

## **Vietnam Battlefield Tours Directions for Filling out Our Forms**

Download the following forms to your computer

- VIETNAM Battlefield Tours - Reservation Form \***
- VIETNAM Battlefield Tours – Terms and Conditions**
- VIETNAM Battlefield Tours – Release of Claims Form**
- VIETNAM Battlefield Tours - Special Request Form \***
- VIETNAM Battlefield Tours - Vietnam Visa Application \***

\* Three of the forms are electronic PDF forms, which will allow you to fill them out on your computer screen before you print them. If you are not familiar with computer screen fillable forms you will find directions at the bottom of this document that will provide you with step by step instructions for filling out these forms. Once filled out the completed forms can be saved to your computer if you have Adobe Acrobat Reader version 7 or later installed on your computer.

For those of you who don't like computers, just print out the blank forms and then fill the forms in by hand or typewriter (whatever that is).

### **Vietnam Battlefield Tours - Reservation Form(s)**

1. Fill out all areas of information on the form as requested.
2. When you have completed the form, print out two copies.
3. Sign and Date the form. (Send us the signed copy; keep the other for your records.)
4. Mail the completed form along with deposit/payment to the address on the bottom of the form.

### **Vietnam Battlefield Tours - Terms & Conditions**

1. You should read and understand our Terms and Conditions.

### **Vietnam Battlefield Tours – Release of Claims Form**

1. Print and Sign your name as requested.
2. Send in Release of Claims form along with your Registration Form.

### **Vietnam Battlefield Tours - Special Request Form**

1. If you have any special request about places you would like to see while on this tour, please use this form.
2. After you have completed this form, print out two copies. (Send us one copy; keep the other for your records.)
3. Mail the completed form along with the Registration form(s) to the address on the bottom of The Registration form.

## Embassy of Vietnam Visa Application:

### Embassy of Vietnam Visa Application

1. Fill items **1 – 8 only**.
2. Items 9 – 12 will be filled out by **VIETNAM Battlefield Tours**.
3. Date and Sign the application near the bottom
4. After you have completed this form, print out two copies.
5. Sign the declaration at the bottom of the Visa Application. (Send us one copy; keep the other for your records.)
6. You will need to have a Passport photo attached to this application.

## **IMPORTANT!**

**Do Not send** application to the Vietnamese Embassy!

## **Send Vietnam Visa Application To Vietnam Battlefield Tours**

Vietnam Battlefield Tours will apply for “Visas on Arrival” through our partners in Vietnam.

### **We do not need your Original Passport!**

We only need a copy of the front page of your passport.

**Important Notice:** Your passport must be valid for at least six months after the date of your return flight. You will also need three blank pages in your passport for visa, entry and exit stamps.

Send to: **Vietnam Battlefield Tours** the following items concerning your Visa.

1. Your Vietnam Visa Application with photo attached.
2. A copy of the front page of your Passport.

Send to: **Vietnam Battlefield Tours**  
5150 Broadway St. #473  
San Antonio, TX 78209-5701

## Step by Step Instructions for filling out electronic forms:

Before you start to fill out a form, please make sure that you have all the correct, final information available. You may wish to print the forms first, and fill them out by hand and ensure its accuracy before filling in the final form on your computer. All three of these forms can be saved to your computer once they are completed if you have Adobe Acrobat Reader version 7 or later installed on your computer.

Please note that currently, there is no computation, validation or verification of the information you enter. Form fields simply allow you to type in information - you must ensure it is correct.

Verify that you have installed on your computer Adobe Acrobat Reader version 7.0 or later. Earlier versions of Adobe Reader do not allow you to save the completed form.

**NOTE:** There seems to be a problem with Acrobat Reader version 9.3 which prevents you from entering data into the Registration Forms. If you have Reader 9.3 installed and you are experiencing this problem you might want to un-install Reader 9.3 and install either an older version (**Reader 8.2**) or a newer version (**Reader 10.1.4 or Reader 11.0.09**) in its place. You can download versions of Acrobat Reader from this url: <http://get.adobe.com/reader/otherversions/>

Download the Registration form, Special Request form and the Vietnam Visa Application by clicking on the appropriate link(s) on this web site. Depending on the configuration of your web browser, the form(s) will open in a second web browser window or you will be prompted to save the file.

If the downloaded form is not currently open in your web browser, find the file you downloaded and open it.

If your cursor is not already in the shape of a "hand", select the "hand" tool from the Acrobat toolbar menu. This will allow you to move the page around to see each portion.

Move the "hand" pointer over a form box on the document. The "hand" should turn into an "I-beam". The "I-beam" signifies a "fill-in" section to the form. Click inside the box. You can now type into the box. When the pointer hovers over a check box, button, or item list, it will turn into a hand with one finger pointing. This means you can select the item.

To move from field to field, use the Tab key. Shift + Tab will move you to the previous field.

Fill out the form by typing text into the appropriate areas and checking boxes where needed.

Boxes can be checked either by clicking on the box with your mouse, or by tabbing into the box and hitting the "enter" key.)

Once the form is complete, use your mouse to select an area of the form that is not a "fill-in" box. If a form field is active, i.e. you can see the blinking bar in a text field, the contents of that field will NOT print.

Print the form using the "print" icon in the Acrobat toolbar menu - not the print icon or command in your web browser. If you print using your web browser's print command instead of the Acrobat command, the contents of the fields might not print properly.

Check the printed forms very carefully for any errors, fields that did not print, or omissions. You may go back and make changes to any of the fields in your open document, and then reprint it.

Only when you are certain the printed version is correct should you close the window containing your filled-out form. Adobe Acrobat Reader **Will NOT** allow you to save the completed forms unless you have version 7 or later installed on your computer.

Include the printed, filled-in forms in your application package as instructed in the individual application guidelines. Be sure to keep a copy for your records.