



UK EMBASSY TOURIST VISA

MAIN DOCUMENTS

- Original New Passport (Latest) valid for 6 months prior to departure (with signature in 3rd page)
- Original Old Passports within the last 10 years
- 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)
- Original Bank Certificate (Personal Account) *(Must include account name, account number, account type, current balance, account opening date)
- Original Bank Statements within the last 6 months (Personal Account)
- **** Note: Bank Certificates will be addressed to Embassy;**

BRITISH EMBASSY IN THE PHILIPPINES

British Embassy Manila 120 Upper McKinley Road, McKinley Hill, Taguig
City Manila 1634 Manila Philippines

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

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) all pages with receipt and Financial Statements (**Photocopy**)



FOR EMPLOYED

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

FOR DOCTORS

- Certificate of Registration (BIR 2303) (Photocopy)
- Latest Income Tax Return (BIR 1701A) must be all pages with receipt and financial statements (Photocopy)
 - Original Certification from the hospital
 - Valid PRC ID (Photocopy)

FOR STUDENTS

- School ID (Photocopy)
- School Certificate or Diploma for Newly Graduates (must be original)

*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)

FOR RETIRED

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

SUPPORTING DOCUMENTS (Optional):

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



ADDITIONAL DOCUMENTS IF SPONSORED BY FAMILY MEMBER OR COMPANY

- Affidavit of Support or Guarantee Letter **(Original with signature and notarized)**
- Documents of the Guarantor (If Employed/Businessman/Self Employed) 🖱️ 🖱️

If Employed:

- COE, Company ID, ITR (BIR 2316), Bank Certificate and Statements - 6 months

If Businessman/Self Employed

- Mayor's Permit, DTI or SEC, COR (BIR 2303), ITR (BIR 1701/1702-RT/1701A), Bank Certificate and Statements - 3 months

For Incentive Trips:

- Guarantee Letter of the Company
- Bank Certificate and statement
- ITR, Business Permit, SEC

Other attachments needed for visa application:

- Copy of Hotel Confirmation
- Copy of Itinerary
- Copy of Ticket/Airline Booking
- Copy of Travel Insurance covered the whole travel period

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