



WORK PERMIT EXEMPTION APPLICATION FORM

Please select the application category being applied for:-

- Exemption by Marriage** (Fill Sections I, III & IV)
- Exemption by Education** (Fill Sections I & II)
- Exemption by Ministers Discretion** (Fill All Sections)

Please select the type of application being applied for:-

- New
- Renewal

APPLICABLE FEES

NEW (non-refundable)

- Application Fee - \$100.00
- Processing & Card Fee - \$400.00

RENEWALS (non-refundable)

- Application Fee - \$100.00
- Processing & Card Fee - \$400.00

REQUIRED DOCUMENTS

All Applicants

- One (1) **original** police certificate (local only)
- Copy of your Passport Biography Page
- Letter of Proof of Entry and Consecutive Residence in the BVI (**apply with BVI Immigration Department only**)
- Copy of Work Permit Card (if applicable)
- Certificate of Earning from the Department of Inland Revenue
- Certificate of Earning from Social Security
- Job letter*
- One (1) Character Reference Letter (*A copy of a BVI Passport, Belonger Card or Naturalization Certificate is required as proof. (Note: Belonger's Card or Naturalization Certificate is to be accompanied by a local photo ID.)*)

Exemption by Marriage Applicants

- Original** or **certified copy** of Marriage Certificate
- Evidence that your spouse is a BVIlander/Belonger (i.e. copy of profile page & Governor's Seal; copy of Virgin Islands Belonger's Card; or copy of Naturalization Certificate. (**Note: To be accompanied by a local photo ID**))
- **Letter of Intent from intended employer (applicable if the applicant is currently unemployed)*

Exemption by Education

- Original** or **certified copy** of school leaving certificates; **or** letter of proof from the relevant Schools of the Ministry of Education, Culture, Youth Affairs, Fisheries & Agriculture (*1 document per School*)

Ministers Discretion

- Proof of property ownership*
- Proof of local investment (if applicable)*
- All that apply*

SECTION I - PERSONAL INFORMATION

Name:			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Previous Name:			
Date of Birth:			
	<i>Day</i>	<i>Month</i>	<i>Year</i>
Place of Birth:			
Age:			
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Marital Status:	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Other		
No. of Dependents:			
Social Security No.:		NHI No.:	
Work Permit No.:			
Mobile No.:			
Email Address:			
Physical Address:			
Name of Character Reference:			
List of Charitable Organizations	1.		
	2.		
	3.		
	4.		

SECTION II – EDUCATION

Education Level	Name of Institution	Date Enrolled	Date Completed	Certificate Attained
Primary				
Secondary				
Tertiary				

SECTION III – MARRIAGE INFORMATION

Name of Spouse:			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Nationality of Spouse at Birth:			
Date of Marriage:			
Country of Marriage:			
SPOUSE'S SIGNATURE: _____		DATE: _____	

SECTION IV – EMPLOYEMENT INFORMATION

Place of Employment:			
Address of Business:			
Contact No.:			
Position Held:			
Date of Employment:			
Annual Income:			
Previous Place of Employment:			
Position Held:			
Date of Employment:	Started	Ended	
Name of Current Employer:			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
EMPLOYER'S SIGNATURE: _____		DATE: _____	

By signing, I acknowledge that all information provided (entailed or attached) herein is true and accurate, to the best of my knowledge.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

FOR OFFICIAL USE ONLY

Receiving Officer

Receiving Officers Comments: _____

Processing Officer

Processing Officers Comments: _____

Verification of Labour Status: _____ **Expiration of Current Work Permit:** _____

Verification of Immigration Status: _____ **No. Years Residing in the BVI**

Minister

Ministers Comments: _____

Minister's Decision: **Approved** **Denied**

No. of Years Approved: 1 Year 2 Years 3 Years 4 Years 5 Years 6 Years

Minister's Signature: _____

