

Required Documents

Notes:

- A document which is not in Chinese or English must be accompanied by a Chinese or English translation provided by a qualified third party.
 - The Authority may request an applicant to submit additional documents apart from the documents listed below.
1. Application for issue of a tourist guide licence
 - (a) Duly completed and signed application form
 - (b) The original and a copy of the Hong Kong identity card
 - (c) The original and a copy of the Document of Identity (D.I.) for Visa Purposes or passport (not applicable to an applicant who is a permanent Hong Kong resident)
 - (d) The original and a copy of the proof of education (e.g. graduation certificate)
 - (e) The original and a copy of a valid certificate of competency in first aid, or another similar certificate, issued by an institution specified by the Authority (the certificate must still be valid when the tourist guide licence is issued) (For details, please refer to <https://www.tia.org.hk/en/licensing/tourist-guides/licensing-and-renewal-criteria/certificate-of-competency-in-first-aid.html>)
 - (f) The original and a copy of a document showing completion of the pre-examination training course for tourist guides
 - (g) The original and a copy of a proof for the passing of the licensing examination of tourist guides (examination result will be valid for 2 years from the date of examination)
 - (h) A recent color photograph (can be emailed to lic@tia.org.hk or provided via other electronic means) in the following specifications:
 - (i) image type: JPEG;
 - (ii) file size: 5MB or below; and
 - (iii) the photograph must have a plain white background and show the full frontal face with clear facial features.
 2. Application for renewal of a tourist guide licence
 - (a) Duly completed and signed application form
 - (b) A copy of the Hong Kong identity card (Only applicable to the first time renewal application made to the Authority by a holder of a “pre-existing tourist guide pass”)
 - (c) A copy of the Document of Identity (D.I.) for Visa Purposes or passport (not applicable to an applicant who is a permanent Hong Kong resident)
 - (d) A copy of a valid certificate of competency in first aid, or another similar certificate, issued by an institution specified by the Authority (the certificate must still be valid when the tourist guide licence is renewed) (For details, please refer to <https://www.tia.org.hk/en/licensing/tourist-guides/licensing-and-renewal-criteria/certificate-of-competency-in-first-aid.html>)
 - (e) A copy of a document or documents showing completion of the continuing professional development scheme for tourist guides
 - (f) A recent colour photograph (can be emailed to lic@tia.org.hk or provided via other electronic means) in the following specifications:
 - (i) image type: JPEG;
 - (ii) file size: 5MB or below; and
 - (iii) the photograph must have a plain white background and show the full frontal face with clear facial features.

Note:

If the original of a document is required (except this form), the applicant may choose to provide a copy of the document certified by a practising solicitor or practising certified public accountant in Hong Kong; such a certified copy will not be returned to the applicant.