



# BELIZE FILM COMMISSION Certificate of Registration APPLICATION FORM



**FOR BFC USE ONLY**  
Application Number

BFC / ICA / 17/ (       )

### Section I – Applicant Information

Company Name / Address / Website:	
Contact Person / Position:	Contact Person / 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																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"><input type="checkbox"/> Feature Film</td> <td style="width: 25%; border: none;"><input type="checkbox"/> Print Ad</td> <td style="width: 25%; border: none;"><input type="checkbox"/> News Program</td> <td style="width: 25%; border: none;"><input type="checkbox"/> Dramatic Series</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Short Film</td> <td style="border: none;"><input type="checkbox"/> Magazine Layout</td> <td style="border: none;"><input type="checkbox"/> Event Coverage</td> <td style="border: none;"><input type="checkbox"/> Reality Series</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> TV Commercial</td> <td style="border: none;"><input type="checkbox"/> Catalogue</td> <td style="border: none;"><input type="checkbox"/> Student Film</td> <td style="border: none;"><input type="checkbox"/> Nature Series</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Music Video</td> <td style="border: none;"><input type="checkbox"/> Student Research</td> <td style="border: none;"><input type="checkbox"/> Web Blog</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Documentary</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td colspan="4" style="border: none;"><input type="checkbox"/> Other _____</td> </tr> </table>		<input type="checkbox"/> Feature Film	<input type="checkbox"/> Print Ad	<input type="checkbox"/> News Program	<input type="checkbox"/> Dramatic Series	<input type="checkbox"/> Short Film	<input type="checkbox"/> Magazine Layout	<input type="checkbox"/> Event Coverage	<input type="checkbox"/> Reality Series	<input type="checkbox"/> TV Commercial	<input type="checkbox"/> Catalogue	<input type="checkbox"/> Student Film	<input type="checkbox"/> Nature Series	<input type="checkbox"/> Music Video	<input type="checkbox"/> Student Research	<input type="checkbox"/> Web Blog		<input type="checkbox"/> Documentary				<input type="checkbox"/> Other _____			
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Budget: (indicate in \$US)  <i>Total Production Budget:</i>  <i>Estimated Budgeted Expenditure in Belize:</i>	Personnel: (indicate numbers)  <i>Non-Belizean:</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:																							



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 Producer / Fixer has been retained for the length of Applicant’s stay in Belize to handle (or 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. Copies of locally issued Public Liability & Employer’s Liability Insurance Policies covering the length of Applicant’s projected stay in Belize that name the Belize Film Commission/NICH, its officers and employees, as "additional insured" on an additional insured endorsement form, with limits of not less than one million dollars, combined single limit have been submitted.
3. Depending on the nature of the production, copies of additional insurance policies 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 / NICH.
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. (Approx 2 weeks before arrival)
  - a.) A complete list of all non-Belizean personnel arriving in Belize along with fit 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:
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