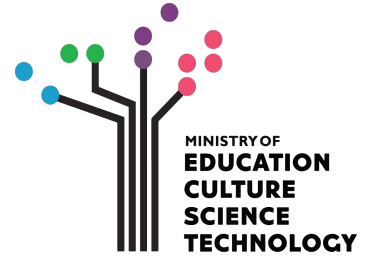




**BELIZE FILM COMMISSION  
Certificate of Registration  
APPLICATION FORM**



**FOR BFC USE ONLY**

Application Number  
BFC / 21 / (            )

**Section I – Applicant Information**

Company Name / Address / Website:	
Contact Person/ Position:	Person In Charge on location / Position:
Tel: / Email:	Tel: / Email:

**Section II – Production Details**

Production Title:	
<input type="checkbox"/> Film/ Video Shoot <input type="checkbox"/> Still Photo Shoot <input type="checkbox"/> Live Broadcast <input type="checkbox"/> Live Streaming	
<input type="checkbox"/> Feature Film <input type="checkbox"/> Short Film <input type="checkbox"/> Documentary <input type="checkbox"/> TV Commercial <input type="checkbox"/> Web Ads <input type="checkbox"/> Music Video <input type="checkbox"/> Dramatic TV Series <input type="checkbox"/> Documentary TV Series <input type="checkbox"/> Reality TV Series <input type="checkbox"/> Travel Series <input type="checkbox"/> Print Ad <input type="checkbox"/> Magazine Layout <input type="checkbox"/> Catalogue <input type="checkbox"/> Web Blog <input type="checkbox"/> News Program <input type="checkbox"/> Event Coverage <input type="checkbox"/> Student Film <input type="checkbox"/> Research Documentation <input type="checkbox"/> Other _____	
Budget: (indicate in \$US)	Personnel: (indicate numbers)
<i>Total Production Budget:</i>	<i>Non-Belizean:</i>
<i>Estimated Budgeted Expenditure in Belize:</i>	<i>Belizean:</i>
<b>Estimated Belize Budget Breakdown</b>	<b>SPENDING IN US\$</b>
Accommodations (Hotels/ Property Rentals)	
Transportation (Vehicle Rentals/Taxis/Local flights/fuel)	
Telecommunications (Phone & Internet Services)	
Meals (Restaurant/ Craft Services)	
Film Permits (Locations)	
Local employment (crew and actors)	
Other Goods and Services	
<b>TOTAL SPENDING</b>	
Belize Arrival Date(s) / Port of Entry: <i>(list all entry points if using more than one)</i>	Belize Departure Date(s) / Port of Departure: <i>(list all departure points if using more than one)</i>
# of Prep Days in Belize:	# of Shooting Days in Belize:
	# of Wrap Days in Belize:

### Section III – Insurance

<i>Attach copy(ies) of Insurance Policy(ies) that cover filming while in Belize.</i>	
<i>Policy(ies) submitted:</i> <input type="checkbox"/> Public Liability <input type="checkbox"/> Medical <input type="checkbox"/> Employer’s Liability <input type="checkbox"/> Equipment <input type="checkbox"/> Property <input type="checkbox"/> Other	
<i>Public Liability &amp; Employer’s Liability Insurance should name the Belize Film Commissioner as "additional insured"</i>	

### Section IV – Personnel

Belizean Prod. Manager / Fixer:	Contact Info:
<b>Non-Belizean Personnel:</b> <i>Attach list of all non-Belizean personnel entering country. List should include: Crew Positions, Names, Nationality, Passport # &amp; Travel/ flight info. TEMPLATE AVAILABLE</i>	
<b>Belizean Personnel:</b> <i>Attach list of all crew positions that you expect to hire in Belize. If already confirmed, please add names.</i>	

### Section V – Equipment

<i>Attach list of equipment for temporary importation of equipment status. List should include qty, description, serial numbers and value. If equipment will be coming in on separate flights or shipments, please send separate lists that match each airline flight or cargo entry. CARNET not required for Belize</i>	
<i>Port of Entry:</i> <input type="checkbox"/> Land <input type="checkbox"/> Sea <input type="checkbox"/> Air	Name of Port/District:
<i>Method of Importation:</i> <input type="checkbox"/> Excess Baggage <input type="checkbox"/> Ground	<input type="checkbox"/> Air Cargo <input type="checkbox"/> Sea Cargo

### Section VI – Conveyances (Land, Air, Marine)

<i>Attach list of incoming vehicles along with make, model, year, license plate number and bluebook value. Please note that only vehicles and equipment not readily available in Belize will be approved.</i>
Port of Entry:

### Section VII – Locations (Scouting and Production)

<p>All location scouting activities by non-Belizean companies in Belize now need to be registered with the Belize Film Commission in advance. For Location Scouting: Please attach list of Proposed Locations for Shooting in Belize and advise if you are already in contact or need assistance sourcing these locations. Before Filming Commences: Please forward list of final locations <i>along with copy of a signed Letter/Email indicating Consent or copy of signed PERMIT Release by Owner or Managing Authority of each location. Dependent on the nature of the production, approval per location may require maps, parking and security plan etc.. If there is not enough space here, please attach a separate locations list.</i></p>	
Location #1: Name of Place / District in Belize	Owner / Managing Authority Contact Info:
Location Manager:	

### Section VIII – Additional Permits Required

<i>Additional Permits will be required for the following. Please indicate if you are bringing any items below:</i>	
<input type="checkbox"/> Guns	<input type="checkbox"/> Explosives / firecrackers <input type="checkbox"/> Drones
<input type="checkbox"/> UHF Radios	<input type="checkbox"/> Satellite Radios <input type="checkbox"/> Satellite Transmitters/Receivers
<input type="checkbox"/> Animal/Item of Animal Origin (eg. feathers)	<input type="checkbox"/> Plants/Item of Plant Origin (eg. Baskets, fresh fruit)
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> No I am not bringing anything that requires special permission.	
<i>If yes, Attach list of items that require special permissions to enter the country. List should include qty, description, point of origin, what it will be used for, and where in the country you intend to use it.</i>	
<i>Method of Importation:</i> <input type="checkbox"/> Excess Baggage <input type="checkbox"/> Ground	<input type="checkbox"/> Air Cargo <input type="checkbox"/> Sea Cargo

**A Certificate of Registration with the Belize Film Commission will be issued after Applicant has been satisfactorily vetted and has complied with the following conditions:**

**CONDITIONS FOR REGISTRATION APPROVAL**

1. The services of a Belizean Production Manager / Fixer **MUST** be retained for the length of Applicant's stay in Belize to handle / assist with oversight of the production while in Belize. This role is not to be confused with that of a production assistant, driver, hotel manager, tour guide or interview subject.
2. Submit copies of Public Liability Insurance Policy(ies) covering the length of Applicant's projected stay in Belize that name the Belize Film Commission, its officers and employees, as "additional insured" on an additional insured endorsement form, with limits of not less than US\$500,000 is required.  
**This requirement is subject to change based on the size of the project.**
3. Depending on the nature of the production, copies of additional insurance policies such as Employer's Liability Insurance will be requested.
4. Project content has been determined to not be detrimental to the image of the country of Belize or its' people.
5. Non-refundable processing fee of US\$250 has been received by Belize Film Commission.
6. Whenever feasible, and having due regard to the extent to which prices are competitive, Applicant is using personnel, equipment and any other service available in Belize.
7. The BFC Office has received the following items in a timely fashion. (Ten working days before arrival)
  - a.) A complete list of all non-Belizean personnel arriving in Belize along with flight and passport info.
  - b.) A complete list of all the incoming equipment along with accompanying serial #s and value info.
  - c.) A complete list of any other incoming items for production that do not fall under the category of personnel and equipment but may require duty exemption or special permits.
8. The Belize Film Commission **MUST** receive a list of all the locations to be used in the shoot and a copy of the permissions obtained **BEFORE SHOOTING/FILMING COMMENCES!!**

**NOTES**

1. All filming requests for permits or location uses for other Belize Government departments or statutory bodies are to be filtered through the Belize Film Commission first.
2. All Equipment used and all activities associated with filming shall comply with Belize Agricultural Health Authority Act, Firearms Act, and Environmental Protection Act and any other applicable law of Belize.
3. Applicants and their crew shall observe all the Laws of Belize during their stay in Belize.
4. Filming activities are to be carried out with consideration for members of the local community at all times (in particular those directly affected by filming activities) and only as stipulated in the location approval (s) by the Belize Film Commission.
5. At the cessation of filming, Applicant will be expected to repair all damage, remove all rubbish and restore the location to its original condition prior to filming and to the satisfaction of Belize Film Commission.
6. A copy of this BFC Certificate of Registration is to be kept on set at all times and made available for inspection upon request by local authorities.
7. Recognition/ Acknowledgment should be given when contractually possible to the Belize Film Commission in production credits.
8. The Belize Film Commission may conduct still photography for promotional use during filming. TBC
9. One copy of the finished product (e.g. screener, magazine, catalogue,) is to be forwarded to the Belize Film Commission for our archives.

I/We hereby certify that the information given by me on this application is true, complete and correct to the best of my knowledge and has been given in good faith. I agree and bind myself/ourselves, to indemnify fully and save harmless, the Belize Film Commission and their officers, agents, officials, and employees from any or all actions, claims, demands, damages, loss or expense whatsoever arising from or incidental to the issuing of this license or the use of any location in the country. The applicant agrees to abide by the conditions specified in this application.

Name & Position:	Signature:	Place and Date:
Name & Position:	Signature:	Place and Date: