



2/F Napala Building Barangay Dadiangas North
General Santos City, Philippines 9500
Tel # (+6383) 305 4292
FB Page: The Traveldesk

CLIENT INFORMATION SHEET

Given Name:	Middle Name:	Surname:
Home Address:		
Date of Birth:	Civil Status:	Place of Birth (based on passport)
Home Landline No.:	Mobile No.:	Email Address:
Company / School Name:		Occupation:
Company / School Address:		
Company / School Email Address:		Company / School Contact No.:
Passport No.:	Date of Issue:	Date of Expiry:
Date of Previous Schengen Biometrics collected:	Valid from:	Valid until:
Cost of Travel covered by: Myself: _____ Others (specify): _____		

Kindly fully fill up the information sheet to avoid delay of application. The above are mandatory fields that you must provide accurate and up to date information. Please submit the complete visa requirements to our office or email back the forms to us as early as possible to give allowance for our visa officers to assess the documents submitted and inform you of additional requirements needed if any.

DOCUMENTS to provide for SCHENGEN VISA APPLICATION:

- ❑ 2PCS Passport Size Pictures (WHITE BACKGROUND)
- ❑ Original Passport Valid for 6 months (Old and New Passports)
- ❑ Photocopy of Visa and Arrival stamps of all passports (Past 10 years)
- ❑ Bank Certificate & Bank Statement or Passbook copy with Past 6 months.

EXCEPT FOR:

FRANCE - Past 3 months only

ITALY - Past 1 year for a First Timer.

- ❑ PSA Marriage Contract (if married)
- ❑ PSA Birth Certificate

FOR STUDENTS

- ❑ School ID (Photocopy) & School Certificate (must be original).
- ❑ PSA Birth Certificate

FOR EMPLOYED

- ❑ Company ID (if employed)
- ❑ Certificate of Employment with Leave of Absences
 - Indicate annual Salary
 - Leave of Absence based on the Itinerary.
 - Income Tax Return 2316

FOR BUSINESSPERSON

- ❑ Business Permit (DTI or SEC registration).
- ❑ BIR asks for receipt photocopy.
- ❑ Certificate of registration (COR)
- ❑ Mayor's Permit or Business Permit to Operate.
- ❑ Income TAX Return 1701/1702

SUPPORTING DOCUMENTS:

- ✓ Copy of Credit Card together with the copy of their Statements.
- ✓ Certificate of Land Titles.
- ✓ Proof of Ownership. (Car, Houses, ETC.)
- ✓ Affidavit of Support if you are the tour guarantor.
- ✓ PRC ID Copy.
- ✓ Copy of I-card or ACR for Foreign Nationals.

NOTE: ALL DOCUMENTS THAT WILL BE SUBMITTED SHOULD BE PHOTOCOPIED, BRING ORIGINAL DURING APPOINTMENT INTERVIEW. PASSPORT PICTURES SHOULD BE SHOULDER LEVEL AND HAVE WHITE BACKGROUND.