



# LABOUR DEPARTMENT

## APPLICATION FOR RENEWAL WORK PERMIT

This list is a summary of general requirements for ALL applicants. The Labour Department reserves the right to request additional information or documentation as deemed fit.

### CHECKLIST OF REQUIREMENTS:

- Original application form duly completed, signed and dated by employee and employer. Please do not leave any question blank. If a question does not apply to you, insert "not applicable" or "n/a" in the space provided. Applications printed double sided on cardstock or coloured paper, with blank spaces, and/or without original employee and employer signatures will not be accepted. The name of the employer listed on the application must coincide with the company name listed on the trade license. The First Schedule of the application should be submitted in triplicate and the Second Schedule in duplicate.
- How May I Contact You page. Please do not leave any question blank. If a question does not apply to you, insert "not applicable" or "n/a" in the space provided.
- Where the employer is a company, a stamp or seal must be printed on the application along with the signature of the manager or a representative, indicating the designation of the signatory.
- Work Permit Card
- One (1) passport size photograph of the applicant. The photograph must be in colour and taken within the past 12 months. Dimensions of photograph should be between 45mm by 35mm (1.77 inches by 1.38 inches) and 63mm by 50mm (2.5 inches by 2 inches).
- Cover letter duly signed and addressed to the Labour Commissioner, explaining the need to continue the employment of the employee.
- Copy of passport page with extension of time from Immigration Department (**if previous time has expired**).
- Valid trade license (**current year**).
- \$50.00 non-refundable application fee.

### **ADDITIONAL REQUIREMENTS BY INDUSTRY:**

- **Diver:** Certified PADI (Professional Association of Diving Instructors)/NAVI (Nautical Training) Certificate, Captain license, STCW Certificate
- **Charter Yacht:** STCW (Standards of Training, Certification and Watch-keeping) Certificate, Captain License/Virgin Islands Boat Masters License
- **Financial Services (Bank/Trust/Insurance):** Proof of payment for the current year.
- **Agriculture/Farming:** Certified copy of certification from the Ministry of Natural Resources and Labour
- **Fishing:** Fishing License from the Ministry of Natural Resources and Labour
- **Communications:** Virgin Islands Telecommunications Regulatory Commission License
- **Domestic:** Employer's proof of ability to pay employee (i.e. Job Letter stating salary or other Statement of Income)
- **Food Establishment (Restaurant/Supermarket):** License from the Ministry of Health & Social Development in accordance with the Public Health and Hygiene Regulations (1972)

### **ADDITIONAL REQUIREMENTS BY PROFESSION:**

- **Lawyer/Solicitor**
  - Certificate of Admission to the BVI Bar Association or Commercial Court
  - Certificate of Good Standing
  - Practicing Certificate from BVI
- **Medical Doctor and Dentist**
  - Copy of current Certificate of Registration from the BVI Medical and Dental Council to practice in the Virgin Islands
  - Approval letter from the Ministry of Health & Social Development
- **Allied Health Professional**
  - Copy of current Certificate of Registration from the Virgin Islands Allied Health Professional Council to Practice in the Virgin Islands
- **Nurse and Nursing Assistant**
  - Copy of current registration card from the Virgin Islands Nurses and Midwives Council to Practice as a Nurse and/or Midwife in the Virgin Islands
  - Copy of current enrolment card from the Virgin Islands Nurses and Midwives Council to practice as a Nursing Assistant
- **Veterinarian and Veterinarian Assistant**
  - Approval letter from the Agriculture Department to practice as a Veterinarian or a Veterinarian Assistant in the Virgin Islands
- **Driver**
  - Copy of valid Driver's License (**front and back**) and/or Taxi Driver's License
- **Food Handler**
  - Copy of Food Handler's Certificate from Environmental Health Division



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## HOW MAY I CONTACT YOU?



Please Complete For Work Permit Processing

### EMPLOYER

Employer's Full Name: \_\_\_\_\_

Employer's Telephone No: (H)\_\_\_\_\_ (W)\_\_\_\_\_ (C)\_\_\_\_\_

Employer's Email Address: \_\_\_\_\_

Employer's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EMPLOYEE

Employee's Name: \_\_\_\_\_

Employee's Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Social Security No: \_\_\_\_\_

Employee's Telephone No: (H)\_\_\_\_\_ (W)\_\_\_\_\_ (C)\_\_\_\_\_

Employee's Email Address: \_\_\_\_\_



Government of the Virgin Islands



LABOUR DEPARTMENT

FIRST SCHEDULE

APPLICATION UNDER SECTION F5 OF WORK PERMITS DIVISION OF THE VIRGIN ISLANDS LABOUR CODE ORDINANCE

I, .....of .....

hereby make application for work permit under the provision of the Work Permits Division of the Virgin Islands Labour Code Ordinance.

The particulars stated below are true and correct: -

- (a) Country of Origin .....
(b) Date of Birth .....
(c) Training and experience .....
(d) Number, date and place of issue of Passport .....
(e) Date of arrival in the Virgin Islands .....
(f) Period of stay granted by Immigration Authorities .....
(g) Place of residence before arriving in the Virgin Islands .....
(h) Employer / Intended employer .....
(i) Salary / Wage .....
(j) (If self-employed) Business, trade, occupation or profession .....
(k) Comments .....

Dated this ..... day of ....., 20 .....

.....
Signature of Applicant



# SECOND SCHEDULE



## ATTACHMENT TO APPLICATION UNDER SECTION F5 OF WORK PERMITS DIVISION OF THE VIRGIN ISLANDS LABOUR CODE ORDINANCE.

I / We, ..... of .....  
hereby request that work permit be issued to .....  
..... of .....

***The particulars stated below are true and correct to the best of our knowledge, information and belief: -***

- (a) Nature of employment offered .....
- (b) Nature of my / our business, trade, profession or occupation .....  
.....
- (c) Rate of pay and conditions of employment offered .....
- (d) Was vacancy advertised locally? (give details) .....  
.....  
.....  
.....

.....  
**Signature**  
**(If a company, stamp and signature of Director)**