



Government of the United States Virgin Islands
Department of Agriculture



ST. CROIX: #1 Estate Lower Love, Kingshill, V.I. 00850 • T: (340) 778-0997 • F: (340) 778-0997
ST. THOMAS: #7944 Estate Dorothea, St. Thomas, V.I. 00802 • T: (340) 774-5182 • F: (340) 774-1823
ST. JOHN: #11 Estate Carolina, Coral Bay, V.I. 00830 • T: (340) 776-6274 • F: (340) 693-5065

FARMER'S LICENSE APPLICATION *for NEW Applicants*

Applications may be submitted to the PROPERTY MANAGEMENT PROGRAM at VIDA offices or via email at: info.doa@doa.vi.gov.

Before you begin this application, please read the following information:

- The objective** of this program is to promote and protect the agricultural industry of the Virgin Islands, to include the protection of prime agricultural farmland necessary to promote and protect the public health, safety, and welfare of the people of the Virgin Islands (VIC 7 § 3a).
- Required Attachments:**
 - Copy of Photo ID (Driver's License, Voter's Identification, etc.)
 - Copy of property title (if owned) or lease (if rented).
- Please **review** the following items before submission:
 - Information for New Applicants
 - Appendix A: Required Documents Depending on Business Type
 - *These will be submitted to DLCA, not VIDA.*

All fields listed on this application are required. You are also required to notarize the form before submission. Please do not submit forms with missing or inaccurate information.

All **questions** about this application can be submitted via email to info.doa@doa.vi.gov or via phone at (340) 774-5182.



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FARMER'S LICENSE FOR NEW APPLICANTS

Farmers', Fishermen, and Consumer Assistance Act of 1977
As provided by Act No. 3957, Twelfth Legislature of the V.I.

Applicant Information (please print)

Name: _____
Last
First
Middle Initial

Business Name, if applicable: _____
Provide full business name including LLC, LLLP, etc.

Date of Birth: _____ Place of Birth: _____

Physical Address: _____

Mailing Address: _____

Cell Phone: _____ Social Security No.: _____ - _____ - _____

Email Address: _____

Questionnaire (please print)

1. What is the address of the farm?

2. Is this land publicly or privately owned? *(circle one)* **PUBLIC** **PRIVATE**

3. Do you own or lease this land? *(circle one)* **OWN** **LEASE** **OTHER** *(describe)* _____

4. What is the name and address of the property owner (if different than applicant)?

5. What is the total acreage of the property? _____



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6. Of this total acreage, how much of the property is (or will be) under production? _____

7. Do you live on this property? (circle one) **YES** **NO**

8. Have you ever been convicted of a crime of moral turpitude? ¹ **YES** **NO**

a. If yes, please describe (if most space is required, please attach a separate sheet):

9. Are you gainfully employed outside of farming? **YES** **NO**

10. Have you ever attended any seminars or taken any courses in farming? **YES** **NO**

a. If yes, what seminars or courses were taken?

11. Please explain your agricultural activities:

Being duly sworn, I, _____, declare that the foregoing statement of agricultural activity is correct and in accordance with the requirements of law under the V.I. Code.

Signature: _____

Notary Public: _____

Subscribed and sworn to before me this:

_____ day of _____ 20____.

CERTIFICATION OF USE

VI Department of Agriculture:

It is hereby certified that the claim as to the above listed activity is:

 Commissioner

Correct as listed and is hereby approved.

Not considered valid nor applicable.

 Date

Revised July 2021.

¹ moral turpitude (noun). an act or behavior that gravely violates the sentiment or accepted standard of the community; a quality of dishonesty or other immorality that is determined by a court to be present in the commission of a criminal offense



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INFORMATION FOR NEW APPLICANTS

Expectations: This application requires a site visit to conduct a preliminary assessment of your property. Thereafter, you will be required to submit a “Farmer’s License for Renewing Applicants” annually. Site assessments are also conducted annually in compliance with the powers given to the Commissioner of Agriculture under VI Code 7 § 9 prior to the issuance of farmer’s licenses.

Next Steps: Once you receive the application, “Correct as listed and is hereby approved” and signed by the Commissioner or his designee, this document must be turned in to the Department of Licensing and Consumer Affairs (DLCA).

- This can be done online, on their website: <http://dlca.vi.gov/>
- Or in-person at one of their locations.

Annually: You will need to maintain and submit the following documents:

- A Document to Track your Harvests & Sales (Harvest Report)*
 - [Livestock & Poultry](#);
 - [All Other Activities](#);
 - Or in lieu of the provided reports, you may submit an annual report which must include the following:
 - Your name and the name of the Agribusiness for which you are filing.
 - The number of employees besides yourself (full-time, part-time, seasonal).
 - The period for which you are reporting (typically January 1 through December 31).
 - A monthly summation of each item harvested throughout the year, the total poundage for each item, the amount sold of each item, and the average sale price. If livestock, please indicate what number of animals were sold live, which animals were sent to the Abattoir or other slaughterhouse, and any unexpected losses and their value.
- IRS 1040 Form Schedule F*
 - IRS Schedule F is used to report taxable income earned from farming or agricultural activities. This schedule must be included on Form 1040 tax return regardless of the type of farm income and whether it's a primary business activity or not.
- Once an license has been issued the applicant is responsible for renewal each year.*
 - If renewal is not obtained, a penalty fee of 10% of the license fee is assessed on a monthly basis until the license is brought current.
 - If the licensee wishes to discontinue the business license, notification must be made to the Department of Licensing and Consumer Affairs before the license expires.



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APPENDIX A

NEW FARMER: Required Documents for DLCA Depending on Business Type

Other Required Documents	
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1.	Photo ID
2.	EIN # Certification ²

Partnership Documents	
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1.	Notarized Partnership Agreement
2.	Tradename Certificate (if tradename is used) ³

Corporations (Inc., Corp., Co.) & Limited Liability Companies (LLC)	
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1.	Certificate of Formation (Corporations) ³
2.	OR Certificate of Authority (LLC) ³
3.	Certificate of Good Standing ³
4.	Tradename Certificate ³
5.	Articles of Organization
6.	Operating Agreement
7.	Resident Agent Form
8.	Corporate Resolution / Certificate of Incumbency

- EIN # Certification (Form SS4) s also known as a Federal Tax Identification Number, and is used to identify a business entity, please visit: bit.ly/2TAhwkb for more information. (Please note, links are CaSe SeNsItIvE.)
- These documents are issued through the Lieutenant Governor’s Office, please visit corporationsandtrademarks.vi.gov for more information.