



PASSENGER INFORMATION SHEET

GIVEN NAME:	MIDDLE NAME:	SURNAME:
HOME ADDRESS:		
DATE OF BIRTH:	CIVIL STATUS:	PLACE OF BIRTH (BASED ON PASSPORT):
HOME LANDLINE #:	MOBILE #:	PERSONAL EMAIL ADDRESS:
COMPANY NAME / SCHOOL NAME:		OCCUPATION:
COMPANY / SCHOOL ADDRESS:		
COMPANY / SCHOOL EMAIL ADDRESS:		COMPANY / SCHOOL LANDLINE #:
PASSPORT #:	DATE OF ISSUE:	VALID UNTIL:
RECENT SCHENGEN VISA # AND DATE OF PREVIOUS FINGERPRINTS COLLECTED:	VALID FROM:	VALID UNTIL:
COST OF TRAVEL COVERED BY: MYSELF: _____ HOST/ORGANIZATION: _____ OTHERS (SPECIFY) NAME OF		

PLEASE GIVE IN PERSON OR DEPOSIT PAYMENT OF VISA FEE TO:

BANK NAME: BANCO DE ORO (BDO)
BRANCH NAME: SM CITY FAIRVIEW B, FAIRVIEW QUEZON CITY 1118
ACCOUNT NAME: MITZY TRAVEL AND TOURS INC.
ACCOUNT NUMBER: 004450885417

NOTE: We do not issue **OFFICIAL RECEIPT** for payment for visa fees. We only issue **ACKNOWLEDGEMENT RECEIPT** upon receiving cash payment/email or fax copy of bank validation.

IMPORTANT REMINDERS: STRICTLY NO DEPOSIT NO VISA APPOINTMENT/PROCESSING IS IMPLEMENTED

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

 documentation.mtt@gmail.com

 0954 143 4874 / 0966 766 4745 / 0962 260 2038
0976 396 0481 / 0967 130 9597 / 0997 995 3809

 Main Branch - 2nd Floor, Unit 2, Hobart Commercial Center 310 Zabarte Road, Brgy. Kaligayahan Quezon City, 1124 Metro Manila
2nd Branch - 46a Eugenio Lopez Jr. Dr., Barangay South Triangle, Diliman, Quezon City, 1103 Metro Manila Philippines



MAIN DOCUMENTS to provide for SCHENGEN VISA APPLICATION:

- *Original* New Passport (*Latest*) valid for 6 months prior to departure (*with signature in 3rd page*)
- *Original* Old Passports within the last 10 years or if have any old passports
- Photocopy of New and Old passports (*first page, last page and pages with immigration stamps and visas*)
- 2PCS Passport Size Colored Picture (*35mm x 45mm, white background, both ears are exposed, closed mouth, no eyeglass, w/ collared shirt/blouse, no accessories*)
- *Original* Bank Certificate (*Personal Account*) *(*Must include account name, account number, account type, current balance, account opening date*)
- *Original* Bank Statements or Copy of Passbook Certified True Copy by the Bank (*Personal Account*)

*France – Last 6 months Bank Statements

Bank Certificates will be addressed to  :

Embassy & Consular Office of France

21st Floor, Ayala Triangle Gardens Tower 2 Paseo de Roxas corner Makati Avenue, Makati City 1226, Metro Manila

- PSA Marriage Contract (*if married*) (*must be ORIGINAL*)
- PSA Birth Certificate (*must be ORIGINAL*)

OTHER DOCUMENTS:

FOR BUSINESSMAN >>>

- Latest Mayor's Permit (*Photocopy*)
- Latest DTI or SEC registration all pages with GIS (*Photocopy*)
- BIR ask for receipt (*Photocopy*)
- BIR Certificate of registration (BIR 2303) (*Photocopy*)
- Latest Annual Income Tax Return (BIR 1701/ BIR 1702-RT) duly validated by BIR and Financial Statements (*Photocopy*)

FOR EMPLOYED >>>

- Company ID (if employed) (*Photocopy*)
- Certificate of Employment with Leave of Absence (*must be ORIGINAL*)
**Indicate monthly or annual salary*
**Leave of Absence based on the Itinerary*
- Travel Authority for Government Employees
- Latest Income Tax Return (BIR 2316) duly validated by BIR (*Photocopy*)
- PRC or IBP Licensed (*Photocopy*) (*If applicable*)

FOR DOCTORS >>>

- Certificate of Registration (BIR 2303) (*Photocopy*)
- Latest Income Tax Return (BIR 1701A) duly validated by BIR and financial statements (*Photocopy*)
- Original Certification from the hospital
- Valid PRC ID (*Photocopy*)

FOR CLERGY >>>

- Clergy or Church ID (*Photocopy*)
- Apostolic Nunciature (*must be ORIGINAL*)
- Endorsement Letter from Church (*must be ORIGINAL*)



FOR RETIRED >>>

- Senior Citizen ID (**Photocopy**)
- Retirement Certificate (**For early retiree**) (**Photocopy**)

FOR STUDENTS >>>

- School ID (**Photocopy**)
- School Certificate or Diploma for Newly Graduates (**must be original**)
- Certificate of leave absence if travelling during school year

*Additional documents for Minors

- If the minor is not travelling with either parent, original and copy of DSWD travel clearance
- Affidavit of Support and Consent executed by both parents (**Original with signature and notarized**)
- Documents of the Guarantor (*If Employed/Businessman/Self Employed – please refer to the requirements above*)

SUPPORTING DOCUMENTS (Optional):

- ✓ Credit Card together with the copy of their statements. (**Photocopy**)
- ✓ Certificate of Land Titles. (**Photocopy**)
- ✓ Proof of Ownership. (Car, Houses, ETC.) (**Photocopy**)

VISA PROCESSING FEE: PHP 12,000 (For Tour Joiners)
PHP 15,000 (For Visa Only)

**NOTES:

1. ALL PHOTOCOPIES SHOULD BE PRINTED IN A4 SIZED PAPER
2. IF HAVE PRIOR TRAVEL PLEASE INFORM US AND SUBMIT A COPY OF YOUR ETICKETS
3. PERSONAL APPEARANCE

Contact Person/s:
MS. LOURDES MICHELLE D. PEÑA - +639989833975
President

 documentation.mtt@gmail.com

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