



## CURFEW PASS APPLICATION CHECKLIST



Please ensure that ALL of the following documents and items are included along with your application. Failure to submit a completed application package will result in a delayed processing time.

- Completed Curfew Pass Application Package
  - Liability Release Form
  - Curfew Pass Application Form
  - Curfew Pass Application Form 2
- Current Business License (Issued by VI Department of Licensing & Consumer Affairs - DLCA)
  - If expired, please provide receipt of purchase/renewal from DLCA
- Certificate of Good Standing
- Digital Photos of All Employees Included in the Curfew Pass Application
  - All photos must be in .jpeg, .jpg, or .png format and NO LARGER THAN 4000KB.
  - Photos must be taken against a light colored (preferably white) background.
  - Employees may not wear hats, scarves, sunglasses, headphones, Bluetooth cellphone devices, or masks. Head coverings are allowed only for medical or religious reasons.
  - Photos shall not be filtered to include any Facebook SnapChat, or Instagram filters.

**\*NOTE:** Digital photos are NOT required for businesses that provide employees with identification badges. In such cases, VITEMA will issue non-transferable curfew pass stickers which will adhere to the badges.

**TO SUBMIT:** Completed Curfew Pass Applications must be emailed to [curfewpass@vitema.vi.gov](mailto:curfewpass@vitema.vi.gov) for review and approval. Approval is not guaranteed nor is it based upon any prior year's approval(s), but instead the necessity of a curfew pass for the requesting business. **IN THE EMAIL SUBJECT LINE,** "2024 Curfew Pass Application" along with the name of your island and business must be included. (Example: 2024 Curfew Pass Application - ST. THOMAS - Sesame Street Inc.)

### PLEASE REMEMBER:

- Curfew Passes will not be issued to businesses that are NOT required to traverse or operate within the hours of a curfew as issued by the Governor. (Please see Curfew Pass FAQs for list of essential business categories.)
- No more than ten (10) Curfew Passes will be granted to any non-governmental agencies without written request to the Director for an exception.
- For non-governmental agencies requesting more than 5 curfew passes (maximum of 10), further justification for your request must be provided in the body of your email.
- All submitted Curfew Pass Applications will be reviewed and processed in the order in which they are received. **DEADLINE** for all Curfew Pass Applications is June 1, 2024. Late applications will be considered on a case-by-case basis. Please allow 14 business days for processing.
- During times of an impending storm, Curfew Pass processing will be suspended until the storm passes.

**\*\*NOTE:** Passes issued in 2023 are valid through December 31, 2024. Please do not reapply.





## CURFEW PASS REQUEST FORM 2



The Virgin Islands Territorial Emergency Management Agency (VITEMA) is authorized to issue curfew passes to businesses and organizations requiring access to the impacted areas following an emergency event for which a curfew has been imposed by the Governor of the Virgin Islands.

Employers are responsible for the appropriate use of curfew passes issued by VITEMA. Curfew passes are to be used only when a curfew has been imposed and can only be used for work associated with the business to which it has been granted. Employers are also required to immediately return to VITEMA, passes for employees who resign, retire, or are terminated. Employers found to be issuing credentials to non-employees or non-essential employees will be subject to suspension of curfew pass privileges.

A curfew pass gives permission to carrier only to access impacted areas and does not permit passage for passengers, including pets, family members and co-workers.

Please note that the Virgin Islands Police Department is authorized to deny any individual, including those holding curfew passes, access to certain areas for safety and security reasons, and is also authorized to confiscate curfew passes when necessary.

Company Name: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Island: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Number: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Business' Hours of Operation: \_\_\_\_\_

Curfew Pass Justification: \_\_\_\_\_

Special Equipment, if any (e.g., backhoe, etc.) \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_

**\*VITEMA is authorized to verify information contained in this application for security purposes.**



## LIABILITY RELEASE FORM



The Liability Release Form is required to receive a curfew pass which permits entry into impacted areas following a disaster event.

The undersigned agrees and does hereby release the Government of the Virgin Islands, the Virgin Islands Territorial Emergency Management Agency, the Virgin Islands Police Department, and their employees, boards or commissions, officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense, losses, suits, cost, actions, fines, penalties, and liability, whether actual or alleged, arising out of or resulting from injury, sickness, disease, or death to any person or the damage, loss, expense or destruction of any property, including loss of use resulting there from, which may occur, be caused by, or in any way resulting from or connected to the emergency situation or subject storm event and the use of any authorized curfew pass or badge.

The undersigned further agrees to abide by all the rules and regulations promulgated by the above agencies during storm related events or other emergency situations and to law enforcement officers on the field.

The undersigned understands that life-threatening obstacles and hazards to life and limb may exist and that public services, including emergency response, may not be available due to the condition that exist in this emergency, and undersigned assumes all the risk, known and unknown, associated with these conditions.

The undersigned further understands and agrees, to the fullest extent permitted by law, to fully protect, defend, indemnify, save and hold harmless the Government of the US Virgin Islands, VITEMA, and the Virgin Islands Police Department, and any of their employees, boards or commissions, districts, officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense, losses, suits, costs, actions, fines, penalties, and liability, whether actual or alleged, arising out of or resulting from injury, sickness, disease, or death to any person or damage, loss, expense or destruction of any property, including loss of use resulting there from, which may occur, be caused by, or in any way resulting from or connected to assigned curfew passes.

Signature of Authorized Representative/Date \_\_\_\_\_

Printed Name of Authorized Representative \_\_\_\_\_

Company/Organization Represented \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_