

Certified Tourist Information Center (CTIC)

Application

Date:

Center Name:

Address:

Address 2:

City:  State:  Zip Code:

Contact Name:

Phone Number:  Fax Number:

email:

**Check the applicable item below and provide the required information:**

Is the center owned, operated or contracted by a public entity?

What is the name of the entity?

Provide contact information for entity:

Does the center have the support of a local/regional visitor bureau or public governing body?

What is the name of the entity?

Provide contact information for entity:

**Answer questions a) through c) below that apply. If not applicable, enter NA.**

a) What is the name and address of the local DMO or Visitor's Bureau in the area of the proposed center?

b) What is the name and address of the local Chamber of Commerce in the area of the proposed center?

c) What is the name and address of the local Government office in the area of the proposed center?

Date Center was or will open?

What days of the week will the center be open? (Check all that apply)  Mon  Tues  Wed  Thur  Frid  Sat  Sun

What are the hours of operation?

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Describe the location of the Center:

Does the Center have accessible public restroom facilities?

If not located within the building, describe restroom access.

Does the center comply with ADA accessibility requirements?

Is visitor parking accessible to the Center?

If not located on building grounds, describe visitor parking access.

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**Other Requirements:** (these items must accompany the application)

- Submit, on the letterhead of the operating entity, a letter of application requesting consideration for certification signed by an official representative of the operating entity.
- A business plan for the Center demonstrating the operating entity's ability to sustain long-term the operations of the Center, including funding sources and staffing requirements.
- Pictures of the building and grounds of the Center.
- A description of any currently existing and planned signage directing visitors to the center, include locations and access to/ from major access roadways. Provide a map or sketched map marking with the signage locations to the center and mileage from point-to-point.

Should the Center become certified, the Center will receive a free basic listing on the VTC [www.vatc.org](http://www.vatc.org) web site and the *Virginia Travel Guide* displaying the information provided above. If you wish to have different information displayed than shown above, indicate below the correct information.

Revised Listing

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**Other Important Information:**

It is the responsibility of the Center, once certification is given, to contact VDOT for signage. Below is the contact information for highway signage.

Jason T. Newcomb  
General Manager  
Virginia Logos, LLC  
10001 Patterson Ave, Suite 201  
Richmond, VA 23238  
800.229.2809 | 804.754.0970  
jnewcomb@interstatelogos.com  
www.VirginiaLogos.com

Once Certified, the Center is responsible for contacting current CTICs to order travel literature. The CTIC listing can be found at this web location

<http://www.vatc.org/marketing/consumerservices/visitorcenters/>

To schedule a site visit by VTC, contact Val Guffy at 804.545.5583 or email [vguffy@virginia.org](mailto:vguffy@virginia.org) to make arrangements.

Please visit the [www.vatc.org](http://www.vatc.org) website for customer service training and Help Desk opportunities.

Remit this application and all attachments to:

Val Guffy  
Virginia Tourism Corporation  
901 East Cary Street  
Suite 900  
Richmond, Virginia 23219