

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
- START BUSINESS DATE (COMMENCEMENT OF OPERATIONS)
- CERTIFICATE OF INCORPORATION AND ORGANIZATION OF DEPARTMENT OF STATE
- COPY OF RENTAL AGREEMENT OR LEASE OR COPY OF DEED (PROPERTY TITLE)
- SINGLE PERMIT GRANTED BY OFFICE OF PERMIT (OGPE)
- NO DEBT AND REQUEST FILING TAXES CERTIFICATION ISSUED BY THE TREASURY DEPARTMENT OF PUERTO RICO
- CERTIFICATION FOR ALL CONCEPTS ISSUED BY CENTRO RECAUDACIONES INGRESOS MUNICIPALES (CRIM)
- BUY/SELL AGREEMENT (IF APPLICABLE)
- COPY OF INCOME TAX RETURN WITH TREASURY DEPARTMENT OF PR SEAL (STAMP)
- CERTIFICATION OF AMOUNT PER GALLON SOLD, BY SUPPLIER (GAS SERVICE STATION)
- POSTAL ADDRESS CERTIFICATION (WATER, TELEPHONE, ELECTRICITY BILL)
- IDENTIFICATION WITH PHOTO (DRIVERS LICENCE OR PASSPORT)
- BUSSINES REGISTRATION CERTIFICATE ISSUED BY THE TREASURY DEPARTMENT OF PUERTO RICO
- COMPLETE MUNICIPAL PATENT REQUEST FORM (OCAM PA02-REV MAYO 2009)

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

