

Government of the U.S. Virgin Island
Department of Licensing and Consumer Affairs (DLCA)
Public Access User Guide

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Online Virgin Islands Public Access User Guide

Existing Users

1. Enter your email address.
2. Enter your Password.
3. Click on the **'Login using our Secure Server'** button.

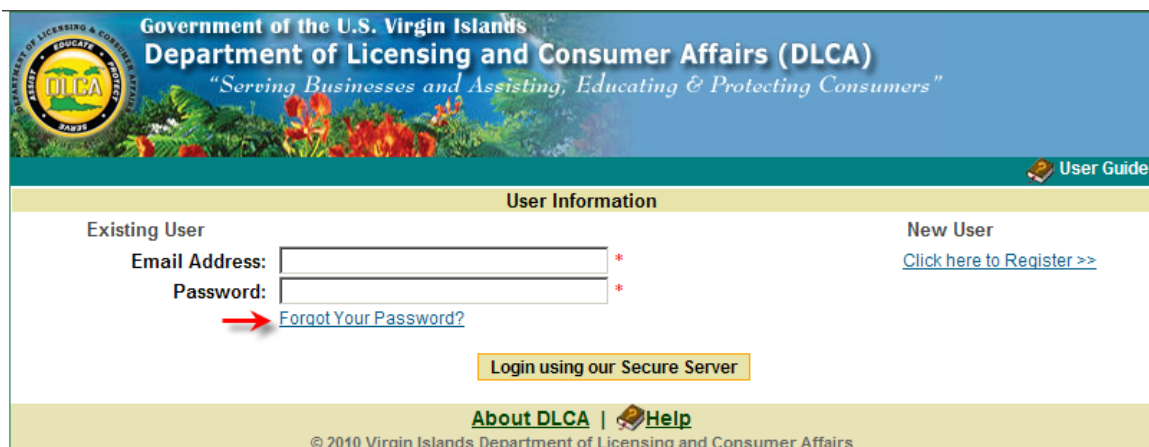
Note: Depending on your Browser Version, the screens may display different.



The screenshot shows the top banner of the DLCA website with the logo and tagline. Below the banner is a green navigation bar with a 'User Guide' link. The main content area is titled 'User Information' and is split into two columns. The left column is for 'Existing User' and contains input fields for 'Email Address' and 'Password', both with red asterisks. A blue link 'Forgot Your Password?' is positioned below the password field. A yellow button labeled 'Login using our Secure Server' is centered below the input fields. The right column is for 'New User' and contains a blue link 'Click here to Register >>'. At the bottom of the page, there is a footer with 'About DLCA | Help' and a copyright notice for 2010.

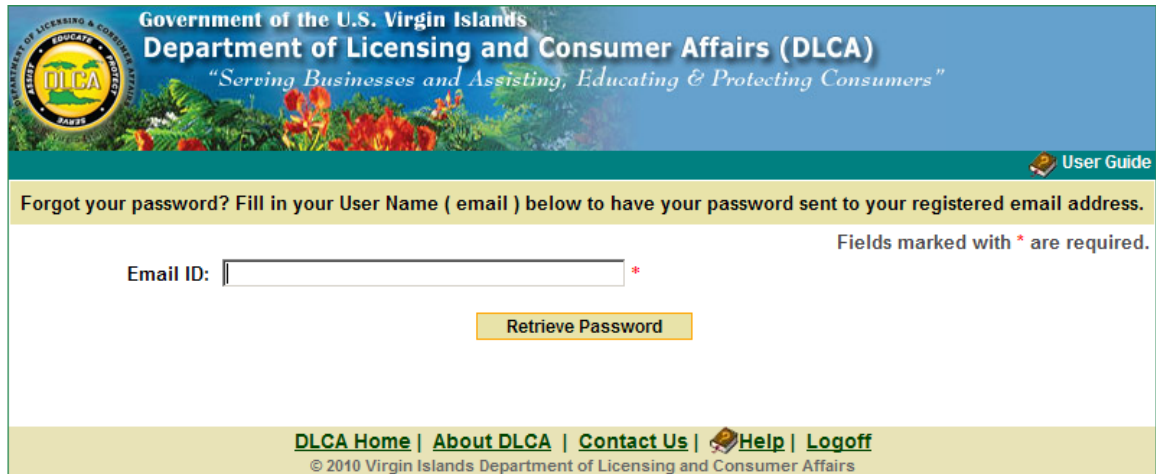
Forgot Password

1. Click on **'Forgot Your Password'**.



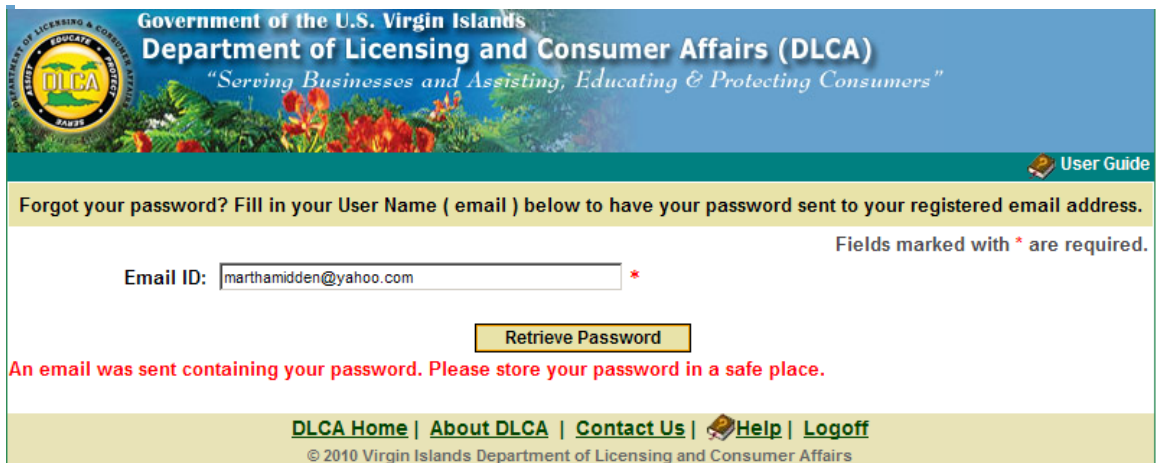
This screenshot is identical to the previous one, but with a red arrow pointing to the 'Forgot Your Password?' link in the 'Existing User' section. The rest of the page layout, including the banner, navigation bar, and footer, remains the same.

2. Enter your Email ID and click on the **'Retrieve Password'** button.



The screenshot shows the top of the DLCA website with the logo and header. Below the header is a green bar with a "User Guide" link. The main content area has a yellow background with the text "Forgot your password? Fill in your User Name (email) below to have your password sent to your registered email address." and "Fields marked with * are required." There is an "Email ID:" label followed by an empty text input field with a red asterisk to its right. Below the input field is a yellow "Retrieve Password" button. At the bottom, there is a footer with navigation links: "DLCA Home | About DLCA | Contact Us | Help | Logoff" and the copyright notice "© 2010 Virgin Islands Department of Licensing and Consumer Affairs".

3. The confirmation page will display:



The screenshot shows the same DLCA website header and navigation as the previous one. The main content area has a yellow background with the text "Forgot your password? Fill in your User Name (email) below to have your password sent to your registered email address." and "Fields marked with * are required." The "Email ID:" label is followed by a text input field containing the email address "marthamidden@yahoo.com" with a red asterisk to its right. Below the input field is a yellow "Retrieve Password" button. Below the button, there is a red message: "An email was sent containing your password. Please store your password in a safe place." At the bottom, there is a footer with navigation links: "DLCA Home | About DLCA | Contact Us | Help | Logoff" and the copyright notice "© 2010 Virgin Islands Department of Licensing and Consumer Affairs".

New User Registration

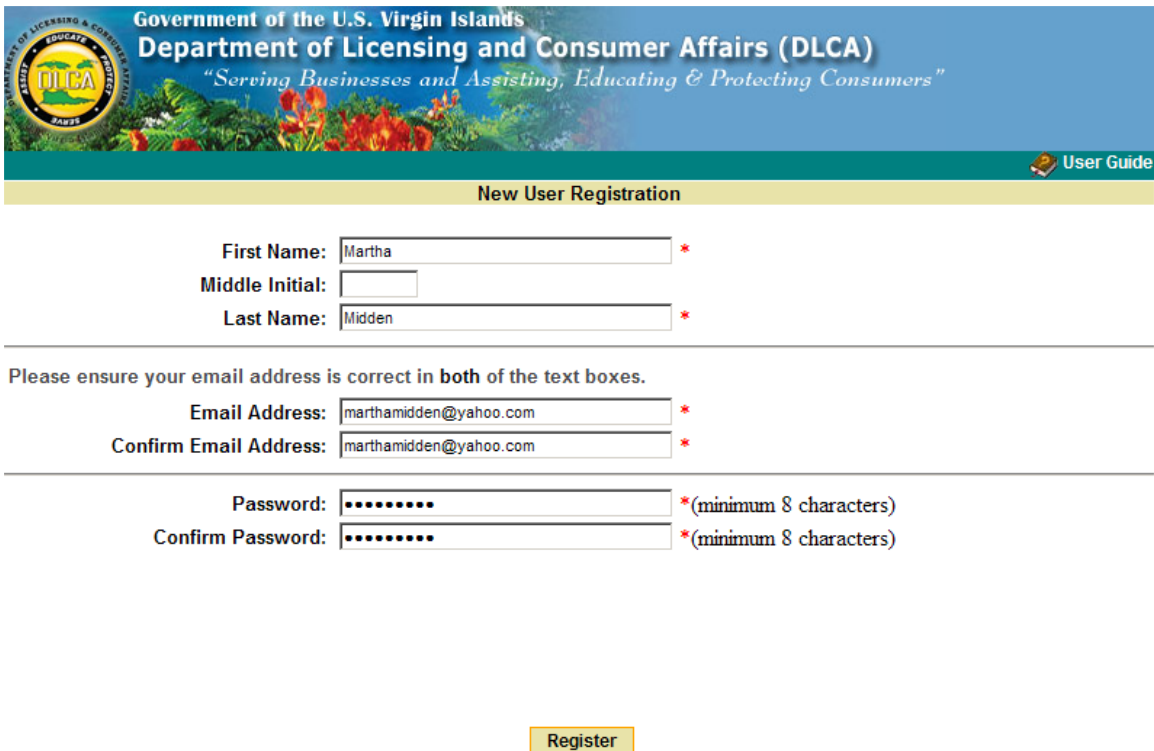
1. Click on 'Click here to Register >>>'

- **Note:** If you have already created an user account login using a previously created email address and password, you will not be able to create another account using the same email address.
- **Fields marked with (*) are required.**



The screenshot shows the 'User Information' section of the DLCA website. It features a header with the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header, there are two main sections: 'Existing User' and 'New User'. The 'Existing User' section has input fields for 'Email Address' and 'Password', both marked with an asterisk (*). A link 'Forgot Your Password?' is located below the password field. A yellow button labeled 'Login using our Secure Server' is positioned below the password field. The 'New User' section has a red arrow pointing to a link 'Click here to Register >>'. At the bottom of the page, there are links for 'About DLCA' and 'Help', and a copyright notice: '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

2. Enter your new user registration information and click on the 'Register' button.



The screenshot shows the 'New User Registration' section of the DLCA website. It features a header with the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header, there are several input fields for registration information, all marked with an asterisk (*): 'First Name' (containing 'Martha'), 'Middle Initial' (empty), 'Last Name' (containing 'Midden'), 'Email Address' (containing 'marthamidden@yahoo.com'), 'Confirm Email Address' (containing 'marthamidden@yahoo.com'), 'Password' (containing eight dots), and 'Confirm Password' (containing eight dots). A note above the email fields states: 'Please ensure your email address is correct in both of the text boxes.' Below the password fields, there are notes: '*(minimum 8 characters)' for both the password and confirm password fields. A yellow button labeled 'Register' is located at the bottom of the page.

3. New User Registration Confirmation Screen will display:

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Martha Midden User Guide

New User Registration Confirmation

Thank you for creating your profile with Virgin Islands, Department of Licensing and Consumer Affairs!

You may now:

1. View the license application.
2. Apply for new business license.
3. Update your Profile.

You are now Logged into the Application.
If at anytime you have trouble Logging In, Click on the 'Contact Us' link below.

[Continue](#)

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)

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4. Click on the '**Continue**' button.

5. The Home page screen will display:

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Martha Midden User Guide

What Would You Like To Do?

Change Your Password	Update User Registration Information
Apply for New License	Associate Existing Business

Your License Application History

Incomplete Applications
These are Online Applications that have not been submitted yet.

Submitted Applications
These are all submitted Online Applications.

Existing Licenses
These are all approved Online Applications.


[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)

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Change Password

1. Click on '**Change Your Password.**'

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Martha Midden  User Guide

What Would You Like To Do?


[Change Your Password](#) [Update User Registration Information](#)
[Apply for New License](#) [Associate Existing Business](#)

Your License Application History

Incomplete Applications
These are Online Applications that have not been submitted yet.

Submitted Applications
These are all submitted Online Applications.

Existing Licenses
These are all approved Online Applications.

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) |  [Help](#) | [Logoff](#)

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2. Change Password screen is displayed:

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Martha Midden  User Guide


Change Password

Fields marked with * are required

Old Password: *

New Password: * (Min 8 characters)

Re-type the New Password: * (Min 8 characters)

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) |  [Help](#) | [Logoff](#)

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3. Enter required fields information and click on the **'Change Your Password'** button.

The screenshot shows the 'Change Password' form on the DLCA website. The header includes the DLCA logo and the text: 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) "Serving Businesses and Assisting, Educating & Protecting Consumers"'. Below the header, it says 'Welcome Martha Midden' and 'User Guide'. The form title is 'Change Password' and includes a note: 'Fields marked with * are required'. There are three input fields: 'Old Password: [password field] *', 'New Password: [password field] * (Min 8 characters)', and 'Re-type the New Password: [password field] * (Min 8 characters)'. A 'Change Password' button is centered below the fields. The footer contains navigation links: 'DLCA Home | About DLCA | Contact Us | Help | Logoff' and the copyright notice '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

4. Password successfully screen will display:

The screenshot shows the 'Thank You' screen on the DLCA website. The header is identical to the previous screenshot. Below the header, it says 'Thank You.' and 'Your Password changed successfully. Please Sign in again by clicking on [Login]'. The footer contains navigation links: 'DLCA Home | About DLCA | Contact Us | Help | Logoff' and the copyright notice '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.


Update User Registration Information

1. Click on '**Update User Registration Information.**'



The screenshot shows the user dashboard for Martha Midden. The header includes the DLCA logo and the text "Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) 'Serving Businesses and Assisting, Educating & Protecting Consumers'". Below the header, it says "Welcome Martha Midden" and "User Guide". The main content area is titled "What Would You Like To Do?" and contains two columns of links: "Change Your Password", "Apply for New License", "Update User Registration Information", and "Associate Existing Business". A mouse cursor is pointing at the "Update User Registration Information" link. Below this is a section for "Your License Application History" with sub-sections for "Incomplete Applications", "Submitted Applications", and "Existing Licenses". The footer contains navigation links: "DLCA Home | About DLCA | Contact Us | Help | Logoff" and the copyright notice "© 2010 Virgin Islands Department of Licensing and Consumer Affairs".

2. User Information screen is displayed:

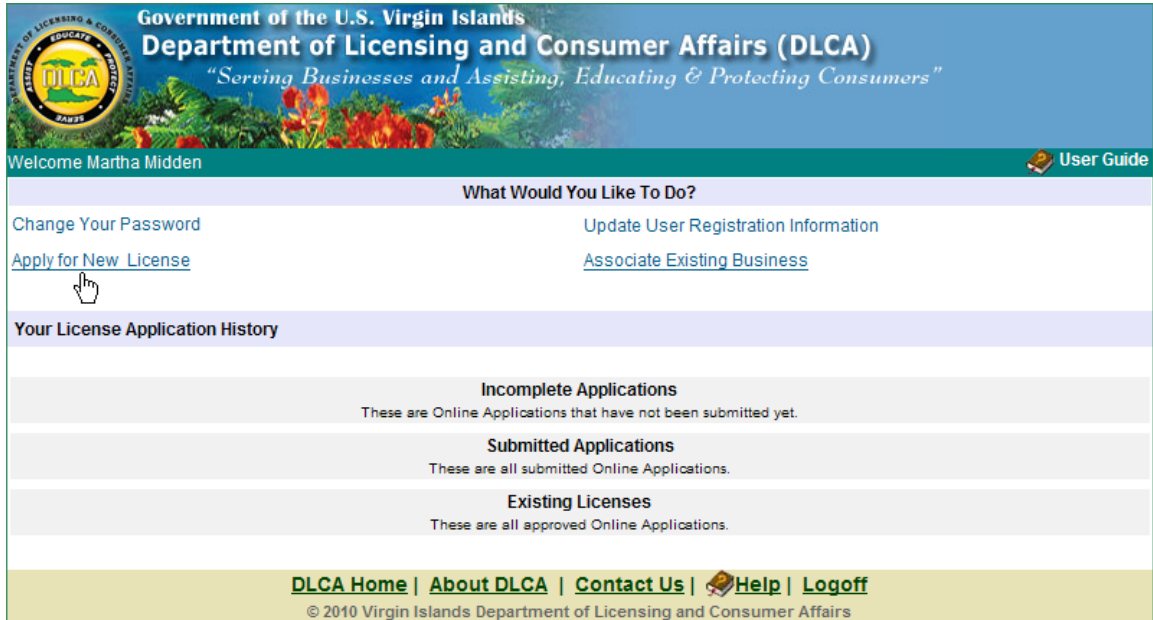


The screenshot shows the "User Information" form. The header is identical to the previous screenshot. The form fields are: "First Name: Martha", "Middle Initial: [empty]", "Last Name: Midden", "Email Address: marthamidden@yahoo.com", and "Confirm Email Address: marthamidden@yahoo.com". Each field has a red asterisk indicating it is required. Below the form, there are two buttons: "Back to My Profile Page" and "Save". The footer is the same as the previous screenshot.

3. Update your user information and click on the '**Save**' button.
4. Click on the '**Back to My Profile Page**' button.

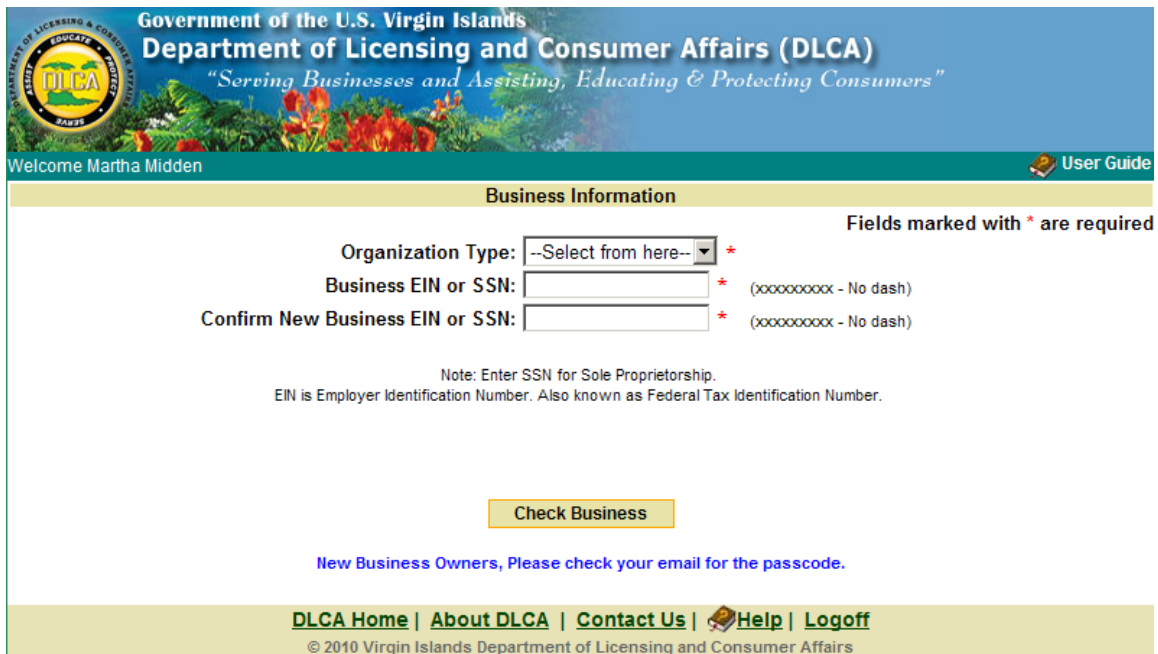
Apply for New License

1. Click on 'Apply for New License.'



The screenshot shows the homepage of the Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA). The header includes the DLCA logo and the tagline "Serving Businesses and Assisting, Educating & Protecting Consumers". Below the header, a green navigation bar displays "Welcome Martha Midden" and a "User Guide" link. The main content area is titled "What Would You Like To Do?" and contains two columns of links: "Change Your Password", "Apply for New License" (highlighted with a mouse cursor), "Update User Registration Information", and "Associate Existing Business". Below this is a section for "Your License Application History" with sub-sections for "Incomplete Applications", "Submitted Applications", and "Existing Licenses". The footer contains navigation links for "DLCA Home", "About DLCA", "Contact Us", "Help", and "Logoff", along with a copyright notice for 2010.

2. Business Information screen will display:



The screenshot shows the "Business Information" form on the DLCA website. The form is titled "Business Information" and includes a "User Guide" link. The form fields are: "Organization Type" (a dropdown menu with "--Select from here--" and a red asterisk), "Business EIN or SSN" (a text input field with a red asterisk and a note "(xxxxxxxx - No dash)"), and "Confirm New Business EIN or SSN" (a text input field with a red asterisk and a note "(xxxxxxxx - No dash)"). A note below the fields states: "Note: Enter SSN for Sole Proprietorship. EIN is Employer Identification Number. Also known as Federal Tax Identification Number." A yellow "Check Business" button is located below the fields. A message below the button reads: "New Business Owners, Please check your email for the passcode." The footer contains navigation links for "DLCA Home", "About DLCA", "Contact Us", "Help", and "Logoff", along with a copyright notice for 2010.

3. Select Organization Type from the drop down list.
4. Enter EIN or Social Security Number.

5. Confirm EIN or Social Security Number.
6. Click on the '**Check Business**' button.

- **Notes:**

- If the business exists in the system, the login user will see the information in the **Business tab screen** after clicking on the '**Check Business**' button.
- If the business does not exist in the system, a blank screen will be displayed in the **Business tab** after clicking on the '**Check Business**' button.
- If the login user does not own the business, and the business exists in the system, the login user will need to click on '**Associate Existing Business**' link. **See page 22 for 'Associate Existing Business.'**

Business Tab

1. Enter required fields (*) information.
2. To **add** a Trade Name/DBA enter the name and click on the **'Save DBA'** button.
3. To **delete** or **edit** a Trade Name/DBA click on the **'Edit'** or **'Delete'** button.
4. Click on the **'Save & Go Next'** button.

- **Note:** If the business **does not have** a Virgin Islands address click on:

I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.

The screenshot shows a web application interface for business registration. At the top, there are tabs for User Info, Business, Individual(s), Tax Info, Location, License Type, Payment, and Review. The 'Business' tab is active. The form is titled 'Business Information' and contains several sections:

- Business Information:** Fields for Organization Type (Corporation), Business Name (L & A Imports), Business Phone ((555) 547-5300), Business EIN (xxx-xx-3963), Contact First Name (Martha), Last Name (Midden), Phone # ((555) 547-5300), Email (marthamidden@yahoo.com), and Fax ((555) 547-5000).
- DBA Information:** A Trade Name/DBA field, a Save DBA button, and a message 'New DBA record Successfully Inserted'. Below this is a table with one row for 'Wheeler Enterprises' and buttons for Edit and Delete.
- Address:** A checkbox for 'I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.' and two columns for Business Address and Mailing Address. Both columns have a dropdown menu and fields for Street1, Street2, City, State, Zip, Island, and Country.

A 'Save & Go Next >>' button is located at the bottom of the form.

- **Note:** To go back to a previous tab, click on that tab.

3. To **edit** or **delete** an individual(s) information click the **individual(s) tab** and click on the **'Edit'** or **'Delete'** button.

4. Click on the **'Next'** button to save the record.

Person Information

S Corp List	
Name	Date of Birth
Martha Midden	10/09/1969

S Corp Information

First Name: * Position/Title: *

Last Name: * Place of Birth:

Date of Birth (mm/dd/yyyy): * Soc. Sec. No: * (xxxxxxxx - No dash)

Address

I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.

Physical Address **Mailing Address** Same as Physical Address

Select Address from dropdown or Enter new Address Select Address from dropdown or Enter new Address

--Select from here-- --Select from here--

Street1: * Street1: *

Street2: Street2:

City: * City: *

State: * State: * Zip: * Zip: *

Country: * Country: *

Country of Citizenship: *

Have you ever been convicted of a felony or crime involving moral turpitude? Yes No

If YES, explain the nature of the crime, date of conviction, and place of conviction:

• **Note:** To go back to a previous tab, click on that tab.

Tax Info Tab

1. Select whether or not gross receipts taxes has been filed with the Bureau of Internal Revenue:

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Tax Information							
Tax Information							
I hereby certify under penalty of perjury that:							
<ul style="list-style-type: none"> • This entity has not filed gross receipts taxes returns with the Bureau of Internal Revenue during the past year. 							
OR							
<ul style="list-style-type: none"> • This entity has filed gross receipts taxes returns with the Bureau of Internal Revenue and that the filing reflected that the gross receipts during the past year were: 							
<ul style="list-style-type: none"> ◦ <input type="radio"/> LESS than \$150,000 per year ◦ <input type="radio"/> \$150,000 or more per year 							
Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere? <input type="radio"/> Yes <input type="radio"/> No							
Save & Go Next >>							

2. Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere?

- If “**Yes**” was selected, click on ‘**Download Affidavit Form**’ to download the form. Submit or fax to the respective address or fax number.
- Click the ‘**Save & Go Next**’ button.

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Tax Information							
Tax Information							
I hereby certify under penalty of perjury that:							
<ul style="list-style-type: none"> • This entity has not filed gross receipts taxes returns with the Bureau of Internal Revenue during the past year. 							
OR							
<ul style="list-style-type: none"> • This entity has filed gross receipts taxes returns with the Bureau of Internal Revenue and that the filing reflected that the gross receipts during the past year were: 							
<ul style="list-style-type: none"> ◦ <input checked="" type="radio"/> LESS than \$150,000 per year ◦ <input type="radio"/> \$150,000 or more per year 							
Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere? <input checked="" type="radio"/> Yes <input type="radio"/> No							
Please download the Affidavit form by clicking Download Affidavit Form							
Please submit your filled in affidavit form to the respective address or fax them to the number shown below.							
Department of Licensing and Consumer Affairs Golden Rock Shopping Center 3000 Estate Golden Rock, Suite 9 St. Croix, VI 00820-4311 Telephone: 340-773-2226 Fax : 340-773-6982	Department of Licensing and Consumer Affairs Administrative Complex "The Battery" St. John, VI 00830 Telephone: 340-693-8036 Fax : 340-776-6989	Department of Licensing and Consumer Affairs Property and Procurement Building 8201 Subbase, Suite 1 St. Thomas, VI 00802-5826 Telephone: 340-774-3130 Fax : 340-776-8303					
Save & Go Next >>							

- If “No” was selected, please indicate tax forms that you use:

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Tax Information							
Tax Information							
I hereby certify under penalty of perjury that:							
<ul style="list-style-type: none">• This entity has not filed gross receipts taxes returns with the Bureau of Internal Revenue during the past year.							
OR							
<ul style="list-style-type: none">• This entity has filed gross receipts taxes returns with the Bureau of Internal Revenue and that the filing reflected that the gross receipts during the past year were:<ul style="list-style-type: none">◦ <input type="radio"/> LESS than \$150,000 per year◦ <input type="radio"/> \$150,000 or more per year							
Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere? <input type="radio"/> Yes <input checked="" type="radio"/> No							
Fill out A and B if applicable:							
A. Please indicate tax forms that you use:							
<input type="checkbox"/> 1040 <input type="checkbox"/> 1120 <input type="checkbox"/> 941VI <input type="checkbox"/> 720VI <input type="checkbox"/> 722VI <input type="checkbox"/> 1065 <input type="checkbox"/> 1120S <input type="checkbox"/> 720B-VI							
B. Other - list <input style="width: 500px; height: 20px;" type="text"/>							
<input type="button" value="Save & Go Next >>"/>							

- Click on the ‘Save & Go Next’ button.
- **Note:** To go back to a previous tab, click on that tab.

Location Tab

1. Enter required fields (*) information.
2. Click on the **'Next'** button to save the record.

- **Note:** Clicking on the **'Reset'** button will clear the form before saving it.

User Info Business Individual(s) Tax Info **Location** License Type Payment Review

Location(s) Information

Address

I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.

Physical Address
Select Address from dropdown or Enter new Address
458 Paradise Road,,Frederiksted,VI,00458,St. Thomas,US Virgin

Street1: 458 Paradise Road *
Street2: *
City: Frederiksted *
State: Virgin Islands (US) * Zip: 00458 *
Country: US Virgin Island *

Mailing Address Same as Physical Address
Select Address from dropdown or Enter new Address
--Select from here--

Street1: 458 Paradise Road *
Street2: *
City: Frederiksted *
State: Virgin Islands (US) * Zip: 00458 *
Country: US Virgin Island *

Do you own the premises? Yes No
Do you have employee(s) at this location Yes No Trade Name/DBA: Wheeler Enterprises

Explain in detail the type of proposed business activity for which the license(s) (has/have) been requested.
Importing and Exporting of goods from Central America.

Reset Next

- **Note:** To go back to a previous tab, click on that tab.

3. To **edit** or **delete** a location information click the **location tab** and click on the **'Edit'** or **'Delete'** button.

4. Click on the **'Next'** button to save the record.

Location(s) Information

Existing Location(s) List			
Address	Island	Edit Location	Delete Location
458 Paradise Road, Frederiksted,VI,00458	St. Thomas	Edit	Delete

Edit Location: 458 Paradise Road, Frederiksted,VI,00458

Address

I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.

Physical Address **Mailing Address** Same as Physical Address

Select Address from dropdown or Enter new Address

--Select from here--

Street1: 458 Paradise Road *

Street2: *

City: Frederiksted *

State: Virgin Islands (US) * Zip: 00458 *

Island: St. Thomas *

Country: US Virgin Island *

Do you own the premises? Yes No

Do you have employee(s) at this location Yes No Trade Name/DBA: Wheeler Enterprises

Explain in detail the type of proposed business activity for which the license(s) (has/have) been requested.

Public Accountant.

[Reset](#) [Next](#)

- **Note:** To go back to a previous tab, click on that tab.

License Type

1. Click on the 'Add' button.
2. Select whether or not you are renewing an existing license.
3. Select an Issuing Authority License.

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Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Lizeth D Oliva [User Guide](#)

User Info Business Individual(s) Tax Info Location **License Type** Payment Review

License(s) Information

Existing License(s) List		
Address	Add License	License Type
458 Paradise Road, Frederiksted, VI, 00458 St. Thomas	Add	

Are you renewing an existing license? Yes No

Select an Issuing Authority and Type of Licenses for the location from the list below.

Issuing Authority

Business License Board Certification

[Next](#)

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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4. Select type of License(s). Click on the 'Save' button:

Type of Licenses

<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer (Industrial)	<input type="checkbox"/> Master Plumber
<input type="checkbox"/> Architect - Conditional	<input type="checkbox"/> Engineer (Chemical)	<input type="checkbox"/> Plumbing Contractor
<input type="checkbox"/> Architect - Temporary	<input type="checkbox"/> Engineer (Civil)	<input type="checkbox"/> Practical Engineer
<input type="checkbox"/> Architectural Engineering Services	<input type="checkbox"/> Engineer (Electrical)	<input type="checkbox"/> Provisional Real Estate Appraiser
<input type="checkbox"/> Barber Apprentice	<input type="checkbox"/> Engineer (Mechanical)	<input checked="" type="checkbox"/> Public Accountant
<input type="checkbox"/> Barber Shop-Initial Issuance	<input type="checkbox"/> Engineer - Conditional	<input type="checkbox"/> Real Estate - Change of Associate
<input type="checkbox"/> Barber Shop-Renewal	<input type="checkbox"/> Engineer - Temporary	<input type="checkbox"/> Real Estate - Change of Business Place
<input type="checkbox"/> Barber-Temporary	<input type="checkbox"/> Engineer - in - Training	<input type="checkbox"/> Real Estate Appraiser - Licensed
<input type="checkbox"/> Beautician Apprentice	<input type="checkbox"/> Esthetician-Temporary	<input type="checkbox"/> Real Estate Appraiser - Temporary
<input type="checkbox"/> Beautician-Temporary	<input type="checkbox"/> Esthetician	<input type="checkbox"/> Real Estate Broker
<input type="checkbox"/> Beauty Shop- Renewal	<input type="checkbox"/> Hair Braiding	<input type="checkbox"/> Real Estate Salesman
<input type="checkbox"/> Beauty Shop-Initial Issuance	<input type="checkbox"/> Land Surveyor - Conditional	<input type="checkbox"/> Real Estate Salesman - Temporary
<input type="checkbox"/> Cert. Gen. R.E. Appraiser	<input type="checkbox"/> Land Surveyor - Temporary	<input type="checkbox"/> Social Work Associate
<input type="checkbox"/> Cert. Res. R.E. Appraiser	<input type="checkbox"/> Landscape Architect	<input type="checkbox"/> Social Worker
<input type="checkbox"/> Certified Independent Social Worker	<input type="checkbox"/> Machine Shop	<input type="checkbox"/> Temp. Certified Ind. Social Worker
<input type="checkbox"/> Certified Public Accountant	<input type="checkbox"/> Manicurist	<input type="checkbox"/> Temp. Certified Social Worker
<input type="checkbox"/> Certified Social Worker	<input type="checkbox"/> Manicurist Apprentice	<input type="checkbox"/> Temp. Social Worker Associate
<input type="checkbox"/> Construction Contractor	<input type="checkbox"/> Manicurist Shop	<input type="checkbox"/> Temporary Hair Braiding Services
<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> Manicurist-Temporary	<input type="checkbox"/> Temporary Social Worker
<input type="checkbox"/> Engineer	<input type="checkbox"/> Master Electrician	

[Save](#) [Close](#)

5. Existing License(s) List screen will display.

6. Click on the 'Next' button.

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Lizeth D Oliva [User Guide](#)

User Info Business Individual(s) Tax Info Location License Type Payment Review

License(s) Information

Existing License(s) List

Address	Add License	License Type	Status
458 Paradise Road, Frederiksted, VI, 00458 St. Thomas	Add	Public Accountant	INCOMPLETE Delete

[Next](#)

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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- **Notes:**

- If the wrong license was selected, click on the 'Delete' button to remove the license.
- To go back to a previous tab, click on that tab.

Payment Tab

1. Enter Billing Information.
2. Select whether or not you prepared the application.
3. Click on the **'Save & Go Next'** button.

The screenshot shows the 'Payment Information' tab of the DLCA website. The header includes the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header is a navigation bar with tabs for 'User Info', 'Business', 'Individual(s)', 'Tax Info', 'Location', 'License Type', 'Payment', and 'Review'. The 'Payment Information' section contains a table for 'Address' and 'License Type'. The 'Address' table shows '4951 Concordia Road, Suite A, Frederiksted, VI, 00480 St. Croix'. The 'License Type' table shows 'Real Estate Broker' with a status of 'INCOMPLETE' and a fee of '325.00'. Below this is the 'Billing Information' section with fields for 'First Name' (Martha), 'Last Name' (Midden), 'Card Type' (Master Card), 'Credit Card Number' (1597534546321987), 'Expiration Date' (2/2011), 'Street1' (2077 Salmon Isle), 'City' (West Palm Beach), 'State' (Florida), 'Zip' (33405), and 'Country' (United States). The 'IRB Information' section has a radio button for 'Yes' selected for 'Did you prepare this application yourself?' and a dropdown for 'Person Name' (Martha Midden). A 'Save & Go Next >>' button is at the bottom. The footer contains links for 'DLCA Home', 'About DLCA', 'Contact Us', 'Help', and 'Logoff', along with the copyright notice '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

Address	License Type	Status	
4951 Concordia Road, Suite A, Frederiksted, VI, 00480 St. Croix	Real Estate Broker	INCOMPLETE	325.00
		Total:	325.00

Billing Information

Select Address: 2077 Salmon Isle, West Palm Beach, FL, 33405, United States

First Name: Martha *
Last Name: Midden *
Card Type: Master Card *
Credit Card Number: 1597534546321987 *
Expiration Date: 2 / 2011 *
Street1: 2077 Salmon Isle *
Street2: *
City: West Palm Beach *
State: Florida * Zip: 33405 *
Country: United States

IRB Information

Did you prepare this application yourself? Yes No Person Name: Martha Midden *

[Save & Go Next >>](#)

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5. Click the **'Save & Go Next'** button.

- **Note:** To go back to a previous tab, click on that tab.

Review Tab

This page will allow you to review and modify your license application before being submitted for approval.

1. Click on the **'Print Application'** button for a copy of the application or click on the **'Submit Application'** button:

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Control #: 375							
Modify Business							
Business Information							
Business Information							
Organization Type: <input type="text" value="Corporation"/>				Contact First Name: Martha			
Business Name: L & A Imports				Last Name: Midden			
Business Phone: (555) 547-5300				Phone #: (555) 547-5300			
Business EIN: xxx-xx-3963				Email: marthamidden@yahoo.com			
Fax: (555) 547-5000							
DBA Information							
DBA Name Wheeler Enterprises							
Address							
<input type="checkbox"/> I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.							
Business Address				Mailing Address <input type="checkbox"/> Same as Business Address			
Select Address from dropdown or Enter new Address							
<input type="text" value="--Select from here--"/>				<input type="text" value="--Select from here--"/>			
Street1: 458 Paradise Road *				Street1: 458 Paradise Road			
Street2:				Street2:			
City: Frederiksted *				City: Frederiksted			
State: Virgin Islands (US) * Zip: 00458 *				State: Virgin Islands (US) Zip: 00458			
Island: St. Thomas *				Island: St. Thomas *			
Country: US Virgin Island *				Country: US Virgin Island			
Modify Person							
Person Information							
List							
Name				Date of Birth			
Martha Midden				10/09/1969			
Modify Location							
Location(s) Information							
Existing Location(s) List							
Address				Island			
458 Paradise Road, Frederiksted,VI,00458				St. Thomas			
Modify License							
License(s) Information							
Existing License(s) List							
Address				License Type			
458 Paradise Road, Frederiksted,VI,00458 St. Thomas				Public Accountant			
				Status			
				INCOMPLETE		Delete	

Payment Information

Address	License Type	Status	
458 Paradise Road, Frederiksted, VI,00458 St. Thomas	Public Accountant	INCOMPLETE	156.00
		Total:	156.00

Billing Information

Select Address:

First Name: Martha
Last Name: Midden
Card Type:
Credit Card Number: xxxx-xxxx-xxxx-1591
Expiration Date:

Street1: 2077 Salmon Isle
Street2:
City: West Palm Beach
State: **Zip:** 33405
Country:

BIR Information

First Name: Martha
Last Name: Midden
Relationship: President

Disclaimer

By completing and submitting this application, applicant acknowledges that all information provided for, or on behalf of all applicants listed is true and correct. (To the best of applicants knowledge) . Also any intentional discrepancy can result in denial and/or revocation of U.S. Virgin Islands Business License. Further it is acknowledged that the act of submitting this form authorizes the USVI DLCA Division of Licensing to query any and all V.I. Government Agencies on applicants' behalf, in order to establish compliance for licensure.

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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2. A confirmation message will display once the application is submitted:



Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Lizeth D Oliva [User Guide](#)

Thank you for submitting your Business License Application online.
 Your Application Number (Control #) is 375. Please refer to this number for future correspondence.

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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Associate Existing Business

1. Click on 'Associate Existing Business.'

Note: If you are an agent, this page will allow you to maintain your client(s) existing business.



The screenshot shows the user interface for the Department of Licensing and Consumer Affairs (DLCA) of the Government of the U.S. Virgin Islands. The header includes the DLCA logo and the text: "Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) 'Serving Businesses and Assisting, Educating & Protecting Consumers'". Below the header, a green bar displays "Welcome Martha Midden" and a "User Guide" icon. A section titled "What Would You Like To Do?" contains four links: "Change Your Password", "Apply for New License", "Update User Registration Information", and "Associate Existing Business". A mouse cursor is pointing at the "Associate Existing Business" link. Below this is a section for "Your License Application History" with sub-sections for "Incomplete Applications" and "Submitted Applications". The "Submitted Applications" section contains a table with one entry for "Midden Enterprises".

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Martha Midden  User Guide

What Would You Like To Do?

[Change Your Password](#) [Update User Registration Information](#)
[Apply for New License](#) [Associate Existing Business](#)

Your License Application History

Incomplete Applications
These are Online Applications that have not been submitted yet.

Submitted Applications
These are all submitted Online Applications.

Business Name		Control#
Midden Enterprises	Edit Contact	345 View

Existing Licenses
These are all approved Online Applications.

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) |  [Help](#) | [Logoff](#)
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2. The following screen will display:

The screenshot shows the DLCA website interface. At the top left is the DLCA logo with the text 'DEPARTMENT OF LICENSING & CONSUMER AFFAIRS' and 'DLCA'. To the right, it says 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)' and the tagline 'Serving Businesses and Assisting, Educating & Protecting Consumers'. Below this is a green banner with 'Welcome Martha Midden' on the left and 'User Guide' on the right. The main content area is titled 'Associate Existing Business' and contains the following form fields:

- Organization Type: --Select from here-- *
- Business EIN or SSN: [text input] * (xxxxxxxx - No dash)
- Confirm New Business EIN or SSN: [text input] * (xxxxxxxx - No dash)
- Passcode: [text input] *

Below the fields is a link: [Do not have passcode or forgot passcode?](#)

A note states: 'Note: Enter SSN for Sole Proprietorship. EIN is Employer Identification Number. Also known as Federal Tax Identification Number.'

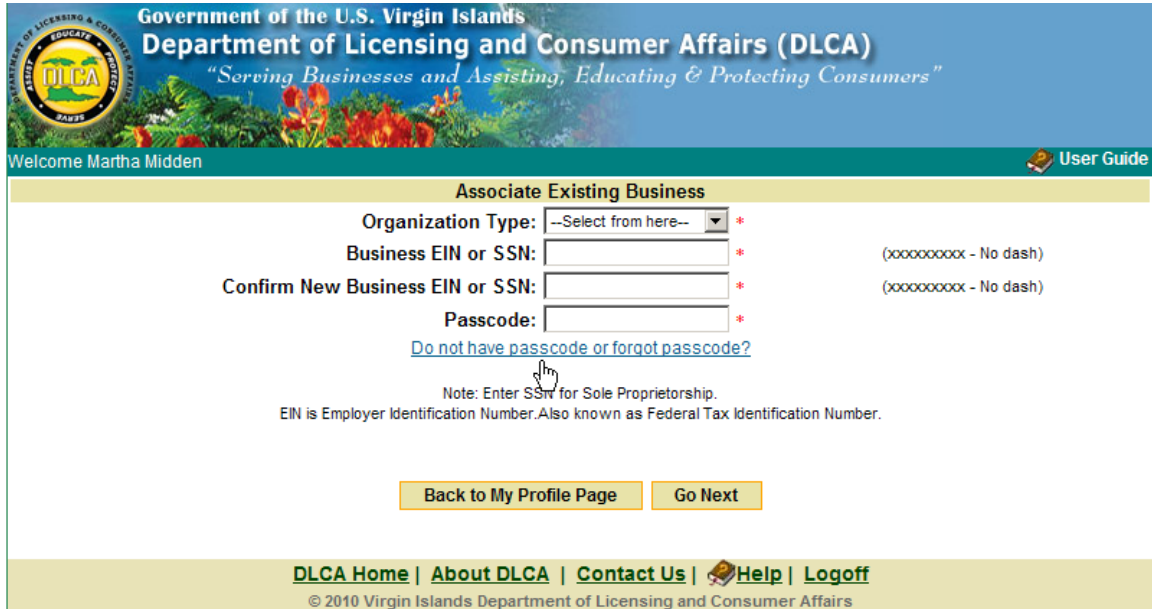
At the bottom of the form are two buttons: 'Back to My Profile Page' and 'Go Next'.

The footer contains navigation links: [DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#) and the copyright notice '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

3. Select Organization Type from the drop down list.
4. Enter EIN or Social Security Number.
5. Confirm EIN or Social Security Number.
6. Enter Passcode.
7. Click on the 'Go Next' button.
8. Make the necessary changes to the existing business.

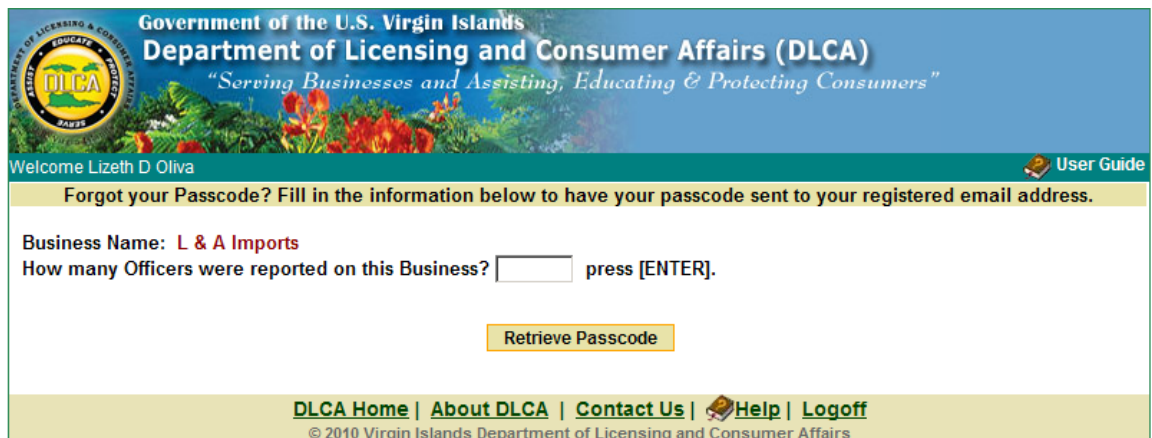
Forgot Passcode

1. Select Organization Type from the drop down list.
2. Enter EIN or Social Security Number.
3. Confirm EIN or Social Security Number.
4. Click on '***Do not have passcode or forgot passcode.***'



The screenshot shows the 'Associate Existing Business' form on the DLCA website. The header includes the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) "Serving Businesses and Assisting, Educating & Protecting Consumers"'. Below the header, it says 'Welcome Martha Midden' and 'User Guide'. The form fields are: 'Organization Type: --Select from here-- *', 'Business EIN or SSN: * (xxxxxxxx - No dash)', 'Confirm New Business EIN or SSN: * (xxxxxxxx - No dash)', and 'Passcode: *'. A blue link 'Do not have passcode or forgot passcode?' is visible below the passcode field. A note states: 'Note: Enter SSN for Sole Proprietorship. EIN is Employer Identification Number. Also known as Federal Tax Identification Number.' At the bottom of the form are two buttons: 'Back to My Profile Page' and 'Go Next'. The footer contains links for 'DLCA Home', 'About DLCA', 'Contact Us', 'Help', and 'Logoff', along with the copyright notice '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

5. The following screen will display:



The screenshot shows the 'Forgot your Passcode?' screen on the DLCA website. The header is identical to the previous screenshot. Below the header, it says 'Welcome Lizeth D Oliva' and 'User Guide'. The main heading is 'Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address.' The form fields are: 'Business Name: L & A Imports' and 'How many Officers were reported on this Business? [] press [ENTER]'. A yellow button labeled 'Retrieve Passcode' is centered below the form. The footer contains the same links and copyright notice as the previous screenshot.

6. Enter the number of Officers for the business and press **[Enter]**.
7. Enter the Officer(s) Name and Social Security Number(s).
8. The following screen will display:

The screenshot shows the DLCA website interface. At the top, there is a banner with the DLCA logo and the text "Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) 'Serving Businesses and Assisting, Educating & Protecting Consumers'". Below the banner, a green bar contains the text "Welcome Lizeth D Oliva" and a "User Guide" link. A yellow bar below that contains the text "Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address." The main form area has the following text: "Business Name: L & A Imports", "How many Officers were reported on this Business? 1 press [ENTER].", and two input fields labeled "Officer(s) Name" and "Social Security No.". Below these fields is a yellow button labeled "Retrieve Passcode". At the bottom, there is a footer with links: "DLCA Home | About DLCA | Contact Us | Help | Logoff" and the copyright notice "© 2010 Virgin Islands Department of Licensing and Consumer Affairs".

9. Click on the **'Retrieve Passcode'** button.
10. A confirmation message will display:

The screenshot shows the DLCA website interface after clicking the "Retrieve Passcode" button. The banner and navigation elements are the same as in the previous screenshot. The yellow bar still contains the text "Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address." The main form area now displays: "Business Name: L & A Imports", "How many Officers were reported on this Business? [] press [ENTER].", and a yellow button labeled "Retrieve Passcode". Below the button, a red message reads: "An email was sent containing your passcode. Please store your passcode in a safe place." The footer with links and the copyright notice remains the same.

Contact Us

1. For any questions, comments, or suggestions, click the '**Contact Us**' link.



The following form will display:

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Martha Midden [User Guide](#)

First Name:
Last Name:
Address:
City:
State: OR Province:
Zip/Postal Code:
Country:
Phone Number: Ext:
Cell Number:
Email:
Organization:
Subject: Comment
Message:

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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2. Click on the '**Submit**' or '**Reset**' button.