

**GENERAL INFORMATION**

<b>Name of formality</b>	Tour Guide License
<b>Type of formality</b>	Certificate
<b>Date of last modification</b>	25.06.2024
<b>Responsible Authority</b>	Department of Tourism Business Management (+856-(21) 213-256;)
<b>Who should apply for this formality?</b>	1. Lao citizen and resides in the Lao People's Democratic Republic (Lao PDR);2. Adhere to the established legal regulations;3. Has good personal qualities and a passion for service-oriented work;4. Exhibits strong moral character, good attributes, honesty, good interpersonal relations, good manner, and is in good health;5. Has received training and certification from an authorized organization in accordance with the level of tourism staff as stipulated in the relevant regulations.

<b>Qualifications needed by the business to get the formality</b>	<p>1. National-Level, required documents:- Verification of Training Completion: Certificate confirming completion of 55 days of training for central-level staff.- Verification from Tourism Agency: Certificate from a tourism organization or from the Lao Tourism Staff Association. The certificate must include a labor contract or confirmation of salary receipt from the tourism company.- Photograph: 1 photo, size 2 x 2.5 inches (taken within the last three months).- Identity Verification: Copy of identification card or proof of residence.- Criminal Record: Must be issued within the last three months.</p> <p>2. Provincial-Level, required documents:- Verification of Training Completion: Certificate confirming completion of 15 days of training for provincial or municipal staff.- Verification from Tourism Agency: Certificate from a tourism organization or from the tourism staff group of the province or municipality. The certificate must include a labor contract or confirmation of salary receipt from the tourism company.- Photographs: 2 photos, size 2 x 2.5 inches (taken within the last three months).- Identity Verification: Copy of identification card or proof of residence.- Criminal record: Must be issued within the last three months).</p> <p>3. Specialized Regions, required documents:- Verification of Training Completion: Certificate confirming completion of training from a provincial, municipal, or specialized training unit relevant to the specific region.- Verification from Tourism Agency: Certificate from a tourism organization or from the tourism staff group of the relevant province, municipality, or local area. The certificate must include a labor contract or confirmation of salary receipt from the tourism company.- Photographs: 2 photos, size 2 x 2.5 inches (taken within the last three months).- Identity Verification: Copy of identification card or proof of residence.- Criminal Record: Must be issued within the last three months).</p>
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<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
No name	469/ຖວທ	21.06.2021	

<b>REQUIRED DOCUMENTS FORMALITIES</b>		
<b>Name</b>	<b>Type</b>	<b>Comment</b>
\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}

<b>LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION</b>		
<b>Name of document</b>	<b>Type of document</b>	<b>File of document</b>

\${ATTACHMENT_NAME}	\${ATTACHMENT_TYPE}	\${ATTACHMENT_FILE}
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<b>LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION</b>		
Name of document	Type of document	File of document
\${ATTACHMENT_NAME_RENEW}	\${ATTACHMENT_TYPE_RENEW}	\${ATTACHMENT_FILE_RENEW}

<b>MEAN OF PRESENTATION</b>		
<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Tourism Management Department, Ministry of Information, Culture and Tourism	
<b>Time it takes to the authorities to process the formality</b>	9	

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
YES	3
<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	300000.00	100000.00	0.00	400000.00
<b>Comments</b>	According to the provisions of Regulation No. 002/2021, Vientiane Capital, dated June 17, 2021, Article 38 and 39			
<b>ADDITIONAL ISSUING FEES</b>				

<b>Additional fee names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional fee comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	300000.00	100000.00	0.00	400000.00
<b>Comments</b>	According to the provisions of Regulation No. 002/2021, Vientiane Capital, dated June 17, 2021, Article 38 and 39			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional renewal fees comments</b>				