

**REQUIRED DOCUMENTATION AND FEE SCHEDULE  
FOR PERMITTED CUA OPERATIONS  
YEAR 2016 COMMERCIAL USE AUTHORIZATION**

***REQUIRED DOCUMENTATION***

A variety of current certifications are required to obtain a Commercial Use Authorization (CUA). The table below identifies the documentation required for various types of commercial uses, as well as selected key regulations and a schedule of fees. Please enclose the required certifications with your fee payment when you return your application. If you are applying for CUAs for more than one vessel or more than one commercial use, submit the required documents for each.

Required documentation in the table below is keyed to the following items:

- 1. Business License** – Please submit a current Virgin Islands Business License or receipt from application for business license. All businesses operating within the territory must obtain this license regardless of their state of charter. Call the Territory’s Licensing and Consumer Affairs office at 340-774-3130 for information.
- 2. Captain’s License(s)** – If you are seeking authorization to conduct any type of water-based activity, submit a current copy of your Captain's License and that of all other operators of your vessel(s).
- 3. Certificate of Inspection** - If the vessel(s) accommodates over 6 passengers, submit a current Certificate of Inspection for the vessel(s).
- 4. Certificate of Liability Insurance** – Please submit a current copy of your Certificate of Insurance for the amount identified in the matrix below. Please note that the amount of required insurance for your activity may vary from this schedule based upon factors such as the number of visitors served and the number of vessels under permit; consult the Concessions Office if you have questions about the appropriate insurance amount. *Insurance coverage must identify the National Park Service as additional insured on your policy.* You are required to carry liability insurance to provide protection for visitors you serve within the national park. For those operators that provide food or beverage items product liability insurance is also required.
- 5. CPR/First Aid Certificates** - One staff person certified in CPR and lifesaving skills is required for every 50 persons in both water-based and land-based groups. At least one person certified in CPR and lifesaving skills is required for any SCUBA or kayaking outing. At least one person certified in CPR skills is required for any guided hiking or guided bicycling outing. Certifications must be submitted for each staff person and must be kept current with changes in personnel.
- 6. Vehicle Registration, Taxi Medallion Entitlement & Driver’s License** – Taxi Associations and individual operators are required to submit copies of the vehicle registration, insurance policy, taxi entitlement and driver’s license for all operators.
- 7. Firearms Permit** – Please submit a current Virgin Islands Firearms permit.

***FEES***

**Fees are based on recovery of National Park Service application, administration and monitoring costs. Please provide a check or money order for the amount identified in the schedule below. Note that if you propose to operate more than one vessel or to conduct more**

**than one commercial activity, you must submit the full fee amount for each use by separate check or money order. *Make checks or money orders payable to: National Park Service.***

| <i>Type of Use</i>   | <i>Key Regulations</i>   | <i>Required Documentation</i> | <i>Required Insurance</i>                                | <i>Fee</i> |
|--|--|-------------------------------|--|------------|
| 1-6 passenger vessel for day use excursions                                    | Serving alcoholic beverages before snorkeling or swimming is prohibited. Certain areas closed to group access due to sensitive natural resources and/or insufficient infrastructure.   | 1, 2, 4, 5,7                  | \$500,000  | \$300      |
| 7-24 passenger vessel for day use excursions                                   | Serving alcoholic beverages before snorkeling or swimming is prohibited. Certain areas closed to group access due to sensitive natural resources and/or insufficient infrastructure.   | 1, 2, 3, 4, 5,7               | \$750,000  | \$375      |
| 25-49 passenger vessel for day use excursions                                  | Serving alcoholic beverages before snorkeling or swimming is prohibited. Certain areas closed to group access due to sensitive natural resources and/or insufficient infrastructure. One staff person certified in CPR and lifesaving skills for every 50 persons. | 1, 2, 3, 4, 5,7               | \$1.0 million  | \$575      |
| 50+ passenger vessel for day use excursions                                    | Serving alcoholic beverages before snorkeling or swimming is prohibited. Certain areas closed to group access due to sensitive natural resources and/or insufficient infrastructure. One staff person certified in CPR and lifesaving skills for every 50 persons. | 1, 2, 3, 4, 5,7               | \$2.0 million  | \$725      |
| Water taxis  |  | 1, 2, 3, 4,7                  | \$1 million  | \$575      |
| Kayak excursion operations   | Serving alcoholic beverages before snorkeling or swimming is prohibited. At least one staff person certified in CPR and lifesaving skills is required for any outing.  | 1, 4, 5,7                     | \$750,000  | \$375      |
| Paddle Boarding operations   | Serving alcoholic beverages before snorkeling or swimming is prohibited. At least one staff person certified in CPR and lifesaving skills is required for any outing.  | 1, 4, 5,7                     | \$750,000  | \$375      |
| Land-based tour operations – small tour company (< 100 visitors/day)           | Trunk Bay, Cinnamon Bay Campground restaurant area, and Annaberg are the only authorized venues for the discharge of passengers. One staff person certified in CPR and lifesaving skills for every 50 persons.   | 1, 4, 5,7                     | \$1 million  | \$375      |
| Land-based tour operations – large tour company (> 100 visitors/day)           | As above.  | 1, 4, 5,7                     | \$1-3 million depending upon size of operation           | \$725      |
| Land-based transportation providers – individual operator                      | As above.  | 1,4,6,7                       | As required by Territory; NPS listed as an insured party | \$75       |
| Land-based transportation provider – associations and transportation companies | As above.  | 1,4,6,7                       | As required by Territory; NPS listed as an insured party | \$250      |
| Wedding/Event organizers   | Site approval, via Special use Permit, is required for groups in excess of 10 persons.   | 1, 4,7                        | \$100,000  | \$300      |

|                          |  |           |           |       |
|--------------------------|--|-----------|-----------|-------|
| Photography              | Site approval, via Special use Permit, is required for groups in excess of 10 persons.   | 1, 4,7    | \$100,000 | \$300 |
| Guided hiking outfitters | Specific trail routes must be approved.<br>Maximum of 30 persons per outing.<br>At least one staff person certified in CPR is required for every outing. | 1, 4, 5,7 | \$300,000 | \$300 |
|                          |  |           |           |       |