



*“Wellness is Our Way of Life”*

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES  
VIRGIN ISLANDS DEPARTMENT OF HEALTH

OFFICE OF PROFESSIONAL  
LICENSURE & HEALTH PLANNING  
(340) 718-1311 xt 3849

CHARLES HARWOOD MEMORIAL HOSPITAL  
PO BOX 222995  
CHRISTIANSTED, VI 00822-2995

**RE: Virgin Islands Certificate of Need Process**

It is recommended that all applicants seeking (or inquiring about) a Certificate of Need (CON) schedule a meeting with staff at the Bureau of Health Planning (BOHP) to discuss in detail the procedures and requirements to facilitate and ensure timely processing of all applications. If you are not sure whether your business venture requires a certificate of need, send a letter of inquiry to the Commissioner of Health for clarification.

Should your business require a CON, the first step in the Certificate of Need process is the submission of a Letter of Intent (LOI). The following are instructions for completing and submitting a letter of intent for your proposed business/service.

- The name, address, and telephone number of the applicant
- The name of an individual authorized to respond to BOHP staff questions regarding the application
- The proposed location for the health care facility or health service
- A full detailed description of the proposed health care facility or health service, including estimated capital expenditure and the proposed date of implementation
- Someone clearly authorized to represent the applicant should sign the letter of intent

Provide as much details as possible describing your

- proposed service(s)
- target population(s),
- location, service district(s) [STT/STJ or STX,]
- anticipated start date and

- source(s) & type of providers

The VI Department of Health's responsibility in the administration of Certificate of Need Program is regulatory in nature. All application are reviewed based of five (5) key components:

1. Public need
2. Architectural feasibility
3. Financial feasibility
4. Character and competence of sponsors and operators
5. Legal sufficiency

Your letter should be addressed to the Commissioner of Health.

Justa E. Encarnacion, RN, BSN, MBA/HCM  
Commissioner  
Virgin Islands Department of Health  
PO Box 222995  
Christiansted, VI 00822-2995

Please feel free to email or call at 340-718-1311 xt 3849 if you have any questions or need further assistance.

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