



## **APPLICATION CHECKLIST**

Thank you for your application to the Institute of Tourist Guiding.

For us to process your application as quickly as possible, please ensure you have included all the following:

<b>PLEASE INDICATE WITH AN X</b>	<b>X</b>
Signed copy of the <b>Professional Code of Conduct</b> (please retain a signed copy for your reference)	
Signed copy of the <b>Use of Guide Badge Code</b> (please retain a signed copy for your reference)	
Photocopies/evidence of your Institute Guiding Qualification(s)	
Photocopies/evidence of your Institute Language Proficiency Test certificate(s)	
TWO completed reference forms from your referees (within the last three years)	
A recently taken, colour, passport-style photo as a JPEG format	
ONLINE PAYMENT via your bank:  Barclays Bank – Sort Code: 20 31 52 – Account number: 30673277 The Institute of Tourist Guiding  Quote your Institute membership number as a reference when making your online payment	
IF APPLICABLE: Driver documents i) Insurance ii) PHV Licence iii) Temporary Driver's Permit	i)
	ii)
	iii)