



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF BUSINESS REGULATION  
DIVISION OF COMMERCIAL LICENSING  
and Racing and Athletics  
233 Richmond Street, Suite 230  
Providence, RI 02903

Telephone (401) 222-2416  
FAX (401) 222-6654  
TTY: 711  
[www.dbr.state.ri.us](http://www.dbr.state.ri.us)

### INSTRUCTIONS FOR TRAVEL AGENT APPLICATION

TO AVOID DELAY, READ ALL INSTRUCTIONS CAREFULLY!

1. MAKE SURE YOU HAVE THE CORRECT APPLICATION FOR THE LICENSE YOU ARE APPLYING FOR. PLEASE PRINT OR TYPE.
2. EACH APPLICATION FOR LICENSE MUST BE ACCOMPANIED BY THE REQUIRED LICENSE FEE OF \$50.00. CHECK OR MONEY ORDER PAYABLE TO "STATE OF RI, GENERAL TREASURER".
3. ALL APPLICATIONS MUST BE ACCOMPANIED BY A CRIMINAL HISTORY RECORD "CHR" FROM THE DEPARTMENT OF ATTORNEY GENERAL.
4. EACH QUESTION MUST BE FULLY AND TRUTHFULLY ANSWERED. ANY MATERIAL MISREPRESENTATION WILL BE GROUNDS FOR REFUSAL OR SUBSEQUENT REVOCATION OF LICENSE.
5. USE ADDITIONAL SHEETS OF PAPER IF SPACE PROVIDED FOR ANSWER IS NOT SUFFICIENT AND REFERENCE EACH QUESTION AS IT APPEARS ON THE APPLICATION.

A copy of the Rhode Island Travel Laws, and the Travel Rules and Regulations are available in our office for a fee of \$2.00 Or you may attain them through our website at [www.dbr.state.ri.us](http://www.dbr.state.ri.us)

If you have any questions please call.

Thank You.





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**...TRAVEL AGENT APPLICATION CONTINUED**

Have you read and do you understand the provisions of Title 5, Chapter 5-52 of the General Laws of Rhode Island and the Rules and Regulations of the Department of Business Regulation pertaining to the regulation of travel agency and agents?  
 Yes  No

Employment Record: List chronologically all employment with in the last 3 years. Begin with you PRESENT employer. If you have ever been suspended or discharged by any employer, explain on separate sheet.

Date Held From/To	Position Held	Name and Address of Employer

\*\*\*\*\*  
**OATH OF APPLICANT:** Have you ever been convicted of any crime other than a traffic violation in this state or any other jurisdiction?  Yes  No If yes, explain.

The undersigned hereby applies for a Travel Agent License subject to the provisions of Title 5, Chapter 5-52, General Laws of Rhode Island makes oath to the truth and accuracy of all statements, answers and representations made in this application, including all supplementary statements hereto attached.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*  
 THE TRAVEL AGENCY WITH WHO THE APPLICANT WILL BE AFFILIATED OR ASSOCIATED WITH MUST PERSONALLY SIGN THE FOLLOWING STATEMENT:

This is to certify that the travel agent applicant named in this application will, when issued a license by the Director of Business Regulation, be associated with, employed, or engaged by me in the capacity of a travel agent. I will exercise proper supervision and assume responsibility for his/her acts as a travel agent while associated with me in accordance with applicable provisions of any rules and regulations promulgated by the Director. I certify that to the best of my knowledge he/she is a person of honesty, truthfulness, and integrity, and that I will personally appear before the Director and/or his/her designed representative(s) in conjunction with this application if requested to do so. I also certify that the travel agent applicant is/was employed as an agent by my

agency From: \_\_\_\_\_ TO: \_\_\_\_\_ Hours worked Per Week: \_\_\_\_\_.

I further certify that I have read the completed application before signing below.

X \_\_\_\_\_  
 SIGNATURE OF AGENCY OWNER/MANAGER BUSINESS ADDRESS (CITY/TOWN, STATE, ZIP)

=====

Subscribed and sworn to \_\_\_\_\_, at \_\_\_\_\_,  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_  
 Signature of Notary Public My Commission Expires: