section contains a table with one entry for "Watson Properties Inc." and a control number of "161".

Department of Licensing and Consumer Affairs (DLCA)  
Government of the U.S. Virgin Islands  
"Servicing businesses and assisting, educating & protecting"

Welcome Isabelle D Watson User Guide

**What Would You Like To Do?**

[Change Your Password](#) [Update User Registration Information](#)  
[Apply for New License](#) [Associate Existing Business](#)

**Your License Application History**

**Incomplete Applications**  
These are Online Applications that have not been submitted yet.

**Submitted Applications**  
These are all submitted Online Applications.

Business Name	Control#
Watson Properties Inc.	161

**Existing Licenses**  
These are all approved Online Applications.

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2. The following screen will be displayed:

The screenshot shows the DLCA website header with the logo and text: "Department of Licensing and Consumer Affairs (DLCA) Government of the U.S. Virgin Islands". Below the header, it says "Welcome Isabelle D Watson" and "User Guide". The main content area is titled "Associate Existing Business" and contains the following form fields:

- Organization Type: --Select from here-- \*
- Business EIN or SSN: [text input] \* (xxxxxxxx - No dash)
- Confirm New Business EIN or SSN: [text input] \* (xxxxxxxx - No dash)
- Passcode: [text input] \*

Below the form fields, there is a link: [Do not have passcode or forgot passcode?](#)

A note below the form reads: "Note: Enter SSN for Sole Proprietorship. EIN is Employer Identification Number. Also known as Federal Tax Identification Number."

At the bottom of the form area, there are two buttons: "Back to My Profile Page" and "Go Next".

The footer of the page contains the text: "DLCA: [Home](#) | [About DLCA](#) | [Logoff](#) | [Contact Us](#) © Copyright 2009"

3. Select Organization Type from the drop down list.
4. Enter EIN or Social Security Number.
5. Confirm EIN or Social Security Number.
6. Enter Passcode.
7. Click on the 'Go Next' button.
8. Make the necessary changes to the existing business.

## Forgot Passcode

1. Select Organization Type from the drop down list.
2. Enter EIN or Social Security Number.
3. Confirm EIN or Social Security Number.
4. Click on the ***'Do not have passcode or forgot passcode.'***



The screenshot shows the 'Associate Existing Business' form on the DLCA website. The header includes the DLCA logo and the text 'Department of Licensing and Consumer Affairs (DLCA) Government of the U.S. Virgin Islands'. Below the header, the user is greeted with 'Welcome Isabelle D Watson' and 'User Guide'. The form fields are: 'Organization Type' (a dropdown menu with '--Select from here--'), 'Business EIN or SSN' (a text box), 'Confirm New Business EIN or SSN' (a text box), and 'Passcode' (a text box with masked characters). Each field has a red asterisk indicating a required field. To the right of the EIN/SSN fields, there is a placeholder '(xxxxxxxx - No dash)'. Below the form fields is a blue link: 'Do not have passcode or forgot passcode?'. A mouse cursor is pointing at this link. Below the link is a note: 'Note: Enter SSN for Sole Proprietorship. EIN is Employer Identification Number. Also known as Federal Tax Identification Number.' At the bottom of the form are two buttons: 'Back to My Profile Page' and 'Go Next'.

5. The following screen will be displayed:



The screenshot shows the 'Forgot your Passcode?' form on the DLCA website. The header is identical to the previous screenshot. Below the header, the user is greeted with 'Welcome Isabelle D Watson' and 'User Guide'. The form title is 'Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address.' The form fields are: 'Business Name' (pre-filled with 'Watson Properties Inc.') and 'How many Officers were reported on this Business?' (a text box). Below the form fields is a button: 'Retrieve Passcode'. At the bottom of the form is a footer: 'DLCA: Home | About DLCA | Logoff | Contact Us © Copyright 2009'.

6. Enter the number of Officers for the business and press **[Enter]**.
7. Enter the Officer(s) Name and Social Security Number(s).
8. The following screen will be displayed:

Department of Licensing and Consumer Affairs (DLCA)  
Government of the U.S. Virgin Islands

Welcome Isabelle D Watson User Guide

Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address.

Business Name: **Watson Properties Inc.**

How many Officers were reported on this Business?  press [ENTER].

Officer(s) Name  Social Security No.

**Retrieve Passcode**

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9. Click on the Retrieve **'Passcode'** button.
10. A confirmation message will be displayed:

Department of Licensing and Consumer Affairs (DLCA)  
Government of the U.S. Virgin Islands

Welcome Isabelle D Watson User Guide

Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address.

Business Name: **Watson Properties Inc.**

How many Officers were reported on this Business?  press [ENTER].

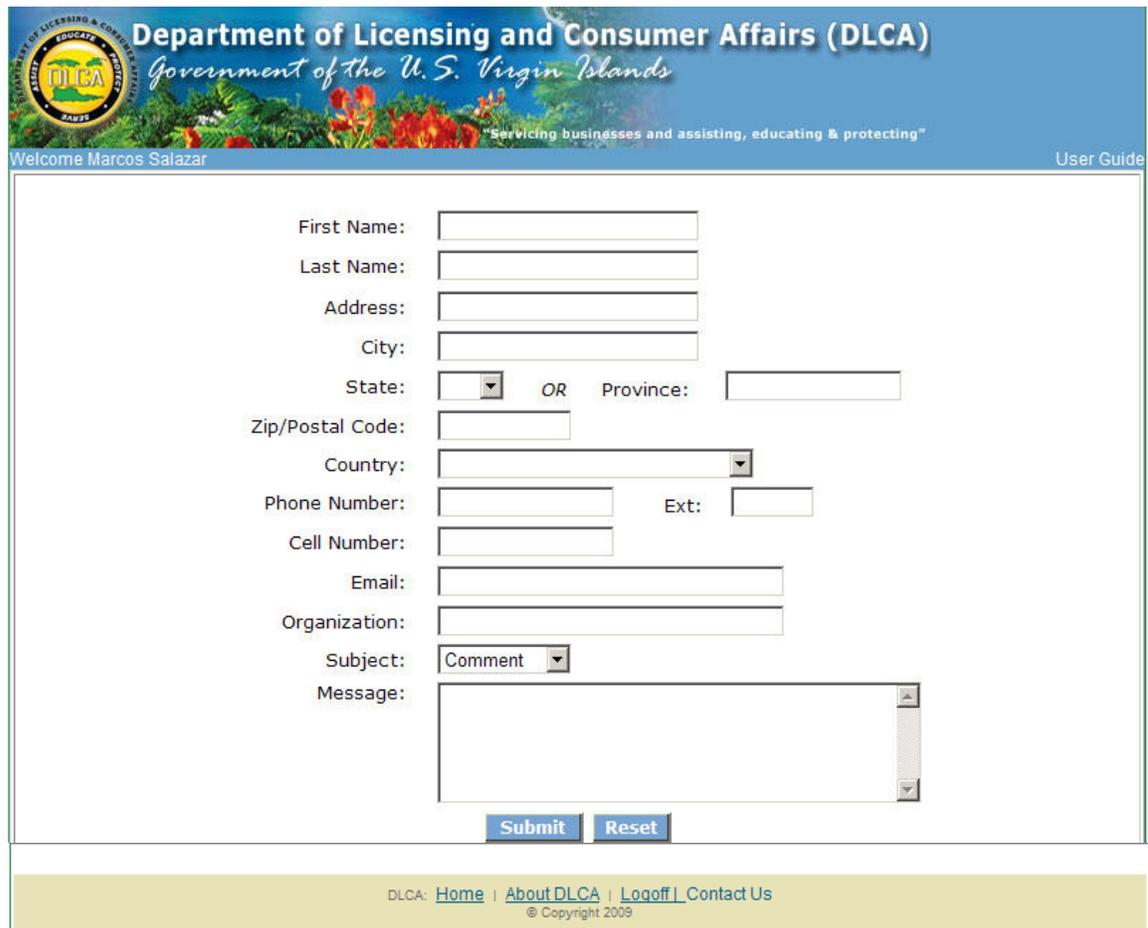
**Retrieve Passcode**

**An email was sent containing your passcode. Please store your passcode in a safe place.**

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For questions, comments, or suggestions, click on the **'Contact Us'** link.

The following form will be displayed:



The screenshot shows the DLCA website header with the logo and navigation links. Below the header, a blue banner reads "Department of Licensing and Consumer Affairs (DLCA) Government of the U.S. Virgin Islands" with the tagline "Servicing businesses and assisting, educating & protecting". A personalized greeting "Welcome Marcos Salazar" is on the left and "User Guide" is on the right. The main content area contains a contact form with the following fields: First Name, Last Name, Address, City, State (dropdown), OR Province (text), Zip/Postal Code, Country (dropdown), Phone Number, Ext. (text), Cell Number, Email, Organization, Subject (dropdown set to "Comment"), and a large Message text area. At the bottom of the form are "Submit" and "Reset" buttons. The footer of the page repeats the navigation links and copyright information.

1. Click on the **'Submit'** or **'Reset'** button.