



APPENDIX A

Required Documents Depending on Business Type

Sole Proprietorship

1.	Current VI Farmer's License
2.	Proof of Commercial General Liability Insurance ¹
3.	Sam.Gov Registration ²
4.	Tradename Certificate (if tradename is used) ³
5.	Proof of Worker's Compensation Coverage/ Government Insurance Coverage ⁴

General Partnerships

1.	Current VI Farmer's License
2.	Proof of Commercial General Liability Insurance ¹
3.	Sam.Gov Registration ²
4.	Tradename Certificate (if tradename is used) ³
5.	Proof of Worker's Compensation Coverage/ Government Insurance Coverage
6.	Partnership Agreement (if it exists)
7.	Memorandum Authorizing signatory on company letterhead (signed/attested by secretary or all members)

Limited Partnerships (LP/LLP/LLLP)

1.	Current VI Farmer's License
2.	Proof of Commercial General Liability Insurance ¹
3.	Sam.Gov Registration ²
4.	Tradename Certificate (if tradename is used) ³
5.	Proof of Worker's Compensation Coverage/ Government Insurance Coverage
6.	Certificate of Limited Partnership or Statement of Qualification
7.	Memorandum Authorizing signatory on company letterhead (signed/attested by secretary or all members)
8.	Certificate of Good Standing ³



AGRICULTURAL LAND LEASE APPLICATION

Corporations (Inc., Corp., Co.)

1.	Current VI Farmer's License
2.	Proof of Commercial General Liability Insurance ¹
3.	Sam.Gov Registration ²
4.	Tradenname Certificate (if tradenname is used) ³
5.	Proof of Worker's Compensation Coverage/ Government Insurance Coverage
6.	Articles of Incorporation (and applicable amendments)
7.	Corporate Resolution on Company Letterhead (signed/attested by corporate secretary authorizing signatory)
8.	Certificate of Good Standing ³

Limited Liability Company (LLC)

1.	Current VI Farmer's License
2.	Proof of Commercial General Liability Insurance ¹
3.	Sam.Gov Registration ²
4.	Tradenname Certificate (if tradenname is used) ³
5.	Proof of Worker's Compensation Coverage/ Government Insurance Coverage
6.	Articles of Organization (and applicable amendments)
7.	Memorandum Authorizing signatory on company letterhead (signed/attested by secretary or all members)
8.	Certificate of Good Standing ³

1. Proof of Commercial General Liability Insurance with the Government of the Virgin Islands as Certificate Holder and Additional Insured as indicated on Endorsement (policy number on endorsement must match policy number on certificate).
 - a. An endorsement that explicitly names the Government of the Virgin Islands as an additional insured is required– blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted).
2. The System for Award Management (SAM.gov) is an official website of the U.S. Government. There is no cost to use SAM.gov. You must use this site to register to do business with the U.S. Government and is available online at sam.gov.
3. Tradenname Certificates and Certificates of Good Standing are issued through the Lieutenant Governor's Office.
4. Worker's Compensation Coverage may be required if you have any employees for your business.