

Tour Guide Personal appointment booking

This service describes the procedures and conditions required to book a personal interview as a first step towards issuing a tour guide license. Areas to be defined: type of tour guide (general - location), the sponsor's data, the identification of the languages used, and the proposed date for the interview.

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
- Copy of Curriculum vitae
- Copy of Educational qualifications
- Copy of Languages Certificates

Fees

- No fees for this service

Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Profile
- 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

Payment of final test fees for NTC

This service describes the procedures necessary to pay the final exam fees in order to complete the rest of the steps of issuing the Tour Guide license, where the accredited and authorized university and the type of training will be selected.

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 passed the interview test

Required Documents

- Copy of the QID card.
- Application form.
- Copy of the Training Course Certificate.

Fees

- Test fee is QR 1200
- In case of examination failure, the test fee for the following times is QR 2000 per test.
- 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
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, where the type of tour guide chosen previously is confirmed.

Pre-requisite: Personal appointment booking & Payment of final test fees for NTC.

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 NTC test.

Required Documents

- Copy of QID card
- Application form

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
- 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

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
- 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
- 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
- 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