

LA12 – Application Form for a License – **Trainee Tourist Guide**

In Terms of Subsidiary Legislation 409.23 – Trainee 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. Colour passport-sized photo;^{*1}
4. A recent certificate of conduct of the Applicant from the country of origin, if the Applicant has been residing in Malta for less than 5 years;
5. A written declaration by a recognised training institution confirming that the Applicant:
 - a) Has already obtained sixty (60) ECTS credits of a Level 5 qualification of the National Qualifications Framework in tourist guiding, or has completed at least fifty percent (50%) of the relative course in tourist guiding;
 - b) Provided that in either case, the credits or course components obtained shall indicate that the applicant has adequate knowledge of special designated locations, together with a clear indication of the special designated locations in which the applicant is able to guide; and
 - c) is still pursuing a course of studies in tourist guiding with the recognised training institution issuing the declaration, which studies amount to a maximum of one hundred and twenty (120) ECTS credits of a Level 5 qualification in tour guiding;
6. The language/s the apprentice can guide in.

Notes:

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

²**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 409.23 or by following the link: <https://legislation.mt/eli/sl/409.23/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. Upon approval of the application, the Authority will publish the license number, the name of the establishment, the license category, and the address. 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 Directorate on +356 2291 5000, or email licencing.mta@visitmalta.com.

1. Applicant's Details:

- Name

Name:* _____ Surname:* _____

- Identity Card Number/Passport Number:* _____

- Nationality:* _____

- Address:* _____

- Locality:* _____

- Tel/Mobile Number:* _____

- Email:* _____

- Work Permit:* (applicable to non-EU nationals) _____

2. Languages and Special Designated Locations:

- Languages Applied For:* _____

- Mother Tongue:* _____

- Special Designated Locations to Guide In:* _____

3. Declaration by Applicant:

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 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/We declare that I/we have read and understood Subsidiary Legislation 409.23.

4. Signature of Applicant:

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

5. Checklist for Document Submission:

1	Copy of both sides of Identity Card;	
2	Valid Police Conduct;	
3	Colour passport-sized photo; ^{*1}	
4	A recent certificate of conduct of the Applicant from the country of origin, if the Applicant has been residing in Malta for less than 5 years;	
5	<p>A written declaration by a recognised training institution confirming that the Applicant:</p> <p>a) Has already obtained sixty (60) ECTS credits of a Level 5 qualification of the National Qualifications Framework in tourist guiding, or has completed at least fifty percent (50%) of the relative course in tourist guiding;</p> <p>b) Provided that in either case, the credits or course components obtained shall indicate that the applicant has adequate knowledge of special designated locations, together with a clear indication of the special designated locations in which the applicant is able to guide; and</p> <p>c) is still pursuing a course of studies in tourist guiding with the recognised training institution issuing the declaration, which studies amount to a maximum of one hundred and twenty (120) ECTS credits of a Level 5 qualification in tour guiding;</p>	
6	The language/s the trainee can guide in.	

Notes:

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

²**All documents to be submitted in PDF format.**

For Office Use Only

Application Reference: _____

Date Received: _____

Processed by: _____