

Services Guide

Tourism Guidance Regulations

This translation is provided for guidance.
The governing text is the Arabic text.

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Deputyship of Regulatory Affairs and Policies

Licensing & Classification Department

V.1 2022

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Introduction:

The Ministry of Tourism is responsible for regulating, developing, and promoting the tourism sector in KSA, as well as enhancing its role and overcoming obstacles to growth in accordance with the Kingdom's status and values. The Ministry also aims to develop the tourism industry through integrated tourism programs and activities that will meet all tourists needs during their trip. The Ministry strives to encourage and stimulate the private sector to play an important role in the development and establishment of investment tourism facilities.

Dear investor, we have developed this guide with the goal of defining the procedures for obtaining licensing for tourism guidance services via the Ministry of Tourism's electronic platform for tourism activities, as well as the conditions and requirements required for each of them, based on the Tourism Law and the Tourism Guidance Regulations.

Tourism Guidance license categories

Category	Definition
Specialized tourist guiding	Tour guide service provider in a specific specialty approved by the Ministry (example: cooking, caving, etc.)
Tourist Route Guiding	Tour guide service provider for a tourist Route passing through one or more areas, as approved by the Ministry (example: Majmaah trail).
Tourist site guiding	Tour guide service provider at a specific tourist site approved by the Ministry (Example: King Abdulaziz Museum).

First: License issuance

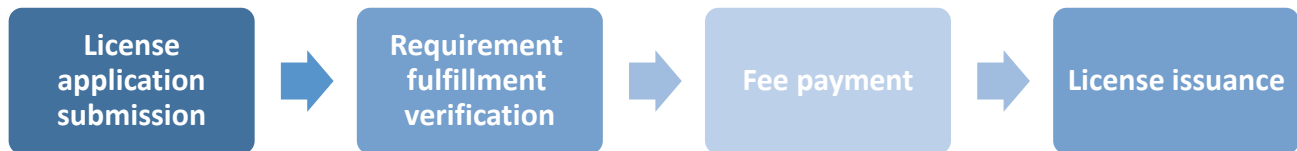
Service description:

To provide tour guide services for tourists, and to obtain a license for tourism guidance, one must comply with the following requirements:

Service duration

2 business days

License issuance - Service journey:



1-1 License application submission:

Visit the Tourism Activities Licensing Portal (TLG) and make sure the following conditions and requirements are met:

1. Applicants must fill out the tourism guidance license application form with the required data.
2. Applicants must be Saudi nationals.
3. Applicants must be at least 18 years old, according to Hijri calendar.
4. Applicants must be physically fit and have passed a medical fitness examination at a center accredited by the Ministry of Health.
5. Applicants must pass all courses, tests and interviews adopted by the Ministry for the requested category (<https://hcdp.mt.gov.sa/Home/ProgramDetails/TourismGuidance>).
6. Applicants must pass STGA's content course for the requested tour guide category (Specialist Guide/Track Guide/Site Guide) via the following link ([Saudi Tour Guides Association \(sauditga.com\)](http://sauditga.com)).
7. Applicants must agree to the undertakings.

2-1 Requirement fulfillment verification:

The ministry will check compliance with the following requirements when the application is submitted:

- 1- Applicants must have a Bachelor's degree or Diploma in tourism guidance from a Saudi university, or must have completed a course in tourism guidance skills through the Ministry of Tourism's qualifying program for tourism guidance.

- 2- Applicants must have completed the content course for the required category, path or specialization through programs approved by the Ministry of Tourism.
- 3- Applicants must be physically fit and free of any impairments that would prevent them from engaging in the activity. If the disability only affects the upper or lower extremities, people with mobility impairments can apply for the job at locations with universal access facilities.
- 4- Applicant must pass a personal interview.
- 5- One of the following requirements must be met in addition to providing evidence of the licensee's language proficiency in order to add a language to the license:
 - A university certificate proving that applicants are specialized in the language to be added.
 - A bachelor's degree not older than 2 years, attested by the embassies of the Kingdom, with the official language of the state added to it.
 - For the English language, applicants must provide proof that they received a (4) on the IELTS test or its equivalent.
 - For languages other than English, a proof shall be provided of applicants' proficiency in speaking the language to be added.

1-3 Fee payment:

- Applicants will be informed of the financial fees' total amount (via the TLG portal) and will have up to (30) days to pay after receiving the notification. If payment is not received before the deadline, the application will be canceled, and the applicant will be notified.
- The fees for issuing a license are based on the required tourism guidance category, according to the table below:

Fee (in Saudi Riyals)			
License duration	One year	Two years	Three years
	500	750	1,000

1-4 License issuance:

After paying the fees, the license will be issued and will be valid for three (3) renewable years, and it will contain the information shown on the license form. The license will be delivered to the licensee's official address. The license holder must abide by the following:

- The license may only be used by the licensee, and no third party may use it.

- The tourism guidance service must be provided through the programs that are implemented by the travel and tourism service provider, except for the site guide services.
- The tourism guidance service must be provided within the limits of the license category.
- The license must be worn on the chest at all times while providing tourism guidance services.
- Information given to tourists must be accurate; false information, information that contradicts the truth, and information that harms Saudi Arabia interests or reputation must be withheld.
- The necessary precautions and measures must be taken to ensure the safety and security of the tourist group, and tourists must be informed of safety instructions prior to the tour.

Second: License renewal

Service description

When a licensee wishes to renew the Tourism Guidance license within (60) days prior to the license expiry, they shall comply with the following:

Service duration

Instant

License renewal - Service journey:



1-2 License renewal application submission:

Visit the TLG portal and make sure the following conditions and requirements are met:

- 1- Applicants must fill out the license renewal form by entering the required data.
- 2- The licensee must be physically fit, as evidenced by the health fitness certificate presented to the Ministry upon licensing.
- 3- Applicants must agree to the undertakings upon request submission.

2-2 Fee payment:

Applicants will be informed of the financial fees' total amount (via the TLG portal) and will have up to thirty days to pay after receiving the notification. If payment is not received before the deadline, the application will be canceled, and the applicants will be notified.

Fees will be based on the category of the tourism guidance license to be renewed according to the table below:

Fee (in Saudi Riyals)			
License duration	One year	Two years	Three years
	250	500	750

2-3 License renewal:

After paying the fees, the license will be renewed and will be valid for a period not exceeding (3) years. The license can be collected from the Ministry's headquarters or delivered to the official address of the licensee.

Third: License data amendment

Service description

The following procedures shall be complied with if the licensee wants to add or remove a category or a language from the license:

Service duration

One business day

License data amendment - Service journey:



3-1 License data amendment application submission:

Visit the TLG portal and make sure the following conditions and requirements are met:

- 1- Applicants must fill out the license renewal form by entering the required data.
- 2- When adding a new category, applicants must provide proof that they have completed a course in the category to be added to the license (Site/Track/Specialist) from the [Saudi Tour Guides Association via the link \(sauditga.com\)](http://sauditga.com).
- 3- The guide must provide evidence that they are fluent in the language to be added to the license.
- 4- Applicants must agree to the undertakings.

3-2 Requirement fulfillment verification:

The Ministry will check compliance with the following requirements when the application is submitted:

- 1- When adding a new category, the licensee is required to have completed a course in (Site/Track/Specialist) from the Saudi Tour Guides Association.
- 2- One of the following requirements must be met, in addition to providing evidence of the licensee's language proficiency in order to add a language to the license:
 - A university certificate proving that applicants are specialized in the language to be added.
 - A bachelor's degree not older than 2 years, attested by the embassies of the Kingdom, with the official language of the state added to it.
 - For the English language, applicants must provide proof that they received a (4) on the IELTS test or its equivalent.

- For languages other than English, a proof shall be provided of applicants' proficiency in speaking the language to be added.
- 3- When canceling a category or language from the license, it must be ensured that there are no obligations related to the category or language to be canceled.

3-3 License information update:

The data in the tour guide file shall be modified in the electronic systems after being accepted by the Ministry.

Fourth: Data update

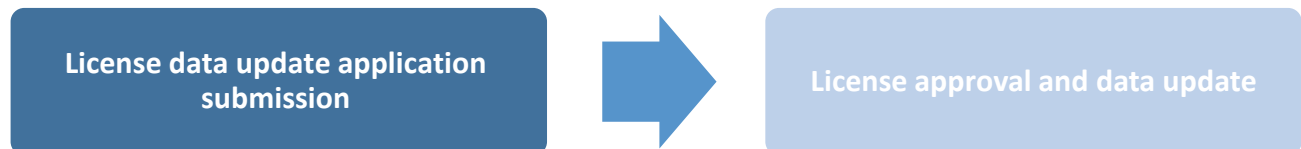
Service description

When the licensee wishes to amend the contact information to ensure communication with the Ministry and the receipt of official notices from the latter, the following must be observed:

Service duration

Instant

Data update - Service journey:



4-1 Data update application submission:

Visit the TLG portal and make sure the following conditions and requirements are met:

- 1- The licensee's data update request form must be filled out (contact information of the tour guide, phone number/e-mail).
- 2- Applicants shall undertake that all information to be added or amended is correct and shall take responsibility for such amendments.

4-2 License approval and data update:

The Ministry will update the data after approving the application and reflect it on the licensee's official account, where it will be used for communication.

Fifth: Issuance of a replacement license

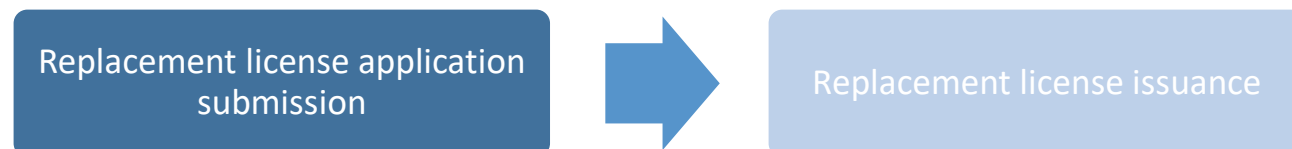
Service description

When a licensee wishes to reissue a license because it has been damaged or lost, the following procedures must be complied with:

Service duration

Instant

Replacement license - service journey:



5-1 Replacement license application submission:

Visit the TLG portal and make sure the following conditions and requirements are met:

- 1- Applicants must fill out the replacement application form with all required information.
- 2- Explain how the license was lost and for how long it has been lost.
- 3- The license must have been valid at the time it was lost.

5-2 Replacement license issuance:

After submitting the application, a license will be issued for the remaining period of the original license before providing the service. The license can be collected from the Ministry's headquarters or delivered to the official address of the licensee.

Sixth: License cancellation

Service description

When the licensee wishes to stop practicing tourism guidance services and cancel the license, the following must be observed:

Service duration

Instant

License cancellation - Service journey:



6-1 License data update application submission:

Visit the TLG portal and make sure the following conditions and requirements are met:

- 1- Applicants must fill out the license cancellation form by entering the required data.
- 2- Applicants must guarantee the accuracy of the information provided.

6-2 Requirement fulfillment verification:

The Ministry will make sure applicants have no outstanding debts and have settled any and all legal disputes, including the payment of fines and damages, if any.

6-3 License cancellation:

Applicants will be notified that their license has been canceled and will be required to do the following:

- 1- Refrain from engaging in the tourism guidance activity.
- 2- Discard the license.