



APPLICATION CHECKLIST

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

In order for us to process your application as quickly as possible, please ensure that you have included all of the following:

	✓
Signed copy of the Professional Code of Conduct (please retain a signed copy for your reference)	
Signed copy of the Use of Guide Badge Code (please retain a signed copy for your reference)	
Photocopies/evidence of your Guiding Qualification(s)	
Photocopies/evidence of your Language and Academic Qualification(s)	
TWO completed reference forms from your referees (within the last three years)	
TWO recent Passport-sized photographs, with name on back of both	
ONLINE PAYMENT via your bank: Barclays Bank – Sort Code: 20 31 52 – Account number: 30673277 Quote your Institute membership number as a reference when making your online payment OR	
Direct Debit mandate form – Applications received after the end of January please pay Online via your bank	
IF APPLICABLE: Driver documents i) Insurance ii) PHV Licence iii) Temporary Driver's Permit	i)
	ii)
	iii)