



1. ISSUANCE OF TOURISM CERTIFICATE OF REGISTRATION/ ENDORSEMENT FOR ACCREDITATION TO DEPARTMENT OF TOURISM (DOT)

The Tourism Certificate of Registration/Endorsement for Accreditation is issued to tourism establishments that submitted the minimum requirements and paid the corresponding registration fee. The certification contains basic information about the tourism establishment and certifies that the establishment is registered with QC Tourism Department.

Office/Department:	Q.C. Tourism Department
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who May Avail:	QC Tourism Establishments' Owners/Operators
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For New Applicant-Tourism Establishments (As submitted to BPLD)	
Unified Business Permit Application Form (1 photocopy, present original copy/ecopy)	Business Permits and Licensing Dept., QC Hall
Department of Trade and Industry/ Securities and Exchange Commission Registration (1 photocopy, present original copy/ecopy)	Department of Trade and Industry / Securities and Exchange Commission
Barangay Clearance (1 photocopy, present original copy/ecopy)	Barangay Hall where the business address is located
Tax Bill and Official Receipt for the Current Year that includes Tourism Registration Fee (1 photocopy, present original copy /ecopy)	QC Treasurer's Department Assessment Windows and Cashier
Additional Requirement for Travel Agency Only Surety Bond (1 Original Copy) (Insurance Coverage: P500,000.00)	Bonding Agencies/Companies



B. For Renewal of Certificate of Registration – Tourism Establishments (As submitted to BPLD)	
Unified Business Permit Application Form (1 photocopy, present original copy/ecopy)	Business Permits and Licensing Dept., QC Hall
Current/Previous Business Permit (1 photocopy, present original copy/ecopy)	Business Permits and Licensing Dept., QC Hall
Tax Bill and Official Receipt for the Current Year that includes Tourism Registration Fee (1 photocopy, present original copy/ecopy)	QC Treasurer’s Department Assessment Windows and Cashier

Additional Requirement for Travel Agency Only Surety Bond (1 Original Copy) (Insurance Coverage: P500,000.00)	Bonding Agencies/Companies
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBL E
1. Log on to https://qceservices.quezoncity.gov.ph/bpld/ and submit the accomplished Unified Business Permit Application Form online together with the necessary supporting documents, depending on your application type.	The BPLD forwards the same to the ancillary departments and evaluate completeness of requirements.	None	10 minutes	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>

