



Version 1.00 – June 02, 2022

BVI Gateway App Cheat Sheet

Modifications Since last Version

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So far, we have had a 100% success in getting the Authorization Letter. It can be frustrating and worrisome. Call or text the help below to push it through at the end if you are time crunched and worried.

A. The Bottom Line

Completing your COVID-19 PCR test and BVI Gateway Application correctly is critically important to being able to come to the BVI, and this is a responsibility that lies wholly with the traveler. Aside from providing you with this document, there is unfortunately little we can do to rectify BVI Gateway problems. Please be aware of these common mistakes:

- Getting a COVID-19 test which is not a “Nasopharyngeal RT-PCR” test.
- Getting a PCR test dated earlier than 5 days before your arrival in the BVI
- Not receiving your COVID -19 Test results in time
- Test positive for COVID-19
- Start your Gateway Application too late <48hrs
- Submit your Gateway Application too late <48hrs

B. If You Are Experiencing Difficulties with the BVI Gateway Application

If you are experiencing technical difficulties with the application, or issues receiving your Travel Authorization Letter:

You can contact the BVI Gateway Application team, but we have found them awfully slow to respond:

- Email – bvigateway@bvial.com
- WhatsApp (Message Only) – 284-496-6129

A better option may be to reach out to a representative from the BVI Department of Tourism, but be aware that this should only be during regular office hours

- Phone: +1-284-852-6020
- Email: info@bvitourism.com

The BVI Gateway Application is a BVI government-run website, and Odyssey Expeditions does not have the ability to submit, change, or approve Gateway Applications.

C. The Basics of the BVI Gateway Application

1. Is located here - <https://bvigateway.bviaa.com/>
2. Is required to be completed for every Unvaccinated traveler to receive their “**Travel Authorization Letter.**”
3. Can take a long time to receive the approval letter, even as close as the morning that you are due to travel. For this reason, here are our timing suggestions as well as the BVI requirements.
4. **SHOULD BE STARTED the same day you get your RT-PCR test results**
5. **MUST BE STARTED no later than 48hrs before travel date and time.**
 - a. Example: if you are arriving on June 17th, your application must have been started prior to June 15th
6. **MUST BE COMPLETED no later than 48hrs before travel date and time. Any application in a pending status 48hrs prior to travelling will be denied.**

D. In addition to the traveler’s passport, before you start the application, ensure you have these 4 items in electronic format saved to your desktop. (Note: the system accepts the following file formats that must be smaller than 3 MB each: PDF, DOC, JPG, PNG, GIF)

1. “**Proof of Medical Insurance**” that states that COVID-19 is a covered illness
 - a. The Student Deluxe Travel Trip Insurances that we recommend the Dive Insurance for diving and the Trip Medical for the BVI protocols. You will need to have a letter from them that states this. If you are using another such as DAN or DiveAssure:
 - i. **DiveAssure** contact Michelle@DiveAssure.com ask for a “COVID-19 Letter” to be emailed to you.
 - ii. **Divers Alert Network** need a call to 919-684-2948 ask for “Insurance” and request an “Embassy Letter” one week in advance and they will email it to you.
 - b. If you have only purchased Dive Medical insurance and need the Travel Medical insurance: Here is a link for some inexpensive insurance choices that will fulfill the BVI requirement. You only need to coverage in the BVI as your healthcare will cover any costs in the USA. These policies will produce the Visa Letter needed upon purchase. Please enroll for a Travel Medical policy on this website - <https://www.insubuy.com/covid19-travel-medical-insurance/>
2. **COVID-19 PCR Test Result** showing the following:
 - a. Date the sample was taken for the test, which is no greater than five days before your arrival in the BVI
 - i. Example: if you are arriving on June 17th, your test needs to have been performed no earlier than June 12th
 - b. Type of test, showing PCR Test
 - c. Your name and date of birth
 - d. Name, address, and contact number of the testing laboratory
 - e. Test result (**Negative**)

E. About the BVI Gateway Application Form

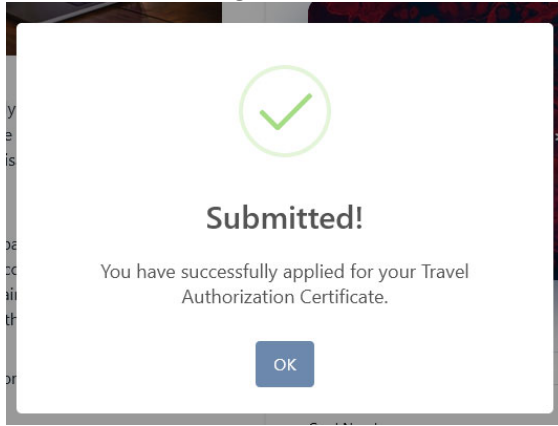


Complete the following form to apply for your Travel Authorization Certificate.

F. Top Tips for Each Step of the Form

1. **Personal Details**
 - Name
 - Date of Birth
 - Gender
 - Email Address
 - Contact Phone Number
2. **Travel Information**
 - Traveling By: Choose Sea if you the Ferry from USVI
 - Vaccination Status
 - Arrival Date
 - Test Date
 - Passport Number
3. **Location Info**
 - Immigration Status: Choose BVI Visitor (Non-Resident)
 - Home Address
 - BVI Address – Choose Tortola Central
 - Address: Sunsail
4. **Required Files:**
 - Travel Insurance: Upload Proof of Insurance PDF
 - PCR Test Report: Upload Negative Test Result PDF
5. **Payment Details:**
 - Card Holder Name
 - Card Number
 - Expirey Date
 - CVV

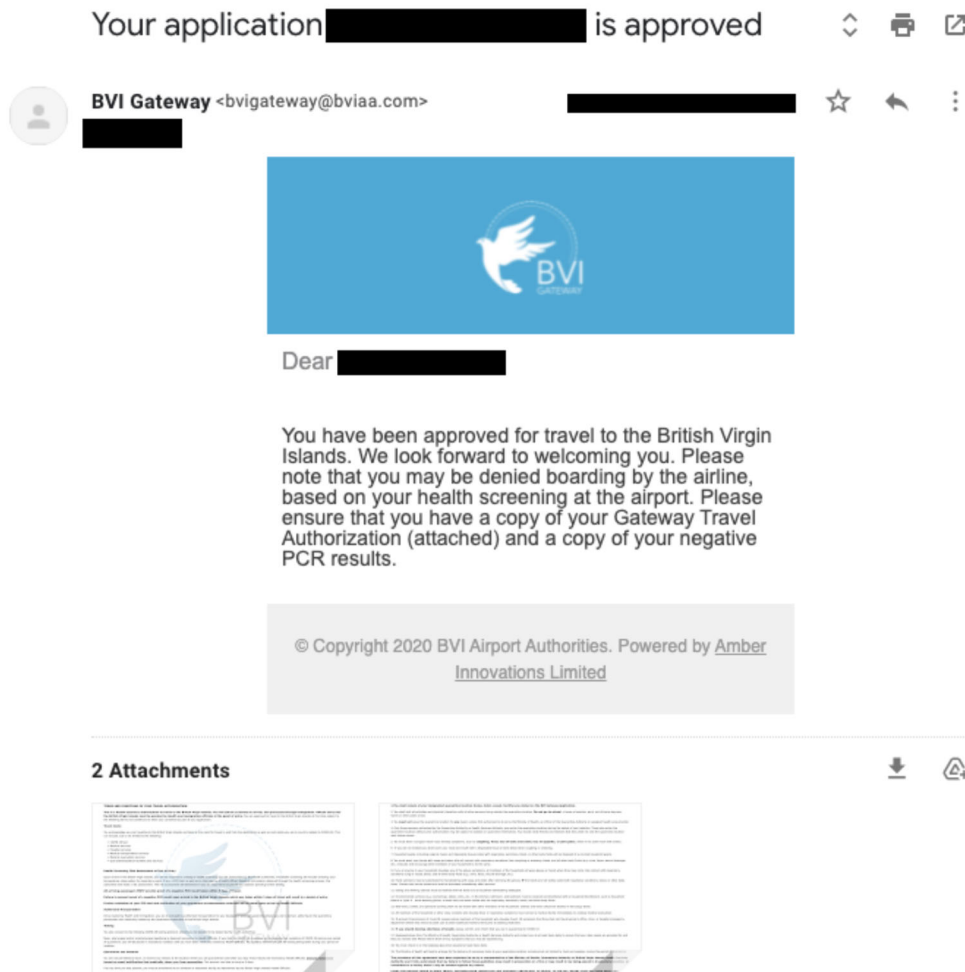
6. Submit Button brings:



7. When Approved your Authorization Letter will be emailed to you.

Once you have been approved

- You will receive an email from bvigateway@bvial.com with the subject line: "Your application *YOUR REFERENCE NUMBER* is approved"
- You should have attachments to the email:
 - Travel Authorization Letter
- Please print out two copies of the Travel Authorization Letters



G. YEAH!! You are done with the BVI Gateway!