

Visa Enquiry Quick Reference

A practical worksheet for checking entry requirements and tracking next steps.

How to use: Complete one copy for each traveler or booking. Verify requirements using current official guidance, record the source and date, and note anything that still needs confirmation.

1. Traveler and Trip Details

Information	Details
Passport nationality	
Country of residence	
Passport expiry date	
Main destination	
Other countries to visit	
Purpose of travel	
Departure and return dates	
Planned length of stay	
Transit countries and airports	
Existing visas or residence permits	

2. Visa Check Record

Check	Result / Notes
Entry permission required	
Visa or authorization category	
Passport validity rules	
Official application link	
Required documents	
Application fee and currency	
Published processing guidance	
Visa validity and permitted stay	
Number of entries	
Permitted activities	
Transit requirements	
Additional conditions	

3. Verification Record

Field	Details
Official source name	
Official source link	
Date checked	
Rule or requirement confirmed	
Information still to confirm	
Authority contacted, if applicable	
Date of follow-up	

4. Action Tracker

Action	Owner	Due date	Status
Provide missing traveler details			
Review required documents			
Complete visa application			
Book appointment, if required			
Check current rules before departure			

5. Final Review

- Traveler details are complete.
- Entry requirements were checked against a relevant official source.
- The full itinerary, including transit, was reviewed.
- Visa conditions and passport rules were checked.
- Missing information and open questions were recorded.
- The customer received the application link and next steps.
- No guarantee of visa approval or entry was given.

Case Status	Open / Waiting for Customer / Waiting for Authority / Ready for Follow-Up / Closed
Agent Notes	

Important: Visa and entry rules depend on the traveler's passport, destination, purpose, dates, and itinerary. Rules can change. Use current official guidance and confirm unclear cases with the relevant authority. A visa does not guarantee entry.