

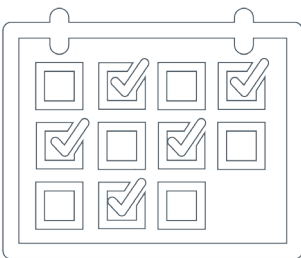
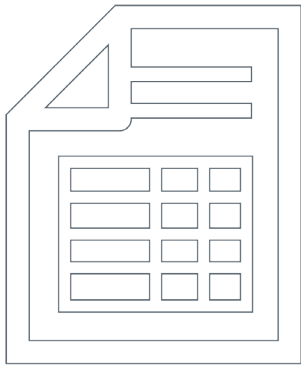
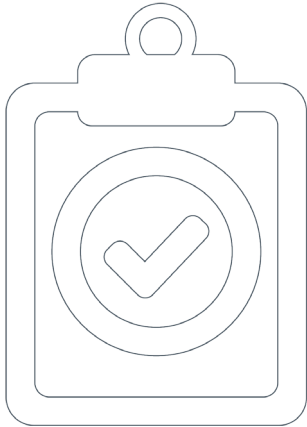


The Ultimate Guide to **REGISTERING YOUR BUSINESS ON POST**



ARMY SPOUSE

VOICE FOR A SIMPLER PCS



THE BASICS

Whether you live on or off the installation, if you want to conduct business or offer services on post, you must register for a permit to operate.

The Exchange can refuse your request on the grounds of “right of first refusal” for 17 categories of business: *retail stores; mail order, catalog and ecommerce services; automobile garages and service stations; name-brand fast food outlets; packaged beverage stores; barber and beauty shops; flower shops; laundries, dry cleaning and pressing; tailor shops; water repair shops; radio, TV, computer or electronic repair shops; shoe repair shops; photo studios; vending machines; taxicab or bus services; personal services; newsstands; pay telephone stations, telephone calling centers; and personal telecommunication services.*

Special note on child care: If you are providing child care for more than 10 hours a week, you are required to register as a certified family child care (FCC) provider through MWR and your installation’s child care services office.

In addition to following the registration rules on post, make sure you are following local and federal regulations regarding business ownership, taxes, insurance, etc.

Stay positive and professional! The registration process can be lengthy and even frustrating at times, but remaining open and courteous reflects well on your business.

REGISTRATION AND APPROVAL PROCESS

Visit your nearest MWR headquarters and Community Housing Office. **Let them know that you’ll be running a business from your home on post, and would like the paperwork to start the registration process.** The next steps can differ from post to post, but this is the most direct starting point.

Complete all necessary forms, and keep track of your submissions and any other communications for your records.

MWR may be able to outline the length of the approval process, which could span anywhere from a few days to several weeks.

Approval is not guaranteed, and if your application is denied find out the reasoning, which could include the regulation in violation or the entity or specific person that denied your request.

CALL TO ACTION

Let’s work to streamline and standardize the registration process for spouse-run businesses. [Sign the Muster Up petition](#) to help knock down barriers to military spouse home-based businesses.

RESOURCES

[MadSkills](#): Virtual staffing and outsourced work opportunities for military spouses

[Milspo Project](#): Community of military spouse business owners

[In Gear Career](#): Local chapters and resources for military spouse careers

[SpouseBuzz](#): Always keeps up with trending and important issues