



IMMIGRATION DEPARTMENT SERVICES CHECKLIST

Areas(s): EXTENSION TO ENTRY PERMIT

Name of Agency/Individual: _____

Date: _____ Tel: _____ Email: _____

If your Entry Permit has expired and you are awaiting the renewal of your Work Permit you are required to submit the following documents:

- Valid Passport, to include passports of your dependents.
- Copy of the receipt obtained from the Labour Department once you have submitted your Work Permit Renewal Application.
- Copy of the Labour Department Work Permit Appointment slip.
- Copy of the completed Labour Department Renewal Application if **NOT** submitted before the expiration of the Entry Permit.

Payment of twenty five dollars (\$25.00) per person will be collected upon completion of the process.



IMMIGRATION DEPARTMENT SERVICES CHECKLIST

Areas(s): **LANDING PERMIT (Visitors Extension)**

Name of Agency/Individual: _____

Date: _____ Tel: _____ Email: _____

- Valid passport.
- Completed extension card with local contact information and name of person who you are visiting.
- Copies of the vessel's registration and Customs and Immigration Marine Control Document.

Payment of ten dollars (\$10.00) per person will be collected upon completion of the process.



IMMIGRATION DEPARTMENT SERVICES CHECKLIST

Areas(s): **RENEWAL OF ENTRY PERMIT (Work Permit Holders)**

Name of Agency/Individual: _____

Date: _____ Tel: _____ Email: _____

- Valid passport, to include passports of your dependents.
- Entry Permit Forms to include those of your dependents (the form with your photo attached that depicts your current status).
- First and Second Schedule obtained from the Labour Department once you have paid for your Work Permit.

Payment of twenty five dollars (\$25.00) per person will be collected upon completion of the process.



IMMIGRATION DEPARTMENT SERVICES CHECKLIST

**Area(s): RENEWAL OF ENTRY PERMIT (Work Permit Exemption
Certificate/Card Holders)**

Name of Agency/Individual: _____

Date: _____ Tel: _____ Email: _____

- Valid Passport, to include passports of dependents.
- Entry Permit Forms to include those of your dependents (the form with your photo attached that depicts your current status).
- Job Letter and/or contract.
- Copy of Work Permit Exemption Certificate and Card.

Payment of twenty five dollars (\$25.00) per person will be collected upon completion of the process.



IMMIGRATION DEPARTMENT SERVICES CHECKLIST

Areas(s): **RENEWAL OF ENTRY PERMIT**

Name of Agency/Individual: _____

Date: _____ Tel: _____ Email: _____

A. Government and Statutory Body Employees

- Valid Passport, to include passports of dependents.
- Entry Permit Forms to include those of your dependents (the form with your photo attached that depicts your current status).
- Appointment Letter or Job Letter or Contract.

B. Students H.L.S.C.C./U.W.I.

- Valid Passport.
- Entry Permit Form (the form with your photo attached that depicts your current status).
- Acceptance Letter for U.W.I students.

Payment of twenty five dollars (\$25.00) per person will be collected upon completion of the process.

C. Residing (Self)

- Valid Passport.
- Entry Permit Forms (the form with your photo attached that depicts your current status).

Payment of twenty five dollars (\$25.00) per person will be collected upon completion of the process.



IMMIGRATION DEPARTMENT SERVICES CHECKLIST

Areas(s): **CONDITIONAL PERMIT (C.P.)**

Name of Agency/Individual: _____

Date: _____ Tel: _____ Email: _____

A Conditional Permit may be obtained where the Entry Permit becomes null and void as a result of loss or change of employment.

- Valid Passport, to include passports of dependents.
- Copy of Work Permit Card.
- Copy of Work Permit Exemption Certificate and Card.
- Resignation letter or Termination letter.
- Release letter from employer.
- Bank statement from local bank or financial establishment.
- Letter from the landlord and/or copy of lease agreement to verify your tenancy.
- Two (2) current rent receipts.

Payment amount will be calculated upon completion of the process.



IMMIGRATION DEPARTMENT SERVICES CHECKLIST

Areas(s): **NEW PROCESS**

Name of Agency/Individual: _____

Date: _____ Tel: _____ Email: _____

A New Process is completed when an individual is taking up employment or residing in the Territory for the first time.

- Valid Passport, to include passports of dependents.
- Approval letter of permission to reside in the Territory from the Chief Immigration Officer (for persons residing).
- Labour Clearance (for persons taking up employment).
- Approval letter of permission to enter the Territory to take up gainful employment while exempted from the requirements of a Work Permit.
- Copy of Work Permit Exemption Certificate and Card (persons who are exempted from the requirements of a Work Permit).
- Medical Certificate from a local establishment.
- Police Certificate.
- Completed Entry Permit Application which can be completed and printed online.
- Two (2) identical passport size photos.
- Copy of Work Permit Card.
- First and Second Schedule obtained from the Labour Department once you have paid for your Work Permit.

Payment amount will be calculated upon completion of the process.