



BI FORM NO. TVS-C-VE-2016
CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
TOURIST VISA EXTENSION

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I. REQUIREMENTS

- Original Passport
- Application Form (TVS-CGAF-VE-2016)
- Sworn Statement for overstaying /updating
of stay of more than six (6) months

II. PROCEDURE

- 1. Queuing Number
Public Information Assistance Unit
Visa Extension Lane
- 2. Assessment of Fees
Window 25 – PWD/Senior Citizen
Window 23-24
- 3. Payment of Fees
Cashier
Window 26-28
- 4. Releasing
Window 30