



QATAR DOCUMENTS PROCESSING CHECKLIST

HAWB# _____

A.R.# _____

DATE: _____

SHIPPER'S NAME: _____
(SURNAME) (FIRST NAME) (MIDDLE NAME)

Shipper CSR Internal

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISA STAMPING REQUIREMENTS

- _____ **Personal** _____ **Official** _____ **Family Personal**
1. Visa Notice – original, scanned, email or photocopy
 2. Original Passport – more the 6 months validity
 3. 2 pcs. 2x2 colored photo – White background
 4. For minor applicants - Email printout of photo confirmation to the Embassy of the State of Qatar

Shipper CSR Internal

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISA STAMPING REQUIREMENTS

- _____ **Resident** _____ **Family Yearly Visit** _____ **Family Resident**
1. Visa Notice – original, scanned, email or photocopy
 2. Original Passport – more the 6 months validity
 3. 2 pcs. 2x2 colored photo – White background
 4. For minor applicants - Email printout of photo confirmation to the Embassy of the State of Qatar
 5. Medical Certificate – issued by the Embassy's accredited medical clinics (children 11 years old and below are exempted from the medical requirement)

Shipper CSR Internal

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISA STAMPING REQUIREMENTS

- _____ **BUSINESS** _____ **TOURIST**
1. Visa Notice – original, scanned, email or photocopy
 2. Original Passport – more the 6 months validity
 3. 2 pcs. 2x2 colored photo – White background
 4. For minor applicants - Email printout of photo confirmation to the Embassy of the State of Qatar
 5. Letter of Invitation – from th Sponsor or copy of Affidavit of Support (original, scanned, or photocopy)

Note: Government Visa – Gratis /Free

Checked documents are all complete and accurate:

Verified By:

Customer Printed Name & Signature / Date_____
Internal Representative & Signature / Date_____
CSR Printed Name & 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 / DateBDD - QDPC
Rev. No. 03 / Effective Date: October 14, 2024