



NEW WORK PERMIT APPLICATION

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

CHECKLIST OF REQUIREMENTS:

- Full page of two newspaper or reputable online advertisements published consecutively for two (2) weeks, with visible dates. Advertisements must list, the company name, the title of the position, valid telephone and email address, and other pertinent information as stated on the application. Published advertisements are valid up to 6 months.
- Cover letter, duly signed and addressed to the Labour Commissioner, explaining the need for the employee. The letter should also state whether there were BVIlander/Belonger applicants, and if so, the reason why none was offered employment. Copy of letter to each unsuccessful BVIlander/Belonger applicant, and each respective résumé should also be submitted.
- One (1) passport size photograph of the applicant. The photographs must be in colour and taken within the past 12 months. Dimensions of photographs should be between 45mm by 35mm (1.77 inches by 1.38 inches) and 63mm by 50mm (2.5 inches by 2 inches).
- Qualifications of applicant: degrees, diplomas, certifications, résumé and job letters of reference, etc. Qualification(s) listed on résumé must be verified by copies of relevant degrees, certifications and diplomas. **Documents not in English must be transcribed prior to submission.**
- Signed copy of contract between the employer and applicant, where applicable.
- Copy of the applicant's signature page of valid passport.
- Job Description outlining the full duties of the position.
- Change of status letter from the Immigration Department granting permission to applicant to seek employment in the territory. **(Required from applicants in the territory only).**
- Valid trade license **(current year).**
- Where the employer is a new company the following documents may be applicable:
Memorandum of Association (b) Certificate of Incorporation
- Where the employer recently purchased the business and the employees are continuing employment, evidence must be provided, to the satisfaction of the Labour Commissioner, to show that the matter of the employees' severance payment has been settled.
- \$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, Recognition of a Non-STCW Certificate from Virgin Islands Shipping Registry for Captains
- **Financial Services (Bank/Trust/Insurance):** Approval letter or certificate from Financial Services Commission
- **Agriculture/Farming:** Approval letter from the Department of Agriculture
- **Fishing:** Fishing License from the Department of Agriculture
- **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)
- **Construction/Landscaping/Cleaning/Security:** Valid signed and dated Contracts/Letters of Intent between the company and the client(s). Signed Contracts/Letters of Intent are considered valid up to 12 months of date listed.

ADDITIONAL REQUIREMENTS BY PROFESSION:

- **Lawyer/Solicitor**
 - Certificate of Admission to the BVI Bar Association
 - 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 Department of Agriculture 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**
 - Food Handler's Certificate from Environmental Health Division
- **Hairdresser/Cosmetologist/Barber**
 - Certificate of completion from a reputable learning institution deeming the applicant proficient to conduct chemical processing services (i.e. hair dyeing, perming, facial hair tinting, etc.). Hair braiding services are excluded.