



QATAR DOCUMENTS PROCESSING CHECKLIST

HAWB# _____

A.R.# _____

DATE: _____

SHIPPER'S NAME: _____

(SURNAME)

(FIRST NAME)

(MIDDLE NAME)

Shipper CSR Internal

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LIST OF DOCUMENTS FOR AUTHENTICATION

1. Marriage Certificate (original and 1 photocopy in A4 size of paper)
2. Birth Certificate (death certificate – gratis) (original and 1 photocopy in A4 size of paper)
3. Certificate of No Marriage (CENOMAR) - (original and 1 photocopy in A4 size of paper)
4. Transcript (TOR)/Diploma/CHED CAV/School Certificate -(original and 2 photocopies in A4 size of paper)
5. Employment Certificate / Affidavit / RTC Certificate - - (original and 1 photocopy in A4 size of paper)
6. NBI Clearance - (original and 1 photocopy in A4 size of paper)
7. NBI Sundry Card Certificate - (original and 1 photocopy in A4 size of paper)
8. PRC Certificate - (original and 1 photocopy in A4 size of paper)
9. PRC Board Rating - (original and 1 photocopy in A4 size of paper)
10. PRC Board Certificate - (original and 1 photocopy in A4 size of paper)
11. PRC ID - (original and 1 photocopy in A4 size of paper)
12. OTHERS: _____

NOTE: Commercial Documents – Applicant must file directly to the Qatar Embassy

Shipper CSR Internal

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POLICE CLEARANCE REQUEST

1. Request Letter – indicating filing date, addressed to the Ambassador of the Embassy of the State of Qatar, Manila, stating the purpose of seeking police clearance, name of the sponsor and duration of stay in Qatar, first entry and last exit date. Includes contact, details email address, and home address.
2. NBI Fingerprint / Sundry Card – DFA Authenticated (Applicable for those who entered before 2011 without IQAMA)
3. 2 Photocopies of QID or Residence ID (if issued or available)
4. If No QID, submit a copy of the Residency Sticker (IQAMA)
5. 2 Photocopies of the passport and its pertinent pages in connection to the applicant's stay and travel in Qatar, including stamps of entry and exit dates from Qatar.
 - For lost passports, submit an Affidavit of Loss and Bureau of Immigration Certificate, both must be authenticated by DFA.\
 - Applicants without entry or exit stamps, secure a Bureau of Immigration Certificate (Reflecting the travel history in Qatar and must be authenticated by DFA.
6. 2 Photocopies of the valid passport (bio page)
7. Police Clearance Fee: USD (refer to Rate Guide)
8. 5 copies of 2x2 pictures (white background)

NOTE:

- **The Embassy endorses the Police Clearance request to the Ministry of Interior in Qatar. Response from the esteemed Office may take more than three (3) months.**
- **The Issuance of Police Clearance will only cover the 10 year work experience in Qatar before the filing at the Embassy. The embassy will only accept applicants whose last exit from Qatar was in 2014 onwards.**

Checked documents are all Verified By:

Customer Printed Name & Signature / Date

CSR Printed Name & Signature / Date

Internal Representative & Signature / Date

TERMS AND CONDITIONS:

1. This form when duly signed & dated shall constitute proof of ownership or possession of any documents submitted for authentication/visa certification.
2. Advance travel and/or airline booking arrangements are discouraged until the final release of the passport from the Embassy of the State of Qatar Manila, W Express is not responsible for unnecessary expenses;
3. If the visa issuance is postponed or denied W Express is not responsible for anything regarding the relevant issues.
4. W Express handling service fees shall in no case be refundable;
5. All spurious, fictitious, tampered, or noticeable erroneous entry submitted for visa application upon determination and evaluation by the Embassy shall be declared void and confiscated;
6. It shall be understood that any discrepancy, inaccuracy, incompleteness, non-compliance/ submission of any required documents noted and shall be the cause of delay of its processing shall hold free W Express from any and all liabilities.

Conforme:

Signature Over Printed Name / Date

BDD - QDPC

Rev. No. 03 / Effective Date: October 14, 2024