



## CURFEW PASS APPLICATION CHECKLIST

Please ensure that ALL of the following documents and items are included along with your application.

*\*Note\* 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 cell phone devices, or masks.
  - \*Notes\* Head coverings are allowed only for medical or religious reasons.*
    - Photos shall not be filtered or enhanced by any mean.*

**\*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.

Nature of your Business; Please check all that may apply.

- Food Services
- Gasoline
- Transportation
- Security
- Medical / First Responders
- Utilities
- Communications
- Banking
- Airport/Seaport Operations
- Water Services
- Religious Leaders
- Government Contractors
- Hotels/Villas/Guest Houses



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**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**, "2026 Curfew Pass Application" along with the name of your island and business must be included. (Example: 2026 Curfew Pass Application - ST. THOMAS – Sparko Landscaping LLC.)

### PLEASE REMEMBER:

- Curfew Passes are intended to allow for those essential businesses and persons who are conducting activities in support of public safety, emergency response, and restoration-related services. All other businesses should have emergency contingency plans and be able to conduct usual business during daylight/non-curfew hours.
- An essential business is any business that provide First Responder services; businesses which provide critical food, gasoline, transportation, security, medical, utilities, communications, airport/seaport, banking, and water services; religious leaders; and any government contractors providing the services listed above, particularly with Department of Public Works and Waste Management Authority.
- Essential businesses and persons who are conducting activities in support of public safety, emergency response, and restoration-related services such as First Responder services; businesses which provide critical food, gasoline, transportation, security, medical, utilities, communications, airport/seaport, banking, and water services; religious leaders; and any government contractors providing the services listed above.
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- Businesses in support of Department of Public Works and Waste Management Authority should apply for curfew passes. However, they must provide proof of support to those agencies (ie. Letter on contracting agency letterhead confirming status as a contracted business).
- 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.)

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, 2026. 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 2025 are valid through December 31, 2026. Please do not reapply.**