



GOVERNMENT OF PUERTO RICO  
Puerto Rico Tourism Company

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SUMMARY OF REQUIREMENTS FOR REGISTRATION OF INDEPENDENT  
CONTRACTOR  
Administrative Order No.: MISC-2007-03<sup>a</sup>

Any person who, without being an authorized travel agent, offers the 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 Puerto Rico Tourism Company (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. You must bring the following:

- Contract duly signed that complies with the following:  
No travel agent may hire a person who has been declared by Tourism Company "not suitable" to hold a franchise.
- The term of validity of the contract may not exceed the term of the travel agent franchise.
- Travel agent Bond of \$ 5,000.00 to cover for damages or losses caused by the 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.
- Identification with photo (preferably driver's license o US Passport).
- If under twenty-one (21) years of age, present marriage certificate or evidence of emancipation.

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, you can call 787-721-2400 Ext. 4406, 4213 or 4900.