

KUWAIT DOCUMENTS PROCESSING CHECKLIST

HAWB# _____

A.R.# _____

DATE: _____

SHIPPER'S NAME: _____

(SURNAME)

(FIRST NAME)

(MIDDLE NAME)

LIST OF DOCUMENTS FOR AUTHENTICATION

(Kindly check if enlisted documents are present.)

	(Shipper)	(RNC)	(Internal)
1. NBI Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Police Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Marriage Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Death Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. LTO Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Certificate of Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Medical Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Board Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Board Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Professional (PRC) I.D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Affidavit of Heirship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Others: _____

VISA STAMPING REQUIREMENTS (Select VISA Type)

☐ Working Visa
☐ Government Visa

☐ Dependent Visa / Family Visa
☐ Student Visa

Accept only and check if both original and photocopy are presented.

	(Shipper)	(RNC)	(Internal)
1. Original and photocopy of valid passport (6 months validity) Passport No.: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Original and photocopy of NOC (No Objection Certificate / VISA/ VISA Notice - 3 months validity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Original and photocopy of medical certificate (Fit / Fit to work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Original and photocopy of NBI Clearance Authenticated by DFA (6months validity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. One (1) pc. 2 x 2 colored picture (any background)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Kuwait Embassy VISA Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checked documents are all complete and accurate: Verified By: _____

Customer Printed Name & Signature / Date

Internal Representative & Signature / Date

RNC Printed Name & Signature / Date

DISCLAIMER

1. This duly accomplished form upon submission for authentication / visa certification shall bind the signatory of it's ownership ;
2. Advance travel and/or airline booking arrangement is discouraged until the final release of authenticated documents from the Embassy of the Kuwait Manila to avoid unnecessary expenses ;
3. Fees made for the Embassy of the Kuwait Manila shall be refunded upon the rejection of its application . Reasons shall be for the sole determination and evaluation by the embassy ;
4. W Express handling service fees shall in no case be refundable ;
5. All spurious, fictitious, tampered or with noticeable erroneous entry submitted for authentication / visa certification upon determination and evaluation by the Embassy shall be declared void and confiscated ;
6. It shall be understood that any and all discrepancy, inaccuracy, incompleteness, non compliance/ submission of any and all required documents noted and shall be the cause of delay of its processing shall hold free W Express from any and all liabilities .

W EXPRESS DATA PRIVACY POLICY

Wide World Express Corporation (W Express), is committed to protect and respect your privacy in accordance with the Philippine Data Privacy Act of 2012 ("DPA") and the W Express Privacy Policy.

By proceeding to use our services you allow us to proceed with this transaction that includes your personal data and other circumstances treated with sensitivity which we collected from you in accordance with our Privacy Policy that can be found on W Express website (www.wexpress.com/privacypolicy/).

In particular, we may utilize information we currently have relating to your personal circumstances for the purpose of ensuring security of our people, our properties and the premises we have acquired from you.

The data that we collected from you may be transferred to, and stored or processed by a third party and/or at a destination outside of the Republic of the Philippines.

By submitting your personal data, you agree with the applicability of the terms and condition stated on our Data Privacy Policy but not limited to its transfer, storage or processing.

Please address any questions, comments and request regarding our data processing practice to info@wwexpress.com.ph

Conforme:

Signature Over Printed Name / Date

