\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**CITY TOURISM OPERATIONS OFFICE**\_\_\_\_\_\_\_\_\_\_\_\_

 2/F PASALUBONG CENTER, PALMA GIL ST., DAVAO CITY TELEPHONE NOS. 222-1956 TO 58

**PROCESSING GUIDE FOR LICENSING OF**

 **TICKETING OFFICE**

[ ] 1. Application Form duly **accomplished** and **notarized.**

[ ] 2. For corporation or partnership, photocopy of the **Artices of Incorporation/ Partnership and its By-Laws**: **DTI Business Name Certificate** for single proprietorship (not applicable for lic. Renewal unless there are amendments ).

[ ] 3. Current NBI Clearance of **General Manager**.

[ ] 4. Affidavit of Service Coverage.

[ ] 5. List of all officials and employees with their respective **positions**, **citizenship**,

and **home address ( w/ house no.)**,

include documents to prove that ;

* They have completed a **ticketing and reservations course**

 [ ] 6. **Contract of Lease** of office space or sworn statement by the lessor that the

 said agency is a lessee thereof.

[ ] 7. For alien officials and employees: employment contract, valid visa from the

 Bureau of Immigration ( ICR for native-born resident aliens and visa for pre-

 arranged employees) and permit from the Dept. of Labor and Employment

 ( Alien Employment Registration Certificates for residents and Alien Employ-

 ment Permit for non-residents). Resident aliens submit documents only once.

[ ] 8. Sketch (Location)

[ ] 9. Photocopy of Official Receipt (Tourism Fee/Tourism Registration)

Note: \* Assessment of payment shall be determined by the City Tourism Office upon

 Evaluation.

\* All documents stated above shall be **photocopied** for submission to the City

 Tourism Operations Office. ( include regulatory fee payment receipt )

 \* Bring original documents for reference and verification.