



GOVERNMENT OF PUERTO RICO
Puerto Rico Tourism Company

REQUIREMENTS FOR REGISTRATION OF TRAVEL AGENCY INDEPENDENT
CONTRACTOR

Administrative Order No.: MISC-2007-03A

Any person who, without being an authorized travel agent, offers a reservation or sale of tickets for air, maritime and / or land transportation of passengers, to places inside and / or outside of Puerto Rico; make reservations for accommodation, entertainment or ground transportation; and / or sell or promote excursions or comprehensive, collective or individual trips, must have previously be registered as an "independent contractor" with the Tourism Company and carry out such arrangements through a travel agent duly authorized by the Tourism Company.

The petitioner must complete the application at the Tourism Company, accompanied by the concessionaire. The applicant must present the following:

- A signed contract that complies with the following terms:
 - No travel agent may hire a person who has been declared "not suitable" to hold a franchise.
 - The term of validity of the contract may not exceed the term of the travel agent franchise.
- Travel agency bond of \$ 5,000.00 to respond for damages or losses caused by breach of contract with its clients as independent contractors.
- Payment of \$ 50.00 fee (payment can be made with ATH, VISA credit card, Master Card, money order) NO cash, no personal check
- Photo Id (preferably driver's license).

The travel agent must have his authorization up to date and evidence that the independent contractor was included in his policy of errors or omissions.

The parties must notify the Tourism Company of the rescission or cancellation of the contract with no less than ten (10) days in advance.

If you are interested in applying for a travel agency franchise or additional information, please call 787-721-2400 Ext. 4406, 4213 or 4900.