



Passport & Visa Readiness Sheet

A document-first workbook for passport validity, visa type, entry proof, transit risk, copies, and final verification.

Most trip problems begin before the airport. This sheet helps you verify document readiness early, then organize proof before final payment and departure.

What this printable helps you do

- Check passport validity and blank pages
- Identify visa or ETA needs
- Check transit and layover rules
- Prepare entry proof and insurance
- Save digital and paper backups
- Verify official sources before departure

Save it, print it, use it before booking





Document readiness overview

Use this before booking and again before departure.

Best timing

Start 60-90 days before travel when possible. Re-check rules 7 days and 48 hours before departure.

Core idea

Your passport, visa/ETA, transit permission, booking proof, and health documents must match your route.

Big warning

Do not rely on old screenshots, social posts, or random forum answers for entry rules.

Route matters

A layover, airport change, or separate ticket can change document requirements.

Name match

Passport name, ticket name, visa name, insurance, and hotel booking should match exactly.

Voyasee tip

Use Transit Visa Checker and Travel Passport before paying for complicated routes.



Passport check board

Record the basics before booking.

Item	What to check	Why it matters	Action
Validity	Expiry date and destination validity rule.	Some destinations require months of validity beyond stay.	Renew early if close.
Blank pages	Unused visa/stamp pages.	Border officers may need space for stamps/visa.	Check before booking.
Damage	Water damage, torn page, unreadable chip/photo.	Damaged passports can be rejected.	Replace if unsure.
Name	Matches flight, visa, hotel, insurance.	Mismatch can block boarding or entry.	Fix before payment.
Old passport	Some visas may be in old passport.	You may need both passports when traveling.	Carry if required.



visa and entry type checklist

Identify what permission you need.

- Check if your nationality needs visa-free entry, eVisa, ETA, visa on arrival, or embassy visa.
- Confirm purpose: tourism, business, study, work, transit, medical, or visiting family.
- Check allowed stay length and whether multiple entries are needed.
- Verify if your route includes countries with separate transit rules.
- Check whether separate tickets require entering the layover country.
- Review proof required: hotel, funds, return ticket, insurance, invitation, itinerary.
- Save application confirmation and approval PDF offline.
- Check if printed copy is recommended or required.
- Confirm passport used for application matches passport used for travel.
- Do not buy non-refundable plans until document risk is clear.
- Check official government or embassy sources before relying on third-party summaries.
- Re-check rules close to departure because entry policies can change.



Transit and route risk matrix

Your destination is not the only country that matters.

Route situation	Risk level	What to verify	Safer move
Single ticket, same airport, international transit area	Lower, but still check.	Transit visa, terminal transfer, baggage through-check.	Verify with airline and official sources.
Separate tickets or self-transfer	Higher.	Need to collect bags and re-check in; may require entry permission.	Avoid if visa uncertain.
Airport change in layover city	Higher.	You likely must enter the country to change airports.	Check transit/visitor visa rules.
Overnight layover	Medium to high.	Can you stay airside? Is terminal open overnight?	Plan hotel/visa if needed.
Route through multiple countries	Variable.	Each transit point may have different rules.	Map every stop, not just destination.



Entry proof organizer

Prepare the documents border staff may ask for.

Return or onward travel

Keep ticket confirmation, route details, and booking reference available offline.

Accommodation proof

Save hotel booking, full address, phone number, and first-night plan.

Funds proof

Carry card, bank access, or proof of funds if relevant to destination rules.

Insurance proof

Save policy number, emergency number, coverage dates, and destination coverage.

Trip purpose

Prepare a simple explanation: tourism, dates, cities, accommodation, return plan.

Invitation or event proof

If visiting someone or attending an event, keep invitation, address, and contact details ready.



Common document mistakes

Fix these before the airport.

Mistake 1: checking only destination visa

Transit, layovers, separate tickets, and airport changes can create extra document needs.

Mistake 2: trusting old rules

Entry rules, forms, fees, and visa platforms can change. Re-check before departure.

Mistake 3: name mismatch

Middle name, surname order, and spelling differences can create airline or border issues.

Mistake 4: no offline backup

Internet failure at check-in or immigration can make digital-only documents risky.

Mistake 5: booking before clarity

Cheap non-refundable flights are not cheap if documents are wrong.



Document backup system

Create a simple two-layer backup.

1 Master folder

Create one folder on phone: Passport, visa, tickets, hotel, insurance, emergency.

2 Offline copy

Save files so they open without internet.

3 Cloud copy

Keep a secure cloud backup in case phone is lost.

4 Paper copy

Print the most important items for airports and border checks.

5 Trusted contact

Send copies or emergency access to someone reliable.

6 Separate storage

Keep one document copy separate from passport and wallet.

7 File names

Use clear names: passport, visa approval, hotel booking, insurance.

8 Privacy

Do not expose passport details in public or shared devices.



Passport and visa worksheet

Fill before payment.

Passport expiry

Date and validity buffer

Blank pages

Number of usable pages

Visa/ETA type

Tourist, transit, eVisa, visa-free, etc.

Visa status

Not needed / pending / approved

Transit countries

Every layover and airport change

Entry proof

Hotel, funds, return ticket, insurance

Printed copies

Which documents to print

Official source checked

Website/date/source

Name match checked

Passport, ticket, visa, hotel

Re-check date

When you will verify again



Document readiness score

Score before final payment.

Add 1 point for each item you can confidently answer. If your score is low, use the action notes before booking or departing.

Passport is valid for the destination rule.

Fix: Check official rule or renew.

Passport has enough blank pages.

Fix: Verify before booking.

Ticket name matches passport.

Fix: Correct airline booking.

Visa/ETA need is confirmed.

Fix: Use official source.

Visa/ETA is approved if required.

Fix: Apply before payment if risk.

Transit rules are checked.

Fix: Review every layover.

Entry proof is organized.

Fix: Save hotel, funds, return ticket.

Insurance is saved if needed.

Fix: Download policy details.

Documents work offline.

Fix: Test on phone.

Paper backup is ready.

Fix: Print key items.

Trusted contact has backup.

Fix: Share securely.

I re-check rules close to travel.

Fix: Set reminder.

Score guide

0-4: pause and fix basics. 5-8: close gaps before final payment. 9-12: trip looks stronger, but still verify official rules and booking details.



Document field notes

Read these before you book.

Separate tickets

Separate tickets can turn a simple layover into an entry requirement.

Airport changes

Changing airports usually means leaving transit area. Check visa rules carefully.

Embassy wording

Official terms matter. Tourism, business, transit, and visiting family can have different rules.

Validity math

Do not calculate passport validity casually. Count from entry or exit date according to the rule.

Printed proof

Some places accept digital documents, but printed copies still reduce stress at check-in.

Backup habit

If a document can block boarding, it deserves at least two backups.



Official verification reminder

Use official sources before relying on this sheet.

- Verify passport validity and blank-page rules with official destination guidance.
- Check visa, eVisa, ETA, visa-free, and visa-on-arrival rules for your nationality.
- Check transit visa rules for every layover country and airport change.
- Confirm airline check-in rules, document checks, and name-match policies.
- Verify health, customs, medicine, insurance, and local law requirements.
- Save official confirmation pages or application approvals offline.
- Re-check rules close to departure because policies can change.
- Use Voyasee tools for planning, but use official sources for final legal requirements.



Printable document cheat cards

Keep these near your passport.

Name rule

Passport, ticket, visa, hotel, and insurance should match.

Route rule

Check destination plus every layover and airport change.

Copy rule

Use phone offline copy, cloud copy, and paper copy.

Proof rule

Hotel, return ticket, funds, insurance, and purpose should be ready.

Timing rule

Do not wait until check-in to discover a visa issue.

Official rule

Trust official sources for final entry requirements.



Your next best actions

Finish your document plan.

1 Check passport

Validity, pages, damage, name.

2 Map route

Destination and every transit point.

3 Confirm entry type

Visa-free, ETA, eVisa, visa, or transit.

4 Organize proof

Hotel, return ticket, insurance, funds.

5 Back up documents

Offline, cloud, paper, trusted contact.

6 Review names

Match every booking to passport.

7 Set re-check

Verify again before departure.

8 Use Voyasee

Run Travel Passport and Transit Visa Checker.



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Trip readiness
- **Smart Travel Hub**
Planning center
- **Destination Quiz**
Choose wisely
- **Travel Month Planner**
Best timing

PREPARE

- **Trip Budget Calculator**
Money plan
- **Packing List Generator**
Pack smarter
- **Travel Medicine Checker**
Health prep

PROTECT

- **Travel Scam Checker**
Scam risk
- **Transit Visa Checker**
Layover risk
- **Jet Lag Planner**
Energy plan

EXPLORE

- **Interactive Travel Map**
Visual discovery

Why Voyasee?

Voyasee helps travelers decide where to go, when to go, what to check, what to pack, what to avoid, and how to feel ready before booking. Use the PDFs, tools, and articles together for a smarter trip plan.