

GENERAL INFORMATION	
Name of formality	Tour Guide License
Type of formality	Certificate
Date of last modification	25.06.2024
Responsible Authority	Department of Tourism Business Management (+856-(21) 213-256;)
Who should apply for this formality?	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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LEGAL FRAMEWORK			
Name	Number	Date	Comment
No name	469/ຖວທ	21.06.2021	

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment
\$_{SUPPORT_NAME}\$	\$_{SUPPORT_TYPE}\$	\$_{SUPPORT_COMMENT}\$

LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION		
Name of document	Type of document	File of document

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

<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>		

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

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

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