APPLICATION CHECKLIST

Date _____   Received By: _____

Application Received Via: Email ☐   Postal Mail ☐   3ʳᵈ Party, Delivered ☐

Applicants Name: _____   National: _____

Status: VISITOR (90 Days max)   Travel Dates: _____

REQUIREMENTS	COMMENTS/PENDING MATTERS

1. ☐ Application(s) (completed, signed and dated)   _____

2. ☐ Passport (clear color copy & valid 6 mons +)   _____

3. ☐ Police Clearance
   - within 3 mons from date of application
   - from National Police (renewals ONLY)   _____

4. ☐ Medical Clearance
   - within 3 mons from date of application
   - MUST include HIV/Aids and TB
   - MUST Provide a FULLY Vaccinated Covid-19 Card   _____

5. ☐ Travel Itinerary – Confirmed Roundtrip or Onward   _____

6. ☐ Travel Accommodation – Confirmed Hotel Booking or;
   - IF staying with friends or relatives, submit copy of passport for a primary contact including contact information   _____

7. ☐ Letter indicating purpose and duration of visit (Self Tourist)   _____

8. ☐ Letter indicating, 1) Purpose of visit, 2) Duration and 3) Guaranteed Responsibility from these primary contacts;
   - Gov't Focal Point, Business Associate, Friend or Relative of whom applicant is visiting   _____

9. ☐ Prescribed Fee(s) – Receipt   _____

COMMENTS/NOTES:

Prepared & Reviewed by: _____   Date: _____

Reviewed & Approved by: _____   Date: _____