

LA06 – Application Form for a License – **Tourist Guide**

In Terms of Subsidiary Legislation 409.12 – Tourist Guides Regulations

Prerequisites: To complete this application form, Applicants are required to submit the following documents:

1. Copy of both sides of Identity Card;
2. Valid Police Conduct;
3. Passport-sized photograph;^{*1}
4. Copy of Certificates.^{*2}

Notes:

^{*1}**Passport photo to be submitted in JPG format.**

^{*2}Certificate or Diploma proving successful completion of a qualification programme for tourist guides at least at Level 5 of the National Qualifications Framework attained from a training institution recognised by the Authority.

^{*3}**All documents to be submitted in PDF format.**

Payment: This Application carries a payment of €25.00, which may be affected at the end of the online application process. Should Applicants not be able to submit an online payment, they are to proceed to:

- MTA Head Office at Building SCM 01, Level 3, Smart City Malta, Ricasoli, SCM 1001, Kalkara. (Opening Hours: Mon-Fri, 8:30 am – 12:00 pm) **or**
- Business First, Ċentru Joseph Grech, 2nd Floor, Cobalt House, Mdina Road, Central Business District, Mrieħel (Opening Hours: <https://www.businessfirst.com.mt/opening-hours/>) **or**
- MTA Branch Office at 17, Independence Square, Victoria, Gozo. (Opening Hours: Mon-Fri, 8.00 am – 12.00 pm).

Information: For further information as regards the legal standards one needs to attain prior to the issuance of a license and continues to maintain once a license is obtained, Applicants should review Subsidiary Legislation 409.12 or by following the link:

<https://legislation.mt/eli/sl/409.12/eng>

Warning to Applicant: Any false statements, misrepresentation, or concealment of material fact in this form or in any document presented in support of this application form may constitute an offence and may lead to refusal, suspension, or revocation of any license and to administrative, civil, and/or criminal consequences at law.

Data Protection Statement: Personal information provided in this application is protected under the Data Protection Act (Chapter 586 of the Laws of Malta). The Malta Tourism Authority will process your personal data in accordance with the provisions of the Data Protection Act for licensing, compliance, and related administrative purposes, and to comply with the Authority's legal obligations. For further information about how your data is processed and your rights, please consult the Authority's privacy notice or contact the Data Protection Officer at dataprotection.mta@visitmalta.com.

Assistance: If you have any queries, you can call the Licensing Department on +356 2291 5000, or email licencing.mta@visitmalta.com.

1. Applicant's Details:

- Name

Name:* _____ Surname:* _____

- Identity Card Number:* _____

- Nationality:* _____

- Address:* _____

- Locality:* _____

- Tel/Mobile Number:* _____

- Email:* _____

2. Educational Qualifications:

- Guiding Qualification/s*: _____

- Awarding Institution*: _____

3. Languages Applied For:

- Mother Tongue:* _____

- Other Language Spoken:* (as per qualification/language proficiency test)

4. Declaration by Applicant:

a) Operations (tick all):*

- I undertake to abide at all times by the provisions of the Malta Travel and Tourism Act (Cap 409), the regulations made thereunder, and with all license conditions that may be imposed, and to maintain all permits and approvals required by law;
- I undertake to inform the Malta Tourism Authority in writing of any changes in circumstances or information relevant to this application within not more than fourteen (14) calendar days from the date the change occurs, unless a shorter period is prescribed by law or by a condition so imposed.

b) General (tick all):*

- I declare that I have read and understood the 'Warning to Applicant' in this Application Form;
- I declare that the statements and information provided in or with this application are true, accurate and complete to the best of my/our knowledge and belief, and acknowledge that making a false declaration or submitting false documentation may constitute an offence and may lead to refusal, suspension or revocation of any license and/or to administrative, civil and/or criminal consequences according to law;
- I declare that I have read and understood the Data Protection Statement in this application form and consent to the processing of personal data for the purposes stated therein;
- I declare that I have read and understood Subsidiary Legislation 409.12.

5. Signature of Applicant:

- Signature of Applicant:* _____
- Signatory's Full Name and Surname:* _____
- Date:* _____

6. Checklist for Document Submission:

1	Copy of both sides of Identity Card;	
2	Valid Police Conduct;	
3	Passport-sized photograph ¹ ;	
4	Copy of Certificates. ²	

Notes:

***¹Passport photo to be submitted in JPG format.**

***² Certificate or Diploma proving successful completion of a qualification programme for tourist guides at least at Level 5 of the National Qualifications Framework attained from a training institution recognised by the Authority.**

***³All documents to be submitted in PDF format.**

For Office Use Only

Application Reference: _____

Date Received: _____

Processed by: _____

