

Apply for Tour Guide Course

This service describes the procedures and conditions required to apply for a tour guide course as a first step towards issuing a tour guide license. Areas to be defined: sub-type of tour guide (with or without experience), the sponsor's data, the identification of the spoken languages.

Conditions

- Applicants must be at least 21 years old.
- Applicant's QID card must be valid at the time of application.
- There is no other open application of the same type for the same applicant.

Required Documents

- Copy of QID card
- Application form (in case of walk-in)
- Copy of Curriculum vitae
- Copy of Educational qualifications
- Copy of Languages Certificates
- Copy of No Objection Certificate (NOC)

Fees

- No fees for this service

Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Profile or Services for Individuals
- 3- Select the specific service from the list of services (right-hand side)
- 4- Fill in the required data
- 5- Attach the required documents
- 6- Confirm the accuracy of the entered data.
- 7- Submit the Service application

Issue a Tour Guide License

The service describes the procedures and requirements for the issuance of a tour guide license.

Pre-requisite: Apply for Tour Guide Course.

The License is valid for one year only.

Conditions

- Applicants must be at least 21 years old.
- Applicant's QID card must be valid at the time of application.
- There is no other open application of the same type for the same applicant
- Before applying for this service, the applicant must have successfully passed the training course.

Required Documents

- Copy of QID card
- Application form (in case of walk-in)

Fees

- A Tour Guide License fee is QR 1000.
- Fees are paid after the application is approved.

Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Profile or Services for Individuals
- 3- Select the specific service from the list of services (right-hand side)
- 4- Fill in the required data
- 5- Attach the required documents
- 6- Confirm the accuracy of the entered data.
- 7- Submit the Service application

Renew a Tour Guide License

This service describes procedures for renewing a tour guide's license. Renewal is for one year only.

Conditions

- Applicants must be at least 21 years old.
- Applicant's QID card must be valid at the time of application.
- There is no other open application of the same type for the same applicant
- Applicants may apply to this service one month prior to the expiry of the license.

Required Documents

- Copy of QID card
- Application form (in case of walk-in)
- Copy of No Objection Certificate (NOC)

Fees

- Renewal Fee of a Tour Guide License is QR 1000.
- An additional 5% of the license fee will be paid for each month or part of it in case the license renewal is delayed.
- Fees are paid after the application is approved.

Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Profile or Services for Individuals
- 3- Select the specific service from the list of services (right-hand side)
- 4- Fill in the required data
- 5- Attach the required documents
- 6- Confirm the accuracy of the entered data.
- 7- Submit the Service application

Amend Tour Guide License

This service describes the procedures to amend the tour guide license in terms of tour guide's type or the languages used originally & identified earlier by the applicants.

Conditions

- Applicant's QID card must be valid at the time of application.
- There is no other open application of the same type for the same applicant
- The tour guide's license must be active.

Required Documents

- Copy of QID card.
- Application form.
- Copy of Educational qualifications.
- Copy of Languages certificates.

Fees

- The tourism license information amendment fee is QR100
- Fees are paid after the application is approved

Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Profile or Services for Individuals
- 3- Select the specific service from the list of services (right-hand side)
- 4- Fill in the required data
- 5- Attach the required documents
- 6- Confirm the accuracy of the entered data.
- 7- Submit the Service application

Cease a Tour Guide License

This service describes the necessary procedures for ceasing (stopping) a tour guide license and the related work conditions and rules.

Conditions

- Applicant's QID card must be valid at the time of application.
- There is no other open application of the same type for the same applicant
- There should be no violations pending on the tour guide before applying for cancellation of the license.

Required Documents

- Copy of QID card
- Application form

Fees

- Cancellation fee for Tour Guide License is QR 500.
- The fees are paid after the application is approved

Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Profile or Services for Individuals
- 3- Select the specific service from the list of services (right-hand side)
- 4- Fill in the required data
- 5- Attach the required documents
- 6- Confirm the accuracy of the entered data.
- 7- Submit the Service application