



## Directions for Filling out Our Forms

Download the following forms to your computer

**VIETNAM Battlefield Tours** - Terms and Conditions

**VIETNAM Battlefield Tours** - Reservation Form \*

**VIETNAM Battlefield Tours** - Release of Claims Form \*

**VIETNAM Battlefield Tours** - Medical Disclosures Form \*

**VIETNAM Battlefield Tours** - Special Request Form \*

**VIETNAM Battlefield Tours** - Alternative Gateways Form \*

**VIETNAM Battlefield Tours** - Vietnam Visa Application \*

This also includes instructions on submitting a copy of your Passport and Passport Photos.

\* These 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 - **Terms & Conditions**

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

Vietnam Battlefield Tours - **Reservation Form** – (Required)

1. Fill out all areas of information on the form as requested.
2. **Print** your **Name, Sign** and **Date** the form.
3. Mail the completed form along with deposit/payment to the address on the bottom of the form.

Vietnam Battlefield Tours – **Release of Claims Form** – (Required)

1. **Print** your **Name, Sign** and **Date** this form.
2. Send the Release of Claims Form in along with your Registration Form.

Vietnam Battlefield Tours – **Medical Disclosures Form** – (Required)

1. List all medical conditions/special needs/and disabilities that we should be made aware of.
2. If no medical conditions exist, then list “**NONE**” on the form.
3. **Print** your **Name, Sign** and **Date** this form.
4. Send the Medical Disclosures Form in along with your Registration Form.

## **All Clients**

**Copy of your Passport:** We require a Copy of your Passport.

If you are arranging for your own Vietnam Visa, coming from a country other than the USA, or coming from a country that doesn't require a Vietnam Visa, we still need a copy of your Passport. Most of our tours have at least one In-Country airline flight that we need to book.

Directions on submitting a copy of your Passport can be found on page 2 of the Vietnam Visa form.

### **Vietnam Visa Application** – (Required\*)

1. Use the directions that we have provided with the Vietnam Visa Application to complete your Visa Application.
2. Send the completed Vietnam Visa Application (s) in along with your Registration Form.

\*Clients arranging for their own Visas are not required to fill out these applications.

(These are usually clients on “Ground Only Tours” and coming from countries other than the USA.)

### Vietnam Battlefield Tours - **Special Request Form** – (Optional)

1. Use this form if you have any “special” places you would like to visit while on this tour.
2. Send the Special Request Form in along with your Registration Form.

### Vietnam Battlefield Tours – **Alternative Gateways Form** – (Optional)

Use this form only if you if you wish to travel to Vietnam through a gateway other than our Official Gateway at **George Bush Intercontinental Airport, Houston (IAH)**.

1. Circle the desired Alternative Gateway
2. **Print your Name, Sign and Date** the form.
3. Send the Alternative Gateways Form in along with your Registration Form.

**Please note:** There are additional costs involved in flying out of these alternative gateways.

**It is recommended that you make copies of each of these forms for your own records.**

## 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.