

THE FOLLOWING DOCUMENTS SHALL BE SUBMITTED IN ORDER TO OBTAIN MUNICIPAL PATENT:

- SOCIAL SECURITY NUMBER (PRINTED DOCUMENT) WHICHEVER ONE APPLIES
 - EMPLOYER EIN (SOCIETY, ASSOCIATION, ORGANIZATION, CORPORATION)
 - PERSONAL OR INDIVIDUAL
- OWNER OR PRESIDENT POSTAL AND RESIDENCIAL ADDRESS
- CURRENT BUSINESS OR HEAD OFFICE ADDRESS, BUSINESS TELEPHONE NUMBER
- STAR BUSINESS DATE (COMMENCEMENT OF OPERATIONS)
- CERTIFICATE OF INCORPORATION AND REGISTRATION DATE
- COPY OF RENTAL AGREEMENT OR LEASE OR COPY OF DEED (PROPERTY TITLE)
- USE PERMIT ISSUED BY THE PERMISSIONS OFFICE, MUNICIPAL ADMINISTRATION (ARPE)
- NO DEBT CERTIFICATION ISSUED BY THE TREASURY DEPARTMENT OF PUERTO RICO
- NO DEBT CERTIFICATION ISSUED BY THE CRIM (CENTRO RECAUDACIONES INGRESOS MUNICIPALES)
- BUY/SELL AGREEMENT (IF APPLICABLE)
- COPY OF INCOME TAX RETURN WITH TREASURY DEPARTMENT OF PR SEAL (STAMP)
- CERTIFICATION OF AMOUNT OF GALLONS SOLD, BY SUPPLIER (GAS SERVICE STATION)
- POSTAL ADDRESS CERTIFICATION (WATER, TELEPHONE, ELECTRICITY BILL)
- IDENTIFICATION WITH PHOTO (DRIVERS LICENCE, ELECTORAL ID)
- COPY OF THE REGISTERED MERCHANT CERTIFICATE ISSUED BY TE TREASURY DEPARTMENT OF PUERTO RICO

ANY OTHER DOCUMENT OR INFORMATION REQUIRED BY THE FINANCE'S DIRECTOR TO BE INCLUDED IN THE REGISTRATION PROCESS OR ACCORDING TO REGLAMENTATION.